

LETTER OF AGREEMENT
AMONG COLLEGES, POLYTECHNICS, UNIVERSITIES OF
INDONESIA-PHILIPPINES-THAILAND
FOR THE PROJECT "2nd BATCH OF SEA-TVET STUDENT INTERNSHIP
EXCHANGE UNDER THE SEAMEO POLYTECHNIC NETWORK IN
SOUTHEAST ASIA"
(SEA-TVET PROJECT)

Herewith partners:

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 universities below agree to join the project.

Indonesia Institutions:

1. Pharmacy Academy of Toraja
2. Astra Manufacturing Polytechnic
3. Atlas Nusantara Engineering Colleges (STTAR)
4. Bogor Agricultural University, Vocational College
5. Kopertip Indonesia
6. Perguruan Tinggi Bina Insani
7. Politeknik Elektronika Negeri Surabaya (PENS)
8. Polytechnic of LPP Yogyakarta
9. Manufacture Polytechnic of Bandung
10. State Manufacture Polytechnic of Bangka Belitung
11. State Polytechnic of Bali
12. State Polytechnic of Bandung
13. State Polytechnic of Batam
14. State Polytechnic of Bengkalis
15. State Polytechnic of Fakfak
16. State Polytechnic of Jakarta
17. State Polytechnic of Jember
18. State Polytechnic of Madiun
19. State Polytechnic of Medan
20. State Polytechnic of Creative Media
21. State Polytechnic of Padang
22. State Polytechnic of Samarinda
23. State Polytechnic of Semarang
24. State Polytechnic of Sriwijaya
25. State Polytechnic of Argiculture Pangkep

26. Polytechnic of Piksi Ganesha Bandung
27. Polytechnic of Rafflesia
28. STIKOM InterStudi
29. STIK Imanuel Indonesia
30. STIKI Malang
31. STMIK Asia
32. STIE ASIA,
33. STMIK Handayani
34. Trisakti School of Tourism
35. University of Dian Nuswantoro
36. University of Gadjah Mada, Vocational College
37. Kalimantan Islamic University, Banjarmasin
38. University of Kebangsaan
39. University of Kristen Indonesia Toraja, Faculty of Engineering.
40. Lambung Mangkurat University
41. University of Muhammadiyah Malang
42. University of Muhammadiyah Purwokerto
43. University of Muhammadiyah Surakarta
44. State University of Padang
45. Indonesia University of Education
46. PGRI Madiun University
47. Sebelas Maret University
48. Syiah Kuala University
49. Tadulako University
50. Jambi University
51. Lamongan Community College
52. University of Muhammadiyah Magelang
53. Marine and Fisheries Polytechnic of Sidoarjo
54. State Polytechnic of Tanah Laut
55. Sumenep Community College
56. State Polytechnic of Banyuwangi
57. State Polytechnic of Shipbuilding Surabaya
58. State Polytechnic of Fishery Tual
59. State Polytechnic Manufacture of Bandung
60. State Polytechnic of Malang
61. Ganesha University of Education
62. State Polytechnic of Pontianak
63. Shipbuilding Institute of Polytechnic Surabaya
64. STKIP Mega Rezky

Malaysia Institutions

1. Politeknik Ungku Omar

Philippines Institutions:

1. Don Bosco One TVET Philippines, Inc.
2. Iloilo Science and Technology University
3. Mindoro State College of Agriculture and Technology
4. Pangasinan State University
5. Tarlac Agricultural University

Thailand Institutions:

1. Chiang Rai Rajabhat University
2. Thaiyothaya Business Administration Technological College
3. Thai Business Administration Technological College
4. Thaksina Business Technological College
5. Thepsatri Rajabhat University
6. Wimol Business Administration Technological College
7. Lampang Rajabhat University

Agree as follows:

