



Academic Agreement
between
The University of Bengkulu, Indonesia
and
The Banking University of Ho Chi Minh City, Vietnam

The University of Bengkulu, Indonesia hereafter referred to as "UNIB" and The Banking University Vietnam hereafter referred to as "BUH", wishing to establish cooperative relations between the two institutions, especially to develop the academic and cultural interchange through mutual assistance in the areas of education and research agree as follows:

PART I
SCOPE OF THE COOPERATION

The areas of cooperation include, subject to mutual consent, any program offered at either institution as felt desirable and feasible on either side and that both side feel contributes to the fostering and development of cooperative relationship between the two institutions;

The assistance to be provided by each of the contracting parties will include teaching, research, exchange of faculty and students, and staff development, among others as deemed beneficial by the two institutions.

PART II
AREAS OF COOPERATION

Assistance shall be carried out subject to availability of funds and the approval of UNIB and of the BUH, through such activities or programs as:

1. Exchange of students;
2. Exchange of faculty and staff members;
3. Joint research and consultancy activities;
4. Participation in seminars and academic meetings;
5. Exchange of academic materials and other information;
6. Special short-term academic programs and projects;

The terms of such mutual assistance and necessary budget for each specific program and activity that is implemented under the terms of this agreement shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of the particular program or activity and the terms of such program and activity shall be negotiated on an annual basis. Each institution will designate a Liaison Officer to develop and coordinate specific activities or programs:



PART III EXCHANGE OF STUDENTS

A. PURPOSE

The purpose of this program is to make possible the exchange of students between the two institutions on a continuing basis within the laws, rules and regulations of each institution.

B. DEFINITION

In this agreement, unless the context will otherwise set forth or imply, "exchange" shall mean an exchange of a special number or ratio of students from each university; "exchange student" shall mean students participating in the exchange implemented herein, "home institution" shall mean the university at which the student intends to graduate, and "host institution" shall mean the university which has agreed to receive the exchange student from the home institution.

C. NUMBERS

UNIB will send up to five (5) exchange students to BUH for two regular semesters or International Summer School of each academic year, on a one-to-one basis, and BUH will send up to five (5) exchange students to UNIB for the two regular semesters of each academic year, also on a one-to-one basis, unless this number is varied by a mutual agreement. UNIB and BUH will review the program annually for any imbalances in the number of students, and will adjust the numbers of students exchanged the following year, as necessary, to maintain a reasonable balance in the exchange.

D. SELECTION OF PARTICIPANTS

The home institution will screen and select from its own applicants for the exchange program. Each listing may include a prioritized list of alternate applicants that may be substituted for any applicant that may drop out. The host institution reserves the right to make the final judgments on the admissibility of each student nominated for the exchange. Admission decision will depend mainly on recommendations by the home institution. The following guidelines apply to all exchange students:

1. The exchange student must meet whatever language requirement set forth by the host institution.
2. The exchange student may apply to any academic program offered at the host institution as a full-time, non-degree or unclassified student at the appropriate level as determined by the host institution. The host institution reserves the right to exclude student from restricted enrollment programs.
3. All academic credit earned at host institution will be credited to the home institution as determined by policies of the home institution.
4. In order to participate in this exchange, students must meet home institution criteria. It is recommended, however, that the exchange student must complete at least one year of continuous study at the home institution before the exchange year.
5. Upon completion of a one-year study tour at the host institution, exchange students must return to the home institution. Alternatively, exchange students will not be exempt from tuition and fees. Any extension of stay must be approved in writing by both cooperating universities.
6. The exchange students must abide by all rules and regulations of the host institution.
7. By enrolling in this exchange program, UNIB and BUH students automatically grant permission to their host institution to send a transcript of subject, credits and grades to the home institution at the end of each term. The means of obtaining automatic approval from students will be arranged by the home institution.

