

LETTER OF AGREEMENT

AMONG COLLEGES, POLYTECHNICS, UNIVERSITIES OF INDONESIA-PHILIPPINES-THAILAND-VIETNAM

FOR THE PROJECT "4th BATCH OF SEA-TVET STUDENT EXCHANGE UNDER THE SEAMEO POLYTECHNIC NETWORK IN SOUTHEAST ASIA" (SEA-TVET PROJECT)

Herewith partners:

The Southeast Asian Ministers of Education Organization (SEAMEO) Secretariat, a regional intergovernmental organization established in 1965 among governments of Southeast Asian countries to promote regional cooperation in education, science and culture, located in Bangkok, Thailand, represented in this document by its Director, Dr. Ir. Gatot Hari Priowirjanto.

The participating institutions and universities below agree to join the project.

Indonesia Institutions:

1. Astra Manufacturing Polytechnic
2. Bina Insani College
3. IPB University, School of Vocational Studies
4. Indonesia University of Education
5. Ganesha University of Education
6. Islamic University of Indonesia
7. Islamic University of Kalimantan Muhammad Arsyad Al Banjari Banjarmasin
8. Manufacture Polytechnic of Bandung
9. Pangkep State Polytechnic of Agriculture
10. PGRI Madiun University
11. PGRI University of Semarang
12. Politeknik Elektronika Negeri Surabaya
13. Politeknik Informatika Nasional
14. Polytechnic LPP Yogyakarta
15. Polytechnic Piksi Ganesha Bandung
16. Universitas sebelas Maret
17. Institut Teknologi Sepuluh Nopember Surabaya
18. Bali State Polytechnic
19. State Polytechnic of Bandung
20. Politeknik Negeri Banyuwangi
21. State Polytechnic of Batam
22. State Polytechnic of Bengkulu
23. State Polytechnic of Jakarta
24. State Polytechnic of Jember
25. State Polytechnic of Ketapang
26. State Polytechnic of Madiun
27. Politeknik Negeri Malang

28. State Polytechnic of Medan
29. Politeknik Negeri Padang
30. State Polytechnic of Pontianak
31. State Polytechnic of Samarinda
32. State Polytechnic of Semarang
33. State Polytechnic of Sriwijaya
34. State University of Padang
35. State University of Surabaya
36. STIE ASIA
37. STIKI Malang
38. STMIK ASIA Malang
39. Tidar University
40. Toraja Christian University of Indonesia
41. Tunas Pembangunan University Surakarta
42. Universitas Muhammadiyah Malang
43. Universitas Muhammadiyah Parepare
44. Universitas Muhammadiyah Pontianak
45. Universitas Muhammadiyah Prof Dr Hamka
46. Universitas Muhammadiyah Purwokerto
47. Ahmad Dahlan University
48. University of Airlangga
49. State University of Gorontalo
50. University of Islamic Balitar
51. University of Jambi
52. University of Padjajaran
53. University of Muria Kudus
54. Universitas Pembangunan Nasional "Veteran" Yogyakarta
55. Universitas Muhammadiyah Ponorogo

Malaysia Institutions

1. Kolej Komuniti Baling
2. Kolej Komuniti Beaufort
3. Kolej Komuniti Jasin
4. Kolej Komuniti Jerantut
5. Kolej Komuniti Kepala Batas
6. Kolej Komuniti Kuantan
7. Kolej Komuniti Kuching
8. Kolej Komuniti Kota Melaka
9. Kolej Komuniti Pasir Gudang
10. Kolej Komuniti Selayang
11. Kolej Komuniti Segamat 2
12. Kolej Komuniti Sungai Petani
13. Politeknik Banting Selangor
14. Politeknik Ibrahim Sultan
15. Politeknik Jeli Kelantan
16. Politeknik Kuala Terengganu
17. Politeknik Merlimau Melaka
18. Politeknik Muadzam Shah
19. Politeknik Mukah Sarawak
20. Politeknik METrO Kuala Lumpur
21. Politeknik METrO Tasek Gelugor
22. Politeknik Port Dickson
23. Politeknik Sandakan Sabah
24. Politeknik Seberang Perai
25. Politeknik Sultan Abdul Halim Mu'adzam Shah
26. Politeknik Sultan Azlan Shah
27. Politeknik Sultan Haji Ahmad Shah
28. Politeknik Sultan Idris Shah
29. Politeknik Sultan Mizan Zainal Abidin
30. Politeknik Sultan Salahuddin Abdul Aziz Shah
31. Politeknik Tuanku Sultanah Bahiyah
32. Politeknik Tuanku Syed Sirajuddin
33. Politeknik Ungku Omar
34. Politeknik Sabah Tawau

