

LETTER OF INTENT

BETWEEN

The Asian ASEM member countries

Brunei Darussalam

Indonesia

Thailand

AND

The European ASEM member countries

Belgium (Flemish Community)

Germany

**Collaboration in the ASEM Work Placement
Programme (WPP)**

This Letter of Intent is made on the 26 of April 2015

BETWEEN

1. **The Ministry of Education and Training, Belgium (Flanders)**, having its address at Koning Albert II-laan 15, 1210 Brussels on the European part.
2. **The Federal Ministry of Education and Research, Germany**, having its address at Heinemannstr. 2, 53175 Bonn (hereinafter referred to as "BMBF") on the European part.

AND

3. **The Ministry of Education, Brunei Darussalam**, (hereinafter referred to as "MOE Brunei") having its address at Ministry of Education, Old Airport Road, Berakas BB3510, Negara Brunei Darussalam on the Asian part.
4. **The Ministry of Research, Technology and Higher Education, Republic of Indonesia** (hereinafter referred to as "MoRTHE") having its address on Jalan MH Thamrin 8, Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10340 on the Asian part.
5. **The Office of the Higher Education Commission, Ministry of Education, Thailand**, (hereinafter referred to as "OHEC" Thailand) having its address at 328 Si Ayutthaya Road, Ratchathewi, Bangkok 10400 on the Asian part.

The ministries may individually be referred to as "**Side**" or collectively as "**the Sides**".

WHEREAS the purpose of this Letter of Intent (hereinafter referred to as "**Letter**") is to set forth the following non-binding understandings between the afore mentioned Ministries in Europe and the afore mentioned Ministries in Asia. And hereby keeping in mind that the implementation should take into account potential budgetary constraints.

1. **OBJECTIVE**

All Sides expressed the intention to establish, promote and sustain the mutual exchange of interns between the regions Europe and Asia on the basis of balance and mutual benefit.

2. **AREAS OF COLLABORATION**

2.1 The Sides endeavor to take necessary steps to encourage and promote cooperation in the Work Placement Programme through:

- a) identifying a suitable University-Business-Network (hereinafter referred to as "**UBN**") in each Side;
- b) compiling and providing relevant information for:

- i. Outgoing students on
 - (1) countries participating under the Work Placement Programme;
 - (2) contact details of the UBN in the host country;
 - (3) a workflow with a timeline and relevant deadlines;
 - (4) an intercultural training including seminars, webinars, questionnaires, MOOCs or equivalent.
- ii. Incoming students on
 - (1) participating companies/institutions in the Work Placement Programme;
 - (2) guidelines on visa requirements and processes, work permits or exemptions, housing, insurances;
 - (3) a welcome package which includes the basic information on the daily life in the specific country such as banking, internet, transportation, leisure, etc.
- c) Other areas of cooperation as mutually agreed by the Sides.

2.2 The Work Placement Programme will

- (a) target both Undergraduate and Master Students, with the priority given to Master students;
- (b) ensure the exchange of outgoing number of students is capped at 10 students for each country for the initial year 2015/16;
- (c) ensure the exchange number of students between Asia and Europe will be balanced;
- (d) comprise a duration of two(2) to six (6) months fulltime;
- (e) either be voluntary or embedded in the curriculum;
- (f) develop a communication or conversation platform for the purposes of programme publicity and communication.

2.3 A Traineeship Agreement [to be drafted] will be signed by the sending institution, the receiving institution and the student prior to the Work Placement.

2.4 Each Side will conduct evaluations on the quality of the Work Placement Programme and of the receiving institution.

- 2.5 The Receiving Institution will provide a certificate (sample to be drafted) to the participating students upon the successful completion of the Work Placement Programme.
- 2.6 A-3 year pilot scheme will be carried out from the date of the commencement of this Letter. During this period, the travel expenses for the students should be provided by the sending countries.
- 2.7 The Sides will bear its own staff cost for administrative support.
- 2.8 The implementation of the cooperation under this LoI will be carried out through an implementing arrangement to be agreed upon by the Sides.

3. **DATE OF COMMENCEMENT**

The collaboration between all Sides shall commence on the date of execution of this Letter of Intent by all Sides.

4. **CONFIDENTIALITY**

All information pertaining to the collaboration efforts provided for under this Letter of Intent shall be treated as Private and Confidential. The non-disclosing Side's prior written consent shall be required prior to the release of any information by the Side intending to disclose any information pertaining to the collaboration under this Letter.

