



**MEMORANDUM OF AGREEMENT FOR
AN EXCHANGE PROGRAM**

BETWEEN

UNIVERSITI TEKNOLOGI MARA

AND

UNIVERSITAS NEGERI JAKARTA

23 MARCH 2022

MEMORANDUM OF AGREEMENT

BETWEEN

UNIVERSITY TEKNOLOGI MARA, MALAYSIA

AND

UNIVERSITAS NEGERI JAKARTA, INDONESIA

Ref No:

This Memorandum of Agreement (MoA) made on and effective from the _____ day of _____, 2022.

BETWEEN

UNIVERSITI TEKNOLOGI MARA, MALAYSIA, an institution of higher learning established under the Universiti Teknologi MARA Act 1976 with its main campus in UiTM Shah Alam, 40450 SELANGOR and for the purpose of this MoA shall be represented by its Dean of Faculty Sports Science and Recreation, hereinafter referred to as 'UiTM'.

AND

UNIVERSITAS NEGERI JAKARTA, JAKARTA, INDONESIA whose address is at Jl. Rawamangun Muka, RT.11/RW.14, Rawamangun, Pulo Gadung, East Jakarta City, Special Capital Region of Jakarta 13220, Indonesia hereinafter referred to as the 'UNJ'.

Based on a Memorandum of Understanding between Univesiti Teknologi MARA (UiTM) and The Universitas Negeri Jakarta (UNJ), the parties agree to establish an exchange partnership in accordance with the terms and conditions set forth below.

This MoA aims to enhance the educational experience and the cultural understanding of the students involved.

This MoA will be administered at UiTM by the Office of International Affairs and Universitas Negeri Jakarta (UNJ),

1. Subject to the availability of suitable candidates, each institution will send up to three students per academic year from its bachelor or master program in sports science and sports management. The number of students may be adjusted by the written agreement of both institutions. Individual students may only participate in the exchange program for one academic semester or term. Each institution will keep a record of the students sent and received in any given year and will strive to maintain a balance of students exchanged in every three-year period.
2. Each institution shall carefully screen its nominees, using criteria such as English proficiency, test scores, adequacy of academic background, motivation, and assessment of maturity and character.
3. Within the framework of this linkage, "home institution" will mean the institution in which a student was formally enrolled as a degree candidate, and "host institution" will mean the institution that has agreed to receive students from the home institution for a period of study on a non-degree basis.
4. Students will be enrolled as visiting students at the host institution and will remain members of their home institution. Each exchange student will be subject to the rules and regulations of the host institution during the period of his or her visit.
5. The host institution will waive the tuition for taking courses for the exchange students. No monetary considerations will be exchanged between the institutions. Exchange students are fully responsible for all other expenses during their attendance at the host institution including but not limited to books and other necessary course material fees, housing, meals, transportation, health insurance, and personal and medical expenses.
6. Exchange students will be permitted to enrol in any course offered by the host institution for which they are qualified, subject to prior approval from their home institution, other requirements imposed by their home institution, specific requirements of their host institution's program, and places available.
7. Following the completion of each exchange semester or term, the host institution will send a formal transcript to the exchange student's home institution. Grading will be applied according to the system used by each host institution. The exchange student's home institution will determine the grade conversion from one system to the other. Each institution agrees that credits successfully earned at the host institution will be fully transferable to the home institution, subject to the maximum limit on transfer credits allowed by the home institution and the applicability of the courses taken to the student's program at the home institution.
8. Representatives from each institution will regularly exchange their respective information related to course registration and attending the host institution for the term of the exchange.