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

- a. The 2nd batch of TVET student internship exchange will be applied for Diploma, Higher Diploma and TVET Bachelor students.
- b. The major/specialisation will be as follows, but not limited to:
 - i. Hospitality and Tourism
 - ii. Mechatronics, Electronics, Electrical, Mechanical and Manufacturing
 - iii. Industrial Technology
 - iv. Automotive Technology
 - v. Construction/Civil Engineering/ Architecture
 - vi. Marine
 - vii. Chemical Engineering
 - viii. Informatics/ Computer Science
 - ix. Multi-media and Animation
 - x. Creative Industry
 - xi. Agriculture and Animal Production
 - xii. Food Technology
 - xiii. Business, Commerce and Accounting
- c. The institutions will start the 2nd batch of internship exchange for 1 to 3 months (30 to 90 Days) as the following tentative traveling schedule:
 - i. Traveling schedule of option I: August 2018
 - ii. Traveling schedule of option II: September 2018
- d. The multi-countries internship exchange can be considered among the partners but the partners must be agreed in this multi-countries internship exchange.
- e. The sending institutions shall provide support in arranging for the airticket, meals, daily allowance, international health and travel insurance of the participating students.
- f. The receiving institutions will be responsible for arranging internship with international industrial partners and provides opportunities for students in classroom observation and other arrangements as stated in the SEAMEO Polytechnic Network's guidelines.
- g. The receiving institutions will be responsible for accommodation and transportation service from and to the nearest airport.




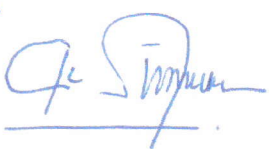


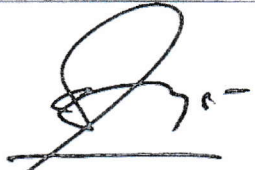
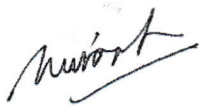
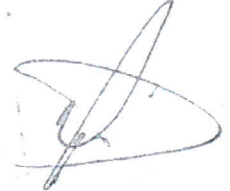
- h. The receiving institutions must provide mentor (s) and buddy (ies) for the participation students.
- i. The agreement will be implemented in reciprocal way.
- j. The eligibility of the students will be ensured by the sending institutions, receiving institutions, and industry partners (optional).
- k. The sending institutions shall conduct the pre-departure orientation for the participating students.
- l. The sending institutions shall ensure that the students are required to write the self-report using the Blog and submit the Company Supervisor Evaluation Form to SEAMEO at the end of internship period.
- m. SEAMEO Secretariat will issue e-Certificate of Completion only for the students who submit their blog address and evaluation forms to the person in charge of SEAMEO Secretariat.
- n. The 4th SEAMEO Polytechnic Network Meeting will be hosted by **Pangasinan State University, Philippines in the 3rd week of October 2018** (tentative). The 3rd batch of student internship exchange program will be discussed at the meeting.

Signed in Surabaya, Indonesia on the 5th day of April 2018 and Witnessed by SEAMEO Secretariat, Thailand.

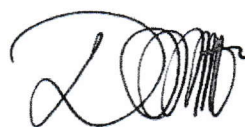
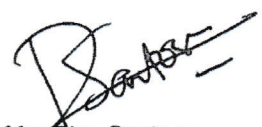
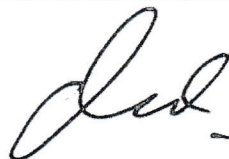
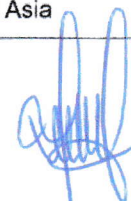
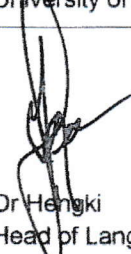
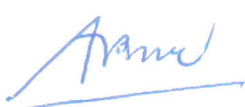
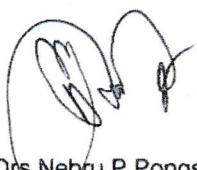



Signed by

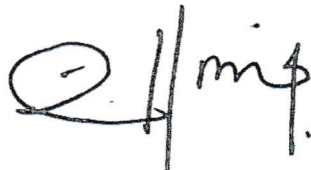
Indonesia Institutions:

 1. Mr David Maharya Ardyantara Director of Development and Partnership Pharmacy Academy of Toraja	 2. Mr Tonny Pongoh Deputy Director Astra Manufacturing Polytechnic
 3. Ms Betty Dewi Puspasari, S.Kom, MT Rector Atlas Nusantara Engineering Colleges (STTAR)	 4. Dr D. Iwan Riswandi, M.Si. Vice Director of Vocational College Bogor Agricultural University
 5. Dr. rer. nat AB Susanto, M.Sc Board Director Kopertip Indonesia	 6. Mr Indra Muis, SS, MM Head of International Office and Collaboration Perguruan Tinggi Bina Insani
 7. Dr Zainal Arief ST MT Director Politeknik Elektronika Negeri Surabaya	 8. Ratna Sri Harjanti ST M Eng Vice Director of Academic Polytechnic of LPP Yogyakarta
 9. Dede Buchori Muslim Masch, Ing HTL, M T Director Manufacture Polytechnic of Bandung	 10. Dr Sugeng Ariyono Director State Manufacture Polytechnic of Bangka Belitung

