LETTER OF INTENT
AMONG POLYTECHNICS AND UNIVERSITIES OF
INDONESIA-PHILIPPINES-VIETNAM
FOR THE PROJECT “3-6 MONTHS OF STUDENT EXCHANGE IN
HOSPITALITY” 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.

Indonesia Institutions:
1. InterStudi Jakarta, Indonesia
2. State Polytechnic of Semarang, Indonesia
3. State Polytechnic of Sriwijaya, Indonesia

Philippines Institutions:
1. Mariano Marcos State University, Philippines
2. University of Antique, Philippines

Vietnam Institutions:
1. Duy Tan University, Vietnam

Agree as follows:

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

1. Exchange the students for 3-6 months in Hospitality, including the following sub study areas
   • Home Technology
   • Front Office
   • Food and Beverage
2. Implementation Process:
- Participating institutions will send “Application Form” to SEAEMO Secretariat.
- Interview students 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.

3. For budgeting, it will be based 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 Pangasinan, Philippines on 18 October 2018 and Witnessed by SEAMEO Secretariat, Thailand.

Signed by

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<th>Indonesia Institutions:</th>
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| 1. Dr Guntur Freddy Prisanto  
Vice Chairman on Partnership and  
Entrepreneurship  
InterStudi Jakarta | 2. Mr Budi Prasetya  
Vice Director of Planning and Cooperation State  
Polytechnic of Semarang |
| 3. Drs Zakaria, M.Pd.  
Vice Rector for Cooperation  
State Polytechnic of Sriwijaya |  |
Philippines Institutions:

1. Dr Shirley C Aqrupis  
   President  
   Mariano Marcos State University

2. Prof. Mahalia D. Denosta  
   Director, International Programs  
   University of Antique

Vietnam Institutions:

1. Dr Hang Le  
   Vice President  
   Duy Tan University

Witnessed,

Dr Ir Gatot Hari Priowirjanto  
Director  
SEAMEO Secretariat