

SCHOOL-WIDE STUDENT/STAFF EXCHANGE

This Memorandum of Understanding between:

The University of Manchester, whose administrative address is Oxford Road, Manchester M13 9PL, United Kingdom in this instance acting through the School of Biological Sciences (hereafter abbreviated as “UoM”)

and

Chiang Mai University, whose address is 239 Huay Kaew Road, Muang District, Chiang Mai, 50200 Thailand(hereafter abbreviated as “CMU”)

Hereinafter individually referred to as “Institution” and collectively as “Institutions”

Recitals

It is the intention of the two Institutions to promote internationalization by stimulating and supporting inter-cultural exchanges between students/staff from Thailand and students/staff from the United Kingdom.

Each Institution desires that its students and staff have an opportunity to enrich their educational experience by adding an international dimension to their studies. Further, it is the desire of each Institution to allow participating students/staff opportunities to broaden their perspectives and increase their awareness and understanding of other cultures and of international issues.

I. Purpose

The objective of this MOU for a School-wide Exchange Programme for Students and Staff (hereafter abbreviated as “MOU”) is to establish an exchange programme for students and staff between UoM and CMU, based on the principles of mutual equality and reciprocity of benefits.

II. Definitions

In this MOU, unless the context otherwise specifies:

‘**Exchange Programme**’ shall mean an exchange of students and/or members of staff from each Institution.

‘**Exchange Students**’ shall mean students participating in the Exchange Programme implemented herein.

‘**Exchange Staff**’ shall mean academic members of staff participating in the Exchange Programme implemented herein.

‘**Home Institution**’ shall mean the Institution at which an Exchange Student intends to graduate.

‘**Host Institution**’ shall mean the Institution which has agreed to receive the Exchange Students from the Home Institution.

III. Number of Exchange Students & Staff

A maximum of 4 UoM undergraduate students will undertake a 9-12 month laboratory placement in CMU each year providing support and assistance with research activities at the Host Institution.

A maximum of 1 postgraduate research student or 1 member of academic staff from CMU will undertake a 4-6 month laboratory placement at UoM.

The number of Exchange Students/Staff may be amended or varied by mutual agreement.

IV. Prerequisites for Selection

Both institutions will select students for this Exchange Programme on the basis of merit and other non-discriminatory eligibility criteria as listed in Annex I.

Students must meet the admission requirements of the Host Institution and may have to fulfil other conditions, prerequisites and documentation for the Host Institution. The selected student will be nominated by the Home Institution for admission as an Exchange Student of the Host Institution in the following academic year.

V. Selection & Nomination

The Home Institution will in each case be responsible for selecting students/staff for exchange under the Exchange Programme and will forward all required documentation to the Host Institution to comply with their application procedures and deadlines.

Students chosen by the Home Institution shall normally be accepted by the Host Institution, but each Institution reserves the right to decline to accept the nominated students. The Home Institution may appeal the rejection.

VI. Programme of Study

UoM students will participate in laboratory placements at CMU relating to their area of specialization within the Life Sciences. CMU students/staff will undertake a laboratory placement at UoM relating to their area of specialization within the Life Sciences.

In cases in which students are purely undertaking laboratory placements, and do not require access to taught course units or in-session language support, they will not be restricted to attend during the standard semester dates.

In order to participate in laboratory placements, students will have completed at least 2 years of full-time study in biological sciences in advance of their participation in the exchange.

Students participating in laboratory placements at both Institutions will be allocated a supervisor with whom they will have regular meetings throughout the duration of the placement.

VII. Fees & Expenses

Tuition fees are paid to the Home Institution (if applicable), and are waived by the Host Institution.

The financial responsibilities of the Exchange Students participating in the Exchange Programme are outlined in Annex II. The use of non-academic or non-obligatory facilities, services and functions at the Host Institution may require the payment of fees by the Exchange Student.

The Exchange Student is responsible for all expenses and associated costs for any accompanying partner, spouse and/or dependants.

This MOU carries no financial implications for the signatory Institutions except for the aforementioned exemption from Host Institution tuition fees whilst the Exchange Student is at the Host Institution.

VIII. Student's Obligations

Exchange Students & Staff are subject to the rules and regulations of the Host Institution, in addition to those at the Home Institution. Any breach of these rules will be dealt with in accordance with the established policies and procedures of the Host Institution in consultation with the Home Institution. The other obligations of the Exchange Students are listed at Annex III.

IX. Registration & Administration

- i) The students participating in the Exchange Programme will be registered as non-degree, non-graduating or not-for-degree students for the duration of study at the Host Institution. This Exchange Programme MOU excludes any expectation of a transfer to the graduating programme of the Host Institution.
- ii) The staff participating in the Exchange Programme will be registered via Human Resources as Visiting Scientists.
- iii) The Host Institution will ensure that the Exchange Students are provided with the necessary documentation for obtaining the appropriate visa and will arrange an orientation programme for the Exchange Students.
- iv) The Host Institution will make every reasonable effort to provide Institution approved or suitable accommodation on or off-campus. Accommodation, although not guaranteed, will be provided at the standard rates. Accommodation does not extend to partners, spouses and/or dependants.
- v) The Home Institution will endeavour to ensure that outgoing Exchange Students are suitably prepared for their exchange experience in relation to both academic requirements and matters of health, language and culture/local customs. The Host Institution will provide appropriate assistance in relation to the exchange experience for incoming Exchange Students.
- vi) The Host Institution will notify the Home Institution as soon as it becomes aware of any emergency situation involving an Exchange Student subject to complying with the provisions of relevant data protection legislation.
- vii) The Host Institution will notify the Home Institution if an Exchange Student withdraws.

