



**ANNEX: MEMORANDUM OF AGREEMENT  
FOR UNDERGRADUATE STUDENT EXCHANGE  
BETWEEN  
UNIVERSITAS WIJAYA KUSUMA SURABAYA  
AND  
INTERNATIONAL COLLEGE OF RAJAMANGALA UNIVERSITY  
OF TECHNOLOGY KRUNGTHEP**

Pursuant to the spirit of the cooperative relationship, Universitas Wijaya Kusuma Surabaya. AND International College of Rajamangala University of Technology Krungthep (IC-UTK) And within the framework of the existing Memorandum of Understanding, it is the intention and purpose of this bilateral agreement to provide pertinent information regarding programs of reciprocal student exchange.

This annex, along with its attached exhibits (if any), will describe the particulars of the details and responsibilities of both parties.

**HAVE REACHED THE FOLLOWING AGREEMENT:**

**IC-UTK will provide**

**1. Undergraduate student for Share Learning or Short Course (one day)**

Minimum of students who participate: 20 students

Undergraduate student for shared learning (**3 hours in one day**):

- a. Short Course, lecture for 1 subject (3 hours)
- b. Registration Course (2,000 baht/student)
- c. Food & Meal included
- d. Certificate of Achievement

Undergraduate student for shared learning (**6 hours in one day**):

- a. Short Course, lecture for 1 subject (6 hours)
- b. Registration Course (3,000 baht/student)
- c. Food & Meal included
- d. Certificate of Achievement

**2. The universities shall determine the persons and channels of communication regarding:**

- a. Application and acceptance
- b. Emergency information



**MEMORANDUM OF AGREEMENT  
ACADEMIC ACTIVITIES  
BETWEEN  
INTERNATIONAL COLLEGE OF  
RAJAMANGALA UNIVERSITY OF TECHNOLOGY  
KRUNGTHep  
AND  
UNIVERSITAS WIJAYA KUSUMA SURABAYA**



Pursuant to the spirit of the cooperative relationship between International College of Rajamangala University of Technology Krungthep (IC-UTK) AND Universitas Wijaya Kusuma Surabaya Indonesia within the framework of the existing Memorandum of Understanding,

IT is the intention and purpose of this bilateral agreement to provide formal communicative and cooperative relations and agree on the following items:

- a. Visiting scholars, Exchange teachers, and Researchers
- b. Sharing of Academic information and materials
- c. Sharing of joint research programs and research achievements
- d. Joint training programs
- e. Jointly sponsored forums, symposium, conferences, International conference
- f. Other international cooperative and exchange programs that may be agreed upon by both parties

It is through this mutually respectful endeavor that we look forward to a successful realization of these aims, which by the signatures below, shall come into effect for immediate implementation.

**On behalf of IC-UTK:**

**On behalf of Universitas Wijaya Kusuma  
Surabaya**

.....  


December 20<sup>th</sup>, 2019

.....  
  


December 20<sup>th</sup>, 2019

**Mrs. Prattana Srisuk, Ph.D  
Dean, International College**

**Ir. Soepriyono, MT  
Vice Rector of Academics Affairs**



3. Student insurance requirements  
If short courses student is required to have accident and health insurance, such information shall be sent to the appropriate university office.
4. Adherence to university policy  
Students must agree to comply with the host university's policies and regulations regarding admission, maintenance of student status, and code of behavior.
5. Duration of the Memorandum
  - a. This agreement will become effective upon the signature by representatives of the two parties and shall be in effect following the validity period of the M.O.U that has been signed.
  - b. Amendments to this Memorandum of Agreement will only be made by the agreement of both Parties.

It is through this mutually respectful endeavor that we look forward to a successful realization of these aims, which by the signatures below, shall come into effect for immediate implementation.

On behalf of Universitas Wijaya Kusuma  
Surabaya:

On behalf of IC-UTK:



..... December 20<sup>th</sup>, 2019

Ir. Soepriyono MT  
Vice Rector Academic Affairs



..... December 20<sup>th</sup>, 2019

Mrs. Prattana Srisuk, Ph. D  
Dean, International College





**MEMORANDUM OF AGREEMENT  
SIT IN STUDENTS & EXCHANGE STUDENTS  
INTERNATIONAL COLLEGE OF  
RAJAMANGALA UNIVERSITY OF TECHNOLOGY KRUNGTHAP  
AND  
UNIVERSITAS WIJAYA KUSUMA SURABAYA**

Pursuant to the spirit of the cooperative relationship between International College of Rajamangala University of Technology Krungthep (IC-UTK) AND Univeristas Wijaya Kusuma Surabaya Indonesia within the framework of the existing Memorandum of Understanding,

IT is the intention and purpose of this bilateral agreement to provide pertinent information regarding programs of reciprocal sit in and exchange student.

