



**MEMORANDUM OF AGREEMENT
ON STUDENT AND ACADEMIC STAFF EXCHANGE**
Ref No: 1297/UN35.8/TU/2024
BETWEEN



FACULTY OF TOURISM AND HOSPITALITY, UNIVERSITAS NEGERI PADANG, a public institution of higher education established under Presidential Decree No.93/1999 and Keppres No. 93/1999 with an official address at Jalan Prof Dr. Hamka, Air Tawar Padang, West Sumatera, 25131, Indonesia, represented herein by its Dean, **Prof. Dra. Asmar Yulastri, M.Pd., Ph.D.**, hereinafter referred to as **"UNP"**

AND

UNIVERSITY OF THE PHILIPPINES, the National University, created by virtue of Act No. 1870, as amended and strengthened by Republic Act No. 9500, otherwise known as "The University of the Philippines Charter of 2008" through its constituent university at Diliman, with official address at Quezon Hall, U.P. Campus, Diliman, Quezon City, 1101, Philippines, represented herein by its Chancellor, **EDGARDO CARLO L. VISTAN II**, hereinafter referred to as **"UPD"**

Based on the "MEMORANDUM OF UNDERSTANDING between Universitas Negeri Padang and the University of the Philippines" concluded on September 2nd 2024 and recognizing the benefits to be gained by both parties through a student and academic staff exchange program aimed at promoting scholarly activities and international understanding, UNP and UPD hereby enter into this Memorandum of Agreement for the smooth implementation of student and academic staff exchange.

I. IMPLEMENTING UNITS AND COORDINATORS

- A. Implementing units for this Agreement are the **Master Program of Tourism, Bachelor Program of Hotel Management, Bachelor Program of Tourism, Bachelor Program of Welfare Family Education, Bachelor Program of Cosmetology & Beauty, and Diploma Program of Culinary** of the Faculty of Hospitality and Tourism for UNP, and **College of Home Economics - Department of Hotel, Restaurant and Institution Management** for UPD.
- B. Each implementing unit will designate a Coordinator to oversee the activities implemented under the Agreement. Coordinators should communicate regularly with their counterpart and their respective international offices, if applicable the International Office at Universitas Negeri Padang for UNP and the Office of International Linkages Diliman-Office of the Vice-Chancellor for Academic Affairs (OIL Diliman-OVCAA) for UPD. Coordinators may assign or delegate aspects of the program to other people, such as faculty advisers. Coordinators are responsible for ensuring that these other program participants will perform in accordance with the terms of the MOA.

NAME OF THE INSTITUTION	
Implementing Unit	Faculty of Hospitality and Tourism
Coordinator	Dr. Kasmita, S.Pd., M.Si.
Designation	Vice Dean of Academic Affairs Faculty of Tourism and Hospitality UNP
Address	Jl. Prof. Dr. Hamka, Air Tawar, Padang, West Sumatera, Indonesia, 25131
Telephone No.	+6281267024809
E-mail address	kasmita70@fpp.unp.ac.id
IN COORDINATION WITH:	
International Office	The International Office at Universitas Negeri Padang
Head of IO	Prof. Rusnardi Rahmat Putra, Ph.D.Eng



Address	Jl. Prof. Dr. Hamka, Air Tawar, Padang, West Sumatera, Indonesia, 25131
Telephone No.	+62751-7053902
E-mail address	international.office@unp.ac.id

UNIVERSITY OF THE PHILIPPINES	
Implementing Unit	Department of Hotel, Restaurant and Institution Management, College of Home Economics
Coordinator	Assoc. Professor Jennifer P. Loverio PhD
Designation	Assoc. Professor Jennifer
Address	Rm 212 Alonso Hall, College of Home Economics -Diliman
Telephone No.	(+632) 89220291
E-mail address	jploverio@up.edu.ph
IN COORDINATION WITH:	
International Office	Office of International Linkages Diliman, Office of the Vice-Chancellor for Academic Affairs
Head of IO	The Director
Address	Room 102, Diliman Interactive Learning Center Building, Magsaysay Avenue corner Apacible Street, University of the Philippines, Diliman, Quezon City 1101 Philippines
Telephone No.	+63-2-8981-8500 local 2561
E-mail address	international.upd@up.edu.ph

II. STUDENT EXCHANGE

A. NUMBER OF EXCHANGE STUDENTS AND DURATION OF STUDY

Throughout the duration of this Agreement, both universities may, each year, send up to four (4) exchange students to the host university for one semester each, or two (2) students for two semesters each, beginning with the Academic Year 2023-2025, unless the number is varied by mutual agreement.

B. STATUS OF EXCHANGE STUDENTS

Exchange students shall retain their degree-seeking status at their home university, and shall be cross-enrollees at the host university. Exchange students must return to their home university and finish their degree after their exchange program.

