LETTER OF AGREEMENT
AMONG COLLEGES, POLYTECHNICS, UNIVERSITIES OF
INDONESIA-PHILIPPINES-THAILAND-VIETNAM
FOR THE PROJECT “3rd 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 institutions below agree to join the project.

Indonesia Institutions:

1. Astra Manufacturing Polytechnic
2. Bina Insani College
3. Bogor Agricultural University
4. Ganesha University of Education
5. Indonesia University of Education
6. Kalimantan Islamic University, Banjarmasin
7. Lambung Mangkurat University
8. Muhammadiyah University of Prof. DR. Hamka
9. Pangkep State Polytechnic of Agriculture
10. PGRI Madiun University
11. PGRI University of Semarang
12. Politeknik Elektronika Negeri Surabaya
13. Polytechnic Piksi Ganesha Bandung
14. Polytechnic of LPP Yogyakarta
15. State Polytechnic of Bandung
16. State Polytechnic of Batam
17. State Polytechnic of Banyuwangi
18. State Polytechnic of Bengkalis
19. State Polytechnic of Madiun
20. State Polytechnic of Medan
21. State Polytechnic of Padang
22. State Polytechnic of Pontianak
23. State Polytechnic of Samarinda
24. State Polytechnic of Semarang
25. State Polytechnic of Sriwijaya
26. State University of Padang
27. State University of Surabaya
28. Sebelas Maret University
29. STIKI Malang
30. InterStudi Jakarta
31. STMIK ASIA
32. STIE ASIA
33. Tidar University
34. Tunas Pembangunan University
35. University Muhammadiyah Purwokerto
36. University of Pembangunan Nasional “Veteran” Yogyakarta
37. University of Muhammadiyah Malang
38. University of Muiria Kudus
39. Airlangga University
40. Manufacture Polytechnic of Bandung
41. Toraja Christian University of Indonesia
42. State Polytechnic of Jakarta
43. University Islam Indonesia
44. University of Jambi

Malaysia Institutions

1. Tuanku Sultanah Bahiyah Polytechnic
2. Ungku Omar Polytechnic
3. Sultan Azlan Shah Polytechnic

Philippines Institutions:

1. Cavite State University
2. Central Luzon State University
3. Iloilo Science and Technology University
4. KRYZ Vocational & Technical School (KVTS) Inc.
5. Mariano Marcos State University
6. Mindoro State College of Agriculture and Technology
7. Negros Oriental State University
8. Pangasinan State University
9. President Ramon Magsaysay State University
10. Remnant Institute Inc.
11. Sultan Kudarat State University
12. Tarlac Agricultural University
13. University of Antique
14. Don Bosco One TVET Philippines, Inc.
15. Nueva Ecija University of Science and Technology
16. Isabela School of Arts and Trades
17. Southern Isabela College of Arts and Trades
18. Pangasinan School of Arts and Trades
19. Bangui Institute of Technology
20. Luciano Millan Memorial School of Arts and Trades

**Thailand Institutions:**

1. Thepsatri Rajabhat University
2. Wimol Business Administration Technological College
3. Phuket Technology College
4. Chiang Rai Rajabhat University

**Vietnam Institutions:**

1. Duy Tan University

Agree as follows:

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

a. The agreement will be implemented in reciprocal way.

b. The 3rd batch of TVET student internship exchange will be applied for Diploma, Higher Diploma and TVET Bachelor students.

c. The major/specialisation will be as follows, but not limited to:
   i. Mechatronics, Electronics, Electrical, Mechanical and Manufacturing
   ii. Industrial Technology
   iii. Informatics/ Computer Science
   iv. Hospitality and Tourism
   v. Agriculture and Animal Science
   vi. Business, Commerce and Accounting
   vii. Creative Industry, Multimedia
   viii. Civil Engineering
   ix. Health Science/Nursing/ Public Health

d. Each participating institution will submit the list of eligible students for at least 2 students with the same gender in equal number, but not more than 6 students of each study area to the SEAMEO Secretariat for mapping.

e. The institutions will start the 3rd 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: Staring Sat. 26 January 2019
   ii. Traveling schedule of option II: Starting Sat. 9 February 2019
f. The Sending Institutions will be responsible for:

i. Recruiting eligible students (Good academic performance, proficiency in English communication, attitude, maturity, good health),
ii. Coordinating with SEAMEO for the student mapping list,
iii. Preparing travel arrangement for outbound students,
iv. Conducting pre-departure orientation for outbound students,
v. Coordinating with Receiving Institutions for arrangement of online interview, letter of acceptance, travel schedule, and travel preparation,
vi. Ensuring the important travel documents which the outbound students must have: 1) Valid passport, 2) Student/education visa (if needed), 3) International health insurance, 4) Health certificate.
vii. Ensuring that the students will submit 1) Self-Report Blog during internship, 2) Company Supervisor Evaluation Form and 3) Overall Project Evaluation to SEAMEO at the end of internship period.

