



Used for example only

MEMORANDUM OF AGREEMENT

For Exchanging, Invitation, or Permission to Work

Written at Faculty of Science, Mahidol University

Date 20 Month February B.E. 2562 (2019)

This memorandum of agreement is made at the Faculty of Science, Mahidol University, located at 272 Rama VI Road, Ratchathewi, Bangkok 10400. By Associate Professor Dr. Sittiwat Lertsiri, position Dean, Faculty of Science, Mahidol University hereinafter called "Faculty of Science" of the one part and (Mr / Mrs / Miss) Vittayasard D. Wichakarn age 20 years, the exchange person / invitee / person hired via other source of fund, hereinafter called "The Assenter" of the other part who currently holds the position/level of Exchange student under MOU collaboration Workplace/Education Institute Faculty of Science, University of Hogwarts, USA Phone 089 555-6666 staying at 235/7 Alley/Soi Rangnam Street/Road Phayathai Subdistrict/Tambon Ratchathewi Province Bangkok Phone 02-2015555, Room No. 654. by that the "Faculty of Science" and "The Assenter" have agreed to enter the agreement as follows:

Article 1 The Faculty of Science agreed to allow the exchange person, the invitee, or the person hired via other source of fund to practice in the Faculty of Science from 1 Month February B.E. 2562 (2019) until 20 Month March B.E. 2562 (2019) total 1 year(s) 1 month(s) 20 days, by having (Mr / Mrs / Miss) Assistant Professor Dr. Somchai Kaewsamprakarn, position Lecturer, Department of Mathematics as the guarantor and the person shall work at Department / Unit / Project of Department of Mathematics, Faculty of Science, Mahidol University

Article 2 While "The Assenter" is working in the Faculty of Science, Mahidol University, "The Assenter" has consented to strictly follow the regulations, orders, and announcements of the Faculty of Science and Mahidol University which has been stipulated or ordered, both ones that are already in effect before the date that "The Assenter" sign this agreement, and ones that are to be in effect in the future, and consider the regulations, orders, and announcements part of this memorandum of agreement.

Article 3 While “The Assenter” is working at the Faculty of Science, Mahidol University, and has created works that are regarded to have copyright according to the Copyright Law, “The Assenter” has agreed to immediately let the copyright of such work belong to Mahidol University, unless different agreement has been made.

Article 4 While “The Assenter” is working in the Faculty of Science, Mahidol University, and have invented or designed a product which may be registered for a patent or a petty patent according to the Patent Law, “The Assenter” has agreed to transfer the right to register for the patent or the petty patent to Mahidol University, unless different agreement has been made.

Article 5 “The Assenter” shall not revoke the agreement in Article 3 and Article 4, even “The Assenter” no longer work at the Faculty of Science, Mahidol University, and the agreement of the work in Article 3 and Article 4 shall be in effect for additional 5 years as from the date that service term of “The Assenter” at the Faculty of Science, Mahidol University has ended.

Article 6 The assenter will not demand the Faculty of Science to arrange the workspace, materials, or any additional equipment.

Article 7 The assenter is NOT the worker of Faculty of Science, Mahidol University, and has agreed to refrain from demanding the rights according to the Labour Law, Social Security Law, Labour Relations Law, or any other type of laws, including not demanding for various welfares, and the Faculty of Science is NOT responsible for any damage caused by the action of the assenter, whether intended or not, both inside and outside of the Faculty of Science.

Article 8 The termination of the exchange, invitation, or permission:

- 1) Dead.
- 2) Cease to be or change in status of being the personnel of the place of affiliation.
- 3) Expiry of permission from the Faculty of Science.
- 4) One of the two party revoke the exchange, invitation, or permission to work, and have the notification document no less than 7 office days prior to the termination.

This memorandum of agreement is made in two copies which have the same and accurate content. "The Faculty of Science" and "The Assenter" have read and understood all the content of the agreement, and have signed their names before the witness and kept each of the copy for themselves.

..... Faculty of Science	..... The Assenter
(... Sittiwat Lertsiri.....) Mahidol University	(.. Vittayasard D. Wichakarn.....)
Associate Professor	..... Exchange Student.....
..... Acting	
..... Head of the	..... Witness
(... Somrak Rakkarndee.....) Department / Unit /	(.. Kanyaratt Supaibulwatana...)
..... Associate Professor..... Project or	..... Associate Professor.....
..... Representative of	
..... The Guarantor	
..... Rightful	..... Rightful
(... Somchai Kaewsamprakan...) Representative	(.....) Representative
Assistant Professor	.....

Remarks In cases that "The Assenter" has not reached his or her legal age, the consent of the rightful representative is also required in the agreement.

## Request to Process the Exchange, Invitation, or Permission to Work

**Part 1**

Date ...20..... Month ...February..... B.E. 2562 (2019)...

As the (Department / Unit / Project) ...Department of Mathematics, Faculty of Science, Mahidol University  
wish to request the approval for Mr / Mrs / Miss ...Vittayasard D. Wichakarn.....

Civil Servant    Employee    Student    Others .....

Position .....:

Workplace/Education Institute Details ...Faculty of Science, University of Hogwarts, USA.....

to serve the objective of ...Exchange student under MOU collaboration.....

and work in the Faculty of Science from 1 February 2562 (2019) to 20 March 2562 (2019).....

For ..... year(s) ....1..... month(s) .....<sup>20</sup>..... days, and request the approval to use the  
workspace and equipment as follows:

1. ....:
2. ....:
3. ....:

which have the upholding fee of the workspace and the equipment, according  
to the Faculty of Science announcement, of ..... Baht (.....  
.....)

For your consideration.

Sign .....  
( Associate Professor Dr. Somrak Rakkarndee )

Acting Head of the Department / Unit / Project

**Part 2**

**Consideration**

- Approved
  - Allow the exchange, invitation, and permission to work
  - Collect the fee according to the Faculty of Science announcement

Sign .....  
( Associate Professor Dr. Sittiwat Lertsiri )

The Dean of Faculty of Science

Date ...25 February 2019.....

**Part 3**

**Information to make the identification card**

(1) Guarantor

Mr / Mrs / Miss .. Associate Professor Dr. Somrak Rakkarndee .....

Position... Head of the Department .....

Department / Unit / Project .. Department of Mathematics .....

Phone .....<sup>5333</sup>.....

(2) Copy of the fee receipt ..... Baht

(.....)

**Part 4**

**Additional documents**

(1) Memorandum of Agreement for Exchanging, Invitation,  
or Permission to Work.

(2) Copy of the citizen identification card / passport.

(3) Copy of the House Registration.

(4) Related Agreements / Contracts.

(5) One 2-inch Color Photograph.