Philippines Institutions:

1. Bicol State College of Applied Sciences and Technology
2. Bulacan State University
3. Camarines Norte State College
4. Central Luzon State University
5. Central Mindanao University
6. Don Mariano Marcos Memorial State University
7. Guimaras State College
8. Iloilo Science and Technology University
9. Iloilo State College of Fisheries
10. Lyceum Northwestern University
11. Mariano Marcos State University
12. Nueva Ecija University of Science and Technology
13. Pangasinan State University
14. President Ramon Magsaysay State University
15. Saint Louis University
16. Tarlac Agricultural University
17. Trimex Colleges Inc
18. University of Mindanao
19. University of The Immaculate Conception
20. Central Bicol State University of Agriculture.

Thailand Institutions:

1. Chiang Mai Rajabhat University
2. Chiangrai College of Agriculture and Technology
3. Don Muang Technical College
4. Kanchanapisek Samutprakan Technical College
5. Lampang Rajabhat University
6. Nakhon Si Thammarat Rajabhat University
7. Nakhon Si Thammarat Vocational College
8. Pattani Technical College
9. Phuket Technology College
10. Rambai Barni Rajabhat University
11. Singhanakorn Technology and Management Collage
12. Thai Ayothaya Business Administration Technological College
13. Thai Business Administration Technological College
14. Taksina Business Administration Technological College
15. Wimol Business Administration Technological College

Vietnam Institutions:

1. Duy Tan University
2. Hoa Sen University

Agree as follows:

To join the TVET Student Internship Exchange of SEAMEO Polytechnic Network Project among Indonesia, Malaysia, Philippines, Thailand and Vietnam Institutions. The participating institutions agree that:

- a. The agreement will be implemented in reciprocal way.
- b. The 4th batch of TVET student internship exchange will be applied for Diploma, Higher Diploma and TVET Bachelor students.
- c. The major/specialisation will be as follows, but not limited to:
 - i. Mechatronics, Electronics, Electrical, Mechanical and Manufacturing
 - ii. Industrial Technology
 - iii. Informatics/ Computer Science
 - iv. Hospitality and Tourism
 - v. Agriculture, Aquaculture, Animal Science, Fisheries
 - vi. Forestry
 - vii. Agro Technology/Agro Business
 - viii. Food Technology
 - ix. Business, Commerce and Accounting
 - x. Creative Industry, Multimedia
 - xi. Civil Engineering
 - xii. Health Science/Nursing/ Public Health
- d. Each participating institution should submit the list of eligible students for at least 2 students with the same gender in equal number, but not more than 6 students in any area to the SEAMEO Secretariat for mapping.
- e. The institutions will start the 4th batch of exchange for 1 to 3 months (30 to 90 Days) as the following tentative traveling schedule:
 - i. Traveling schedule of option I for 30 Days: Starting Saturday 17 August – Sunday 15 September 2019 (30 Days)
 - ii. Traveling schedule of option II for 30 Days: Starting Saturday 21 September – Sunday 20 October 2019 (30 Days)

- iii. Traveling schedule of option III for 30 - 90 Days: Starting September onwards. The travel schedule of students can be agreed by the parties.
- f. The sending and receiving institutions will ensure that the students should apply "*International Health Insurance*" before traveling. It is the responsibility of receiving Institutions to ensure that the copy of International Health Insurance of the students must be provided to the receiving institutions before providing the "*Letter of Acceptance*" to the students.

