

**MEMORANDUM OF AGREEMENT  
ON STUDENT EXCHANGE**

**between**



**FACULTY OF ECONOMICS, LAW AND HUMANITIES  
UNIVERSITAS NGUDI WALUYO,  
INDONESIA**

**and**



**THAI GLOBAL BUSINESS ADMINISTRATION  
TECHNOLOGICAL COLLEGE, THAILAND**

**No. 021/MoA/UNW/XII/2022**

**PERIOD: 2022-2027**



## MEMORANDUM OF AGREEMENT ON STUDENT EXCHANGE



**No. 021/MoA/UNW/XII/2022**

BETWEEN

**FACULTY OF ECONOMICS, LAW AND HUMANITIES UNIVERSITAS NGUDI WALUYO** is referred to as **UNW**, a faculty in Universitas NGUDI WALUYO which focuses on economics, law and humanities, located at Jl. Diponegoro no. 186 Ungaran Timur Kabupaten Semarang Jawa Tengah Indonesia, represented by its Dean of Faculty of Economics Law and Humanities, **Budiati, S.Pd., M.Pd.**;

AND

**THAI GLOBAL BUSINESS ADMINISTRATION TECHNOLOGICAL COLLEGE** referred to as **TGBC**, is a vocational college located at 99/557 Moo 8, Panason City, Srinakharin Road, Bang Muang, Mueang Samut Prakan District, Samut Prakan, Thailand 10270, represented by its Director of Thai Global Business Administration Technological College, **Dr. Prattana Srisuk**;

Based on the Memorandum of Understanding (MoU) signed on December 29<sup>th</sup>, 2022, now enter into the following memorandum for implementing mutual programs.

Whereas both institutions intend to fulfill the aims of:

1. Providing students enrolled in both parties an international avenue to acquire practical knowledge, skills, and desirable attitudes in foreign host establishments or organizations;
2. Enhancing the students' work values, competencies, and discipline as they relate to others in a multicultural work environment;
3. Promoting the students' understanding of culture and working environment in different countries;
4. Helping provide international experiences and a unique and diverse learning environment for the students; and
5. Protecting and safeguarding students undergoing student exchange programs.

Both institutions aim to achieve the following learning outcomes for students:

1. Illustrate international competence on skills gained from the exposure;
2. Differentiate business organizational structures of local and global settings and standards;
3. Initiate long-term partnerships;
4. Demonstrate the ability to prepare collaborative activities with international content;
5. Gain student work values and discipline in a multicultural environment.

### CHAPTER I: GENERAL ARRANGEMENTS

#### 1. MONITORING UNITS & COORDINATORS

- 1.1 Monitoring units are the offices of presidents, while the Coordinating units for this Memorandum of Agreement (MoA) are the Faculty of Economics Law and Humanities for UNW and TGBC
- 1.2 Each Monitoring unit will designate a Coordinator to oversee the activities implemented under the Agreement. Coordinators should communicate regularly with each other and with their respective Faculty of Economics Law and Humanities of UNW and TGBC. Coordinators may assign or delegate aspects of the program to other people. Coordinators are responsible for ensuring that these other program participants will perform following the terms of the Agreement.

## **2. DIRECT IMPLEMENTING UNITS**

Direct implementing units of the memorandum are the Faculty of Economics Law and Humanities for UNW and TGBC.

## **3. TERMS**

- 3.1 **Host institution** is the destination campus where the students will join the exchange program.
- 3.2 **Home institution** is where students pursue their degrees.
- 3.3 **Exchange student** refers to students who join the student exchange program between institutions.
  - a. **Inbound student** refers to students from the opposite campus.
  - b. **Outbound student** refers to students who go to the opposing campus.

## **CHAPTER II: STUDENT EXCHANGE ARRANGEMENT**

### **1. NUMBER OF EXCHANGE STUDENTS AND PERIOD OF STUDY**

- 1.1 Both parties may send a certain number of students within a year to join the exchange program on academic terms at another institution for each semester throughout this Agreement, starting from the academic year of 2023. Both institutions will review the program regularly and adjust the number of students to be exchanged, as necessary, to maintain a reasonable balance in the exchange.
- 1.2 The study duration shall be between a week and a month in the host institutions.

### **2. STUDY MECHANISM**

- 2.1 The exchange program is expected to be held onsite at the host institutions.
- 2.2 The exchange program consists of in-class study and internship.
- 2.3 The exchange course includes relevant academic areas and cultural studies.

### **3 STATUS OF EXCHANGE STUDENTS**

Exchange students shall retain their degree-seeking status at their home institution and be cross-enrolled for course credits at the host institution. Exchange students must return to their home institution and finish their degree after their student exchange program.

### **4 SELECTION OF EXCHANGE STUDENTS**

- 3.1 The student exchange program is open to students who have complied with the qualifying requirements of both institutions.

- 3.2 Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host institution.
- 3.3 Regarding the available slots, coordinators and their respective faculty offices shall nominate their selected students.
- 3.4 The host institution shall have the right to disapprove the cross-enrollment of students who do not meet the host institution's cross-enrolment requirements.
- 3.5 The host institution shall send dossiers and other materials regarding the selected exchange students.
- 5 **FACULTY ADVISER/ IN-CHARGE/ OFFICER** is designated to be responsible for all aspects of the student exchange program, including the implementation, monitoring, and evaluation. Host universities should refer to one person as the exchange students' faculty adviser/ in-charge/ officer.
- 6 **ACQUISITION AND RECOGNITION OF CREDITS**  
Host institutions shall provide information regarding the academic achievement (e.g., official transcript of records) of inbound students for the course taken at the host institutions at the end of the exchange program. The home institution may recognize the credits of the students based on the regulations and procedures of the home institution.
- 7 **STUDENT ACCOMMODATION FACILITY**  
The host institution shall provide residence for the inbound students during the period of student exchange.
- 8 **COSTS OF THE PROGRAM**  
The home institution shall bear the cost of tuition, accommodation/residence, and local transportation for outbound students. Other living and study costs; such as flight, passport/visa, internet and/or communication, textbooks, personal expenses, and all other debts incurred during the course; shall be borne by the exchange students.

### CHAPTER III: RENEWAL, TERMINATION, AND AMENDMENT

1. This MoA is valid from the date of signing until 5 (five) years.
2. This MoA may be amended only in writing, agreed to by both parties.
  - 2.1 This MoA may be amended only in writing, agreed to by both parties.
  - 2.2 Either party may terminate this MoA by providing the other party 6 (six) months prior written notice.

For and on behalf of  
Faculty of Economics Law and Humanities  
Universitas Ngudi Waluyo, Indonesia

**Budiati, S.Pd., M.Pd.**

Dean

Date: December 29<sup>th</sup>, 2022

For and on behalf of  
Thai Global Business Administration  
Technological College Thailand

**Dr. Pratiwana Srisuk**

Director

Date: December 29<sup>th</sup>, 2022

