

**SCOPE OF WORK  
AS AGREED UPON BY  
UNIVERSITY OF NEGERI MALANG  
MALANG, INDONESIA  
ANDN CILS FOR INTERNATIONAL EDUCATION**

The following Parties, the University of Negeri Malang (hereinafter referred to as UM), represented by Prof. Dr. Ahmad Rofi'uddin, Rector, and American Councils for International Education (hereinafter referred to as American Councils), represented by Doug Reardon, Director of NSEP Funded Programs, enter into the following Agreement:

**1. OBJECTIVES**

American Councils, as the official administrator of the 2022 Indonesian Flagship Language Initiative (IFLI) Program, commissions the aforementioned Institution to teach students participating in the IFLI 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 IFLI 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 IFLI 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 the proficiency levels, serve as an expert teacher, advise and direct individual faculty members in developing appropriate classroom materials, 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 IFLI 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 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;

2.1.8 Host families will provide meals to program participants throughout the week: twice during the week and three times during weekends;

2.1.9 Issue a letter of enrollment verification at the beginning of the semester.

- 2.1.10 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 who serves 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 and meets regularly with teachers, administrators, and students. The Resident Director will be available to participants during any emergencies that arise.
  - 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 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 June 29, 2022, and will remain in effect until December 8, 2022, 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:**

**University of Negeri Malang:**

American Councils for International  
Education  
Washington, DC 20036, USA

Malang, Indonesia



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Dr. Doug Reardon, Program Director

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Prof. Dr. AH. Rofi'uddin, M.Pd  
Rector, Universitas Negeri Malang

6/28/2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Budget Proposal for IFLI 2022

Program Costs	Cost for 15 weeks Per Participant	Description
<b>Tuition</b>		
Program Tuition	\$3,500	Includes language instruction, classroom rental, office support, language materials, student IDs
Language partner fees	\$400	
<b>Sub Total</b>	<b>\$3,900</b>	
<b>In-Country Orientation</b>		
Miscellaneous transportation charges	\$350	Includes airport transfers, hotel for arrival, and orientation expenses
<b>Sub Total</b>	<b>\$350</b>	
<b>Field Trip and Cultural Activities</b>		
Excursions	\$600	includes the cost of 8 scheduled excursions and cultural activities
<b>Sub Total</b>	<b>\$600</b>	
<b>Homestay</b>		
Host Family Expenses	\$1,350	Includes payment to host families for two meals during the week and three meals on weekends
<b>Sub Total</b>	<b>\$1,350</b>	
<b>Visas</b>		
Visa Processing fees	\$405	Electronic visa processed by UM
<b>Sub Total</b>	<b>\$405</b>	
<b>Admin Costs</b>		
Indirect Costs and office expenses	\$980	Includes overhead and administrative expenses
<b>Sub Total</b>	<b>\$980</b>	
<b>Total Program Cost Per Participant</b>	<b>\$7,585</b>	