9. The host institution will attempt to secure housing for students who desire such accommodation, but in no event is either institution obligated to provide or pay for housing for any exchange student. As is customary, both institutions will assist the exchange students in this regard to the fullest extent possible.
10. Participating exchange students will be required to carry adequate health insurance and provide proof to the host institution that the insurance will cover the costs of health during the exchange period prior to starting classes.
11. Each exchange student shall be responsible for obtaining a visa and related travel documents necessary to pursue studies at the host institution. Both institutions will assist in satisfying host site visa requirements and other necessary formalities for the visiting students.
12. In the event an exchange student withdraws for any reason from the program of study prior to its completion at the host institution, the withdrawal and refund policies of that student's home institution shall apply.
13. Obligations of this MoA pertain to the direct participants under the program of exchange. Neither institution will be responsible for expenses incurred by the spouses/partners and families of visiting students.
14. Any dispute arising under the terms of this MoA which cannot be resolved by the institutions shall be referred to an independent mediator, who must be approved by both institutions.
15. This MoA shall in the first instance be valid and binding for a term of three years beginning 2021-2023 and may be extended with the approval of both parties. Both partner institutions may at any time review this MoA and the actions taken under it. Modifications of this MoA may be made in writing by mutual agreement. Should either party wish to terminate the MoA, it must notify the other party in writing six (6) months prior to the date of termination.
16.
 - i) Ownership of intellectual property created independently by the exchange students during the exchange period shall be determined in accordance with the Intellectual Property Policy of the Home Institution currently in force.
 - ii) Where the exchange students jointly created intellectual property during the exchange period with the employee and/or agent of the host institution, ownership of the intellectual property will be determined by the contractual terms in place between the parties prior or during the commencement of the exchange period.
17.
 - i) Both parties are aware that they will need to disclose to the other personal data relating to the exchange students. Both Institutions further agree that they will ensure that all student records and personal data relating to the exchange students are held securely and confidentially and to further ensure that no such data is used or disclosed for any purpose other than is necessary in connection with the administration of the exchange program.
 - ii) Both parties acknowledge that personal data relating to exchange students supplied by the home university is to be processed by the host university only in accordance with the terms

of this MoA and otherwise on the express instructions of the Home University and agree that they will take appropriate technical and organizational measures against unlawful or unauthorized processing and accidental loss, destruction or damage of such personal data.

18. Neither party shall be liable for any failure or delay to perform its part of this MoA when such failure or delay are due to the Act of God, war, armed conflict, civil disturbance, riots, legal restrictions, insurrections, strikes, natural disasters, pandemic, epidemic, infectious disease or any cause beyond the control of the institutions; provided that a written notice of the commencement and cessation of the circumstances excusing performance shall be given to the other institution as quickly as possible.
19. Exchange students will be expected to abide by the laws and customs of the host country and by the policies, rules and regulations of the host institution
20. Each Party shall bear its own cost and related expenses arising due to the preparation of this MoA.

APPENDIX A - EXCHANGE COORDINATORS

Each institution agrees to appoint an overall Coordinator for the administration of the exchange. The Coordinator will serve as the contact person on campus, being responsible for arrangements associated with visits, ensuring that necessary approvals are in place, and the general welfare of the exchange students.

The Coordinators of this exchange program are:

At UNIVERSITI TEKNOLOGI MARA, SHAH ALAM - MALAYSIA

Administrative:

Title:



Address: UiTM Shah Alam, 40450 SELANGOR

Telephone: +6012-537 6967

Fax: +60355442021

Email: vincent@uitm.edu.my

Academic:

Title:



Address: UiTM Shah Alam, 40450 SELANGOR

Telephone: +603-55442903

Fax: +603-55442021

Email: firhad@uitm.edu.my

At UNIVERSITAS NEGERI JAKARTA (UNJ),

Administrative:

Name:

Professor Dr. Susilo

Address: Universitas Negeri Jakarta (UNJ), Jakarta, Indonesia.

Telephone: +62 816-1543-3377

Fax:

Email:

Academic:

Name:

Address:

Telephone:

Fax:

Email:

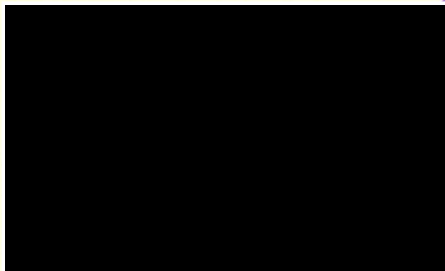
IN WITNESS WHEREOF this Memorandum of Agreement has been duly signed in

duplicate at _____ on this _____ day of _____

in the year 2022.

