



**LETTER OF AGREEMENT
AMONG UNIVERSITIES OF SEAMEO MEMBER COUNTRIES
(INDONESIA, PHILIPPINES, THAILAND and VIETNAM)**

**UNDER THE PROJECT
“PRE-SERVICE STUDENT TEACHER EXCHANGE IN SOUTHEAST ASIA”
(SEA-TEACHER PROJECT)**

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 universities below agree to join the project.

Indonesia Institutions:

Current Members

1. Borneo Tarakan University
2. Christian University of Indonesia Toraja
3. Halu Oleo University
4. Indonesia University of Education
5. Islamic University of Indonesia
6. Islamic University of Kalimantan
7. Lambung Mangkurat University
8. Nahdlatul Ulama University of Surabaya
9. Pakuan University
10. Pattimura University
11. Sebelas Maret University
12. Semarang State University
13. State University of Makassar
14. State University of Padang
15. State University of Surabaya
16. Syiah Kuala University
17. Tadulako University
18. Tidar University
19. Tunas Pembangunan University, Surakarta
20. Universitas Ahmad Dahlan
21. Universitas Brawijaya

22. Universitas Islam Darul 'Ulum Lamongan, Indonesia
23. Universitas Islam Sultan Agung
24. Universitas Kanjuruhan Malang
25. Universitas Kristen Indonesia
26. Universitas Lampung
27. Universitas Muhammadiyah Palembang
28. Universitas Muhammadiyah Ponorogo
29. Universitas Muhammadiyah Purwokerto
30. Universitas Muhammadiyah Surakarta
31. Universitas Negeri Jakarta
32. Universitas Negeri Malang
33. Universitas Negeri Yogyakarta
34. Universitas Nusa Cendana
35. Universitas of Muhammadiyah Prof Dr HAMKA
36. Universitas Pendidikan Ganesha
37. Universitas PGRI Madiun
38. Universitas Sriwijaya
39. Universitas Sultan Ageng Tirtayasa
40. Universitas Tanjungpura
41. University Muhammadiyah Parepare
42. University of Bengkulu
43. University of Jambi
44. University of Mataram
45. University of Mercu Buana Yogyakarta
46. University of Muhammadiyah Palu
47. University of Muhammadiyah Sumatera Utara
48. University of Muria Kudus
49. University of PGRI Semarang
50. University of PGRI Yogyakarta
51. University of Sarjanawiyata Tamansiswa

New Members

Philippine Universities:

Current Members

1. Adamson University
2. Angeles University Foundation
3. Ateneo De Naga University
4. Benguet State University
5. Capiz State University
6. Central Bicol State University of Agricultural
7. Central Luzon State University
8. Central Philippine University
9. De La Salle University - Dasmariñas
10. Don Mariano Marcos Memorial State University
11. Far Eastern University
12. Mariano Marcos State University

13. Nueva Ecija University of Science and Technology
14. Pangasinan State University
15. Philippine Normal University
16. Roosevelt College, Inc
17. Saint Louis University
18. Saint Mary's University
19. Southern Leyte State University
20. Tarlac Agricultural University
21. University of Asia and the Pacific
22. University of Mindanao
23. University of Saint Anthony
24. University of San Carlos
25. University of San Jose-Recoletos
26. University of Santo Tomas
27. University of the Cordilleras
28. University of the Immaculate Conception
29. University of St. La Salle - Bacolod

New Members

Thailand Universities:

Current Members

1. Chiang Mai Rajabhat University
2. Chiang Rai Rajabhat University
3. Kanchanaburi Rajabhat University
4. Lampang Rajabhat University
5. Nakhon Pathom Rajabhat University
6. Nakhon Si Thammarat Rajabhat University
7. Phranakorn Rajabhat University
8. Pibulsongkram Rajabhat University
9. Suratthani Rajabhat University
10. Thaksin University
11. Udon Thani Rajabhat University
12. Valaya Alongkorn Rajabhat University

New Members

Vietnam Universities:

Current Members

1. Cantho University
2. Dong Thap University

New Members

Agree as follows:

To join the 9th Batch of SEA-Teacher Project among Teacher Education Institutions/Universities in Indonesia, Philippines, Thailand, and Vietnam which will be implemented in 2020. The above participating Teacher Education Institutions/Universities agree that:

1. The agreement shall be implemented in reciprocal way.
2. The 9th batch of SEA-Teacher Project shall be applied for 3rd - 4th year students (Bachelor Degree).
3. The 9th batch of exchange period shall be 1 (one) month (30 days)(equivalent to 2 credit semester) for classroom observation and practicum (teaching experience) in the school networks of receiving Teacher Education Institutions/Universities.
4. The 9th batch of exchange period is subjective to the agreed schedule between the sending and receiving Teacher Education Institutions/Universities but it is required to be tentative in **DD MM – DD MM 2020 (30 Days)**.
5. The major study areas shall be as follows, but not limited to:
 - I. Math
 - II. Science
 - III. English
 - IV. Economics
 - V. Physical Education
 - VI. Elementary School
 - VII. Social Studies
 - VIII. Pre-School Education.
6. The Teacher Education Institutions/Universities shall indicate the equal number of sending and receiving students to facilitate SEAMEO Secretariat in mapping.
7. The proposed number of sending and receiving students shall not be mapped all. It depends on the demand and supply in each major study area.
8. The participating Teacher Education Institutions/Universities shall ensure that the students apply “**International Health Insurance**” from their home country prior to their departure.
9. Any eventualities that may occur to the students during the exchange period, the Receiving Teacher Education Institutions/Universities shall advance hospitalisation expenses follow by the reimbursement of the student’s parents.
10. In case of unforeseen circumstances such as a natural disaster or a political violence, the extra expenses related to the students shall be shouldered by the Sending Teacher Education Institutions/Universities.
11. The **Sending Teacher Education Institutions/Universities** shall be responsible for:

- i. Recruiting eligible students (with good academic performance, proficiency English communication, attitude, maturity, and good health).
- ii. Coordinating responsively with SEAMEO Secretariat and the partner Teacher Education Institutions/Universities for the programme implementation.
- iii. Coordinating with the Receiving Teacher Education Institutions/Universities for the arrangement of the online interview, letter of acceptance, transportation service to and from the nearest airport.
- iv. Providing support in arranging for the airfare, meals/pocket money, international health insurance, and student visa / education visa / special student permit (SSP)(if required) of the outbound students.
- v. Conducting pre-departure orientation for the outbound students.
- vi. Ensuring that the students submit the required documents to SEAMEO Secretariat at the end of practicum.

12. The **Receiving Teacher Education Institutions/Universities** shall be responsible for:

- i. Coordinating responsively with SEAMEO Secretariat and the partner Teacher Education Institutions/Universities for the programme implementation.
- ii. Determining the practicum schools that will provide opportunities for students to do assisted teaching, teach (minimum 20 hours), and other arrangement as required by SEAMEO Secretariat.
- iii. Coordinating with the Receiving Teacher Education Institutions/Universities for the arrangement of the online interview, letter of acceptance, and the pick up schedule of the inbound students.
- iv. Providing accommodation for inbound students.
- v. Providing transportation service for the inbound students from and to the nearest airport.
- vi. Providing mentor(s) and buddy(ies) for the inbound students.
- vii. Ensuring that the inbound students apply international health insurance from their home country prior to their departure.
- viii. Ensuring or providing support in student visa / education visa / special student permit (SSP)(if required).
- ix. Providing the educational/cultural activities or trips preferably during the weekend time.
- x. Ensuring that the students submit the required documents to SEAMEO Secretariat at the end of practicum.

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

- i. The parents of the students shall shoulder the cost of (1) passport/visa fee (2) health check-up (3) international health and travel insurance (4) airfare (5) daily meals (6) daily public transportation (7) pocket money.
- ii. The Teacher Education Institutions/Universities shall shoulder the cost of (1) accommodation (2) airport transfer to and from the nearest airport (3) extra activities required by the receiving Teacher Education Institutions/Universities for the inbound students to join.

