LETTER OF INTENT
AMONG POLYTECHNICS AND UNIVERSITIES OF
INDONESIA-PHILIPPINES
FOR THE PROJECT “3-6 MONTHS OF STUDENT EXCHANGE IN
AGRICULTURE AND BUSINESS 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 institutions below agree to join the project “3-6 Months of Student Exchange in Agriculture and Business in Southeast Asia”.

Indonesian Institutions:

1. Bogor Agriculture University
2. University of Pembangunan Nasional “Veteran” Yogyakarta

Philippine Institution:

1. Tarlac Agricultural University

Agree as follows:

To join the Student Exchange for 3-6 months among the above institutions. The participating institutions agree as follows:

1. The agreement will be implemented in reciprocal way.

2. The student exchange will be applied for Diploma, Higher Diploma and TVET Bachelor students.

3. The major/specialisation will be as follows, but not limited to:
   i. Agriculture
   ii. Business
4. The schedule of exchange will be in January 2019 with the duration of exchange for 3-6 months.

5. Implementation Process:

- Participating institutions will send “Application Form” to SEAEMO Secretariat.
- Student interview will be conducted by Receiving Institution and Companies.
- Letter of Acceptance will be issued by Receiving Institutions if the students are eligible to join the programme.
- The Receiving Institutions will be responsible for visa processing of the eligible students.

6. For budgeting, it will be based on the following cost sharing agreement between the agreed parties:

- Sending Institutions shall be responsible for 1) passport/visa fee, 2) health check-up cost, 3) International health and travel insurance, 4) returned air-ticket, 5) meals, 6) pocket money.
- Receiving institutions shall be responsible for 1) accommodation, 2) transportation for airport transfer, 3) 1 meal per day.

Signed in Tarlac Agricultural University, Philippines on 19 October 2018 and witnessed by SEAMEO Secretariat, Thailand.

Signed by

Indonesian Institutions:

1. Mr Wawan Oktariza
   Vice Dean
   School of Vocational Sciences
   Bogor Agricultural University

2. Dr Singgih Saptoro
   Vice Rector for Student Affairs and Cooperation
   University of Pembangunan Nasional “Veteran” Yogyakarta
**Philippine Institutions:**

| 1. | Dr Max P Guillermo  
University President  
Tarlac Agricultural University |

**Witnessed:**

Dr Ir Gatot Hari Priowirjanto  
Director  
SEAMEO Secretariat