For any eventualities which may happen or occur to the interns during the internship period, the receiving institutions may advance expenses for hospitalisation subject to the reimbursement by parents.

- g. In case of student's misbehavior, the students will be transferred back to their home country. The travel expenses will be shouldered by the parents/student.
- h. The Sending Institutions will be responsible for:
 - i. Recruiting eligible students (with Good academic performance, proficiency English communication, attitude, maturity, good health),
 - ii. Coordinating with SEAMEO for the student mapping list,
 - iii. Preparing travel arrangement for outbound students,
 - iv. Conducting pre-departure orientation for outbound students,
 - v. Coordinating with Receiving Institutions for arrangement of online interview, letter of acceptance, travel schedule, and travel preparation,
 - vi. Ensuring the important travel documents which the outbound students must have: 1) Valid passport, 2) Student/education visa (if needed), 3) International health insurance, 4) Health certificate, and
 - vii. Ensuring that the students will submit the following 3 reports to SEAMEO at the end of internship: 1) Self-Report Blog during internship, 2) Company Supervisor Evaluation Form, 3) Student Overall Project Evaluation.

- i. The Receiving Institutions will be responsible for:
 - i. Partnering with industries according to the study areas and agreed internship period of inbound students,
 - ii. Arranging internship programme according to the agreed period, including orientation, internship with industry, class room observation, and other excursion/student activities,
 - iii. Coordinating with SEAMEO for the student mapping list,
 - iv. Preparing accommodations for inbound students,
 - v. Providing mentor (s) and buddy (ies) for inbound students,

- vi. Preparing airport transfer for inbound students,
 - vii. Coordinating with Sending Institutions for arrangement of online interview, letter of acceptance, travel schedule, and travel preparation,
 - viii. Ensuring the important travel documents which the inbound students must submit: 1) Valid passport, 2) Student/education visa, 3) International health insurance, 4) Health certificate, and
 - ix. Ensuring that the students will submit the following 3 reports to SEAMEO at the end of internship: 1) Self-Report Blog during internship, 2) Company Supervisor Evaluation Form, 3) Student Overall Project Evaluation.
- j. For budgeting, it will be based on the following cost sharing agreement between the agreed parties:
- i. Parents of Sending Institutions shall be responsible for 1) passport/visa fee, 2) health check-up cost, 3) International health and travel insurance, 4) return air-ticket, 5) daily meals, 6) daily public transportation for internship, and 7) pocket money.
 - ii. Receiving institutions shall be responsible for 1) accommodation, 2) transportation for airport transfer, 3) Student extra activities required by Receiving Institutions for the inbound students to join.
- k. The eligibility of the students must be ensured by the sending institutions, receiving institutions, and industry partners (optional).
- l. The cancellation of students must be informed to the SEAMEO Secretariat before the student online interview. For any cancellation after the online interview or receiving of the Letter of Acceptance, the Sending Institution must find the "replacement".







In the case of no replacement, that institution will be excluded in the following one batch.

- m. SEAMEO Secretariat will issue e-Certificate of Completion only for the students who submit 1) Blog, 2) Company Supervisor Evaluation Form, and 3) Overall Project Evaluation Form to the person in charge of SEAMEO Secretariat.
- n. The 6th SEAMEO Polytechnic Network Meeting will be hosted by the Duy Tan University, Danang, Vietnam on 16-19 October 2019. The 5th batch of TVET Student Internship Exchange Program will be discussed at the meeting.










Signed in Ipoh, Malaysia on 26 March 2019 and Witnessed by the SEAMEO Secretariat, Thailand.




