

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**SOONCHUNHYANG UNIVERSITY, KOREA**  
**AND**  
**UNIVERSITI PUTRA MALAYSIA**

In order to promote friendship and cooperation through a mutually beneficial association, and in the interests of expanding educational opportunities, Soonchunhyang University (hereinafter referred to as %SCH+) and Universiti Putra Malaysia (hereinafter referred to as %UPM+) agreed to the following:

The two institutions shall promote the following programs;

- a) Exchange of students (as detailed below in the student exchange provisions);
- b) Exchange of academic information and publications;
- c) Other exchanges of an academic nature agreed upon by both parties;
- d) Assistance in placing visiting scholars.

**Student Exchange Provisions**

1. Exchange Coordinator  
Each party to the agreement will appoint an office who will be responsible for the coordination and administration of the exchange, including the selection and counseling of the exchange participants. For Soonchunhyang University, The School of Global Education and Exchange will serve for this exchange program. For Universiti Putra Malaysia, that role will be played by the Academic Division.
2. Duration of Exchanges  
Exchanges may be for the duration of a semester or an academic year.
3. Number of students to be Exchanged  
The number of qualified students will be exchanged on a reciprocal basis between the two institutions with a minimum of two students per academic year as a base number (This can be negotiated since both UPM and SCH cannot always guarantee 2 candidates).

4. Balancing the exchange

Parity in numbers of exchange students is the objective of the agreement. Numbers should be counted in semester units: 1 semester = 1, 1 academic year = 2. However, each party should be prepared to consider a disparity in any given semester or year during the agreement.
5. Academic Status

All students will remain enrolled as regular degree candidates at their home institution and will not be enrolled as candidates for degrees at the host institution. Students are expected to maintain full-time status at the home institution.
6. Student Eligibility

The Exchange Coordinator at each institution, acting after consultation with the appropriate academic unit, will be responsible for the selection of suitable nominees for exchange. It is understood that the Coordinator will nominate the students who are both academically and personally suitable for exchange abroad and the details of academic background as well as references will be provided to the host institutions. It is hoped that the host institution will not reject a nominated student unless/he or she does not meet established admission requirements for international students, or unless the host institution cannot guarantee availability of required courses.
7. Transcripts

Both institutions agree to provide a transcript at the end of the period of study, giving details of the courses studied and grades and credits awarded.
8. Student Program Fees

Each student will pay his or her regular tuition and fees to the home institution and will receive these benefits in turn from the host institution. All other pertinent fees will be the responsibility of the exchange student at the host institution. The host institution agrees to provide all necessary assistance in arranging accommodation in the residence halls or off campus as appropriate. All travel costs will be the responsibility of the individual student. Miscellaneous fees such as special course fees, fieldwork courses, key deposits, books, etc. will be paid by each participant.

Neither institution will charge visiting students an application fee. Scholarships are encouraged to be made available to qualified students as per the selection criteria of any specific scholarship program.

9. Vacation Periods

The individual student will be responsible for his or her own housing and meal arrangements during vacation periods.

10. Housing and Other Assistance: Housing arrangements will be made as follows:

- 1) Participants from UPM will be accommodated in SCH dormitory.
- 2) SCH students will be accommodated in UPM dormitory.

11. Insurance

Each participant will provide his or her own health insurance. Proof of adequate insurance coverage must be provided to the international office of each institution.

12. Visa Requirements

Participants will be required to meet any visa requirements that pertain to studying in the host country.

13. Effective Date and Termination of Agreement

This agreement shall be in effect for five years from the date of its signing unless terminated by either institution with a six month written notice. This agreement may be extended for another period of five (5) years by mutual agreement in writing by both parties. This agreement may be amended by mutual consent of both institutions. Either party may express its desire to terminate this agreement within the regular agreement duration by serving written notice to the other party. In this case, if either party desires to balance the numbers before termination, the other party will cooperate in that effort. Otherwise, termination will take effect six months from the date of the written notice.

14. Agreement

In agreement with the above terms of participation, the following signatures are affixed:

**LAMPIRAN C**

Signed on this 0 0 0 . day of 0 0 0 0 0 .. in the year 0 0 0 0 in two (2) original texts in English version.

Signed by, for and on behalf of the  
**SOONCHUNHYANG UNIVERSITY**

Signed by, for and on behalf of the  
**UNIVERSITI PUTRA MALAYSIA**

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**JOOYANG MANG, Ph.D.**

Vice President

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**DATO' IR. RADIN UMAR RADIN SOHADI, Ph.D.**

Vice Chancellor

In the presence of:

In the presence of:

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**YOONSUNG OH, Ph.D.**

Dean

School of Global Education & Exchange

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**CHEK ZAN KASAH**

Head of Administration

Undergraduate Studies, UPM