g. The Receiving Institutions will be responsible for:

i. Partnering with industries according to the study areas and agreed internship period of inbound students,
ii. Arranging internship programme according to the agreed period, including orientation, internship with industry, class room observation, and other excursion/student activities,
iii. Coordinating with SEAMEO for the student mapping list,
iv. Preparing accommodations for inbound students,
v. Providing mentor(s) and buddy(ies) for inbound students,
vi. Preparing airport transfer for inbound students,
vii. Coordinating with Sending Institutions for arrangement of online interview, letter of acceptance, travel schedule, and travel preparation,
viii. Ensuring the important travel documents which the inbound students must submit: 1) Valid passport, 2) Student/education visa, 3) International health insurance, 4) Health certificate

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

i. Sending Institutions/Parents shall be responsible for 1) passport/visa fee, 2) health check-up cost, 3) International health and travel insurance, 4) returned air-ticket, 5) daily meals, 6) daily public transportation for internship, and 7) pocket money.
ii. Receiving institutions shall be responsible for 1) accommodation, 2) transportation for airport transfer, 3) Student extra activities required by Receiving Institutions for the inbound students to join.

i. The eligibility of the students must be ensured by the sending institutions, receiving institutions, and industry partners (optional).

j. The cancellation of students must be informed to the SEAMEO Secretariat before the student online interview. For any cancellation after the online interview or receiving of the Letter of Acceptance, the Sending Institution must find the “replacement”.

In the case of no replacement, that institution will be excluded in the following one batch.

k. SEAMEO Secretariat will issue e-Certificate of Completion only for the students who submit 1) Blog, 2) Company Supervisor Evaluation Form, 3) Overall Project Evaluation Form to the person in charge of SEAMEO Secretariat.

l. The 5th SEAMEO Polytechnic Network Meeting will be hosted by the Department of Polytechnic and Communication College Education, Ministry of Education of Malaysia in March 2019. The 4th batch of TVET Student Internship Exchange Program will be discussed at the meeting.

m. The 6th SEAMEO Polytechnic Network Meeting will be hosted by Duy Tan University, Vietnam tentatively in Oct 2019. The 5th batch of TVET Student Internship Exchange Program will be discussed at the meeting.

Signed in Pangasinan, Philippines on 18 October 2018 and Witnessed by SEAMEO Secretariat, Thailand.
## Indonesia Institutions:

