



**MEMORANDUM OF AGREEMENT  
BETWEEN  
POLYTECHNIC HEALTH MINISTRY OF PONTIANAK  
AND  
ARELLANO UNIVERSITY**



This agreement is made between Arellano University, Manila, Philippines hereafter referred to as Arellano, and Polytechnic Health Ministry of Pontianak, Indonesia.

**1. Purpose of the Agreement**

Arellano and Polytechnic agree to recognise progression from Polytechnic programme (listed in Appendix 1) to the specified Arellano programme (also listed within Appendix 1). This agreement will be called Student Exchange Program.

**2. Terms of the Agreement**

2.1. The Program will consist of one phases. The earned of the research of which will be determined by each school, where in both parties will jointly Student Exchange to all students who successfully completed the research determined by both schools. An evaluation after phases is integral to this agreement to ensure the quality of program received by of each parties.

2.2 In the phase, a student who is officially enrolled from each of the parties can enrol in the Student Exchange Program of both Polytechnic and Arellano. The student must successfully complete the required number of hours. In this phase, the student will be granted of Certificate.

2.3 Both parties agree to admit on an individual basis based on the admission policies of each school.

**3. Responsibilities of Both Schools**

3.1. Both parties will submit the required documents and requirements for admission, Student Exchange and the awarding of Certificate.

3.2. Both parties must assist students in their application to this program.

3.3. Both parties must nominate point(s) of contact for liaison. The name(s) of the point(s) of contact will be notified before the start of this Agreement.

3.4. Both Parties will provide sufficient Programme brochures and appropriate material.

3.5. Both parties agree not to use it's name or logo in any advertising without prior written approval from the concern school

3.6. Subject to availability, both parties agree that a member of staff will visit each school to:

- Provide orientation on the program of each school
- Give lectures.
- Both parties will cover the costs associated with these visits.

#### **4. Academic standards**

- 4.1 Both schools must comply to the prescribed standards of the school.
- 4.2 Both schools must give notification for any changes in the program.

#### **5. Fees and Services**

- 5.1 Student who is accepted will pay fees directly to the schools in accordance to its standard fees and financial regulation
- 5.2 All students will be responsible for paying their own travel expense. But for the implementation, the Institution will provide assistance for both schools in terms of accommodation and living expenses.

#### **6. Intellectual Property Rights**

- 6.1 Any Intellectual Property Rights brought by the Parties to implement the Program shall remain the property of that Party;
- 6.2 Any Intellectual Property Rights, data and Information resulted from activities carried out under the Program shall be jointly owned by both Parties, and both Parties shall be allowed to use such property for non-commercial purpose free of royalty;
- 6.3 If either Party wishes to disclose confidential data and/or information resulted from activities carried out under the Program to any third Party, the disclosing Party must obtain prior consent from the other Party.

#### **7. Renewal, termination and amendment**

- 7.1 The operation of the Agreement will be reviewed on an annual basis.
- 7.2 This Agreement shall be effective for a period of five (5) years, subject to revision or modification from time to time. Any revision or modification shall be in writing and, once approved by both institutions, will become part of the Agreement.
- 7.3 This Agreement may be renewed by mutual written agreement between the parties. The parties shall discuss possible renewal of the Agreement no less than six (6) months before the expiry date of the Agreement.
- 7.4 Either Arellano or Polytechnic may, by written notice of six (6) months, give notice to the other of its intention to terminate the Agreement.
- 7.5 On termination, both parties will use reasonable endeavours to ensure that existing students have available a satisfactory means of completing their programmes of study.
- 7.6 This Agreement will take effect on the date it is executed on behalf of both parties.

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Khayan, SKM., M.Kes  
Director  
Polytechnic Health Ministry Of Pontianak

Dr. Francisco Paulino V. Cayco, M.B.M  
President/CEO  
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Witnesses :

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