



**MEMORANDUM OF AGREEMENT
BETWEEN
POLYTECHNIC HEALTH MINISTRY OF PONTIANAK
AND
CENTRO ESCOLAR UNIVERSITY**



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

1. Purpose of the Agreement

CEU and POLKESPON agree to recognise progression from POLKESPON programme to the specified CEU programme. This agreement will be called Credit Transfer Program.

2. Terms of the Agreement

2.1. The Program will consist of one phases. The earned of the total hours of which will be determined by CEU school, where in both parties will jointly of Credit Transfer Program and grant of Certificate of Grade to student who successfully completed the agreed subject determined by both schools. An evaluation after phases is integral to this agreement to ensure the quality of program received students of CEU parties.

2.2 In the phase, a student who is officially enrolled from CEU of the parties can enrol in the Credit Transfer Program of both POLKESPON and CEU. The student must successfully complete the required number of hours. In this phase, the faculty will be granted of Certificate of Grade.

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

3. Responsibilities of Both Schools

3.1. Both parties will submit the required documents and requirements for admission, Credit Transfer and the awarding of Certificate of Grade.

3.2. Both parties must assist faculty 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 CEU school to:

- Provide orientation on the program of CEU 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 Students who is accepted will pay fees directly the school 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.

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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 CEU or POLKESPON 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 faculty 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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Dr. Kelana Kusuma Dharma, S.Kp. M.Kes
Director
Polytechnic Health Ministry Of Pontianak

Manila,2023

Ma. Cristina D. Padolina
President
Centro Escolar University

Witnesses,

Hajimi SKM, M.Kes
Vice Director for Academic Affairs
Polytechnic Health Ministry Of Pontianak

Teres R. Perez
Senior Vice President for Academic Affairs
Centro Escolar University

Ns. Raju Kapadia, S.Kep. M.Med.Ed
Head of Nursing Department
Polytechnic Health Ministry Of Pontianak

Dr. Elvira L Urgel
Dean School of Nursing
Centro Escolar University

Prof. Dr. Ir. Aisyah Endah Palupi, M.Pd

Education Attache and Culture
Indonesian Embassy