

**The process of signing a memorandum of understanding for academic cooperation with educational institutions, agencies and organizations in foreign countries**

**(upon approval by the Ubon Ratchathani University Council Board, Thailand)**

*as of September 2024*

<b>Step</b>	<b>Departments involved</b>	<b>Process</b>	<b>Period of time (Days)</b>
1	UBU Faculty/College and international university or educational units	Drafts up the MOA/MOU	indeterminate
2	Board of Faculty Committee	Considers and approves the draft	≤ 7
3	UBU Faculty/College	Proposes all relevant documents to the UBU Office of International Relations (UBU IR)	≤ 1
4	UBU Office of International Relations (UBU IR)	Edits the contents of the draft and/or translates the draft to Thai language, then proposes it to the UBU President for consideration	≤ 3
5	UBU President	Gives prior consideration to the collaboration and the draft	≤ 2
6	UBU IR	Presents all relevant documents to the UBU Executive Board for preliminary approval on the draft <i>In the case where the signer is a dean, a letter of authorization from the president of that university must also be provided.</i>	≤ 2
7	UBU Executive Board	Considers and reviews of the draft	≤ 14
8	UBU Executive Board secretary	Presents the minutes of the meeting to UBU IR	≤ 1
9	UBU IR	Presents all relevant documents to the Legal Office and the Board of MOU/MOA Review for consideration and/or suggestions	≤ 1
10	UBU Legal Office and the Board of MOU/MOA Review	Considers and offers suggestions on the draft	≤ 14
11	UBU Legal Office	Presents the minutes of the meeting to the UBU IR	≤ 1
12	UBU IR	Proposes the UBU Executive Board consider and review the draft	≤ 1
		in case where the draft needed to be re-edited followed by suggestions of the Board of MOU/MOA Review, UBU IR will forward the suggestions to Faculty/College for action	≤ 1
13	Faculty/College and international university or educational units	Considers and re-edits followed by suggestions of the Board of MOU/MOA Review	indeterminate

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14	UBU IR	Reports on the progress for the Legal Advisor to consider through the UBU Legal Office	≤ 2
15	UBU Legal Office	Informs the consideration result of the Legal Advisor to the UBU IR	≤ 7
16	UBU IR	Adds this to the agenda of the UBU Council Board to consider and approve the draft	≤ 1
17	UBU Council Board secretary	Considers and approves the draft then presents the approved minutes of the meeting to the UBU IR	60
18	UBU IR	Informs the UBU Faculty/College of the approval of draft and/or suggestions to edit it Attachments: 1) Approved version of MOU/MOA (2 copies) 2) Letter to the party	≤ 2
19	Dean of UBU Faculty/College	Signs MOU/MOA as witness, and then proposes approved version of MOU/MOA to UBU President to sign	≤ 1
20	UBU President	Considers signing copies	≤ 2
21	UBU IR	Send the attachments to the party	≤ 1
22	Authorized person(s) of UBU Party	Considers signing both copies	indeterminate
23	Party	Send 1 completed copy to the UBU IR	indeterminate
<b>APPROXIMATE time for the process (in days)</b>			<b>124</b>

*Edited by*

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