



**LETTER OF AGREEMENT
FOR PARTICIPATION IN THE 10TH BATCH OF THE
“PRE-SERVICE STUDENT TEACHER EXCHANGE IN SOUTHEAST ASIA” PROJECT
(SEA-TEACHER PROJECT)**

Herewith partners:

The Southeast Asian Ministers of Education Organization (SEAMEO) Secretariat, a regional intergovernmental organisation established in 1965 among governments of Southeast Asian countries to promote regional cooperation in education, science, and culture, located in Bangkok, Thailand, is represented in this document by its Director, Datuk Dr Habibah Abdul Rahim. SEAMEO Secretariat serves to oversee SEA-Teacher.

The _____ in _____, represented in this document by its _____, agree as follows:

To join the 10th Batch of SEA-Teacher Project among other Teacher Education Institutions/Universities participating in the 10th batch, which will be implemented from 5 August 2024 to 1 August 2025. The _____ shall therefore be referred to in this Letter of Agreement as the participating Teacher Education Institution/University.

The participating Teacher Education Institution/University agrees that:

1. The agreement shall be implemented in reciprocal way. The participating institutions are suggested to implement the equal number of outbound and inbound students.
2. The 10th batch of SEA-Teacher Project shall be applied for 3rd - 4th year students (Bachelor Degree), studying in the Faculty/School of Education and/or Teacher College.

The major study areas of students shall be as follows, but not limited to:

- 1) Mathematics
 - 2) Science
 - 3) English
 - 4) Physical Education
 - 5) Elementary School
 - 6) Social Studies
 - 7) Pre-School Education.
3. The Exchange Programme shall include classroom observation and practicum (teaching experience) in the school networks of receiving Teacher Education Institutions/Universities.

4. The 10th batch of exchange period is subjective to the agreed schedule between the sending and receiving Teacher Education Institutions/Universities but must be within the set exchange period of 5 August 2024 to 1 August 2025.
5. The participating Teacher Education Institutions/Universities should find the potential partners for the Student Exchange by themselves.
6. The exchange agreement such as number of inbound and outbound students, major study areas of students and period of exchange depend on the agreement with the partner.
7. The participating Teacher Education Institutions/Universities shall ensure that the students apply "*International Health Insurance*" from their home country prior to their departure.
8. Any eventualities that may occur to the students during the exchange period, the Receiving Teacher Education Institutions/Universities shall advance hospitalisation expenses followed by the reimbursement of the student's parents.
9. 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.
10. The **Sending Teacher Education Institutions/Universities** shall be responsible for:
 - i. Recruiting eligible students (with good academic performance, proficient English communication, good 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.
11. 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 Sending 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 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.

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

- i. The parents of the students and/or sending universities 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.

13. The eligibility of the students shall be ensured by the sending and receiving Teacher Education Institutions/Universities.

14. The withdrawal by a Teacher Education Institution/University after matching with partner(s) shall lead it to not being allowed to join the following batch. It can be allowed to apply again after being punished with one-batch skip.

15. 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.

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

Signed between

(Director's Sign)

Datuk Dr Habibah Abdul Rahim
Director
SEAMEO Secretariat

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