



MEMORANDUM OF UNDERSTANDING (MoU)
BETWEEN

POLITEKNIK KETENAGAKERJAAN
AND

INTERNATIONAL CULTURAL COMMUNICATION CENTER MALAYSIA (ICCCM)
ON COOPERATION IN THE FIELDS OF EDUCATION, RESEARCH AND
COMMUNITY SERVICES

Number : 1/1411/KS.06/V/2024

Number : NOU/2405/054

This Memorandum of understanding on cooperation in the fields of education, research and community service, drawn up and signed today 11th October 2024 on Thursday, located in Kuala Lumpur, Malaysia, the undersigned below:

1. Prof. Dr. Yoki Yulizar, M.Sc : The Director of the Politeknik Ketenagakerjaan, authorized to act for and on behalf of Politeknik Ketenagakerjaan, at the address Jl. Pengantin Ali No.71A, RT.7/RW.6, Ciracas, East Jakarta, DKI Jakarta 13740 hereinafter referred to as the FIRST PARTY.
2. Loo Hui Ann : The Managing Director of International Cultural Communication Center Malaysia acting for and on behalf of International Cultural Communication Center Malaysia (Company No: 201501020157 [1145493-U]), having its address at B-9-7, Megan Avenue II, No. 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur hereinafter referred to as the SECOND PARTY.

The FIRST PARTY and the SECOND PARTY hereinafter collectively referred to as the PARTIES shall first explain that:

1. THE FIRST PARTY is a polytechnic in The Ministry of Manpower of the Republic of Indonesia which organizes Vocational Education Programs for Diploma 3 and Diploma 4 in the disciplines of science and/or technology related to employment, namely the Occupational Safety and Health Study Program, Industrial Relations Study Program and Human Resource Management Study Program.
2. THE SECOND PARTY is International Cultural Communication Center Malaysia (Company No: 201501020157 [1145493-U]), a company incorporated in Malaysia under the laws of Malaysia, and having its address at B-9-7, Megan Avenue II, No. 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur.

Based on the foregoing, the PARTIES agree to sign a memorandum of understanding on cooperation in the fields of education, research and community service, drawn up and signed, hereinafter referred to as a memorandum of understanding with the following terms and conditions:

ARTICLE 1
PURPOSE AND OBJECTIVES

This Memorandum of Understanding is intended to be used as the basis for the PARTIES in conducting cooperation regarding cooperation in the fields of education, research, innovation in the fields of science and technology that can be implemented in companies and community service, made and signed with due regard to things that are effective, efficient and mutually beneficial for the parties according to the agreed scope.

ARTICLE 2
SCOPE

The scope of this Memorandum of Understanding includes:

- a. joint use of human resources;
- b. joint use of learning facilities and infrastructure;
- c. joint research;
- d. joint community service;
- e. student apprenticeship programs;
- f. facilitation of graduate placement;
- g. and various other forms.

ARTICLE 3
DUTIES AND RESPONSIBILITIES

(1) THE FIRST PARTY has duties and responsibilities:

- a. provide updated information on science and technology to companies
- b. provide opportunities for lecturers and students to support work programs in the SECOND PARTY business environment in the internship program
- c. facilitating research activities, community service and consultation
- d. provide, prepare and recommend human resources who are deemed to meet the requirements and in accordance with the criteria requested by the SECOND PARTY both during the internship period and graduate placement
- e. requires intern participants to prepare a final report on program results and send it to the PARTIES
- f. maintain the confidentiality of the contents of the Agreement and its implementation including but not limited to all information, data and records obtained either directly or indirectly from other parties without written permission from the SECOND PARTY both during the validity of this Memorandum of Understanding and after the validity period of this Memorandum of Understanding end.