X. Non-Discrimination and Equal Opportunities

All students and staff will be treated in the same non-discriminatory manner in carrying out the provisions of this MOU. Neither Institution will discriminate on the basis of race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status or disability.

XI. Term and Implementation

i) The MOU will come into force following signature by the authorised representatives of both Institutions (the effective date being that of the final signature) and will remain in effect for a period of 5 (five) years unless extended or earlier terminated.

ii) Both Institutions may at any time review this MOU and the actions taken under it. Modifications to this MOU may be made only in writing and by mutual consent, any such modification must be signed by authorised representatives of both Institutions.

iii) The MOU may be extended upon its expiry with the written agreement of both Institutions, any such extension must be signed by authorised representatives of both Institutions.

iv) Either of the Institutions may terminate this MOU by written notification to the other Institution of its desire to terminate giving 1 (one) year prior notice of the desired date of termination. The termination of this MOU shall not affect the implementation of the Exchanges Programmes approved under it prior to such termination notice being issued.

v) At UoM the responsible office will be the School of Biological Sciences Placement Office. At CMU the responsible office will be the Faculty of Medicine.

XII. Force Majeure

Neither Institution shall be liable nor deemed to be in default for any delay or failure in performance under this MOU by reason of any circumstance beyond its reasonable control, including without limitation, fire, explosion, power failure, acts of God; war, revolution, civil commotion, or acts of public enemies; any law, order, regulation, ordinance, or requirement of any government or legal body or any representative of any such government or legal body; labour unrest, including without limitation, strikes, slowdowns, picketing or boycotts; then the Institution thereby affected shall be excused from its performance on a day-to-day basis to the extent of such interference.

XIII. Anti –bribery and Anti-corruption

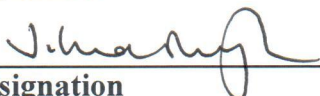
The Institutions agree to comply with all applicable anti-corruption and anti-bribery laws and any other applicable laws in connection with their performance under this MOU. Any Institution's failure to comply with any provision of this clause is considered to be a material breach of this MOU and the other Institution may terminate this MOU with immediate effect notwithstanding any other provision herein.

This MOU is not legally binding. The parties will not incur nor be bound by any legal obligations or expense as a result of this MOU.

Both Institutions welcome the establishment of this Exchange Programme and jointly agree to the terms of this MOU as set out above.

SIGNED ON BEHALF OF THE
SCHOOL OF BIOLOGICAL SCIENCES

Signature:



Designation
Professor Jane Worthington
Head of the School of Biological Sciences
The University of Manchester

Date: 26.10.16

SIGNED ON BEHALF OF
CHIANG MAI UNIVERSITY

Signature:



Designation
Clinical Professor Wattana Navacharoen
Dean, Faculty of Medicine
Chiang Mai University

Date: NOV 16, 2016

ANNEX I SELECTION CRITERIA

Item V

The Home Institution must ensure that the student(s) selected for the Exchange Programme:

- i. are students of good standing at the Home Institution and meet the minimum entry requirements as specified by the Host Institution;
- ii. propose an appropriate programme of study at the Host Institution;
- iii. show the aptitude, motivation and maturity, to thrive in the environment at the Host Institution;
- iv. are fully aware of the associated costs for all fees, personal and living expenses for the duration of study abroad at the Host Institution.

ANNEX II FINANCIAL RESPONSIBILITY OF EXCHANGE STUDENTS

Item VIII

The Exchange Students will be responsible for the following expenses:

- i. tuition, academic and obligatory fees at their Home Institution and, correspondingly, these fees will be waived at the Host Institution;
- ii. medical/health insurance and/or medical expenses incurred that are not covered by that insurance. Applications for UK immigration permission (visa) for more than six months require payment of an additional fee to entitle Exchange Students to free health care under the National Health Service;
- iii. obligatory expenditure required in the country of the Host Institution;
- iv. journey to and from the country of the Host Institution;
- v. personal and living expenses, including accommodation and food; and
- vi. any debts/costs of damages incurred during the course of the exchange period.

The UoM undertakes to provide the following financial support:

- i. A monthly £500 contribution towards the cost of accommodation for students/staff from CMU.
- ii. A monthly bench fee, payable to the UoM supervisor who is hosting the student/staff member.

The CMU undertakes to provide the following financial support:

- i. A monthly THB 5000/student contribution towards the cost of accommodation for students from the UoM.

ANNEX III OTHER OBLIGATIONS OF EXCHANGE STUDENTS

Item IX

The Exchange Students will be responsible for the following:

- i. applying for accommodation at the Host Institution;
- ii. their travel arrangements;
- iii. satisfying the immigration requirements for their journey to and from the country of the Host Institution;

- iv. arranging medical and third party insurance to cover the entire period of exchange at the Host Institution, this insurance must include medical evacuation and repatriation;
- v. registering with the diplomatic mission of the home country upon arrival in the country of the Host Institution;
- vi. providing the appropriate authority at the Home Institution with their postal and other addresses, upon registration at the Host Institution;
- vii. registering with the Home Institution for the next semester, upon completion of the duration of study at the Host Institution; and