

MEMORANDUM OF

AGREEMENT

Between

SEIFU INSTITUTE OF
INFORMATION TECHNOLOGY

Japan

and

SEMARANG STATE UNIVERSITY

Indonesia



These articles below are the agreement (hereinafter referred to as "Agreement ") made in 2014 by and between:

- I. **SEMARANG STATE UNIVERSITY**, a university governed by *Indonesian Government* that established under the law of the Republic of Indonesia with its registered office at Kampus Sekaran Gunungpati Semarang 50229 (hereinafter referred to as "First Party ");

- II. **SEIFU INSTITUTE OF INFORMATION TECHNOLOGY**, an education institution duly established and organized under the law of Japan with its registered office at 1-6-3 Maruyama-dori, Abeno-ku, Osaka-shi 545-0042 Osaka, Japan (hereinafter referred to as "Second Party ");

(First Party and Second Party hereinafter individually referred to as the "PARTY " and jointly referred to as the "PARTIES ".

Both Parties hereby agree that:

1. The First party and the Second Party will cooperate on the " Japanese Language Education Program " (hereinafter referred to as " the Program "), by providing the common curriculum and credit transfer system (for certain subject matter and consideration).
2. The Second Party will support First Party's plan about teaching practice program in Seifu's schools or other schools that appointed by Second Party.
3. The First Party will support Second Party's plan about recruiting students in Semarang high schools or other schools appointed by First Party.
4. The First Party has duty to recommend students who have ability to adapt with learning and living in Japan. Recommended standards are given from Second Party.
5. The First Party has to send recommended candidate names along with their data six months before the Program is started. Data items are given from Second Party.
6. The Second Party teaches the First Party's Japanese Program students (hereinafter referred to as "the Students") not only Japanese Language but also Japanese culture and culture behavior. And if it is possible, technology to make Japanese teaching learning media so that the student can use the skill when they take teaching practice program in high schools as one of the First Party's curriculum. The Second Party has to show the curriculum of both, language and culture to the First Party before the Program.
7. a. Term of the Program will be held for the duration 11 months.
b. When the students have learned about 6 months or one semester, the second party can provide the students an opportunity to have two weeks teaching practice at the second party or a junior high school appointed by the second party by means:
 - Observe the curriculum and the syllabus of the school
 - Get checked the curriculum by Japanese and Indonesian professional teachers
 - Attend classes with other Japanese students and observe the teaching models given by the teachers of the second party or a junior high school
 - Experience practical teaching within the class with the Indonesian content
8. The Students remain the member of the First Party during the Program.
9. The Student has to pay for the Program amounted to 814,000 yen, stated as followings:

- a. Tuition fee for 11 months $50,000 \times 11 = 550,000$ yen
- b. Life/health insurance 14,000 yen
- c. Registration and selection fee 20,000 yen
- d. Accommodation fee for 11 months, $20,000 \times 11 = 220,000$ yen
- e. Apartment preparation fee 10,000 yen

This amount might be changed based on the rate of the Second Party.

Living cost is not included in the above amount and should be paid by each student.

- 10. The Second Party has the duty to provide the Program information before making the contract with the Students. This information includes but not limited to the Program's content, financial information (tuition fee and living cost), and school's regulation and culture adaptation related information.
- 11. The Second Party **will find part-time jobs** for the Students to support the living cost for the Program. However, the job should not disturb the Student's study activity.
- 12. The Second Party provides reports on the Student's performance, attendance and grades at the end of each semester or whenever the First Party requires it. Both Parties agree that the credits earned by the student during the Program will be transferred to the First Party (**for certain subject matter and consideration**).
- 13. The Second Party guides the students when they show low study performance and report the result to the First Party. If the Student doesn't show any improvement, the Second Party will guide the Student with cooperation and consensus with the first Party, and there is possibility to be concluded with termination for the Student.
- 14. The Second Party provides a diploma certificate (D1) to the students when they finished their study in the Second Party's institution.
- 15. The First Party guarantees that students will soon return to their home country after they finished the Program. If they break this agreement the First Party should pay 1,000,000 yen as penalty. And this is already confirmed through the agreement between students parents and the First Party.
- 16. The Second Party helps and gives advice to the Students when they have problems during the Program, such as sickness, mental problems and accidents. For problems that need further action, Second Party shall contact the First Party for discussing possible solutions.

17. When the Students decide to withdraw from the Program and return to their home country, the Parties will respect the Student's opinion and further discuss with the respective Students for final decision. In such case, the tuition fee paid by the Students will **not be refund**.
18. This Agreement may be amended or terminated by mutual consent of the two Parties. In the case of termination, both Parties shall make necessary arrangements to ensure the appropriate completion of the Program by the Students.
19. In order to settle any doubts that may arise under the performance or in the construction of this Agreement, the Parties shall exert their best efforts to arrive at a solution by mutual consent.
20. In the case of there are several language versions of this Agreement, disputes will be settled by the English version of the Agreement, which is common to both Parties.
21. Any dispute or difference arising between the PARTIES or this Agreement shall be first negotiated and conciliated.
22. The Parties agree to appoint their proficient office personnel who has ability in both of Indonesia and Japanese language to communicate regarding this Agreement.
23. The Second Party will be giving out waivers for the First Party's graduate students who have followed the Program and want to follow the similar program namely by making exception not to pay the admission fee.
24. The First Party is willing to accept students of the Second Party to learn language and culture of Indonesia through BIPA (Indonesian Language for Foreign Student) program.
25. The Parties guarantee that this Agreement is authorized by represented persons below.



Prof. Dr. Agus Nuryatin, M. Hum.
Dean of Faculty of Languages and Arts

Date: Nov, 5, 2015

For SEIFU Institute of Information
Technology, Osaka, Japan

Prof. Dr. HIRAOKA Norito
Principal of i-Seifu

Date: 平成27年11月5日