LETTER OF AGREEMENT
AMONG UNIVERSITIES OF SEAMEO MEMBER COUNTRIES
AND AN AFFILIATE MEMBER
(INDONESIA, PHILIPPINES, THAILAND and UNIVERSITY OF TSUKUBA)

UNDER THE PILOT PROJECT
"PRE-SERVICE STUDENT TEACHER EXCHANGE IN 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 universities below agree to join the project.

*Indonesian University:* Indonesia University of Education

*Philippine University:* Central Luzon State University

*Thailand University:* Khon Kaen University

*Affiliate Member University:* University of Tsukuba
Agree as follows:

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

1. The agreement shall be implemented in reciprocal way.

2. The 9th batch of SEA-Teacher Project shall be applied for undergraduate 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 01 FEB 2020 – 14 MAR 2020 (30 Days).

5. The major study areas shall be as follows, but not limited to:

<table>
<thead>
<tr>
<th>Outbound</th>
<th>Inbound</th>
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<tbody>
<tr>
<td><strong>UPI</strong></td>
<td>Any</td>
</tr>
<tr>
<td>To KKU: Mathematics, Physics</td>
<td>Any</td>
</tr>
<tr>
<td>To CLSU: Pre-school education, Elementary education</td>
<td></td>
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<tr>
<td>To UT: Chemistry, Biology</td>
<td></td>
</tr>
<tr>
<td><strong>CLSU</strong></td>
<td>Any</td>
</tr>
<tr>
<td>Value education, Physical Education, Early childhood education</td>
<td>Any</td>
</tr>
<tr>
<td><strong>KKU</strong></td>
<td>Any</td>
</tr>
<tr>
<td><strong>UT</strong></td>
<td>Any (not future teacher students may participate)</td>
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</tbody>
</table>

6. Students shall take the BEVI test (Beliefs, Events, and Values Inventory) online twice before departure and after returning from the project and grant that UT and related institutions permission to use the result for the project.

7. Students shall obtain permission in advance before taking photos or videos of children, classroom and facilities.

8. The Teacher Education Institutions/Universities shall indicate the equal number of sending and receiving students.

9. 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.

10. The participating Teacher Education Institutions/Universities shall ensure that the students apply "International Health Insurance" from their home country prior to their departure.
11. Any eventualities that may occur to the students during the exchange period, the Receiving Teacher Education Institutions/Universities shall advance hospitalization expenses follow by the reimbursement of the student’s parents.

12. 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.

13. 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.

14. 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, each 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.

15. For budgeting, it will be based on the following cost-sharing agreement between the agreed parties:
16. The eligibility of the students shall be ensured by the sending and receiving Teacher Education Institutions/Universities.

17. The withdrawal by the Teacher Education Institutions/Universities after mapping done by SEAMEO Secretariat shall not be allowed to join the following batch. It is allowed to apply again after being punished for one-batch skip.

18. 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, the Teacher Education Institutions/Universities shall be excluded in the following batch. It is allowed to apply again after being punished for one-batch skip.

19. SEAMEO Secretariat shall issue the e-Certificate of Accomplishment only for the students who have met the requirement set by SEAMEO Secretariat.

20. The 9th SEA-Teacher Evaluation Meeting will be tentatively hosted by Universitas Brawijaya, Malang in Indonesia, November 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.
Indonesian University:

Prof Dr R Asep Kadarohman, M Si
Rector
Indonesia University of Education

Signed by

Philippine University:

TERESO A. ABELLA, PhD
University President
Central Luzon State University
Philippines

Thailand University:

Associate Professor Maitree Inprasitha, Ph.D.
Vice President for Education,
Acting Director of the Institute for Research and Development in Teaching Profession for ASEAN (IRDTP), Khon Kaen University

Affiliate Member University

Dr. ISODA Masami
Director of Center for Research on International Cooperation in Educational Development (CRICED)
Professor of Faculty of Human Science
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