 11. Ir. I Gede Made Oka Aryawan, M.T. Vice Director of Partnership State Polytechnic of Bali	12. Mr Harita Chamidy Head, Office of International Affairs State Polytechnic of Bandung
 13. Dr Uuf Brajawidagda Vice Director for Academic Affairs State Polytechnic of Batam	 14. Mr Teguh Widodo S. Sos, M. SM, M. Rech Vice Director of Students and Cooperation State Polytechnic of Bengkulu
 15. Mr Ilyas Mansur Director State Polytechnic of Fakfak	 16. Mr Abdillah Alwi, SE, M.Si. Director State Polytechnic of Jakarta
 17. Dr Ir N Bambang Eko Sulistyono, MSi Lecturer / Vice Director of Cooperation Affairs State Polytechnic of Jember	 18. Mr Muhamad Fajar Subkhan Director State Polytechnic of Madiun
 19. Nursiah, S.E., M. Si. Vice Director I State Polytechnic of Medan	 20. Dr Purnomo Ananto, MM Director State Polytechnic of Creative Media

 <p>21. Mr Surfa Yondri Director, State Polytechnic of Padang</p>	 <p>22. Dr. Indah Martati, SE, MM Head of International Office and Partnership State Polytechnic of Samarinda</p>
 <p>23. Mr Budi Prasetya Vice Director of Planning and Cooperation State Polytechnic of Semarang</p>	 <p>24. Mr Ahmad Taqwa Director State Polytechnic of Sriwijaya</p>
 <p>25. Nur Rahmawaty Arma, Ph.D. Vice Director of Institutional Collaboration State Polytechnic of Agriculture Pangkep</p>	 <p>26. Dr H K Prihartono AH Drs S Sos S Kom MM President Director Polytechnic of Piksi Ganesha Bandung</p>
 <p>27. Mr Agus Fajar Hariadi, MT Campus Development and Cooperation Polytechnic of Raflesia</p>	 <p>28. Dr Guntur F Prisanto Vice Chairman, Partnership and Entrepreneurship STIKOM InterStudi</p>
 <p>29. Mr Agung Setia Budi Director of Development and Partnership STIK Imanuel Indonesia</p>	 <p>30. Dr Eva Handriyantini Rector STIKI Malang</p>

 31. Mr. Danang Arbian, M.Kom Chairman of LPMA STMIK Asia STMIK Asia	 32. Mrs Risa Santoso Chairman of LPMI STIE Asia
 33. Mr Maximillianus David, MA Director, Development and Students STMIK Handayani	 34. Ms Fetty Asmaniaty, SE., MM President Trisakti School of Tourism
35. Dr. Raden Arif Nugroho, M.Hum Dean of Faculty of Humanities University of Dian Nuswantoro	36. Mr Agus Nugroho Vice Dean, Academics and Students Affairs University of Gadjah Mada, Vocational College
 37. Dr Hengki Head of Language Center and International Office Kalimantan Islamic University (UNSIKA)	 38. Mrs Arini Retnoningsih Head of Electrical Engineering Study Program University of Kebangsaan
 39. Dr Drs Nehru P Pongsapan M, Pd. Head, Office of International Affairs University of Kristen Indonesian Toraja	 40. Arief Budiman, Ph.D Director, International Office Lambung Mangkurat University
 41. Dr Ahmad Mubin MT Dean, Faculty of Engineering University of Muhammadiyah Malang	 42. Mr Taufiq Tamam Dean, Faculty of Engineering and Science University of Muhammadiyah Purwokerto (UMP)

