



LETTER OF AGREEMENT
(DRAFT for Discussion as of 16 Oct 19)

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

**FOR THE PROJECT “1st BATCH OF SEA-TVET TEACHER EXCHANGE IN
2020” UNDER THE SEA-TVET NETWORK OF SOUTHEAST ASIA.**

Herewith partners:

The 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 Ethel Agnes Pascua Valenzuela.

The participating institutions and universities below agree to join the project.

Indonesia Institutions:

1. Astra Manufacturing Polytechnic
2. Ganesha University of Education
3. Technology and Business Institute of Asia Malang
4. Islamic University of Kalimantan Muhammad Arsyad Al Banjari Banjarmasin
5. PGRI University of Semarang
6. Polyteknik Manufaktur Negeri Bangka Belitung
7. Polyteknik Negeri Banyuwangi
8. Polyteknik Negeri Bengkalis
9. Politeknik Negeri Jakarta
10. Politeknik Negeri Samarinda
11. Politeknik Negeri Sriwijaya
12. Universitas Negeri Padang
13. SMKN 5 Banjarmasin
14. SMK Pariwisata Metland Bekasi
15. STIKI Malang
16. Universitas Tidar
17. Widya Mandala Surabaya Catholic University
18. Universitas Brawijaya Malang
19. Universitas Muhammadiyah Buton

20. Universitas Muhammadiyah Kendari
21. Universitas Muhammadiyah Malang
22. Universitas Muhammadiyah Parepare
23. Universitas Muhammadiyah Pontianak
24. Universitas Muhammadiyah Prof Dr Hamka
25. Universitas Muhammadiyah Purwokerto
26. Universitas PGRI Madiun
27. Universitas Jambi
28. University of Muria Kudus
29. Universitas Sebelas Maret

(Sorry that we need to close for Indonesia)

Malaysia Institutions

1. Kolej Komuniti Kuala Langat
2. Kolej Komuniti Selayang
3. Kolej Komuniti Sungai Petani
4. Politeknik Ibrahim Sultan
5. Politeknik Melaka
6. Politeknik Merlimau Malacca
7. Politeknik Mersing Johor
8. Politeknik Metro Tasek Gelugor
9. Politeknik Port Dickson

(To be confirmed by MOE, Malaysia. TBC after LOA is settle)

Philippines Institutions:

1. Central Luzon State University
2. Don Mariano Marcos Memorial State University
3. Iloilo Science and Technology University
4. Guimaras State College
5. Mariano Marcos State University
6. Nueva Ecija University of Science and Technology
7. Tarlac Agricultural University
8. University of Mindanao
9. Technological Institute of the Philippines
10. President Ramon Magsaysay State University
11. Saint Louis University

(Need more participation from Philippines)

Thailand Institutions:

1. Chiang Mai Rajabhat University
2. Pattani Technical College

(Need more participation from Thailand)

Vietnam Institutions:

1. Duy Tan University
2. Academy of Finance
3. Van Lang University

(Need more participation from Vietnam)

To join the 1st Batch of SEA-TVET Teacher Exchange Programme which will be implemented in 2020 under the SEA-TVET Network among Indonesia, Malaysia, Philippines, Thailand and Vietnam Institutions. The above participating institutions agree that:

- a. The agreement will be implemented in reciprocal way.
- b. The 1st batch of SEA-TVET Teacher Exchange will be applied for teachers who are teaching in Diploma, Higher Diploma and Bachelor level.
- c. The specialisation of teachers will be as follows, but not limited to:
 - i. Mechatronics, Electronics, Electrical, Mechanical and Manufacturing
 - ii. Informatics/ Computer Science
 - iii. Agriculture
 - iv. Hospitality and Tourism
 - v. Business
 - vi. Multimedia, communication design
 - vii. English Education
 - viii. Nursing and Health Science
- d. Each participating institution should select the qualified teacher for at least 2 teachers with the same gender in equal number, but not more than 6 teachers to participate in the programme.
- e. The institutions will start the 1st batch of exchange for 14 days to 30 days during April-August 2020.
- f. The activities during the exchange will be prepared by the receiving institution which agreed by the sending institution. The activities for the teacher exchange may include as follows, but not limited to:
 - i. Class observation
 - ii. Inviting lecturer
 - iii. Industry immersion
 - iv. Research and Development
 - v. Community Services
 - vi.
 - vii.
- g. The Sending Institutions will be responsible for:

- i. Selecting eligible teachers,
- ii. Coordinating with SEAMEO and partners for preparation,
- iii. Preparing travel arrangement for outbound teachers,
- iv. Conducting pre-departure orientation for outbound teachers,
- v. Coordinating with Receiving Institutions for arrangement of letter of acceptance, travel schedule, and travel preparation,
- vi. Ensuring the important travel documents which the outbound teachers must have: 1) valid passport, 2) International health insurance, 3) health certificate, and
- vii. Ensuring that the teachers will submit the following 2 reports to SEAMEO at the end of exchange programme 1) Self-Evaluation Report 2) Overall Project Evaluation.

h. The Receiving Institutions will be responsible for:

- i. Arranging the exchange programme according to the agreed period, including orientation, class observation, actual teaching, and cultural activities,
- ii. Coordinating with SEAMEO and partners for preparation,
- iii. Preparing accommodations for inbound teachers,
- iv. Preparing airport transfer for inbound teachers,
- v. Coordinating with Sending Institutions for arrangement of letter of acceptance, travel schedule, and travel preparation,
- vi. Ensuring the important travel documents which the inbound teachers must submit: 1) valid passport, 2) international health insurance, 3) health certificate, and
- vii. Ensuring that the participating teachers will submit the following reports to SEAMEO at the end of exchange: 1) Self-evaluation Report 2) Overall Project Evaluation.

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

- i. Participating teachers shall be responsible for 1) passport fee, and 2) pocket money
- ii. Sending institutions shall be responsible for 1) return airfare ticket, 2) health check-up cost, 3) International health and travel insurance, 4) daily allowance (optional).
- iii. Receiving institutions shall be responsible for 1) accommodation, 2) transportation for airport transfer, 3) extra activities required by Receiving Institutions for the inbound teachers to join.

- j. SEAMEO Secretariat will issue e-Certificate of Completion only for the teachers who submit 1) Self-evaluation Report, 2) Overall Project Evaluation Form to the person in charge of SEAMEO Secretariat.
- k. The 7th SEAMEO Polytechnic Network Meeting or SEA-TVET Network Meeting will be hosted by in2020. The 2nd batch of SEA-TVET Teacher Exchange Program will be discussed at the meeting.

Signed in Da Nang City, Vietnam on 18 October 2019 and Witnessed by the SEAMEO Secretariat, Thailand.

Signed by

Indonesia Institutions:

<p>1. Mr Tonny Pongoh Deputy Director Astra Manufacturing Polytechnic</p>	<p>2. Prof Dr Anak Agung Istri Ngurah Marhaeni, M.A Chair, Institute for Instructional Development and Quality Assurance Ganesha University of Education</p>
<p>3. Ms Nur Lailatut Aqromi, S.S., M.A Head of International Affairs Office Technology and Business Institute of Asia Malang</p>	<p>4. Dr Hengki, S.S., M.Pd Head of Language Center and International Office Islamic University of Kalimantan Muhammad Arsyad Al Banjari Banjarmasin</p>
<p>5. Dr Nur Hidayat, M Hum Director International Office PGRI University of Semarang</p>	<p>6. Mr Sugeng Ariyono Director Politeknik Manugaktur Negeri Bangka Belitung</p>

