

MEMORANDUM OF UNDERSTANDING BETWEEN



POLITEKNIK NEGERI JEMBER
Jalan Mastrip 164
Jember 68101

AND



TEMASEK POLYTECHNIC, SINGAPORE
21 Tampines Avenue 1
Singapore 529757

26 January 2023

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is made between Politeknik Negeri Jember, Indonesia (POLIJE), and Temasek Polytechnic, Singapore ("TP"), a body corporate incorporated under the Temasek Polytechnic Act 1990.

II. INTENTION & SCOPE OF MOU

This MOU is intended to establish the framework for understanding and cooperation between POLIJE and TP in the areas of staff and student exchanges and in the sharing of expertise, knowledge and information.

III. OBJECTIVES OF EXCHANGES

The objectives are to promote the following:

1. the exchange of students
2. the exchange of faculty members
3. the exchange of academic information and materials
4. organization of joint research programmes

IV. COMMITMENT OF POLIJE AND TP

In Respect of Student Exchange

1. Both institutions will ensure that the selected student(s) meet the appropriate academic and relevant requirements as determined and agreed upon by the two institutions. It is mutually agreed that the intended exchange be made known to the host institution in advance.
2. Where an exchange is effected, the travelling and living expenses will be the responsibility of the exchange student(s) unless otherwise negotiated.
3. The institution in which the exchange is made ("host institution") shall not impose any tuition fee on the exchange student(s).
4. Students are expected to purchase health and travel insurance as required by the host country. They must present these documents and their translations to the host institution before departure from the home country.
5. Each institution will negotiate and agree on the number of students to participate in each programme. Both institutions agree that the length of student exchange shall not exceed six (6) months for each student.

6. Subject to availability, the host institution will provide or help make appropriate arrangements for accommodation and also provide assistance in dealing with administrative procedures for exchange students.
7. Both institutions affirm that the exchange students have the necessary personal funding resources to meet their financial obligations.
8. Students may be attached to the host institution for study in an approved programme or for work attachment to a research laboratory in the host institution. The students shall be enrolled as non-degree/diploma students at the host institution.
9. The host institution shall provide the home institution with an evaluation of the student's course work at the host institution upon the request of the home institution. This may be recognised for academic credit at the home institution according to its rules and regulations.

In Respect of Faculty Exchange

1. Both institutions will consult on a regular basis regarding the possibility of staff exchange in areas of teaching, research or administration. The period of exchange will not exceed one (1) year. The exchange will depend on the needs of the institutions and availability of staff for exchange.
2. Both institutions will ensure that the selected staff meet the appropriate work, language and other requirements as determined and agreed upon by the two institutions. It is also agreed that the intended exchange be made known to the host institution at least six (6) months in advance.
3. Where an exchange is effected, the salary, travelling and living expenses will be determined by the institution from which the exchange is made ("home institution") according to the prescribes of the home institution, unless otherwise negotiated.
4. Subject to availability, the host institution will provide or help make appropriate arrangements for accommodation.
5. The host institution will set working conditions and privileges, which are at least equivalent to those accorded to resident staff of that institution.
6. Staff members are expected to purchase health and travel insurance as required by the host country. They must present these documents and their translations to the host institution before departure from the home country.
7. Each institution will negotiate and agree on the number of staff members to participate in each exchange.
8. The host institution will assist the exchange staff in dealing with the relevant administrative procedures.
9. Where teaching and research staff members are placed on exchange, advance agreement shall be made between the two institutions with respect to access to special facilities such as laboratories, dedicated equipment, office accommodation, email and computing support and the like.

V. ACADEMIC CO-ORDINATORS

The MOU will be co-ordinated by Dr. Merry Muspita D.U, Coordinator of International Affairs, Politeknik Negeri Jember and Ms Katherina Tan, Senior Manager, International Relations from Temasek Polytechnic.

VI. MOU TERMS

1. All individuals on exchange under this MOU shall comply with all applicable laws and regulations of the host country upon arrival including but not limited to undergoing extensive medical examinations that may be applicable under Covid-19 regulations. The sending institution shall bear all expenses and related costs payable under the Covid-19 regulations (including but not limited to quarantine and/or hospitalisation in Singapore/Indonesia relating to Covid-19 regulations).
2. POLJE and TP acknowledge that the provisions in this MOU represent their mutual intentions and commitment towards promoting institutional exchanges in accordance with the terms and conditions of this MOU. But this MOU is not intended to create any legally binding obligations nor contractual relationship between the institutions. In the event that a separate legal agreement needs to be executed

in relation to this MOU, both institutions, may negotiate in good faith on the terms and conditions of a legal agreement to be executed at any other appropriate time.

VII. DURATION AND TERMINATION

1. This MOU will become effective upon the signature by representatives of the two institutions. The MOU shall be in force for a period of five (5) years from the date of this MOU, and shall be renewable after re-negotiation procedures have been completed.
2. The MOU may be terminated at any time by either institution by giving at least six (6) months' notice to the other institution in writing.
3. Amendments to this MOU will only be made by the agreement of both institutions.

IN WITNESS WHEREOF the institutions have caused this MOU to be executed by their respective authorised representatives the date first mentioned above.



Signed by for and on behalf of
POLITEKNIK NEGERI JEMBER
Saiful Anwar, S.TP., MP
Director
Politeknik Negeri Jember
Indonesia

Signed by for and on behalf of
TEMASEK POLYTECHNIC
Mr. Aw Tuan Kee
Deputy Principal/CEO
Temasek Polytechnic
Singapore