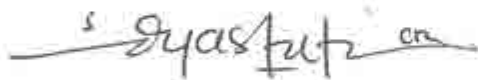



Signed by

Indonesia Institutions:

<p>1. Mr Tony Harley Silalahi Director Astra Manufacturing Polytechnic</p>	 <p>2. Mr Indra Muis, SS,MM Head of International Office and Collaboration Bina Insani College</p>
 <p>3. Dr Ir Wawan Oktariza, MSi Vice Dean of Resources, Cooperation and Development IPB University, School of Vocational Studies</p>	 <p>4. Prof Dr H. R. Asep Kadarohman, M.Si Rector Indonesia University of Education</p>
 <p>5. Prof Dr Anak Agung Istri Ngurah Marhaeni, M.A Chair, Institute for Instructional Development and Quality Assurance Garasha University of Education</p>	<p>6. Ir Wiryono Raharjo, M.Arch., Ph.D Vice Rector for Partnership and Entrepreneur Islamic University of Indonesia</p>
 <p>7. Dr Hengki, S.S., M.Pd Head of Language Center and International Office Islamic University of Kalimantan Muhammad Arsyad Al Banjari Banjarmasin</p>	<p>8. Ms Dra Fatonah, MPd Head of International Relation Manufacture Polytechnic of Bandung</p>
 <p>9. Nur Rahmawaty Arma, Ph.D Vice Director for Institutional Collaboration Pangkep State Polytechnic of Agriculture</p>	<p>10. Dr H Parji, M.Pd Rector PGRI Madiun University</p>

 <p>11. Dr Nur Hidayat, M Hum Director International Office PGRI University of Semarang</p>	 <p>12. Dr Zainal Arief, S.T., M.T. Director Politeknik Elektronika Negeri Surabaya</p>
 <p>13. Mr M Abdul Tdris, S Kom, MM Director Politeknik Informatika Nasional</p>	<p>14. Mr Ari Wibowo, S.T., M. Eng. Director Polytechnic LPP Yogyakarta</p>
 <p>15. Dr H K Prihartono AH, Drs, S Sos, S Kom, MM Director Polytechnic Piksi Ganesha Bandung</p>	 <p>16. Dr Munawir Yusuf, M.Psi Vice Dean for Academic Affairs Universitas Sebelas Maret</p>
 <p>17. Prof Ir Muhammad Sigit Darmawan, MEngSc PhD IPM (PII), AM (HAKI) Dean Faculty of Vocations Institut Teknologi Sepuluh Nopember Surabaya</p>	 <p>18. Mr I Nyoman Abdi, SE, M.eCom Director Bali State Polytechnic</p>
<p>19. Dr Ir Rachmad Imbang Tritjahjono, MT Director State Polytechnic of Bandung</p>	 <p>20. Mr M Shofi'ul Amin Vice Director of Students Affair Politeknik Negeri Banyuwangi</p>

<p>21. Mr Priyono Eko Sanyoto Director State Polytechnic of Batam</p>	 <p>22. Mr Teguh Widodo, S.Sos., M.SM.,M.Rech Vice Director of Student and Cooperation Affairs State Polytechnic of Bengkalis</p>
 <p>23. Mr Abdillah, SE., M.Si Director State Polytechnic of Jakarta</p>	 <p>24. Dr. Ir. N. Bambang Eko Sulistyono , MSi Vice Director of Collaboration Affairs State Polytechnic of Jember</p>
 <p>25. Mr Erdang Kusmana Director State Polytechnic of Ketapang</p>	<p>26. Dr Imam Mudofir, S.Pd.,M.Pd Head of International Office State Polytechnic of Madiun</p>
 <p>27. Dr Nur Salam Head of International Office Politeknik Negeri Malang</p>	 <p>28. Mr Abdul Rahman, S.T., M.T Head of Quality Assurance and Programme Coordinator State Polytechnic of Medan</p>
 <p>29. Mr Daddy Budiman Vice Director of Institution Corporation Affairs Politeknik Negeri Padang</p>	 <p>30. Mr Muhammad Toasin Asha Director State Polytechnic of Pontianak</p>
<p>31. Ir Ibayasid, M Sc Director</p>	 <p>32. Dr. Dody Setyadi</p>