THIS ANNEX, along with its attached exhibits (if any), will describe the particulars of the details and responsibilities of both parties.

**DUTIES AND RESPONSIBILITIES OF EACH UNIVERSITY**

11. IC-UTK and Universitas Wijaya Kusuma Surabaya will provide each other with:
  - a. Pertinent information of academic programs, to include curriculum and study plans for the eligible exchange students.
  - b. Sit in Student / Exchange students application forms
  - c. Cost information regarding additional school fees, and estimated costs for living expenses, such as housing, food, books, extraneous activities, and miscellaneous living expenses.
12. Nomination and selection of students:

Students will be informed of this program by the home university, who will then apply to the host university by way of submitting an application form. All forms will then be considered, reviewed, and evaluated by the host university's pertinent office, committee, or persons, who shall have final approval of the applicant's eligibility, based on the university's admissions criteria.
13. The universities will provide accepted students with orientation information prior to their arrival to the host university.
14. Visa Information – the universities will provide to exchange students:
  - d. Letters of acceptance and other documentation in order to apply for a study visa
  - e. Specific visa information at orientation meetings
  - f. Documentation and ongoing assistance for visa renewal.

- e. The learning agreement shall be signed by the student and signed by appropriate representatives of the home university (stamped with the university seal), and the host university (stamped with the university seal).
6. Transcripts – the host university will provide the transcript of the exchange student’s study results within 21 days of the last day of the semester attended by the student.
7. Housing placement: the universities shall provide information, advice, and assistance to the exchange student regarding housing accommodation.
8. The universities shall determine the persons and channels of communication regarding:
  - a. Application and acceptance
  - b. Funding/financials
  - c. Ongoing progress reports and grade results
  - d. Emergency information
9. Student insurance requirements  
If the exchange student is required to have accident and health insurance, such information shall be sent to the appropriate university office.
10. Adherence to university policy  
Students must agree to comply with the host university’s policies and regulations regarding admission, maintenance of student status, and code of behavior.



It is through this mutually respectful endeavor that we look forward to a successful realization of these aims, which by the signatures below, shall come into effect for immediate implementation.

**On behalf of IC-UTK:**

**On behalf of Universitas Wijaya Kusuma  
Surabaya**

.....  
  
  
**Mrs. Prattana Srisuk, Ph.D**    **Date**  
**Dean, International College**

December 20<sup>th</sup>, 2019

.....  
  
  
**Bambang Yunarko , SH.MH**  
**Vice Rector Students Affairs**

December 20<sup>th</sup>, 2019



**MEMORANDUM OF AGREEMENT  
SIT IN STUDENTS & EXCHANGE STUDENTS  
INTERNATIONAL COLLEGE OF  
RAJAMANGALA UNIVERSITY OF TECHNOLOGY KRUNGTHEP  
AND  
UNIVERSITAS WIJAYA KUSUMA SURABAYA**

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  - d. Letters of acceptance and other documentation in order to apply for a study visa
  - e. Specific visa information at orientation meetings
  - f. Documentation and ongoing assistance for visa renewal.

15. Learning Agreement – to formalize and effectuate the student’s exchange program, the home university will send to the host university a LEARNING AGREEMENT, listing:

- a. The student’s personal details
- b. The student’s preferred choices of courses to be studied.
- c. Acknowledgement and approval of the exchange by both universities.
- d. It is the responsibility of the home university to determine the acceptability of the course offerings and the validity of credit transfer to the student’s home university.
- e. The learning agreement shall be signed by the student, and signed by appropriate representatives of the home university (stamped with the university seal), and the host university (stamped with the university seal).

16. Transcripts – the host university will provide the transcript of the exchange student’s study results within 21 days of the last day of the semester attended by the student.

17. Housing placement: the universities shall provide information, advice, and assistance to the exchange student regarding housing accommodation.

18. The universities shall determine the persons and channels of communication regarding:

- e. Application and acceptance
- f. Funding/financials
- g. Ongoing progress reports and grade results
- h. Emergency information

19. Student insurance requirements  
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**On behalf of IC-UTK:**

  
..... 20<sup>th</sup> December 2019

**Mrs. Prattana Srisuk, Ph.D**    **Date**  
**Dean, International College**



**On behalf of Universitas Wijaya Kusuma  
Surabaya**

  
..... 20<sup>th</sup> December 2019

**Ir. Soepriyono, MT**  
**Vice Rector Academic Affairs**

