

Memorandum of Understanding
between
Assumption University of Thailand
And
EDHEC BUSINESS SCHOOL

EDHEC BUSINESS SCHOOL and Assumption University, after due discussions and consultations have agreed to the following provisions for developing international exchange and cooperation programs based upon the principle of reciprocity.

This agreement permits the exchange of scholars, professional staff members, students, and academic information between the signatory institutions. By establishing such exchanges, the instructional and research activities at both universities will be enhanced and greater mutual understanding between scholars and students of both universities facilitated.

The universities agree to promote the following exchange activities based on their respective academic and educational needs.

1. Exchange of scholars (professors, advanced graduate fellows, and/or researchers) and professional staff members.
2. Exchange of students (graduate and undergraduate).
3. Exchange of information and academic materials.
4. Organization of joint research programs including those for eventual publication in academic and professional journals.
5. Organization of joint research programs, as well as exchange of information about conferences, workshops, and mutual assistance to participate in them.
6. Collaboration in distance education and Information Technology.
7. Other feasible and relevant educational activities to be engaged upon according to this agreement and in the spirit of developing education for mutual benefit to the parties, students and the public.
8. Supporting activities / services such as Language Training, orientations and preparatory courses are considered.

The implementation of each exchange based on this agreement shall be separately negotiated and determined by both universities, and efforts shall be made by both sides to find financial and in-kind resources for implementing specific exchange programs.

Nothing in this agreement shall in any way diminish the full autonomy of either university, nor shall constraints be imposed by either party upon the other in implementing this agreement.

This agreement shall last five years and shall be reviewed and evaluated after this period. Either party may terminate this agreement upon written notice to the other party three months prior to the actual termination. In such cases, programs under way shall be allowed to be completed according to the terms that have been agreed upon.

This agreement is to become effective when the representatives of each university have signed below, respectively.

ASSUMPTION UNIVERSITY

EDHEC BUSINESS SCHOOL

K. Phothikitti



Kitti Phothikitti, Ph.D.
 Dean, Graduate Studies

Emmanuel Metais
 Dean

Date: *28 Feb 2018*
Kitti Phothikitti

Date: *3 April 2018*
Emmanuel Metais

Witness:

Witness:

Kitikorn Dowpiset, Ph.D.

Caroline DARRIGUES

EXCHANGE AGREEMENT

Between

The Graduate School of Business,
ASSUMPTION UNIVERSITY BANGKOK

And

EDHEC BUSINESS SCHOOL, Lille-Nice, France

Objective

The purpose of this Agreement is to promote the mutual cooperation in areas of interest and benefit to both institutions. This cooperation covers the student exchange and/or staff exchange [When desired completed with for example: joint Intensive International Programs, collaborative research, etc.].

Exchange Coordinator

Each party to the agreement will appoint a coordinating officer who is responsible for the coordination and administration of the exchange, including the selection and counselling of the exchange participants. The officer's name and contact details are set out in the appendix to this Agreement.

Student exchange

1. Each university will accept up to 5 exchange students per semester each year. Both institutions will ensure a balance in the number of exchanged students over an agreed two (2) year period.
2. The duration of exchanges shall be up to 2 academic trimester year per student. One exchange is considered to consist of one student studying abroad at the host institution for one semester. A student who studies abroad for two semesters will be deemed as having taken two study abroad exchange spaces. An extension of stay for an exchange student at the host institution or an increase in the number of exchange students accepted in any academic year must be mutually approved by both the home institution and the host institution.
3. Students in the final year of their Master program will be selected by their home institution on the basis of academic merit and suitability for study at the host university.
4. Students will be responsible for completing and submitting applications and other required forms to the host institution (such as exchange student application form, official transcript from the home university, a letter of recommendation from the home university, a bank statement (for visa purposes), etc.).
5. For exchange students all tuition, including examination and admission fees, will be covered under the terms of this agreement. Tuition will be paid by the exchange student to his/her home institution prior to departure. All other costs (i.e. activity fee, etc.) incurred will be the responsibility of the exchange student.

