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 Banjamasin  
14. SMK Pariswisata 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 .......... in ...............2020. 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:

| 1. Mr Tonny Pongoh  
Deputy Director  
Astra Manufacturing Polytechnic | 2. Prof Dr Anak Agung Istri Ngurah Marhaeni, M.A  
Chair, Institute for Instructional Development and Quality Assurance  
Ganesha University of Education |
|---|---|
| 3. Ms Nur Lailatut Aqromi, S.S., M.A  
Head of International Affairs Office Technology and Business Institute of Asia Malang | 4. Dr Hengki, S.S., M.Pd  
Head of Language Center and International Office  
Islamic University of Kalimantan  
Muhammad Arsyad Al Banjari Banjarmasin |
| 5. Dr Nur Hidayat, M Hum  
Director  
International Office  
PGRI University of Semarang | 6. Mr Sugeng Ariyono  
Director  
Politeknik Manugaktur Negeri Bangka Belitung |
<table>
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<tr>
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<th>Name and Position</th>
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| 7 | Mr M Shofi’ul Amin  
Vice Director of Students Affair  
Politeknik Negeri Banyuwangi        |
| 8 | Mr M Alkadri Perdana, B.IT., M.Sc  
Head of International Office  
Politeknik Negeri Bengkalis        |
| 9 | Mr Abdillah, SE, M.Si  
Director  
Politeknik Negeri Jakarta          |
| 10| Mr Ramli, ST, M.Eng  
Director  
Politeknik Negeri Samarinda        |
| 11| Dr Ing Ahmad Taqwa, MT  
Director  
Politeknik Negeri Sriwijaya        |
| 12| Prof Dr Syahrial Bakhtiar, M.Pd  
Vice Rector IV for Collaboration and Information  
Universitas Negeri Padang          |
| 13| Dr H Syahrir, MM  
Director  
SMKN 5 Banjamasin                   |
| 14| Mr Darmawan Sunarja  
Headmaster  
SMK Pariswisata Metland Bekasi      |
| 15| Ms Zusana E Pudyastuti, SS, M.Pd  
Head of International Affairs Office  
STIKI Malang                        |
| 16| Prof Dr Ir Mukh Ariffin, M.Sc  
Rector  
Universitas Tidar                   |
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| 17. | Erlyn Erawan  
Head of International Affairs  
Widya Mandala Surabaya Catholic University |
| 18. | Dr Ir Darmawan Octo Sujipto  
Head of Vocational Education Programme  
Universitas Brawijaya |
| 19. | Mr Wa Ode Alzarliani  
Rector  
Universitas Muhammadiyah Buton |
| 20. | Mr Muhammad Anas  
Head of International Office  
Universitas Muhammadiyah Kendari |
| 21. | Dr Nur Subeki, ST.,MT.  
Vice Dean for Student Affairs  
Universitas Muhammadiyah Malang |
| 22. | Mr Syawal, M.Pd.  
Director of International relation Office  
Universitas Muhammadiyah Parepare |
| 23. | Dr H Helman Fachri, S.E., M.M  
Rector  
Universitas Muhammadiyah Pontianak |
| 24. | Dr Purnama Syae Purrohman, S.Pd., M.Pd., Ph.D.  
Head of International Affairs  
Universitas Muhammadiyah Prof. DR. Hamka |
| 25. | Mr. Muhammad Taufiq Tamam  
Dean of Faculty of Engineering and Science  
Universitas Muhammadiyah Purwokerto |
| 26. | Dr H Parji, M.Pd.  
Rector  
Universitas PGRI Madiun |
| 27. | Prof H Johni Najwan, SH, MH, PhD  
Rector  
Universitas Jambi |
| 28. | Mr Mutohhar, M.Pd.  
Head of International Affairs Office  
Universitas Muria Kudus |
29. Dr Mardiyana, M.Si  
Dean of Faculty of Teacher Training and Education  
Universitas Sebelas Maret

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:

1. Dr Tereso A Abella  
President  
Central Luzon State University

2. Dr Jaime I. Manual, Jr  
President  
Don Mariano Marcos Memorial State University

3. Dr Raul F Muyong  
SUC President III  
Iloilo Science and Technology University

4. Dr Rogelio T Artajo  
College President  
Guimaras State College

5. Dr Shirley C Agrupis  
President  
Mariano Marcos State University

6. Engr Feliciana P Jacoba, EdD.  
SUC President III  
Nueva Ecija University of Science and Technology
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<td>7.</td>
<td>Dr Max P Guillermo</td>
<td>University President</td>
<td>Tarlac Agricultural University</td>
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<td>8.</td>
<td>Dr Guillermo P Torres Jr</td>
<td>President</td>
<td>University of Mindanao</td>
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<td>9.</td>
<td>Dr Cynthia C Llanes</td>
<td>Vice President for Academic Affairs</td>
<td>Technological Institute of the Philippines</td>
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<td>10.</td>
<td>Dr Atan Nacana</td>
<td>Dean, College of Industrial Technology</td>
<td>President Ramon Magsaysay State University</td>
</tr>
<tr>
<td>11.</td>
<td>Rev Fr Gilbert B Sales, CICM. Ph.D</td>
<td>President</td>
<td>Saint Louis University</td>
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### Thailand Institutions:

| 1. Asst Prof Dr Pathamarat Nakanitanon  
Vice President  
Chiang Mai Rajabhat University | 2. Dr Maheson Pattanaraj  
Director  
Pattani Technical College |
|---|---|

### Vietnam Institutions:

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

Dr Ethel Agnes Pascua Valenzuela  
Director  
SEAMEO Secretariat