14. The eligibility of the students shall be ensured by the sending and receiving Teacher Education Institutions/Universities.
15. The withdrawal by the Teacher Education Institutions/Universities after mapping done by SEAMEO Secretariat shall not allowed to join the following batch. It is allowed to apply again after being punished for one-batch skip.
16. For the cancellation of the students, the Teacher Education Institutions/Universities shall inform SEAMEO Secretariat before the student's online interview. Any cancellation after the online interview, the Teacher Education Institutions/Universities shall find the "replacement". In case of no replacement, that Teacher Education Institutions/Universities shall be excluded in the following batch. It is allowed to apply again after being punished for one-batch skip.
17. SEAMEO Secretariat shall issue the e-Certificate of Accomplishment only for the students who have met the requirement set by SEAMEO Secretariat.
18. The 9th SEA-Teacher Evaluation Meeting will be tentatively hosted in Indonesia, Month 2020. The 10th batch of SEA-Teacher Project will be discussed at the meeting.

Signed in Phitsanulok, Thailand on 8 November 2019 and witnessed by the SEAMEO Secretariat, Thailand.

Signed by

Indonesia Universities:

Current Members

<p>1. Prof Dr Adri Patton, M Si Rector Borneo Tarakan University</p>	<p>2. Dr Nehru P Pongsapan, M PD Head of Language Development & Internasional Office Christian University of Indonesia Toraja</p>
<p>3. Prof Dr Muhammad Zamrun F S Si, M Si, M Sc Rector Halu Oleo University</p>	<p>4. Prof Dr R Asep Kadarohman, M Si Rector Indonesia University of Education</p>
<p>5. Ir Wiryono Raharjo, M Arch, Ph D Vice Rector for Partnership and Entrepreneurship Islamic University of Indonesia</p>	<p>6. Mr Abd Malik, SPt, M Si, PhD Rector Islamic University of Kalimantan</p>

<p>7. Dr Arief Budiman, SE, MMktg, Ph D Director of International Office Lambung Mangkurat University</p>	<p>8. Wiwik Afridah, S KM, M Kes Director of Global Engagement Nahdlatul Ulama University of Surabaya</p>
<p>9. Dr Eka Suhardi, MSi Vice Rector of Academic and Student Affairs Pakuan University</p>	<p>10. Prof Dr M J Sapteno, M Hum Rector Pattimura University</p>
<p>11. Dr Munawir Yusuf Vice Dean for Academic Affairs Faculty of Teacher Training and Education Sebelas Maret University</p>	<p>12. Dr Sugianto, M Si Director of LP3 Semarang State University</p>
<p>13. Dr Widya Karmila Sari Head of Teaching Practice Unit State University of Makassar</p>	<p>14. Prof Dr Syahrial Bakhtiar, M Pd Vice Rector IV for Collaboration and Information and Technology State University of Padang</p>

<p>15. Prof Dr Bambang Yulianto Vice Rector of Academic Affairs State University of Surabaya</p>	<p>16. Dr Muhammad Hasan, M Si Vice Dean Faculty of Teacher Training and Education Syiah Kuala University</p>
<p>17. Dr Lukman M Hum Dean Faculty of Teacher Training and Education Tadulako University</p>	<p>18. Prof Dr Sukarno Dean Faculty of Education and Teacher Training Tidar University</p>
<p>19. Prof Dr Ir Tresna Priyana Soemardi SE MS Rector Tunas Pembangunan University, Surakarta</p>	<p>20. Dr Trikinasih Handayani, M Si Dean Faculty of Teacher Training and Education Universitas Ahmad Dahlan</p>
<p>21. Dr Panji Deoranto UC SEARCA SEAMEO Coordinator Universitas Brawijaya</p>	<p>22. Ainul Masruroh, S Hi, M H Rector Universitas Islam Darul 'Ulum Lamongan, Indonesia</p>

