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. Pangkep State Polytechnic of Agriculture
26. Polytechnic of Piksi Ganesha Bandung
27. Polytechnic of Raflesia
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. Shipbuilding Institute of Polytechnic Surabaya
60. State Polytechnic of Malang
61. Ganesha University of Education
62. State Polytechnic of Pontianak
63. State Polytechnic of Madura
64. STKIP Mega Rezky
65. University Airlangga
66. University Kanjuruhan Malang
Malaysia Institutions

1. Politeknik Ungku Omar
2. Politeknik Sultan Azlan Shah

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
7. Mariano Marcos State University

Thailand Institutions:

1. Chiang Rai Rajabhat University
2. Thaiayothaya 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
8. Phuket Technology College

Vietnam Institutions:

1. Duy Tan 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.
### Indonesia Institutions:

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<tr>
<th>No.</th>
<th>Name and Title</th>
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</table>
| 1.  | Mr David Maharya Ardyantara  
      Director of Development and Partnership  
      Pharmacy Academy of Toraja |
| 2.  | Mr Tonny Pongoh  
      Deputy Director  
      Astra Manufacturing Polytechnic |
| 3.  | Mrs 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 Harjanty 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 Ario  
      Director  
      State Manufacture Polytechnic of  
      Bangka Belitung |
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| 11. | Ir. I Gede Made Oka Aryawan, M.T.  
Vice Director of Partnership  
State Polytechnic of Bali |
| 12. | Dr. Ir. Rachmad Imbang T., M.T.  
Director  
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 Bengkalis |
| 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 |
Vice Director I  
State Polytechnic of Medan |
| 20. | Dr Purnomo Ananto, MM  
Director  
State Polytechnic of Creative Media |
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<th>No.</th>
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| 21. | Mr. Surfa Yondri  
Director  
State Polytechnic of Padang |
| 22. | Dr. Indah Martati, SE, MM  
Head of International Office and Partnership  
State Polytechnic of Samarinda |
| 23. | Mr. Budi Prasetya  
Vice Director of Planning and Cooperation  
State Polytechnic of Semarang |
| 24. | Mr. Ahmad Taqwa  
Director  
State Polytechnic of Sriwijaya |
| 25. | Nur Rahmawaty Arma, Ph.D.  
Vice Director of Institutional Collaboration  
Pangkep State Polytechnic of Agriculture |
| 26. | Dr. H.K. Prihartono AH Drs S Sos S Kom MM  
President Director  
Polytechnic of Pikesi Ganesha Bandung |
| 27. | Mr. Agus Fajar Hariadi, MT  
Campus Development and Cooperation  
Polytechnic of Raflesia |
| 28. | Dr. Guntur F. Prisanto  
Vice Chairman, Partnership and  
Entrepreneurship  
STIKOM InterStudi |
| 29. | Mr. Agung Setia Budi  
Director of Development and Partnership  
STIK Imanuel Indonesia |
| 30. | Dr. Eva Handriyantini  
Rector  
STIKI Malang |
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<th>No.</th>
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| 31. | Mr. Danang Arbian, M.Kom  
Chairman of LPMA STMIK Asia  
STMIK Asia |
| 32. | Mrs. Rosa Santoso  
Chairman of LPMI  
STIE Asia |
| 33. | Mr Maximillianus David, MA  
Director, Development and Students  
STMIK Handayani |
| 34. | Ms. Fetty Asmaniati, SE., MM  
President  
Trisakti School of Tourism |
| 35. | Dr. Roden 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) |
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| 43. | Mr Muhammad Alfaith Hendrawan  
Vice Dean, Engineering Faculty  
University of Muhammadiyah Surakarta |
| 44. | Prof Dr Syahrial Bakhtiar  
Vice Rector IV Planning and Collaboration  
State University of Padang |
| 45. | Mr Chairul Furgon  
Head of Management Study Program  
Indonesian University of Education |
| 46. | Dr Sigit Ricahyono  
Head, Cooperation and PR Office  
PGRI Madiun University |
| 47. | Dr Indah Widiastuti  
Staff of International Office  
Sebelas Maret University (UNS) |
| 48. | Dr Iskandar Hasanuddin  
Vice of Dean Academic Affairs  
Syiah Kuala University |
| 49. | Dr Zeffitni, MT  
Vice Dean for Student Affairs,  
Faculty of Engineering  
Tadulakaro University |
| 50. | Prof. Dr. Ir. H. Zulkifli Alamsyah, M.Sc  
Vice Rector for Planning Collaboration and  
Information System Affairs  
Jambi University |
| 51. | Much Chafid, S.Kom.  
Vice Director  
Lamongan Community College |
| 52. | Ir. Eko Muh Widodo MT  
Rector  
University of Muhammadiyah Magelang |
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<tr>
<td>53</td>
<td>Dr. M Hery Rivadi Alauddin, S.Pi, M.Si</td>
<td>Director&lt;br&gt;Marine and Fisheries Polytechnic of Sidoarjo</td>
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<td>54</td>
<td>Dr. Mufrida Zein, M.Pd</td>
<td>Director&lt;br&gt;State Polytechnic of Tanah Laut</td>
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<td>55</td>
<td>Agung Safawan, S.Pd</td>
<td>Vice Director&lt;br&gt;Sumenep Community College</td>
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<td>56</td>
<td>Son Kuswadi</td>
<td>Director&lt;br&gt;State Polytechnic of Banyuwangi</td>
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<td>57</td>
<td>Eko Julianto</td>
<td>Director&lt;br&gt;State Polytechnic of Shipbuilding Surabaya</td>
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<td>Tual State Polytechnic of Fisheries</td>
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<td>59</td>
<td>Mr Adi Wirawan Husodo, ST., MT</td>
<td>Vice Director I&lt;br&gt;Shipbuilding Institute of Polytechnic Surabaya</td>
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<td>60</td>
<td>Dr. Nur Salam</td>
<td>Director of International Office&lt;br&gt;State Polytechnic of Malang</td>
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<td>61</td>
<td>Prof Dr A A I N Marhaeni, MA.&lt;br&gt;Chairman of Institute of Instructional Development and Quality Assurance&lt;br&gt;Ganesha University of Education</td>
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<td>62</td>
<td>Mr Muhammad Toasin Asha</td>
<td>Director&lt;br&gt;State Polytechnic of Pontianak</td>
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<td>63</td>
<td>Arman Jaya</td>
<td>Director State Polytechnic of Madura</td>
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<td>64</td>
<td>Dr. Abd Malik Iskandar, S.Ag, M.Si</td>
<td>Director STKIP Mega Rezky</td>
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<td>65</td>
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<td>Prof. Dr. H. Widi Hidayat, S.E., MSi., Ak., CA., CMA Dean of Faculty of Vocational Universitas Airlangga (UNAIR)</td>
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<tr>
<td>66</td>
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<td>Dr. Pieter Sahertian Rector University Kanjuruhan Malang</td>
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### Philippines Institutions:

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| 1. | Dr Marc Laurence Celis  
    Deputy Executive Director, National Office  
    Don Bosco One TVET Philippines, Inc. |
| 2. | Dr Raul F. Muyong  
    President III  
    Iloilo Science and Technology University |
| 3. | Jesse T. Zamora  
    President II  
    Mindoro State College of Agriculture and Technology (MINSCAT) |
| 4. | Mrs Gloria Pontejo-Morris  
    School Director, Training & Assessment  
    MOCA Family Farm Rlearning Center INC. |
| 5. | Dr Dexter R. Buted  
    President  
    Pangasinan State University |
| 6. | Dr Max P Guillermo  
    President  
    Tarlac Agricultural University |
### Thailand Institutions:

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| 1. | Dr Natthaphon Santhi  
Assistant President  
Division of International Affairs  
Chiang Rai Rajabhat University |
| 2. | Ms Worawia Lamoonphun  
Director  
Thaiayothaya Business Administration  
Technological College            |
| 3. | Mrs Yaowaluck Peng-im  
Director  
Thai Business Administration Technological College |
| 4. | Ms Nongluck Trakullwong  
Director  
Thaksina Business Technological College |
| 5. | Mrs Chintana Vechmee  
President  
Theptsatri Rajabhat University    |
| 6. | Mrs Benjamat Yoopenkaew  
International Program Manager  
Wimol Business Administration College (WBAC) |
| 7. | Mrs Autchariya Kratharot  
Assistant to President for Foreign Affairs  
Lampang Rajabhat University       |
| 8. | Mr Manas Chinnakarn  
Director  
Phuket Technology College         |

### Vietnam Institutions:

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| 1. | Professor Hang Le  
Vice President  
Duy Tan University          |
Non-signing participating institution:

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

Politeknik Sultan Azlan Shah
Represented by:
Dr Haji Zairon Bin Mustapha
Director

Witnessed,

[Signature]

Dr Ir Gatot Hari Priowirjanto
Director
SEAMEO Secretariat