

**Request for a formal visit**

**A) Formal visit**

Mahidol University Kanchanaburi (MUKA) welcomes visits from its partners and potential partners in particular. In order to plan appropriately it is important that prospective visitors assist us to identify the purpose of the visit and the expected outcomes so that we can prioritize where necessary, as well as propose an appropriate program.

Please note that a minimum of three weeks’ notice or more is preferred.

We therefore ask you to complete the attached form and send it by return email to International Relations Officer pornpimon.jak@mahidol.edu. We will respond within five working days of receipt of this form.

**SECTION 1 : GENERAL INFORMATION**

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| **Visiting Delegation - Details** |
| Name of International Organization: | Address : |
| Contact Name : | Website : |
| Position : | Email or Telephone Number : |
| What is the preferred date, time and duration of the proposed visit? | How many in the delegation? |

**SECTION 2 : DETAILS OF PROPOSED VISIT**

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| Please list the members of your delegation and their positions within your organization below:

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| --- | --- | --- | --- |
| **Title** |  **Name** | **Position Title** | **Organization** |
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**Propose of the visit to MUKA** |
| What is the main purpose of the proposed visit to MUKA? |
| What are the expected or desired outcomes of the visit? |
| Are there particular aspects, facilities or features of MUKA in which the delegation is interested?(e.g. Geological Park and Museum) Please provide details. |

**SECTION 3 : OTHER INFORMATION**

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| Are you aware of existing relationships between your institution and MUKA? (such as Memorandum of Understanding, Articulation agreement, exchange agreement or other relationships)Please detail. |
| Are there any informal links (eg collaborative research)?(Please provide a summary of the relationship). |

**We understand that the full cost of visit will be borne by visitors.**

**B) Collaborative Partner**

Collaboration such as Memorandum of Understanding, Articulation agreement, Exchange agreement or other relationships between MUKA and partners will be mutually expensed.

**Regulations for mutual expenses**

1. MUKA shall provide accommodation on campus for delegation and arrangement of transportation from airport to University.

2. Delegation shall cover transportation from their countries.

3. Participants of exchange programs between 2 institutes will be in mutual numbers.

4. Others as indicated​ in official​ document​s.