



ANNEX I

To the Memorandum of Understanding concerning Inter-institutional agreement on Higher Education Student and Staff Mobility

Based on the Memorandum of Understanding signed on _____ the institutions named below agree to cooperate in exchange of students and/or staff.

A. Information about higher education institutions

Full name of the institution / country	Abbreviation of the institution	Contact details (email, phone)	Website (e.g. of the course catalogue)
University of Chemistry and Technology, Prague Technická 1905/5 166 28 Praha 6 Czech Republic	UCT Prague	Head of Department of International Relations XXX Phone: XXX XXX Incoming students: XXX XXX Outgoing students: XXX XXX Faculty contact: XXX School of Business XXX	www.vscht.cz
King Mongkut's Institute of Technology Ladkrabang 1 Soi Chalongsong 1, Ladkrabang, Bangkok 10520, Thailand	KMITL	Director of International Affairs XXX Tel: XXX XXX Incoming students: XXX Tel: XXX XXX Outgoing students: XXX Tel: XXX XXX Vice President for International Affairs XXX Tel: XXX XXX	http://www.kmitl.ac.th



B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
UCT Prague	KMITL	0311 0413	Economics Management and administration	1, 2, 3	1 student x 5 months	1 student x 5 months
		0311 0413	Economics Management and administration	1, 2, 3	1 student x 5 months	1 student x 5 months
KMITL	UCT Prague	0311 0413	Economics Management and administration	1, 2, 3	1 student x 5 months	1 student x 5 months
		0311 0413	Economics Management and administration	1, 2, 3	1 student x 5 months	1 student x 5 months

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration]	Staff Mobility for Training
UCT Prague	KMITL	0311 0413	Economics Management and administration	2 x 5 days	2 x 5 days
KMITL	UCT Prague	0311 0413	Economics Management and administration	2 x 5 days	2 x 5 days



C. Recommended language skills

The sending institution, following the agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
			Student Mobility for Studies	Staff Mobility for Teaching
UCT Prague	English		B2	B2
KMITL	English		B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

D. Respect of fundamental principles and other mobility requirements

The higher education institutions agree to:

- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term* [month]	Spring term* [month]
UCT Prague	30th June (31st May if the participant needs visa)	30th November (31st October if the participant needs visa)
KMITL	15th May	15th October

[to be adapted in case of a trimester system]*

¹ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. A Confirmation of Mobility Period will be issued upon departure of the student or staff member by the receiving institution.

F. Information

About	UCT Prague	KMITL
	(for up to date information, please see web)	
Grading system	UCT Prague uses the ECTS credit system .	KMITL uses the four-point grading system
Visa	Students and staff with non-EU nationality should inform the International Office at UCT Prague by e-mail (XXX) about the town where they have applied for the VISA in their home country. Acceptance letters in Czech and English languages will be sent to the International Office of the sending university. http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx	The international students will be required to obtain a "non-immigrant 'ED' visa" to study in the country. Students should inform the Office of International Affairs at KMITL by e-mail (XXX) about the town where they have applied for the VISA in their home country. Acceptance letters in English languages will be sent to the International Office of the sending university. http://www.thaiembassy.cz/download.php?id=26
Insurance	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival.	All students are required to purchase insurance covering the exchange period. (from home country)
Housing	Accommodation is available at UCT Prague dormitories. Participants are obliged to book a room on their own by sending an application form to erasmus.accom@vscht.cz . More information on: https://study.vscht.cz/erasmusplus/apply-to-erasmus	Accommodation is available at KMITL dormitories or participants can book an outside dormitory room by their own.
Special needs	Mobilities of students and staff with disabilities are arranged on an individual basis.	
Academic Calendar	Winter Semester: Mid-SEPTEMBER – Mid-FEBRUARY Summer Semester: Mid-FEBRUARY – End of JUNE	First Semester: Beginning of August – End of December Second Semester: Beginning of January – End of May

G. Validity and termination of the agreement

This Agreement is valid for 5 (five) years from the day it was signed by both institutions. This Agreement might be terminated at any time by either party by giving written notification to the other party of at least one calendar year. This means that a unilateral decision to discontinue the exchanges notified to the other party by e.g. 1 November 2019 will only take effect as of 1 November 2020; otherwise the Agreement will be automatically considered to be prolonged for one more year.



H. Final provisions

Any differences arising out of the interpretation and/or the implementation of this Agreement shall be resolved amicably through consultation and/or negotiation by the parties.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
UCT Prague	XXX Rector		
KMITL	XXX President		