5. **NOTICES**

Any notice required to be delivered will be sent to the following respective address by acknowledged courier delivery, post, electronic or facsimile transmission:

	ASIA	EUROPE
Institution	Ministry of Education Brunei	Ministry of Education and Training Belgium
Address	Ministry of Education, Old Airport Road, Berakas BB3510, Negara Brunei Darussalam	Koning Albert II-laan 15 1210 Brussels
Contact	Head of Higher Education Division	Mr. Noel Vercruysse
Tel.	+673 2381224	+32 2 553 98 60
Fax	+673 2380880	
Email	anis.dzulkiflee@moe.gov.bn	Noel.vercruysse@ond.vlaanderen.be

Institution	Ministry of Research, Technology, and Higher Education, Republic of Indonesia	Ministry of Education and Research, Germany
Address	Jalan MH Thamrin 8, Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10340, Indonesia	Heinemannstr. 2 53175 Bonn
Contact	Ms. Illah Sailah, Director of Learning and Students Affairs	Mr. David Akrami Flores, German Academic Exchange Service
Tel.	(+6221) 316-9687 - 88 (+6221) 316-9682	+49 228 882 174
Fax	(+6221) 310-1835	+49 228 882 9174
Email	isailah@dikti.go.id isailah@yahoo.com	akrami@daad.de

Institution	Office of the Higher Education Commission, Ministry of Education, Thailand	
Address	328 Si Ayutthaya Road Ratchathewi Bangkok 10400, THAILAND	
Contact	Director, Bureau of International Cooperation Strategy	
Tel.	+66 2610 5404	
Fax	+66 2354 5570	
Email	chada@mua.go.th copy to: lakhana@mua.go.th	

Any Side may substitute or change its address by written notice to the other Side. Every notice or communication so sent shall be considered to have been received:

- (a) if sent via facsimile, when the Side which sent the notice receives the confirmation of transmission printed by the transmitting equipment;
- (b) if sent via post, after seven (7) days from the date of posting;
- (c) if sent by acknowledged courier delivery, when the receipt of the delivery by courier is acknowledged.

6. **LIABILITY OF SIDES**

None of the Sides shall be liable to the other for any cost, expense, risk or liability out of the other's efforts in connection with this Letter save as otherwise provided in any subsequent agreement(s) mentioned in this Letter.

7. **NATURE OF LETTER**

7.1 This Letter is not intended to constitute, create or otherwise recognise a joint venture, corporation, partnership or any other legal entity other than the one agreed herein.

7.2. The Sides declare that they shall at all times use their best endeavors to cooperate with one another to further the interests of each other.

7.3 The Sides declare that this Letter shall operate between them with reasonableness and/ or without detriment to the interests of any of them and if in the course of performance of this Letter unreasonableness to a Side is discovered or anticipated, then the Sides shall use their best endeavors to agree upon such action as may be necessary and equitable to remove the cause or causes of the same.

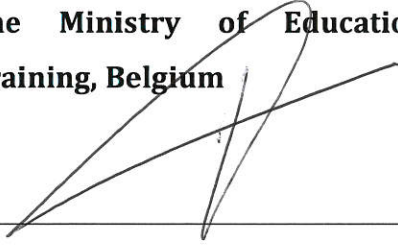
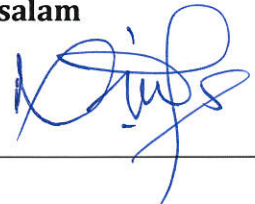
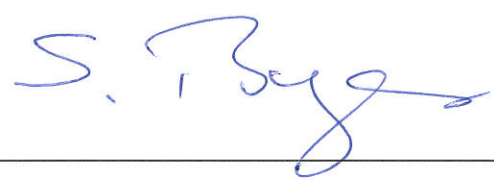

8. **SETTLEMENT OF DISPUTES**

Any dispute between the Sides/Participants concerning the interpretation or application of this LoI will be amicably resolved through consultation and negotiation.

On the above terms, please confirm your acceptance on the terms and conditions as set herein by signing this letter

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IN WITNESS WHEREOF the Sides hereto have set their hands the day and year first above written.

<p>SIGNED by Noël Vercruysse, Senior Project Leader Internationalisation Higher Education for and on behalf of The Ministry of Education and Training, Belgium</p> 	<p>SIGNED by Hjh Anis Faudzulani Hj Dzulkiflee, Head of Higher Education Division for and on behalf of The Ministry of Education, Brunei Darussalam</p> 
<p>SIGNED by Susanne Burger, Deputy Director General, Directorate „Europe“ for and on behalf of The Ministry of Education and Research, Germany</p> 	<p>SIGNED by Dr. Illah Sailah, Director of Learning and Student Affairs for and on behalf of The Ministry of Research, Technology, and Higher Education Republic of Indonesia</p> 
<p>SIGNED by Assoc. Prof. Dr. Piniti Ratananukul, Secretary General for Higher Education Commission for and on behalf of The Office of the Higher Education Commission, Ministry of Education, Thailand</p> 