<p>State Polytechnic of Samarinda</p>	<p>Head of Business Administration Department State Polytechnic of Semarang</p>
<p>33. Dr. Ing. Ahmad Taqwa, MT. Director State Polytechnic of Sriwijaya</p>	<p>34. Prof Dr Syahrial Bakhtiar, M.Pd  Vice Rector IV for Collaboration and Information & Technology State University of Padang</p>
<p> 35. Dr Maspiyah Dean of Engineering Faculty State University of Surabaya</p>	<p> 36. Dr Fathorrahman. SE, MM Director STIE Asia Malang</p>
<p> 37. Ms Zusana E Pudyastuti , SS , M.Pd Head of International Affairs Office STIKI Malang</p>	<p> 38. Mr Muhammad Rofiq, S.T.M.T Director STMIK ASIA Malang</p>
<p> 39. Prof. Dr. Sukarno, M.Si Dean of Faculty Education and Teacher Training Tidar University</p>	<p> 40. Dr Nehru P Pongsapan, M.Pd Head of Language Development and International Office Toranja Christian University of Indonesia</p>

 <p>41. Prof Dr Ir. Tresna Priyana Soemardi, SE.MS Rector Tunas Pembangunan University Surakarta</p>	 <p>42. Dr Nur Subeki, ST.,MT. Vice Dean for Student Affairs Universitas Muhammadiyah Malang</p>
 <p>43. Mr Syawal, M.Pd. Director of International relation Office Universitas Muhammadiyah Parepare</p>	 <p>44. Ufi Ruhama, M Pd, BI Director of Interational Relation Office Universitas Muhammadiyah Pontianak</p>
 <p>45. Dr Purnama Syae Purrohman, S.Pd., M.Pd., Ph.D. Head of International Affairs Universitas Muhammadiyah Prof. DR. Hamka</p>	 <p>46. Mr. Muhammad Taufiq Tamam Dean of Faculty of Engineering and Science Universitas Muhammadiyah Purwokerto</p>
 <p>47. Sri Winiarti, S.T., M.Cs. Vice Dean of Faculty of Industrial Technology Universitas Ahmad Dahlan, Yogyakarta</p>	 <p>48. Prof. Dr. H. Widi Hidayat, S.E., MSi., Ak., CA, CMA Dean of Faculty of Vocational Studies University of Airlangga</p>
 <p>49. Prof Dr Hj Sayama Malabar , M Pd State University of Gorontalo</p>	<p>50. Mr Edya Moelya Moeis Vice Rector of Cooperation and Partner University of Islamic Balitar</p>

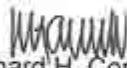

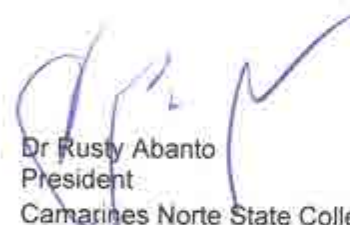

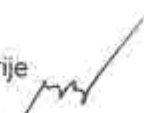

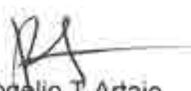

<p>51. Prof H Johni Najwan, SH, MH, PhD Rector University of Jambi</p> 	<p>52. University of Padjajaran</p> 
<p>53. Mr Mutohhar, M Pd Head of International Affairs Office University of Muria Kudus</p>	<p>54. Dr Singgih Saptono Vice Rector for Student Affairs and Cooperation Universitas Pembangunan Nasional "Veteran" Yogyakarta</p>
 <p>55. Siti Asiyah, S.Pd., M.Pd. Head of International Affair Division Universitas Muhammadiyah Ponorogo</p>	









Malaysia Institutions:

<p>1. Ulaimi Bin Yahya Director Politeknik Tawau Sabah</p>	
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The Polytechnics and Community Colleges in Malaysia as listed in page 3-4 are non-signing participating institutions, but including in implementation.