 <p>43. Mr Muhammad Alfah Hendrawan Vice Dean, Engineering Faculty University of Muhammadiyah Surakarta</p>	 <p>44. Prof Dr Syahril Bakhtiar Vice Rector IV Planning and Collaboration State University of Padang</p>
 <p>45. Mr Chairul Furqon Head of Management Study Program Indonesian University of Education</p>	 <p>46. Dr Sigit Ricahyono Head, Cooperation and PR Office PGRI Madiun University</p>
 <p>47. Dr Indah Widiastuti Staff of International Office Sebelas Maret University (UNS)</p>	 <p>48. Dr Iskandar Hasanuddin Vice of Dean Academic Affairs Syiah Kuala University</p>
 <p>49. Dr Zeffitni, MT Vice Dean for Student Affairs, Faculty of Engineering Tadulako University</p>	 <p>50. Prof. Dr. Ir. H. Zulkifli Alamsyah, M.Sc Vice Rector for Planning Collaboration and Information System Affairs Jambi University</p>
 <p>51. Much Chafid, S.Kom. Vice Director Lamongan Community College</p>	 <p>52. Ir. Eko Muh Widodo MT Rector University of Muhammadiyah Magelang</p>

 <p>53. Dr. M Hery Riyadi Alaudin, S.Pi, M.Si Director Marine and Fisheries Polytechnic of Sidoarjo</p>	 <p>54. Dr. Mufrida Zein, M.Pd Director State Polytechnic of Tanah Laut</p>
 <p>55. Agung Setiawan, S.Pd Vice Director Sumenep Community College</p>	 <p>56. Son Kuswadi Director State Polytechnic of Banyuwangi</p>
 <p>57. Eko Julianto Director State Polytechnic of Shipbuilding Surabaya</p>	<p>58. Tual State Polytechnic of Fisheries</p>
<p>59. State Polytechnic of Manufacture Bandung</p>	 <p>60. Dr. Nur Salam Director of International Office State Polytechnic of Malang</p>
 <p>61. Prof Dr A A I N Marhaeni, MA. Chairman of Institute of Instructional Development and Quality Assurance Ganesha University of Education</p>	 <p>62. Mr Muhammad Toasin Asha Director State Polytechnic of Pontianak</p>


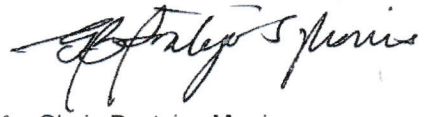


63. Arman Jaya
Director
State Polytechnic of Madura



64. Dr. Abd Malik Iskandar, S.Ag, M.Si
Director
STKIP Mega Rezky

Philippines Institutions:

 <p>1. Dr Marc Laurence Celis Deputy Executive Director, National Office Don Bosco One TVET Philippines, Inc.</p>	<p>for: </p> <p>2. Dr Nemia Mabaqui Director, National and International Affairs Iloilo Science and Technology University</p>
 <p>3. Mr Jerome Jef Zamora Student Internship Abroad Programme Coordinator / Asst Prof III Mindoro State College of Agriculture and Technology (MINSCAT)</p>	 <p>4. Mrs Gloria Pontejos-Morris School Director, Training & Assessment MOCA Family Farm Rlearning Center INC.</p>
 <p>5. Dr Dexter R. Buted President Pangasinan State University</p>	 <p>6. Dr Max P. Guillermo President Tarlac Agricultural University</p>

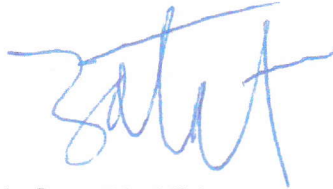
Thailand Institutions:

 <p>1. Dr Natthaphon Santhi Assistant President Division of International Affairs Chiang Rai Rajabhat University</p>	 <p>2. Ms Worawia Lamoonthun Director Thaiyothaya Business Administration Technological College</p>
 <p>3. Mrs Yaowaluck Peng-im Director Thai Business Administration Technological College</p>	<p>4. Mrs Puttachad Suphalucksana Director, Center for International Vocational Education Promotion Thai Tech Group</p>
 <p>5. Ms Nongluck Trakullwong Director Thaksina Business Technological College</p>	 <p>6. Mrs Chintana Vechmee President Thepsatri Rajabhat University</p>
 <p>7. Mrs Benjamat Yoopenkaew International Program Manager Wimol Business Administration College (WBAC)</p>	

Non-signing participating institution:

Ungku Omar Polytechnic
Represented by:
Ms Yeoh Poh See
Internationalisation Officer

Witnessed,

A handwritten signature in blue ink, appearing to read 'Gatot', is written over a horizontal line.

Dr Ir Gatot Hari Priowirjanto
Director
SEAMEO Secretariat