C. SELECTION OF EXCHANGE STUDENTS

1. The exchange program is open to students from both universities who have completed at least one year of undergraduate study and are in good academic standing at their home university.
2. Exchange students will be nominated by the home institution generally on the basis of academic merit, emotional maturity, long-term goals, and preparedness to undertake a period of study abroad, and subject to acceptance by the host university undertaking the normal admission procedures.
3. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university.
4. Coordinators, through their respective international offices shall nominate their selected students, taking into account the number of allocated slots available.
5. The host university shall have the right to disapprove cross-enrollment of students who do not meet the host university's cross-enrollment requirements.



6. The host university shall send documents and other necessary materials regarding the selected exchange students.

D. DOCUMENTS TO BE SUBMITTED TO THE HOST UNIVERSITY

1. Official letter of nomination from the International Office of the home university;
2. All necessary application forms provided by the host university;
3. A certificate of health;
4. Transcript of records;
5. Copy of passport; and
6. Other documents that may be additionally requested by the host university.

E. COURSES TO BE TAKEN BY EXCHANGE STUDENTS

Courses to be taken by exchange students shall be decided upon consultation with the host university, and subject to the availability of slots.

F. ACQUISITION AND RECOGNITION OF CREDITS

Both universities shall provide information regarding the academic achievement (e.g. official transcript of records) of exchange students at the end of the exchange program. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures of the home university.

G. TUITION AND OTHER FEES

Exchange students will pay regular tuition and application fees at their home university. All other fees, including miscellaneous fees levied by the host university, will be paid directly to the host university by the participating student.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. However, in case of imbalance with the number of students exchanged, the student/s to be sent in excess will be classified as fee-paying exchange students. Other fees and costs, such as international transportation, appropriate travel and medical insurance, room and board expenses, textbooks, clothing and personal expenses, passport and visa costs, and all other expenses incurred during the course of the year shall be borne by the exchange students.

H. LANGUAGE EDUCATION

Both universities shall offer, as much as possible, training in the language used at the host university to exchange students in light of academic need for such training.

III. ACADEMIC STAFF EXCHANGE

A. NUMBER OF ACADEMIC STAFF TO BE EXCHANGED AND DURATION OF ENGAGEMENT

Throughout the duration of this agreement, both universities may nominate academic staff to participate in an exchange for the purposes of lecturing/teaching and doing research, creative, and extension works, on a reciprocal basis. Each academic staff nominated for exchange is subject to approval by the host university. Academic staff whose applications have been approved by the host university will be referred to as Visiting Academic Staff (VAS) during the period of their engagement at the host university. The period of exchange will be by specific agreements hereafter, but would normally be for periods of one or two semesters.

B. STATUS OF VISITING ACADEMIC STAFF

The home university will maintain its VAS on full salary and entitlements during the period of exchange. The host university will not be responsible for any payment of salary or wages or



other employee entitlements to the VAS to be exchanged, and the latter will not become an employee of the host university. VAS must return to their home university and resume their post after their exchange stint.

C. SELECTION OF VISITING ACADEMIC STAFF

1. The exchange program is open to academic staff from both universities who have Bachelor's/Master's/Doctorate degrees and have been endorsed/cleared by their home university.
2. VAS will be nominated by the home university generally on the basis of academic merit, emotional maturity, potential contributions to the academic, research, and/or extension programs of the home university after the exchange stint, potential for future collaborations with partner university, and subject to acceptance by the host university undertaking the normal appointment procedures.
3. VAS shall possess satisfactory command of the language of instruction at the host university.
4. Coordinators, through their respective international offices shall nominate their academic staff, taking into account the number of allocated slots available.
5. The host university shall have the right to disapprove appointment of academic staff who do not meet the host university's appointment requirements.
6. The host university shall send documents and other necessary materials regarding the appointed VAS.

D. DOCUMENTS TO BE SUBMITTED AS REQUIRED BY THE HOST UNIVERSITY

1. Official letter of nomination from the International Office and/or Implementing Unit of the home university;
2. All necessary application forms provided by the host university;
3. A recommendation letter signed by the head of the home unit of the academic staff;
4. A certificate of health;
5. Copy of passport; and
6. Other documents that may be additionally requested by the host university.

E. TERMS OF EXCHANGE

This Agreement is not designed to address each individual exchange of academic staff. Prior to commencing a specific activity, separate terms of reference which include the following must be entered into writing, to be discussed and specifically agreed upon by the parties prior to commencement:

1. Host Unit
2. Period of Engagement
3. Scope of Work (Teaching/Research/Creative/Extension Work)
4. Roles and Responsibilities
5. Compensation and Entitlements
6. Other terms

In such cases, this agreement shall form an integral part of any separate written agreement entered into by both parties covering a particular activity.