<p>23. Riana Permatasari, M A, M Pd Head of Office of International Affairs Universitas Islam Sultan Agung</p>	<p>24. Ayu Liskinasih, M Pd Head of International Relations Office Universitas Kanjuruhan Malang</p>
<p>25. Dr rer pol. Ied Veda R Sitepu, S S, M A Vice Rector for Student Affairs, Legal Affairs, and Cooperation Universitas Kristen Indonesia</p>	<p>26. Dr Riswanti Rini, M Si Vice Dean Student and Alumni Universitas Lampung</p>
<p>27. Dr Abid Djazuli, S E, M M Rector Universitas Muhammadiyah Palembang</p>	<p>28. Dr H Sulton, M Si Rector Universitas Muhammadiyah Ponorogo</p>
<p>29. Drs Pamujo, M M, M Pd Vice Dean I Academic Affairs and Cooperation Universitas Muhammadiyah Purwokerto</p>	<p>30. Prof Harun Joko Prayitno Dean of Education Universitas Muhammadiyah Surakarta</p>

<p>31. Dr Achmad Ridwan, M Si Vice Rector for Planning and Cooperation Affairs Universitas Negeri Jakarta</p>	<p>32. Prof Dr Ibrahim Bafadal, M Pd Universitas Negeri Malang</p>
<p>33. Dr rer nat Senam Vice rector for cooperation affairs and development Universitas Negeri Yogyakarta</p>	<p>34. Prof Ir Fredrik L Benu, M Si, Ph D Rector Universitas Nusa Cendana</p>
<p>35. Prof Dr Gunawan Suryoputro, M Hum Rector Universitas of Muhammadiyah Prof Dr HAMKA</p>	<p>36. Prof Dr Anak Agung Istri Ngurah Marhaeni, M A Head Institute For Instructional Development and Quality Assurance Universitas Pendidikan Ganesha</p>
<p>37. Dr Parji, M Pd Rector Universitas PGRI Madiun</p>	<p>38. Prof Sofendi, M A, Ph D Dean Faculty of Teacher Training and Education Universitas Sriwijaya</p>

<p>39. Dr Aceng Hasani, M Pd Dean Faculty of Education and Teacher Training Universitas Sultan Ageng Tirtayasa</p>	<p>40. Urai Salam, MCALL, PhD The Head of English Dept, Faculty of Education, Tanjungpura University Universitas Tanjungpura</p>
<p>41. Patahuddin, M Pd Dean Faculty of Teachers Training and Education University Muhammadiyah Parepare</p>	<p>42. Prof Sudarwan Danim, M Pd Dean Faculty of Teacher Training and Education University of Bengkulu</p>
<p>43. Prof H Johni Najwan, S H, M H, PhD Rector University of Jambi</p>	<p>44. Dr Imam Bachtiar Head of International Affairs Desk Faculty of Teacher Training and Education University of Mataram</p>
<p>45. Dr Ir Bambang Nugroho, MP Director of Directorate of Development and Cooperation University of Mercu Buana Yogyakarta</p>	<p>46. Ernitasari Mulyadi, Bach BP, M Pd Secretary of International Affairs Office University of Muhammadiyah Palu</p>

<p>47. Dr Muhammad Arifin, SH, M Hum Vice Rector I University of Muhammadiyah Sumatera Utara</p>	<p>48. Mutohhar Head of International Affairs Office University of Muria Kudus</p>
<p>49. Dr Nur Hidayat, M HUM Head of Internal Office University of PGRI Semarang</p>	<p>50. Ahmad Riyadi Vice Rector for Academic University of PGRI Yogyakarta</p>
<p>51. Nanang Bagus Subekti Dean Faculty of Teacher Training and Education University of Sarjanawiyata Tamansiswa</p>	

Philippine Universities:
Current Members

<p>1. Fr Marcelo V Manimtim, C M President Adamson University</p>	<p>2. Dr Joseph E L Angeles President Angeles University Foundation</p>
<p>3. Fr Roberto Exequiel N Rivera President Ateneo De Naga University</p>	<p>4. Dr John James F Malamug Vice President for Administration and Finance Benguet State University</p>
<p>5. Editha C Alfon, Ph D SUC President III Capiz State University</p>	<p>6. Dr Alberto N Naperi SUC President IV Central Bicol State University of Agricultural</p>
<p>7. Tereso A Abella, Ph D President Central Luzon State University</p>	<p>8. Teodoro C Robles, Ph D President Central Philippine University</p>

