

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 August 2022

Step	Departments involved	Process	Period of time (Days)
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	≤ 1
4	UBU Office of International Relations	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 draft	≤ 2
6	UBU Office of International Relations	Presents all relevant documents to the Legal Office and the Board of MOU/MOA Review for consideration and/or suggestions	≤ 2
7	UBU Legal Office and the Board of MOU/MOA Review	Considers and offers suggestions on the draft	≤ 14
8	UBU Legal Office	Presents the minutes of the meeting to the UBU Office of International Relations	≤ 1
9	UBU Office of International Relations	Proposes that 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 Office of International Relations will forward the suggestions to Faculty/College for action	≤ 1
10	UBU Executive Board	Considers and reviews the draft	≤ 14
11	UBU Executive Board secretary	Presents the minutes of the meeting to UBU Office of International Relations	≤ 1
12	UBU Office of International Relations	Adds this to the agenda of the UBU Council Board to consider and approve the draft	≤ 1

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13	UBU Council Board secretary	Considers and approves the draft then presents the approved minutes of the meeting to the UBU Office of International Relations	60
14	UBU Office of International Relations	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
15	Dean of UBU Faculty/College	Signs MOU/MOA as witness, and then proposes approved version of MOU/MOA to UBU President to sign	≤ 1
16	UBU President	Considers signing copies	≤ 2
17	UBU Office of International Relations	Send the attachments to the party	≤ 1
18	Authorized person(s) of UBU Party	Considers signing both copies	indeterminate
19	Party	Send 1 completed copy to the UBU Office of International Relations	indeterminate
APPROXIMATE time for the process (in days)			114

Edited by

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