F. FULFILLMENT OF DUTIES

1. The host university, through its host unit shall monitor the performance of the VAS in relation to the terms of reference concurred by the VAS and host unit.
2. If during the period of exchange of the VAS, the host unit of the host university determines that the VAS' outputs are deficient as defined by published criteria, and after consultation between the parties responsible for administering the exchange program, the host university may relieve the VAS of their responsibilities at the host university.



3. VAS must return to their home university if relieved of their responsibilities at the host university or for violations of conduct considered serious by either party, but only after consultation between the parties responsible for administering the exchange program.
4. At the end of the exchange program of each VAS, the host university, through its host unit will send a written report on the accomplishments of the VAS, as well as issues encountered and points for improvement of the exchange program, etc. to the home university.

IV. ENTRY PROCEDURE SUPPORT FROM THE HOST UNIVERSITY

Both parties shall assist exchange students and VAS with respect to the necessary entry procedures required by each country.

A. VISA APPLICATION

Exchange students and VAS shall be responsible for obtaining any necessary passport and visas and otherwise complying with all immigration laws and regulations of the host country. The host university shall provide support in such efforts, but shall not have any responsibility to assure the granting of any visas, permits, or approvals.

B. HOUSING

The host university shall provide as much support as possible so that exchange students and VAS can find inexpensive, quality housing during their exchange program.

V. USAGE OF UNIVERSITY FACILITIES

- A. Exchange students shall be given the same privileges of university facility usage as regular degree-seeking students at the host university.
- B. VAS shall be given the same privileges of university facility usage as regular academic staff at the host university.

VI. FUNDING

The financial agreements pertaining to the execution of the exchange programs shall be established through consultations between both parties. Both parties understand that all financial arrangements will have to be negotiated in advance and will depend on the availability of funds.

VII. INTELLECTUAL PROPERTY

Both parties agree that, in the event of collaboration leading to patent rights, copyrights or other intellectual property rights, a further agreement must be negotiated in each case in accordance with the policies of the two parties on intellectual property. Both parties shall seek an equitable and fair understanding as to the ownership and other property interests that may arise.

VIII. REVIEW AND IMPROVEMENT OF EXCHANGE PROGRAMS

Both parties shall review the exchange programs regularly and shall adjust the number of students and/or academic staff to be exchanged, as necessary, to maintain a reasonable balance in the exchange and/or make adjustments to the general terms of the exchange programs for improvement, as necessary.

IX. CONFIDENTIALITY

Both parties shall undertake to observe the confidentiality and secrecy of documents, information, and other data received from or supplied to the other party during the period of the implementation of this Agreement or any other agreements made pursuant to this Agreement. Both parties agree that the provisions of this article shall continue to be binding between both parties notwithstanding the termination of this Agreement.



X. DATA PRIVACY PROTECTION

The parties mutually agree to process personal information and sensitive personal information in conformity with the data privacy laws of their respective countries and all other applicable laws and regulations.

The parties shall ensure that appropriate organizational, physical, and technical measures are in place to maintain the confidentiality, integrity and security of personal information and sensitive personal information that may come to its knowledge or possession by reason of any provision of this Agreement and that its employees, agents, representatives, or any person under its authority shall hold said information under strict confidentiality at all times.

XI. RENEWAL, TERMINATION, AND AMENDMENT

This Agreement shall enter into force on the date of last signing by the authorized representatives of the parties and shall be valid until the designated termination date of the Memorandum of Understanding between UNP and UPD.

In case of postponement or cancellation of any or all of the activities covered by this Agreement, each party shall inform the other party in writing about the causes of such incidents, and vice-versa.

This Agreement may be renewed, amended, and/or modified after being reviewed and renegotiated by both parties, through a written agreement signed by the representatives of both parties.

This Agreement may, at any time during its period of validity, be terminated by the parties, upon prior notice to the other party in writing, at least six (6) months before the termination date, without prejudice to the completion of any ongoing project.

XII. SETTLEMENT OF DISPUTES

Should any disagreement arise out of the application, interpretation or implementation of this Agreement, the parties shall endeavor to exercise their best efforts to negotiate the differences.

FACULTY OF TOURISM AND HOSPITALITY
UNIVERSITAS NEGERI PADANG

By:

PROF. DRA. ASMAR YULASTRI, M.PD, PH.D

Dean

Date:

19/9/2024

Dr. rer. nat. DESKI BERI

Vice Rector IV for Collaboration
and Information System Technology

UNIVERSITY OF THE PHILIPPINES

By:

EDGARDO CARLO L. VISTAN II
Chancellor

Date:

WITNESSES:

Shirley V. Guevarra

SHIRLEY V. GUEVARRA, PhD
Dean, College of Home Economics