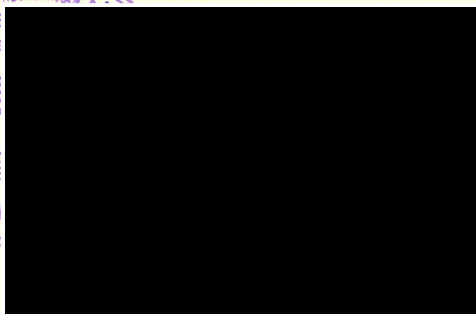
Signed by for and on behalf of

UNIVERSITI TEKNOLOGI MARA
SHAH ALAM, SELANGOR,
MALAYSIA



Signed by for and on behalf of

UNIVERSITAS NEGERI JAKARTA
(UNJ), JAKARTA, INDONESIA

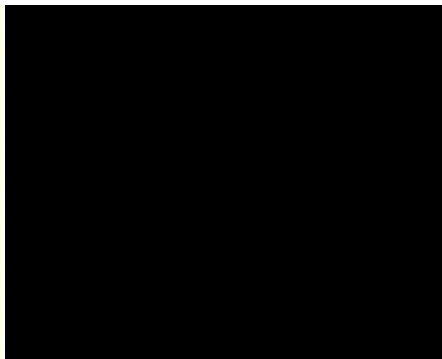
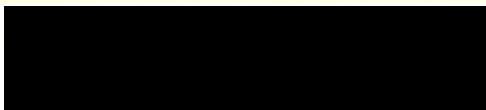


Date:

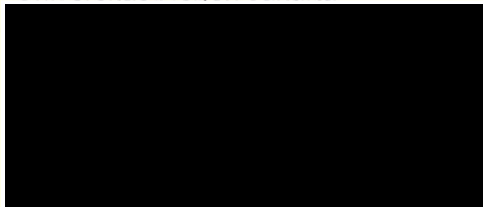
Date:

Witnessed by :

Witnessed by :



DR. JOHANSYAH LUBIS, M.PD.,
Dean
Fakultas Ilmu Keolahragaan
Universitas Negeri Jakarta



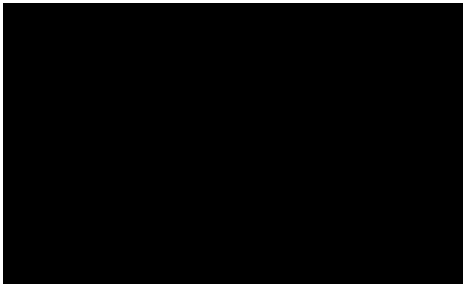
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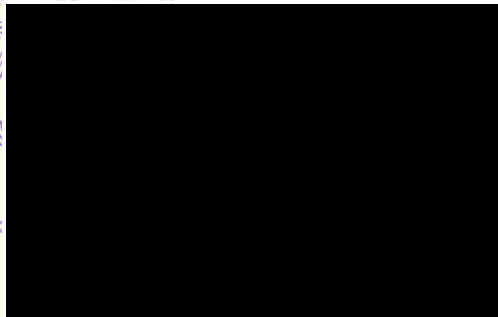
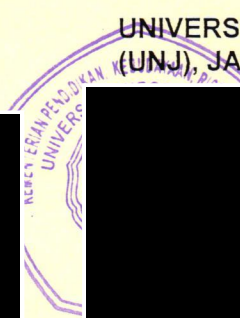
Signed by for and on behalf of

UNIVERSITI TEKNOLOGI MARA
SHAH ALAM, SELANGOR,
MALAYSIA



Signed by for and on behalf of

UNIVERSITAS NEGERI JAKARTA
(UNJ), JAKARTA, INDONESIA

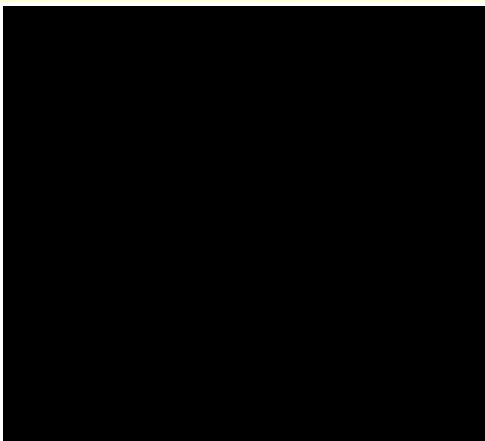


Date:

Date:

Witnessed by :

Witnessed by :



DR. JOHANSYAH LUBIS, M.PD.,
Dean
Fakultas Ilmu Keolahragaan
Universitas Negeri Jakarta