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6. Exchange students shall remain registered and pay tuition fees to their respective home institution; in such a way no tuition fees are exchanged between partner institutions. Exchange students shall not be charged for application, tuition or related fees by the host institution.
 7. Exchange students shall be enrolled as non-degree seeking students at the host university. Exchange students shall be subject to the rules and regulations of the host institution and country. They will also have the rights and privileges enjoyed by all students of the host university.
 8. Participants will be required to meet any visa requirements that pertain to studying in the host country.
 9. The host institution will assist exchange students in the area of studying, visa procedures, accommodation and returning to their home institution. Accommodation costs shall be paid by the students themselves.
 10. All exchange students are required to have a comprehensive health insurance policy which also provides emergency travel insurance. The cost of any medical insurance, evacuation in cases of accidents /death as well as any medical expenses not covered by such insurance, shall be the personal responsibility of the exchange students. Since exchange students stay in France longer than 3 months they must take out the French national health insurance (sécurité sociale, approximately €220). It is mandatory (even if the student has his or her own personal insurance in the home country) under the French law. Exchange students older than 28, no matter their nationality or duration of stay, will be required to take out an international medical plan. Proof of their health insurance will be asked upon arrival, and vice versa.
 11. The payment for all travel, medical insurance and subsistence (board) costs shall be the responsibility of the individual participant in the exchange program and neither university shall be held liable for such charges. Students selected must be able to prove to the home university that they have adequate funds for transportation to and from the home university and for subsistence during their stay. Miscellaneous fees such as special course fees, fieldwork courses, key deposits, books, etc. will be paid directly by each student.
 12. The host institution will provide the home institution with the official transcript of the academic record of each exchange student upon completion of studies provided that all financial obligations have been met. Students will need to make an official request for transcripts to be sent to the appropriate office of the home institution – normally the Registrar's Office. The granting of credits for studies undertaken at the host institution will be at the discretion of the home institution in accordance with its own policies and regulations.

13. Language Preparation:

At EDHEC BUSINESS SCHOOL at least one of the following criteria must be met to demonstrate the English language proficiency of applicants:

- A Statement of English Language Proficiency for exchange Students is signed by an academic staff member of the home institution certifying that the nominated student's English language proficiency meets the requirements of the host institution. The form will be forwarded to the host institution as part of the formal exchange application process.
- Other evidence of English language proficiency is submitted to comply with formal language admissions policies of the host institution.

14. Course/Module Descriptions: Assuming the visiting student has met all application deadlines and is not a late applicant, the host partner will provide detailed course/module descriptions to the home institution in a timely manner prior to exchanges so that course equivalency can be determined and courses/modules articulated in advance of mobility terms to assure students of a program of studies with full transfer credit.

15. The host institution shall have the right to terminate the participation of any student in the exchange program and in any other program, service, or benefit at any time if such student's academic work or behaviour is not suitable in the judgment of the host institution. Whenever applicable, such termination of participation in the exchange program will not be effected without prior consultation by the host institution with the home institution.

16. The obligations of each institution under this agreement are limited to the exchange of students and do not extend to partners or dependents. Expenses of accompanying partners and dependents are the responsibility of the exchange student.

Faculty exchange

17. Both parties agree they may invite faculty members from either institution to engage in research or for teaching activities. Each request will be considered on an individual basis. The duration of faculty exchange may vary (from participation in a conference or seminar, act as a visiting lecturer for one week, to one-to-one faculty exchange for a full semester or academic year).

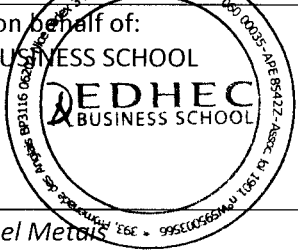
Effective Date and Termination of Agreement

This agreement shall be in effect for five years from the date of its signing. At the anniversary of the agreement, each institution will exchange a brief report indicating any imbalances of student number and/or other issues or problems. This agreement may be amended, and/or extended by mutual consent of both institutions for a period beyond its original date of expiration.

Either party may terminate this agreement by serving written notice to the other party six months in advance. In this case, if either party desires to balance the numbers before termination, the other party will cooperate in that effort. Otherwise, termination will take effect six months from the date of the written notice.

Agreement

As witness to their subscription to the above articles, the representatives of EDHEC BUSINESS SCHOOL and ASSUMPTION UNIVERSITY BANGKOK have hereunto provided their endorsement.