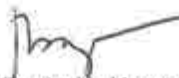
Philippines Institutions:

<p>1.  Dr. Richard H. Cordial President Bicol State College of Applied Sciences and Technology</p>	<p>2. Dr Cecilia S. Navasero - Gascon  President Bulacan State University</p>
<p>3.  Dr Rusty Abanto President Camarines Norte State College</p>	<p>4. Dr Tereso A Abella  President Central Luzon State University</p>
<p>5. Dr Jesus Antonio Derije  President Central Mindanao University</p>	<p>6.  Dr Honorio Buccat Vice President for Academic Affairs Don Mariano Marcos Memorial State University</p>
<p>7.  Dr Rogelio T Artajo College President Guimaras State College</p>	<p>8. for:  Dr Raul F Muyong SUC President III Iloilo Science and Technology University</p>

<p style="text-align: right;"><i>For: kind</i></p> <p>9. Dr Godelyn G Hisole President II Iloilo State College of Fisheries</p>	 <p>10. Dr Luz T Duque-Hammershaimb President Lyceum Northwestern University</p>
<p>11. Dr Shirley C Agrupis President Mariano Marcos State University</p>	 <p>12. Atty Eric G Claudio, Ph.D Director of International Linkages Nueva Ecija University of Science and Technology</p>
 <p>13. Dr Dexter R Buted President Pagasinan State University</p> 	<p>14. Dr Cornelio C. Gape President President Ramon Magsaysay State University</p> 
<p>15. Rev Fr Gilbert B Sales, CICM. Ph.D President Saint Louis University</p>	<p>16. Dr Max P Guillermo University President Tarlac Agricultural University</p> 
 <p>17. Ms Rachel Cruz VP Administration and Finance Trimex Colleges Inc</p>	<p>18. Dr Guillermo P Torres Jr President University of Mindanao</p> 








19. Ms Gladys May G. Cuencia
TVET Focal
University of The Immaculate
Conception





20. Dr Alberto N. Naperi
President
Central Bicol State University of
Agriculture.

Thailand Institutions:

 <p>1. Asst Prof Dr Pathamarat Nakanitanon Vice President Chiang Mai Rajabhat University</p>	 <p>2. Mr Pichet Sukhon Director Don Muang Technical College</p>
 <p>3. Mr Rungsan Yungnoi Director Kanchanapisek Samutprakan Technical College</p>	 <p>4. Mrs Autchariya Krautharot Assistant to the President for Foreign Affairs Lampang Rajabhat University</p>
 <p>5. Asst Prof Dr Kanata Thatthong President Nakhon Si Thammarat Rajabhat University</p>	 <p>6. Mr Somboon Chodchoy Director of Administration Nakhon Si Thammarat Vocational College</p>
 <p>7. Dr Mahison Pattanaraj Director Pattani Technical College</p>	 <p>8. Mrs Benjamat Yoopenkaew International Programme Manager Phuket Technology College</p>
<p>9. Mrs Worawia Lagoonphun Director Thai Ayothaya Business Administration Technological College</p>	<p>10. Mrs Yaowaluck Peng-in Director Thai Business Administration Technological College</p>

<p>11. Mrs Nonglak Trakullwong Director Thaksina Business Administration Technological College</p>	 <p>12. Mrs Benjamat Yoopenkaew International Programme Manager Wimol Business Administration Technological College</p>
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Vietnam Institutions:

<p>1. Dr Hang Le Vice Provost Duy Tan University</p> 	 <p>2. Dr VU Tuong Thuy Vice President Hoa Sen University</p>
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Witnessed,



Dr Ir Gatot Hari Priowirjanto
Director
SEAMEO Secretariat