(2) THE SECOND PARTY has the following duties and responsibilities:

- a. providing a place for supporting activities of education, research, community service in industry
- b. provide the necessary data regarding education, research and community service with the approval of second party management
- c. provide information related to the implementation of the substance of employment through seminars/public lectures/lectures as a practitioner lecturer

- d. provide internship locations for students who have met the requirements set by the PARTIES
- e. provide access to the use of facilities owned in the form of practical facilities and industrial visits which are included in the agreed scope of cooperation and in accordance with the needs of the PARTIES
- f. provide information on job vacancies and placement priorities for graduates of the Politeknik Ketenagakerjaan according to the study program

ARTICLE 4 IMPLEMENTATION

- (1) The implementation of this Memorandum of Understanding will be further regulated in a Framework of Reference which regulates details of activities, activity mechanisms, rights and obligations of the PARTIES, financing, and other matters deemed necessary.
- (2) To implement the Memorandum of Understanding as intended in paragraph (1), THE PARTIES will appoint and grant authority to their representatives in accordance with their main duties and functions.
- (3) The Terms of Reference as referred to in paragraph (1) constitute an inseparable unit with this Memorandum of Understanding.

ARTICLE 5 TIME PERIOD

- (1) The term of this Memorandum of Understanding is valid for 5 (five) years from the date it is signed by THE PARTIES.
- (2) This Memorandum of Understanding can be extended as needed based on the agreement of the PARTIES through written notification by one party to the other party no later than 60 (sixty) days before the end of this Memorandum of Understanding.
- (3) This Memorandum of Understanding can be terminated before the period as intended in paragraph (1) or paragraph (2) by either party by submitting written notification to obtain approval from the other party no later than 30 (thirty) working days before the date of the proposal. termination of this Memorandum of Understanding.
- (4) Termination of this Memorandum of Understanding before the term does not eliminate the duties and responsibilities of THE PARTIES which must be completed first as a result of the implementation of this Memorandum of Understanding.

ARTICLE 6 FINANCING

Costs incurred as a result of the implementation of this Memorandum of Understanding are borne by the PARTIES' budgets in accordance with their respective duties, responsibilities and authorities as well as from other legitimate sources based on the Legislative Regulations.

ARTICLE 7
MONITORING AND EVALUATION

Monitoring and evaluation of the implementation of this Memorandum of Understanding is carried out by THE PARTIES at least once every 1 (one) year or at any time if necessary.

ARTICLE 8
DIFFERENCES IN INTERPRETATION

In the event of differences in interpretation or opinion and/or disputes arising in the implementation of this Memorandum of Understanding, these will be resolved by the PARTIES by deliberation to reach a consensus.

ARTICLE 9
CORRESPONDENCE

Any notification and/or news relating to this Memorandum of Understanding can be submitted to the PARTIES via the correspondence address:

a. FIRST PARTY

Assistant Director III, Politeknik Ketenagakerjaan

Address : Jalan Pengantin Ali Number 71A Ciracas, DKI Jakarta

Telephone : (021) 877-24230; 08111742451

Email : support@polteknaker.ac.id

b. THE SECOND PARTY

Managing Director, International Cultural Communication Center Malaysia

Address : 2A, Persiaran Damansara Endah, Taman Damansara Endah,
50490 Kuala Lumpur

Telephone : +62 811-2651-697

Email : indo@icccm.net

ARTICLE 10
ADENDUM

Any changes and matters that have not been regulated in this Memorandum of Understanding will be further regulated and determined by THE PARTIES and stated in writing in the form of an addendum which is an inseparable part of this Memorandum of Understanding.

ARTICLE 11
CLOSING

- (1) This Memorandum of Understanding is drawn up and signed by THE PARTIES in 2 (two) original copies on paper with sufficient stamp duty and each has the same legal force and is binding.
- (2) This Memorandum of Understanding comes into effect from the date it is signed by THE PARTIES.

FIRST PARTY

POLITEKNIK KETENAGAKERJAAN



[Signature]
Prof. Dr. Yoki Yulizar M.Sc.
Director

SECOND PARTY

INTERNATIONAL CULTURAL
COMMUNICATION CENTER
MALAYSIA



[Signature]
INTERNATIONAL CULTURAL COMMUNICATION CENTER SDN. BHD.
Loo Hui Ann
201501020157 (1145493-U)
Managing Director

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