

(Note: We are so sorry if the names of some institutions do not appear in this LOA as this LOA was drafted for sharing to the participants before the meeting for the approval process.

The list of participating institutions as in this LOA were collected from the Participation Form as of 2 April 2018.

This LOA will be corrected and edited with all participants on the screen during the meeting on 5 April.

For the **correction** of your institution's name and details of the authorized signatory, please send the information to SEAMEO's staff (Ms Piyapa, Ms Montita or Mr Purnomo) by **a note paper** during the meeting.

Thank you very much for your cooperation)

D-R-A-F-T

LETTER OF AGREEMENT

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

**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. Akademi Farmasi Toraja
2. Astra Manufacturing Polytechnic
3. Atlas Nusantara Engineering Colleges/STT Atlas Nusantara (STTAR)
4. Bogor Agricultural University
5. Perguruan Tinggi Bina Insani
6. Politeknik Elektronika Negeri Surabaya

7. Politeknik Lembaga Pendidikan Perkebunan (LPP)
8. Politeknik Manufaktur Negeri Bangka Belitung
9. Politeknik Negeri Bandung
10. Politeknik Negeri Batam
11. Politeknik Negeri Bengkalis
12. Politeknik Negeri Jakarta
13. Politeknik Negeri Fakfak
14. Politeknik Negeri Madiun
15. Politeknik Negeri Manado
16. Politeknik Negeri Medan
17. Politeknik Negeri Media Kreatif
18. Politeknik Negeri Padang
19. Politeknik Negeri Samarinda
20. Politeknik Negeri Semarang
21. Politeknik Negeri Sriwijaya
22. Politeknik Pertanian Negeri Pangkep
23. Politeknik Piksi Ganesha Bandung
24. Politeknik Raflesia
25. STIKOM InterStudi
26. STIK Imanuel Indonesia
27. STIKI Malang
28. STMIK Asia
29. STMIK Handayani
30. Trisakti School of Tourism
31. Universitas Dian Nuswantoro
32. Universitas Gadjah Mada, Vocational College
33. Universitas Islam Kalimantan
34. Universitas Kebangsaan
35. Universitas Kristen Indonesia Toraja
36. Universitas Lambung Mangkurat
37. Universitas Muhammadiyah Malang
38. Universitas Muhammadiyah Purwokerto
39. Universitas Muhammadiyah Surakarta
40. Universitas Negeri Padang
41. Universitas Pendidikan Indonesia
42. Universitas PGRI Madiun
43. Universitas Sebelas Maret
44. Universitas Syiah Kuala
45. Universitas Tadulako

Malaysia Institutions

1. Politeknik Port Dickson
2. Politeknik Sandakan Sabah

Philippines Institutions:

1. Don Bosco One TVET Philippines, Inc.
2. Iloilo Science and Technology University
3. Mindoro State College of Agriculture and Technology
4. MOCA Family Farm Rlearning Center INC.
5. Pagasinan State University
6. Tarlac Agricultural University

Thailand Institutions:

1. Chiang Rai Rajabhat University
2. Thaiayothaya Business Administration Technological College
3. Thai Business Administration Technological College
4. Thai-Tech Group
5. Thaksina Business Technological College
6. Thepsatri Rajabhat University
7. Wimol Business Administration Technological College

Vietnam Institutions:

1. Hoa Sen College
2. Hoa Sen University

Agree as follows:

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

- a. The 2nd batch of student internship exchange will applied for Diploma, Higher Diploma and Bachelor students.
- b. The major/specialization will be as follows, but not limited to:
 - i. Hospitality and Tourism
 - ii. Mechatronics, Electronics and Manufacturing
 - iii. Civil Engineering
 - iv. Informatics/ Computer Science

- v. Creative Industry
 - vi. Agriculture and Animal Science
 - vii. Food Technology
 - viii. Business and Commerce
- c. The institutions will start the 2nd batch of internship exchange for 1 month (30 Days) as the following traveling schedule:
- i. Traveling schedule of option I: 15 August to 15 September 2018 (TO BE CONFIRMED WITH PARTICIPANTS)
 - ii. Traveling schedule of option II: 1 September to 30 September 2018 (TO BE CONFIRMED WITH PARTICIPANTS)
- d. The sending institutions shall provide support in arranging for the air fare, meals/ daily allowance, health, accident, and travel insurance of the participating students.
- e. The receiving institutions will be responsible in arranging internship with international industrial partners and provides opportunities for students in classroom observation and other arrangement as stated in the SEAMEO Polytechnic Network guidelines.
- f. The receiving institutions will be responsible for accommodation and transportation service from and to the nearest airport.
- g. The receiving institutions must provide mentor (s) and buddy (ies) for participating students.
- h. The agreement will be implemented in reciprocal way.
- i. The eligibility of the students will be ensured by the sending and receiving institutions.
- j. The sending institutions shall conduct the pre-departure orientation for the participating students.
- k. 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.
- l. SEAMEO Secretariat will issue e-Certificate of Completion only for the students and mentors who completely submit their blog address and evaluation forms to the person in charge of SEAMEO Secretariat.

m. The 4th SEAMEO Polytechnic Network Meeting will be hosted by**(Name of institution)**.....,**(Country)**....., on**2018**. The next 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:

<p>Mr David Maharya Ardyantara Director of Development and Partnership Akademi Farmasi Toraja</p>	<p>Mr Tonny Pongoh Deputy Director Astra Manufacturing Polytechnic</p>
<p>Ms Putri Sheila Wardani International Office Staff Atlas Nusantara Engineering Colleges/STT Atlas Nusantara (STTAR)</p>	<p>Mr Irmansyah Sofian Vice Director of Vocational College Bogor Agricultural University</p>
<p>Mr Luthvi Rachman Rector Perguruan Tinggi Bina Insani</p>	<p>Dr Zainal Arief ST MT Director Politeknik Elektronika Negeri Surabaya</p>

<p>Ratna Sri Harjanti ST M Eng Vice Director of Academic Politeknik Lembaga Pendidikan Perkebunan (LPP)</p>	<p>Dr Sugeng Ariyono Director Politeknik Manufaktur Negeri Bangka Belitung</p>
<p>Mr Harita Chamidy Head, Office of International Affairs Politeknik Negeri Bandung</p>	<p>Dr Ir Priyono Eko Sanyoto Director Politeknik Negeri Batam</p>
<p>Mr Teguh Widodo S Sos M Sm M Rech Vice Director of Students and Cooperation Affairs Politeknik Negeri Bengkalis</p>	<p>Mr Abdillah Alwi Directorate Politeknik Negeri Jakarta</p>
<p>Mr Ilyas Mansur Director Politeknik Negeri Fakfak</p>	<p>Mr Muhamad Fajar Subkhan Director Politeknik Negeri Madiun</p>
<p>Maryke Alelo Vice Director of Academic Affairs Politeknik Negeri Manado</p>	<p>Mr M Syahrudin Director Politeknik Negeri Medan</p>

<p>Dr Purnomo Ananto Director Politeknik Negeri Media Kreatif</p>	<p>Mr Daddy Budiman Vice Director of Technical Implementation for Cooperation Politeknik Negeri Padang</p>
<p>Mr Ibayasid Director Politeknik Negeri Samarinda</p>	<p>Mr Budi Prasetya Vice Director of Planning and Cooperation Politeknik Negeri Semarang</p>
<p>Mr Ahmad Taqwa Director Politeknik Negeri Sriwijaya</p>	<p>Dr Nur Rahmawaty Arma Vice Director of Institutional Collaboration Politeknik Pertanian Negeri Pangkep</p>
<p>Dr Drs H K Prihartono Akhsan Haliim S Sos President Director Politeknik Piksi Ganesha Bandung</p>	<p>Mr Agus Fajar Hariadi Campus Development and Cooperation Politeknik Raflesia</p>
<p>Dr Guntur Prisanto Vice Chairman, Partnership and Entrepreneurship STIKOM InterStudi</p>	<p>Mr Agung Setia Budi Director of Development and Partnership STIK Imanuel Indonesia</p>

<p>Ms Eva Handriyantini Rector STIKI Malang</p>	<p>Mr Danang Arbian Chairman of LPMI STMIK Asia STMIK Asia</p>
<p>Mr Maximillianus David Director, Development and Students STMIK Handayani</p>	<p>Ms Nurima Rahmitasari Coordinator of International Program Trisakti School of Tourism</p>
<p>Mr Setyo Prasiyanto Cahyono Head of Hotel Management Universitas Dian Nuswantoro</p>	<p>Mr Agus Nugroho Vice Dean, Academics and Students Affairs Universitas Gadjah Mada, Vocational College</p>
<p>Dr Hengki Head of Language Center and International Office Universitas Islam Kalimantan (UNSIKA)</p>	<p>Mrs Arini Retnoningsih Head of Electrical Engineering Study Program Universitas Kebangsaan</p>
<p>Dr Drs Nehru P Pongsapan M Head, Office of International Affairs Universitas Kristen Indonesia Toraja</p>	<p>Mr Arief Budiman Director, International Office Universitas Lambung Mangkurat</p>

<p>Dr Ahmad Mubin MT Dean, Faculty of Engineering Universitas Muhammadiyah Malang</p>	<p>Mr Taufiq Taman Dean, Faculty of Engineering and Science Universitas Muhammadiyah Purwokerto (UMP)</p>
<p>Mr Muhammad Alfatih Hendrawan Vice Dean, Engineering Faculty Universitas Muhammadiyah Surakarta</p>	<p>Prof Dr Syahiral Bakhtiar Vice Rector IV Planning and Collaboration Universitas Negeri Padang</p>
<p>Mr Chairul Furqon Head of Study Program of Management Universitas Pendidikan Indonesia</p>	<p>Dr Sigit Ricahyono Head, Cooperation and PR Office Universitas PGRI Madiun</p>
<p>Dr Indah Widiastuti Staff of International Office Universitas Sebelas Maret (UNS)</p>	<p>Dr Iskandar Hasanuddin Vice of Dean Academic Affairs Universitas Syiah Kuala</p>
<p>Dr Zeffitni Vice Dean for Student Affairs Universitas Tadulako</p>	

Malaysia Institutions:

<p>Ms Suriah Mohamad Senior Lecturer, Civil Engineering Department Politeknik Port Dickson</p>	<p>Mr Tajul Ariffin Bin Mohamaed Arif Director Politeknik Sandakan Sabah</p>
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Philippines Institutions:

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

Thailand Institutions:

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

Vietnam Institutions:

<p>Mr Nguyen Trong Duy President Hoa Sen College</p>	<p>Dr Ngo Quang Trung Head of International Cooperation Office Hoa Sen University</p>
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Witnessed,

Dr Ir Gatot Hari Priowirjanto
Director
SEAMEO Secretariat