<p>7. Mr M Shofi'ul Amin Vice Director of Students Affair Politeknik Negeri Banyuwangi</p>	<p>8. Mr M Alkadri Perdana, B.IT.,M.Sc Head of International Office Politeknik Negeri Bengkalis</p>
<p>9. Mr Abdillah, SE, M.Si Director Politeknik Negeri Jakarta</p>	<p>10. Mr Ramli, ST, M.Eng Director Politeknik Negeri Samarinda</p>
<p>11. Dr Ing Ahmad Taqwa, MT Director Politeknik Negeri Sriwijaya</p>	<p>12. Prof Dr Syahril Bakhtiar, M Pd Vice Rector IV for Collaboration and Information Universitas Negeri Padang</p>
<p>13. Dr H Syahrir, MM Director SMKN 5 Banjamasin</p>	<p>14. Mr Darmawan Sunarja Headmaster SMK Pariswisata Metland Bekasi</p>
<p>15. Ms Zusana E Pudyastuti ,SS, M.Pd Head of International Affairs Office STIKI Malang</p>	<p>16. Prof Dr Ir Mukh Arifin, M Sc Rector Universitas Tidar</p>

<p>17. Erlyn Erawan Head of International Affairs Widya Mandala Surabaya Catholic University</p>	<p>18. Dr Ir Darmawan Octo Sujipto Head of Vocational Education Programme Universitas Brawijaya</p>
<p>19. Mr Wa Ode Alzarliani Rector Universitas Muhammadiyah Buton</p>	<p>20. Mr Muhammad Anas Head of International Office Universitas Muhammadiyah Kendari</p>
<p>21. Dr Nur Subeki, ST.,MT. Vice Dean for Student Affairs Universitas Muhammadiyah Malang</p>	<p>22. Mr Syawal, M.Pd. Director of International relation Office Universitas Muhammadiyah Parepare</p>
<p> 23. Dr H Helman Fachri, S E, M M Rector Universitas Muhammadiyah Pontianak</p>	<p>24. Dr Purnama Syae Purrohman, S.Pd., M.Pd., Ph.D. Head of International Affairs Universitas Muhammadiyah Prof. DR. Hamka</p>
<p>25. Mr. Muhammad Taufiq Tamam Dean of Faculty of Engineering and Science Universitas Muhammadiyah Purwokerto</p>	<p>26. Dr H Parji, M.Pd. Rector Universitas PGRI Madiun</p>
<p>27. Prof H Johni Najwan, SH, MH, PhD Rector Universitas Jambi</p>	<p>28. Mr Mutohhar, M Pd Head of International Affairs Office Universitas Muria Kudus</p>

<p>29. Dr Mardiyana, M.Si Dean of Faculty of Teacher Training and Education Universitas Sebelas Maret</p>	
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Malaysia Institutions:

Due to the national policy, the Polytechnics and Community Colleges in Malaysia as listed in page 2 are non-signing participating institutions, but including in implementation.

Philippines Institutions:


<p>1. Dr Tereso A Abella President Central Luzon State University</p>	<p>2. Dr Jaime I. Manual,, Jr President Don Mariano Marcos Memorial State University</p>
<p>3. Dr Raul F Muyong SUC President III Iloilo Science and Technology University</p>	<p>4. Dr Rogelio T Artajo College President Guimaras State College</p>
<p>5. Dr Shirley C Agrupis President Mariano Marcos State University</p>	<p>6. Engr Feliciano P Jacoba, EdD. SUC President III Nueva Ecija University of Science and Technology</p>

<p>7. Dr Max P Guillermo University President Tarlac Agricultural University</p>	<p>8. Dr Guillermo P Torres Jr President University of Mindanao</p>
<p>9. Dr Cynthia C Llanes Vice President for Academic Affairs Technological Institute of the Philippines</p>	<p>10. Dr Atan Nacana Dean, College of Industrial Technology President Ramon Magsaysay State University</p>
<p>11. Rev Fr Gilbert B Sales, CICM. Ph.D President Saint Louis University</p>	

Thailand Institutions:

<p>1. Asst Prof Dr Pathamarat Nakanitanon Vice President Chiang Mai Rajabhat University</p>	<p>2. Dr Maheson Pattanaraj Director Pattani Technical College</p>

Vietnam Institutions:

<p>1. Dr Hang Le Vice Provost Duy Tan University</p>	<p>2. Assoc. Prof. Tu Chuc Anh Head of International Collaboration Department Academy of Finance</p>
<p> 3. Assoc Prof Tran Thi My Dieu, Ph.D President Van Lang University</p>	

Witnessed,

Dr Ethel Agnes Pascua Valenzuela
Director
SEAMEO Secretariat