

**FACULTY OF ……………………..**

**UNIVERSITAS MUHAMMADIYAH PONOROGO, INDONESIA**

and

**FACULTY OF ………………………..**

**………………………………………….**

**MEMORANDUM OF AGREEMENT**

…………………………………..

…………………………………...

**memorandum of AGREEMENT**

This agreement is an addendum to the Memorandum of Understanding that hereinafter referred to as Memorandum of Agreement (MoA) that contains the terms and conditions governing a ………………………………………….. It is signed:

BETWEEN:

……………………OF MUHAMMADIYAH PONOROGO UNIVERSITY, a …………… in Indonesia, with its head office on Jl. Budi Utomo No.10, Ronowijayan, Kec. Ponorogo, Ponorogo Regency, East Java 63471, and in this instrument is represented by the dean, ……………………..

AND

………………………, a …………… in ……………, with its head office on …………………………, and in this instrument is represented by the dean, ……………………..

Hereinafter is referred to singularly as “the Party” and collectively as “the Parties”.

The parties are desirous of entering into this MoA to declare their respective intentions and to establish a basis of co-operation and collaboration between the parties upon the terms as contained herein.

HAVE REACHED AN UNDERSTANDING as follow:

**ARTICLE I**

1. **SCOPE OF PARTNERSHIP** 
   1. OBJECTIVE

The purpose of this Memorandum of Agreement is to develop exchanges of student that will lead to the award of degrees of both institutions:

* Department of Economics, Faculty of Economics – UMPO
* Bachelor in Economic and Finance, Faculty of Business Management and Professional Studies – MSU

Under the conditions specified hereafter.

* 1. PROGRAM NAME

For the purpose of this document of the joint program is called “3 +1” hereinafter referred to as the “Program”.

* 1. GRADUATION AND DEGREE

The enrolled student must be able to fulfill all graduation requirements for bachelor’s degree in both institution at graduate program. Both universities agree upon arrangement of the program in which the students meet the requirements of the studies to obtain a bachelor’s degree from respective university. Upon completion of the program, students will receive a bachelor’s degree certificate issued byUMPO and MSU.

**ARTICLE II**

1. **PROGRAM OF STUDY**
   1. PERIOD OF STUDY

The standard period of study is 3+1. Students who participate will complete three (3) years (the first, second, and third year) at their home university, then they will continue their study in host university for one (1) year (the fourth year).

* 1. AREAS OF PROGRAM

Between MSU and UMPO program will focus initially on the 3+1 program in home and host country. For the next, the Parties will send their students under this MoA.

* 1. REQUIRED CREDITS

The total credits to accomplish undergraduate of bachelor’s degree in home university is minimum 120 – 146 credits, while part of it (40-50 credits) will be delivered in host university.

* 1. UNDERGRADUATE THESIS AND DETAILS OF SUPERVISION

The undergraduate thesis is written in the last semester for the students of both institutions. It must be completed in English. The students will have advisor(s) from both institutions. Oral examination will be completed in host university upon the completion of the program or any other way that is agreed by both parties.

**ARTICLE III**

1. **ADMINISTRATION AND TIMEFRAME**
   1. ADMISSION PROCEDURE

Both parties agreed that participants of the Program will be selected according to home university academic, personal, and their linguistic qualifications. To enter the program, students first must be admitted in the International Undergraduate Program at home university for 3 years, followed by 1 year at host university.

In the third year, the students at home university will apply for student visa in accordance with the international student application process at host country. Both institutions will provide participating students with the necessary documents to obtain visas in preparation for their temporary stay in host country.

Both institutions will admit the qualified students from undergraduate program of home university.

* 1. LANGUAGE PROFICIENCY

The applicants are required to have an **International English Language Testing System (IELTS)** of minimum 5.0 or a **Malaysian University English Test (MUET)** at band 3 level.

* 1. NUMBER OF STUDENTS

The number of students participating in the Program will be decided upon through mutual discussions between the two universities.

* 1. OBLIGATIONS OF THE PARTIES

The parties oblige to:

1. Recommend the qualified students for the program.
2. Oversee and assist in the admission application and the application processes.
3. Provide the applicants with the appropriate departure orientation
4. Inform the date of arrival of the students or make airport pickup arrangement.
5. Provide current information on the program such as commending date, costs and fees, and guidelines for admission application.
6. Review the applications and send qualified applicants the Letter of Acceptance and documents for visa application.
7. Provide on- or off-campus housing (students are responsible for the fee).
8. Provide arrival airport pickup if requested (students are responsible for the fee).
9. Provide appropriate orientation for the students in first year.
10. Provide insurance scheme covers health and accident suitable for students’ during studying period (students are responsible for the fee).
11. Provide the English version of academic transcripts of the students at the end of every semester.

**ARTICLE IV**

1. **FINANCE AND SERVICE**
   1. TUITION FEES

Each student accepted by home university pays the standard international tuition fee to host university following the receipt of the formal offer. The fees will be charged per yearly basis taken by the applicants.

Students who are attending the host university pre-sessional English Course will be subject to an additional fee, which is payable following the receipt of formal offer.

* 1. OTHER EXPENSES

The students who participate will bear all the cost of living, including accommodation, health insurance, books, and transportation, etc. In addition to the tuition fees and other fees.

**ARTICLE V**

1. **DURATION OF AGREEMENT**
   1. This agreement will remain in force until and unless there is reason for termination. Any amendment and/or modification of this agreement will require written approval of the MSU and UMPO and shall be appended here to. Either party reserves the right to terminate this agreement upon six (6) months’ written to the other.
   2. This agreement is a contract to facilitate and develop a mutually beneficial educational relationship. Any difference of opinion on the content of this agreement should be resolved by discussion by both parties.
   3. This agreement constitutes the entire agreement between the Parties. All prior discussion, agreement, whether verbal or in writing, are contained in this agreement. This agreement may be amended by the written consent of the Parties as an addendum.

**ARTICLE VI**

1. **NOTICES**
   1. Any notices, or any form of communication between the parties to this MoA shall be in writing either by electronic mail or by surface mail (or both) only and shall be considered to have been served:
      * + 1. In the case of delivery by post (surface mail), on the 15th business day after posting;
          2. In the case of communication by email, at midday on the day following the successful despatch of the message.
   2. The authorised representatives for coordination/ proposal development are set out below:

|  |  |
| --- | --- |
| (a) | **UMPO :**  Email :  Contact number :  Dean of ………………….  Universitas Muhammadiyah Ponorogo, Indonesia |
| (b) | **………….. :**  Email :  Contact number :  Dean of ………………..  Universitas ……………… |
|  |  |

**SIGNATURES OF PARTIES**

**EXECUTED** for and on behalf of **UNIVERSITAS MUHAMMADIYAH PONOROGO**

by an authorized officer:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name …………………..

Position Dean of …………………

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***In the presence of:***

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name ………………….

Position ………………….

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXECUTED** for and on behalf of **………………………………**

by an authorised officer:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name …………………….

Position Dean of ……………….

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***In the presence of:***

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name …………………

Position …………………

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_