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E. RESPONSIBILITIES OF UNIB

1. UNIB agrees to accept the prescribed number of qualified BUH's exchange students with sufficient English language proficiency, to enroll them as full-time, non-degree undergraduate or graduate students for one academic semester or one academic year and to provide each student with tuition and service fee waivers.
2. UNIB will provide the appropriate counseling and other assistance to the BUH exchange student and will assist in finding housing in UNIB's area approved residence halls.
3. At the end of each academic term, UNIB will send to BUH an official transcript of credits, at the student's request, for each BUH exchange student studying at UNIB.

F. RESPONSIBILITIES OF BUH

1. BUH agrees to accept the prescribed number of qualified UNIB's exchange students to enroll them as full-time, non-degree undergraduate or graduate students for one academic semester or one academic year and to provide each student with tuition and service fee waivers.
2. BUH will provide the appropriate counseling and other assistance to the UNIB exchange students and will provide BUH's student housing units.
3. At the end of each academic term, BUH will provide an official academic transcript for each UNIB exchange student.

PART IV EXCHANGE OF FACULTY AND STAFF

The two universities will encourage the exchange of faculty, research, and administrative personnel for specified periods of time, ranging from a few days for consultations and/or lectures to a semester, a summer session, or an academic year. Faculty members under this program will be provided with access to the libraries and related offices and laboratories that are considered relevant. In addition, each visiting scholar will have as his or her official host and counterpart a member of the faculty of the host institutions. Arrangements for visiting scholars will be made in the following: (a) a nomination of the visiting scholar by the sending institution to the prospective host institution; (b) approval and acceptance by the host institution; (c) appointment of an official host faculty member/counterpart by the host institution; and (d) arrangement by both, concerning the exact time and duration of the visiting scholar's appointment.

Expenses for travel and stay incurred by the visiting faculty member or members shall be borne either by the home institution or the individual. Under no circumstances shall exchange faculty or staff be construed to be employees or representatives of the host institution for any purpose. Each institution shall remain responsible for all its faculty employment considerations, including salary, health insurance, pension, or other employee benefit plans without interruption during those assignments.

PART V OTHER AREAS OF COOPERATION (3-6)

Areas of cooperation from point 3 to point 6 in part II shall be carried out upon mutual consent understanding and further discussion.



PART VI FINANCE AND SERVICE

Both institutions accept that all specific and financial arrangements are to be negotiated, and are dependent on the availability of funds. The parties agree to seek financial support from national and international organizations for the activities and exchanges to be undertaken in the terms of this Agreement.

All exchange students must register and pay tuition and other required fees at the home institution. The host institution will provide the necessary visa documents.

The exchange students are responsible for the following:

1. Transportation to and from the host institution;
2. Room and board expenses;
3. Textbook, clothing, and personal expenses;
4. Health Insurance and risk management fee;
5. Passport and visa costs; and
6. All other debts incurred during the course of the year.


PART VII RENEWAL, TERMINATION, AND AMENDMENT

This agreement will be valid upon the date it is signed by the appropriate officials of the two institutions and will remain in force for a period of five (5) years from the date of the last signature, with the understanding that it may be terminated by either party giving six months written notice to the other party. The agreement may be extended by mutual consent of the two parties.

At the UNIB, the Office of International Cooperation will oversee the implementation of the agreement. At the BUH, the Center for International Cooperation will oversee the implementation of the agreement.

Both parties understand that all financial arrangements will have to be negotiated and will depend on the availability of funds.

University of Bengkulu, Indonesia



Dr. Ridwan Nurazi, SE., MSc. CA.
Rector-President

Witness name:


Prof. Ir. Zainal Mukhtar, MSc., PhD
Faculty Member

Date: 23/10/2014

Banking University of Ho Chi Minh
City, Vietnam


Assoc. Prof Dr. Ly Hoang Anh
President


Mr. Vu Nguyen Anh
Acting Director
Center for International Cooperation

Date: 23/10/2014