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<thead>
<tr>
<th>No.</th>
<th>Name and Designation</th>
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<tbody>
<tr>
<td>1.</td>
<td>Mr Tonny Pongoh</td>
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<td></td>
<td>Deputy Director</td>
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<td></td>
<td>Astra Manufacturing</td>
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<td></td>
<td>Polytechnic</td>
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<td>2.</td>
<td>Mr Indra Muks, S.S.,M.M.</td>
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<td></td>
<td>Head of International Office and Collaboration</td>
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<td></td>
<td>Bina Insani College</td>
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<td>3.</td>
<td>Mr Wawan Oktariza</td>
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<td></td>
<td>Vice Dean</td>
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<td></td>
<td>School of Vocational Sciences</td>
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<td>Bogor Agricultural University</td>
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<td>4.</td>
<td>Mrs Anak Agung Isti Ngurah Marhaeni</td>
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<td></td>
<td>Chair, Institute for Instructional Development and Quality Assurance</td>
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<td></td>
<td>Ganesh University of Education</td>
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<td>5.</td>
<td>Prof Dr H. R. Asep Kadarohman, M.S.</td>
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<td></td>
<td>Rector</td>
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<td>Indonesia University of Education</td>
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<td>6.</td>
<td>Dr Hengki</td>
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<td></td>
<td>Head of Language Center and International Office</td>
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<td></td>
<td>Kalimantan Islamic University, Banjarmasin</td>
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<td>7.</td>
<td>Arief Budiman, Ph D</td>
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<td></td>
<td>Director of International Office</td>
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<td>Lambung Mangkurat University</td>
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<td>8.</td>
<td>Purnama Syae Purrohman, PhD</td>
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<td></td>
<td>Director of Office of International Affairs</td>
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<td>University of Muhammadiyah Prof Dr Hamka</td>
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<td>9.</td>
<td>Dr Nur Rahmawaty Arma</td>
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<td></td>
<td>Vice Director of Institutional Collaboration</td>
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<td></td>
<td>Pangkep State Polytechnic of Agriculture</td>
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<td>10.</td>
<td>Dr Sigit Ricahyono, S.S., M.PD.</td>
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<td>Head, Cooperation &amp; Public Relation Bureau</td>
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<td>PGRI Madiun University</td>
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<td>11.</td>
<td>Dr Nur Hidayat&lt;br&gt;UPGRIS International Office Director&lt;br&gt;PGRI University of Semarang</td>
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<td>12.</td>
<td>Mr Amang Sudarsono&lt;br&gt;Head of PENS International Cooperation Office&lt;br&gt;Politeknik Elektronika Negeri Surabaya</td>
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<td>13.</td>
<td>Mrs Santy Christinawati, S.S., M.Hum&lt;br&gt;Coordinator of International Relations Office&lt;br&gt;Polytechnic Pitski Ganesha Bandung</td>
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<td>14.</td>
<td>Ms Ratna Sri Harjanti ST M Eng&lt;br&gt;Vice Director of Academic&lt;br&gt;Polytechnic of LPP Yogyakarta</td>
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<td>15.</td>
<td>Dr Ir Rachman Imbang, T., MT&lt;br&gt;Director&lt;br&gt;State Polytechnic of Bandung</td>
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<td>16.</td>
<td>Mr Priyono Eko Sanyoto&lt;br&gt;Director&lt;br&gt;State Polytechnic of Batam</td>
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<td>17.</td>
<td>Ms Riza Rahimi Bachtiar, S.P., M.P., MBA&lt;br&gt;International Affairs Coordinator&lt;br&gt;State Polytechnic of Banyuwangi</td>
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<td>18.</td>
<td>Mr Ir Muhamad Milcham, M.T&lt;br&gt;Director&lt;br&gt;State Polytechnic of Bengkalis</td>
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<td>19.</td>
<td>Dr. Imam Mudofir, S.Pd., M.Pd&lt;br&gt;Head Of International Affairs&lt;br&gt;State Polytechnic of Madiun</td>
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<td>20.</td>
<td>Mr Abdul Rahman, ST, MT&lt;br&gt;Programme Coordinator&lt;br&gt;State Polytechnic of Medan</td>
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<td>21.</td>
<td>Mr Daddy Budiman</td>
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<td>22.</td>
<td>Mr Muhammad Toasin Asha</td>
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<td>23.</td>
<td>Dr Indah Martati, SE., MM</td>
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<td>24.</td>
<td>Drs. Budi Prasetya, MSi</td>
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<td>25.</td>
<td>Drs Zakaria, M.Pd.</td>
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<td>26.</td>
<td>Prof Dr Syahrial Bakhtiar, MPd</td>
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<td>27.</td>
<td>Prof. Dr Eko Hariadi</td>
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<td>28.</td>
<td>Dr Indah Widiastuti</td>
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<td>29.</td>
<td>Mr Daniel Rudiaman Sijabat</td>
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<td>30.</td>
<td>Dr Guntur Freddy Prisanto</td>
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</table>
| 31. | Mr Danang Arbian, M.Kom  
Chairman of LPMA STMIK ASIA  
STMIK ASIA |
| 32. | Mrs Risa Santoso  
Chairman of LPMI  
STIE ASIA |
| 33. | Prof. Dr Sukarno, M.Si.  
Dean  
Faculty of Education and Teacher Training  
Tidar University |
| 34. | Prof Dr Ir. Tresna Priyana Soemardi, SE.MS  
Rector  
Tunas Pembangunan University |
| 35. | Mr Muhammad Taufiq Tamam  
Dean of Faculty of Engineering and Science  
University Muhammadiyah Purwokerto |
| 36. | Dr Singgih Saptoro  
Vice Rector for Student Affairs and  
Cooperation  
University of Pembangunan Nasional  
“Veteran” Yogyakarta |
| 37. | Dr Ahmad Mubin, MT  
Dean of Faculty of Engineering  
University of Muhammadiyah Malang |
| 38. | Dr Suparnyo, SH., MS  
Rector  
University of Muria Kudus |
| 39. | Prof. Dr. H. Widi Hidayat, S.E., MSi., Ak.,  
CA., CMA  
Dean of Faculty of Vocational Studies  
Airlangga University |
| 40. | Ms Dra. Fatonah, M.Pd  
Head of International Relation Office  
Manufacture Polytechnic of Bandung |
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<tr>
<td>41</td>
<td>Dr. Nehru P. Pongsapan, MPd</td>
<td>Head of Office of International Affairs</td>
<td>Toraja Christian University of Indonesia</td>
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<td>42</td>
<td>Dr. Dianta Mustofa K.</td>
<td>Vice Director for Cooperation Affairs</td>
<td>State Polytechnic of Jakarta</td>
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<td>43</td>
<td>Dr. Wiryono Raharjo</td>
<td>Vice Rector for Networking and Entrepreneurship</td>
<td>University Islam Indonesia</td>
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<tr>
<td>44</td>
<td>Prof. H. Johni Najwan, SH, MH, PhD</td>
<td>Rector</td>
<td>University of Jambi</td>
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## Philippines Institutions:

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<tr>
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<th>Name and Position</th>
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</table>
| 1. | Dr Hernando D. Robles  
    | University President  
    | Cavite State University |
| 2. | Winnie Q. Villanueva  
    | Dean, College of Business Administration  
    | Central Luzon State University |
| 3. | Dr Raul F. Muyong  
    | President III  
    | Iloilo Science and Technology University |
| 4. | Rev. Fr Gilbert B. Sales, CICM  
    | President  
    | Saint Louis University |
| 5. | Dr Shirley C. Agrupis  
    | President  
    | Mariano Marcos State University |
| 6. | Dr Baldomero J. Bicaldo, Jr.  
    | Vice President for Academic Affairs  
    | Mindoro State College of Agriculture and Technology |
| 7. | Mr Ferdinand Q. Masbad, Ph. D, TM  
    | CIT Extension Program Coordinator  
    | Negros Oriental State University |
| 8. | Dr Paulo V. Cenas  
    | OIC President  
    | Pangasinan State University |
| 9. | Mrs Lilian F. Ly  
    | Dean  
    | President Ramon Magsaysay State University |
| 10. | Dr Joel O. Palma  
    | Vice President for Operation  
<pre><code>| Remnant Institute Inc. |
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| 11. | Mr. Atty. Marco Ray S. Clevy  
Director, International Affairs  
Sultan Kudarat State University |
| 12. | Dr. Max P. Guillermo  
University President  
Tarlac Agricultural University |
| 13. | Prof. Mahalia D. Denosta  
Director, International Programs  
University of Antique |
| 14. | Dr. Marc Laurence Celis  
Deputy Executive Director, National Office  
Don Bosco One TVET Philippines, Inc. |
University President  
Nueva Ecija University of Science and Technology |
| 16. | Dr. Ignacio S. Casticon  
Vocational School Superintendent  
Isabela School of Arts and Trades |
| 17. | Dr. Danilo P. Pacis  
Vocational Instruction Supervisor  
Southern Isabela College of Arts and Trades |
| 18. | Gerardo E. Amansec  
AO Designate  
Pangasinan School of Arts and Trades |
| 19. | Dr. Carlos B. Carizal  
OIC Vocational School Administrator  
Bangui Institute of Technology |
| 20. | Prof. Jesus O. Salagubang  
Training Instruction Supervisor  
Luciano Millan Memorial School of Arts Trades |
**Thailand Institutions:**

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| 1. | Mrs Chintana Vechmee  
    President  
    Thepsatri Rajabhat University |
|   | Mrs Benjamat Yoopenkaew  
    International Programme Manager  
    Wimol Business Administration Technological College |
| 2. |   |
| 3. | Mrs Benjamat Yoopenkaew  
    International Programme Manager  
    Phuket Technology College |
|   | Dr Nathaphon Santhi  
    Assistant President  
    Division of International Affairs  
    Chiang Rai Rajabhat University |
Vietnam Institutions:

1. Dr Hang Le
   Vice Provost
   Duy Tan University

Malaysia:

Non-signing participating institutions but including in implementation:

Ungku Omar Polytechnic
Represented by:
Mr Muhammad Zubir Bin Mohd Hanifah
Deputy Director

Tuanku Sultanah Bahiyah Polytechnic
Represented by:
Madam Yusma Yusof
Director

Sultan Azlan Shah Polytechnic
Represented by:
Dr Naimah Md Khalil
Director

Witnessed,

Dr Ir Gatot Hari Priowirjanto
Director
SEAMEO Secretariat