

**SCOPE OF WORK
AS AGREED UPON BY
UNIVERSITAS NEGERI MALANG
MALANG, INDONESIA, and
AMERICAN COUNCILS FOR INTERNATIONAL EDUCATION**

Nomor 22.7.76/UN32/KS/2024

The following Parties, the University of Negeri Malang (hereinafter referred to as UM), represented by Prof. Dr. Hariyono M.Pd., Rector, and American Councils for International Education (hereinafter referred to as American Councils), represented by Graham Hettlinger, Managing Director of Higher Education Programs, enter into the following Agreement:

1. OBJECTIVES

American Councils, as the official administrator of the 2024 Southeast Asian Flagship Language Initiative– Indonesia Program (SEAFLI-Indonesia), commissions the aforementioned Institution to teach students participating in the SEAFLI-Indonesia program in compliance with the curriculum developed and approved by both Parties.

2. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1. UM agrees to:

- 2.1.1. Teach program participants advanced Indonesian in accordance with the goals and philosophy of the SEAFLI-Indonesia Program as outlined in the terms and conditions of this Agreement and with a team of full-time instructors who are dedicated solely to the SEAFLI-Indonesia Program;
- 2.1.2. Provide a full-time Academic Coordinator who will be responsible for ensuring that students receive productive and organized instruction appropriately geared to their proficiency levels; serving as an expert teacher; advising and directing individual faculty members in developing appropriate classroom materials and textbooks; organizing classroom meetings; planning weekly assignments; expanding communicative teaching methods; and finding new, creative approaches to coursework. The Academic Coordinator will regularly visit classes to observe teaching methods and help faculty develop new teaching techniques as needed.
- 2.1.3. Organize cultural events and outings for program participants;
- 2.1.4. Provide educational materials (books and other materials) to program participants;
- 2.1.5. Recruit and assign Language Partners to program participants in consultation with the SEAFLI-Indonesia Resident Director;
- 2.1.6. Provide program participants and American Councils representatives with visa support and residence arrangements. UM provides necessary documentation, and any fees are the responsibility of the student or American Councils representative;
- 2.1.7. In coordination with the American Councils Resident Director, conduct in-country orientation for the participants, as well as for host families.
- 2.1.8. Serve as liaison between students and host families in consultation and collaboration with the American Councils Resident Director;

- 2.1.9. Arrange for host families to provide meals to program participants throughout the week: twice during the week and three times during weekends;
- 2.1.10. Issue a letter of enrollment verification at the beginning of the semester;
- 2.1.11. Issue a certificate and a transcript of grades for each program participant at the end and upon successful completion of the Program.
- 2.2. American Councils agrees to:
 - 2.2.1. Arrange program participants' international travel to and from the city where UM is located;
 - 2.2.2. Provide program and administrative guidance and oversight in cooperation with UM;
 - 2.2.3. Provide oversight of program participants;
 - 2.2.4. Provide a full-time Resident Director to serve as the American Councils representative. The Resident Director serves as academic and personal counselor for program participants and as a liaison between American Councils and UM administration; observes student classes; meets regularly with teachers, administrators, and students; and provides 24-hour emergency assistance.
 - 2.2.5. Remit payment for tuition, homestay, language partners, and the cultural program in accordance with the fees stipulated in this Agreement.

3. TERMS AND CONDITIONS OF THE ACADEMIC PROGRAM

- 3.1. UM agrees to the following:
 - 3.1.1. Provide Indonesian language classes to program participants in keeping with the agreed upon schedule including group lessons and individual lessons with Language Partners (each participant receives roughly 20 hours of classroom instruction and 4 hours of Language Partner sessions per week).
 - 3.1.2. Accommodate varied language proficiency levels by planning instruction accordingly, providing individual support, or by assigning students to groups according to their proficiency level.
- 3.2. Participants have the right to withdraw from the program due to unforeseen circumstances such as illness, emergency departure, etc.
- 3.3. Participants have the right to use all facilities available at UM during work hours.
- 3.4. All other provisions not stipulated in this Agreement shall be in accordance with UM admission and study policies.

4. TUITION RATES AND BILLING

Payment to UM will be provided upon receipt of an invoice reflecting the cost categories as outlined in the budget (Attachment 1) and approved and signed by UM's appropriate administrative official. Payment shall be made in US dollars to an account designated by UM, and remittance charge shall be borne by American Councils.

In case of a participant withdrawal, unspent funds will be returned to American Councils.

Payment will be made at least two weeks before the beginning of the program upon receiving the invoice.

Any other adjustments, e.g., cost of new services, will be negotiated by UM and American Councils.

5. TERMS OF THIS AGREEMENT

The Agreement will take effect on July 25, 2024, and will remain in effect until December 10, 2024, unless extended by mutual agreement.

This Agreement represents the entire Agreement between the Parties.
This Agreement may be executed by electronic means and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

By signing this Agreement, each Party represents that it has the authority to bind the respective Parties to all provisions of this Agreement.

For American Councils

For UM

American Councils:

Universitas Negeri Malang:

American Councils for International
Education
Washington, DC 20036, USA

Malang, Indonesia



Graham Hettlinger
Managing Director
Higher Education Programs

Prof. Dr. Hariyono, M.Pd.
Rector, Universitas Negeri Malang

Date: 07/22/2024

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Budget Proposal for SEAFLI 2024

Program Costs	Cost for 15 weeks Per Participant	Description
Tuition		
Program Tuition	\$3,170	Includes language instruction, classroom rental, office support, language materials, student IDs
Language partner fees	\$400	
Sub Total	\$3570	
In-Country Orientation		
Miscellaneous transportation charges	\$200	Includes airport transfers, hotel for arrival, and orientation expenses
Sub Total	\$200	
Field Trip and Cultural Activities		
Excursions	\$600	includes the cost of 8 scheduled excursions and cultural activities
Sub Total	\$600	
Homestay		
Host Family Expenses	\$1,350	Includes payment to host families for two meals during the week and three meals on weekends
Sub Total	\$1,350	
Visas		
Visa Processing fees	\$405	Electronic visa processed by UM
Sub Total	\$405	
Admin Costs		
Indirect Costs and office expenses	\$980	Includes overhead and administrative expenses
Sub Total	\$980	
Total Program Cost Per Participant	\$7,105	