<p>For and on behalf of: Assumption University Bangkok (ABAC)</p> <p><i>K. Phothikitti</i></p> <p>Dr. Kitti Phothikitti Dean, Graduate Studies</p>	<p>For and on behalf of: EDHEC BUSINESS SCHOOL</p>  <p><i>Emmanuel Metais</i></p> <p>Emmanuel Metais Dean</p>
<p>Dr. Kitikorn Dowpiset Associate Dean, Graduate School of Business</p> <p><i>Kitikorn Dowpiset</i></p> <p>DATE (dd-mm-yy): <u>28 Feb 2018</u></p>	<p>Richard Perrin Executive Director for International Relations</p> <p><i>Richard Perrin</i></p> <p>DATE (dd-mm-yy): <u>03/04/2018</u></p>

As Mandated by the Royal Thai Ministry of Education's Office of the Higher Education Commission all agreements, including exchange program agreements will have to be signed at Institutional Head level, in Assumption University's case:

Rev. Brother Bancha Saenghiran, f.s.g., Ph.D
President- Rector Magnificus

ADDENDUM TO THE AGREEMENT ON ACADEMIC EXCHANGE
Between
EDHEC BUSINESS SCHOOL
And
The Graduate School of Business,
Assumption University

In as much as an Agreement is reached between EDHEC BUSINESS SCHOOL (EDHEC) and Assumption University (Assumption) relating to their student and faculty exchange, the following understanding applies.

STUDENT EXCHANGE PROGRAM

1. **Number of Exchange Students**
Each year, during the term of the Addendum, both universities may send up to 5 graduate students per semester. Standard length of stay will be one semester or a full academic year. Semester or academic year shall normally refer to the period relevant to the host institution. One full-year student is considered equivalent to two one-semester students. CP
2. **Tuition and Other Fees**
Each host institution will waive only tuition incurred by the exchange student for registration and admission. Other cost incurred will be responsibility of the exchange students.
3. **Accommodation**
Both institutions shall support exchange students in arranging suitable accommodation. The payment of housing costs and payment for all travel, medical insurance and subsistence costs shall be the responsibility of the exchange student and neither university shall be responsible for such charges.
4. **Travel and Visa**
Each exchange student is responsible for travel arrangements and visa. The host institution shall provide exchange students with any university certification needed to obtain a student visa for the full period of the exchange.
5. **Selection of Exchange Students**
Students will be selected by their home institution on the basis of:
 - i. Academic excellence
 - ii. Seriousness of interest in the study proposed
 - iii. Adequate language competence
 - iv. Capacity to adjust to cross-cultural situations
6. **Admittance**
Each student selected for participating in this program will be admitted as a non-degree

student to the host institution upon submission of:

- i. An application for admission (including Study Plan)
- ii. An official college transcript
- iii. A recommendation letter by the faculty or advisor
- iv. Financial statement from bank
- v. Health record statement

It is understood that students admitted under the terms of this Agreement will continue as candidates for degrees at their home institution, and will not be candidates for degrees of the host institution.

7. **1) Courses at Assumption**

Exchange students at Assumption University can take regular university courses taught in English.

2) Courses at EDHEC Business School

Exchange students at EDHEC Business School can take graduate courses offered at EDHEC, provided that they have pre requisites and working knowledge of English language. Students can also take classes of French as a foreign language.

8. **Credits**

Academic credits earned in courses taken by the exchange student while studying at the host institution may be accepted by the student's home institution, provided that such be judged as appropriate by the latter. At the end of the academic year, each institution will provide the other with a final official transcript of the grades obtained by each exchange student.

9. **Rules and Regulations**

Exchange students shall be subject to the rules and regulations of the host institution and country. They will also have the rights and privileges enjoyed by all students of the host university.

10. **Insurance**

Exchange students will be required to be covered by health insurance as mandated by the regulations of the host institution and/or country.

11. **Offices**

This Program will be coordinated by the Study Abroad Office at EDHEC and the Office of Graduate Studies at Assumption University.

This addendum to the Memorandum of Understanding between EDHEC Business School and Assumption University related to students' exchange shall be effective during the term of the Memorandum of Understanding.

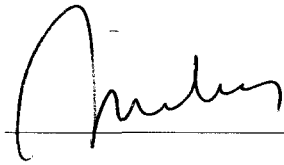
The undersigned agree to these Bylaws on behalf of their respective institutions.

For EDHEC BUSINESS SCHOOL

For ASSUMPTION UNIVERSITY

Prof. Emmanuel Metais
Dean

Dr. Kitti Phothikitti
Dean, Graduate Studies





Date 3/4/2018

Date 28 Feb 2018

Richard Perrin

Dr. Kitikorn Dowpiset

Executive Director for International
Relations

Associate Dean, Graduate School of Business





Date 03/04/2018

Date 28 Feb 2018