<p>9. Br Augustine Boquer FSC, EdD President De La Salle University - Dasmariñas</p>	<p>10. Dr Jaime I Manuel, Jr President Don Mariano Marcos Memorial State University</p>
<p>11. Dr Elisa S Mañalac Dean Institute of Education Far Eastern University</p>	<p>12. Shirley C Agrupis, Ph D President Mariano Marcos State University</p>
<p>13. ENGR Felicianie P Jacoba, Ed D SUC President III Nueva Ecija University of Science and Technology</p>	<p>14. Dr Dexter R Buted President Pangasinan State University</p>
<p>15. Dr Ma Antoinette C Montealegre Officer-In-Charge, Office of the University President Philippine Normal University</p>	<p>16. Mrs Dena S Culaba Assistant Dean Tertiary Education Roosevelt College, Inc</p>

<p>17. Rev Fr Gilbert B Sales, CICM President Saint Louis University</p>	<p>18. Rev Fr Fernold G Denna, CICM Saint Mary's University</p>
<p>19. Dr Prose Ivy G Yepes President Southern Leyte State University</p>	<p>20. Dr Max P Guillermo President Tarlac Agricultural University</p>
<p>21. Dr Winston Conrad B Padojinog President University of Asia and the Pacific</p>	<p>22. Dr Guillermo P Torres, Jr President University of Mindanao</p>
<p>23. Dr Jose B Ballesteros Vice President for Academic Affairs University of Saint Anthony</p>	<p>24. Fr Dionisio M Miranda, SVD, SThD President University of San Carlos</p>

<p>25. Rev Fr Cristopher C Maspara, OAR Rector University of San Jose-Recoletos</p>	<p>26. Rev Fr Herminio V Dagohoy, O P Rector University of Santo Tomas</p>
<p>27. Dr Ramir Austria Dean College of Teacher Education University of the Cordilleras</p>	<p>28. Jo-Ann Y Solomon, Ed D Dean, Education Program University of the Immaculate Conception</p>
<p>29. Sheila T Uy, MAEd Coordinator-ST Internship University of St. La Salle - Bacolod</p>	

Thailand Universities:
Current Members

<p>1. Asst Prof Dr Pathamarat Nakanitanon Vice President Chiang Mai Rajabhat University</p>	<p>2. Dr Natthaphon Santhi Assistant President Chiang Rai Rajabhat University</p>
<p>3. Mr Narongdech Rattananonsathien President Kanchanaburi Rajabhat University</p>	<p>4. Assoc Prof Dr Somkiat Saithanoo President Lampang Rajabhat University</p>
<p>5. Asst Prof Suwimol Makwiboonchai, PhD Vice President Nakhon Pathom Rajabhat University</p>	<p>6. Asst Prof Kanata Thatthong, PhD President Nakhon Si Thammarat Rajabhat University</p>
<p>7. Assoc Prof Dr Preang Kitratporn President Phranakorn Rajabhat University</p>	<p>8. Buncha Samruayruen, PhD Assistant to the President for Research and International Affairs Pibulsongkram Rajabhat University</p>

9. Asst Prof Chitaporn Iamsaard
Dean
Faculty of Education
Suratthani Rajabhat University

10. Assoc Prof Dr Wichai Chumni
President
Thaksin University
Songkhla

Witness:

Asst Prof Dr Rewadi Krahomvong
Dean
Faculty of Education

11. Asst Prof Dr Chatchai Muangpatom
Vice President and Acting Dean
Faculty of Education
Udon Thani Rajabhat University

12. Mr Chai Meenongwa
Vice President
Valaya Alongkorn Rajabhat University

Vietnam University:
Current Members

<p>1. Nguyen Van No Dean of Teacher College Cantho University</p>	<p>2. Assoc Prof Dr Nguyen Van De Rector Dong Thap University</p>
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Witnessed,

DR ETHEL AGNES P. VALENZUELA

Director
SEAMEO Secretariat