



**MEMORANDUM OF AGREEMENT
SIT IN STUDENTS & EXCHANGE STUDENTS
INTERNATIONAL COLLEGE OF
RAJAMANGALA UNIVERSITY OF TECHNOLOGY KRUNGTHEP
AND
POSTGRADUATE PROGRAM, UNIVERSITAS PANCASAKTI TEGAL
CENTRAL JAVA, INDONESIA**



Pursuant to the spirit of the cooperative relationship between International College of Rajamangala University of Technology Krungthep (IC-UTK) and Postgraduate Program, Universitas Pancasakti Tegal 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

1. IC-UTK and Postgraduate Program, Universitas Pancasakti Tegal 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.
2. 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.
3. The universities will provide accepted students with orientation information prior to their arrival to the host university.
4. Visa Information – the universities will provide to exchange students:
 - a. Letters of acceptance and other documentation in order to apply for a study visa
 - b. Specific visa information at orientation meetings
 - c. Documentation and ongoing assistance for visa renewal.
5. 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).
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.

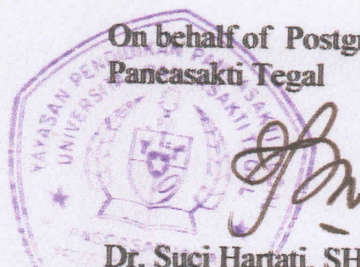
It is through this mutually respectful endeavor that we look forward to a successful realization of these aims, which by the signatures below, shall come into effect for immediate implementation.

On behalf of IC-UTK



Mrs. Prattana Srisuk, Ph.D
Dean of International College
Date: November 27th, 2019

On behalf of Postgraduate Program, Universitas
Pancasakti Tegal



Dr. Suci Hartati, SH, M.Hum
Head of Master of Law Study Program
Date: November 27th, 2019