



KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI
UNIVERSITAS NEGERI MALANG (UM)

FAKULTAS SASTRA

Jalan Semarang 5, Malang. 65145

Telepon: 0341 567475

Laman: www.um.ac.id

**SURAT PERJANJIAN PENGGUNAAN DANA
PELAKSANAAN PROGRAM *INDONESIAN FLAGSHIP LANGUAGE INITIATIVE*
FAKULTAS SASTRA UNIVERSITAS NEGERI MALANG TAHUN 2018
Nomor: 7.8.24/UN32.2 /KU/2018**

Berdasarkan Surat Perjanjian Kerjasama Universitas Negeri Malang dengan *American Councils for International Education* tanggal 7 Agustus 2018 perihal pelaksanaan Program *Indonesian Flagship Language Initiative (IFLI)* di Fakultas Sastra Universitas Negeri Malang Tahun 2018. Pada hari ini Selasa tanggal tujuh bulan agustus tahun dua ribu delapan belas, kami yang bertanda tangan di bawah ini:

1. Nama : Prof. Utami Widiati, M.A., Ph.D.
NIP : 19650813 199002 2 001
Jabatan : Dekan Fakultas Sastra Universitas Negeri Malang
Selanjutnya disebut **PIHAK PERTAMA**
2. Nama : Dr. Gatut Susanto, M.M, M.Pd
NIP : 19680424 200003 1 001
Jabatan : Ketua Pelaksana Program *Indonesian Flagship Language Initiative* di
Fakultas Sastra
Selanjutnya disebut **PIHAK KEDUA**

Kedua belah pihak secara bersama-sama telah sepakat mengadakan perjanjian pelaksanaan kegiatan Program *Indonesian Flagship Language Initiative* Tahun 2018 yang merupakan kerjasama Universitas Negeri Malang dengan *American Council for International Education* dan diselenggarakan di Fakultas Sastra Universitas Negeri Malang.

**Pasal 1
TUGAS PEKERJAAN**

Pihak Pertama atas nama Rektor Universitas Negeri Malang memberi tugas kepada Pihak Kedua untuk menggunakan dana yang tertuang dalam perjanjian ini sebagai biaya *Program Indonesian Flagship Language Initiative* Tahun 2018 yang diselenggarakan di Fakultas Sastra Universitas Negeri Malang.

**Pasal 2
WAKTU PELAKSANAAN**

Waktu pelaksanaan kegiatan oleh pihak kedua mulai bulan Agustus 2018 sampai dengan bulan November 2018.

**Pasal 3
BIAYA KEGIATAN**

Biaya pelaksanaan kegiatan tersebut pada pasal 1 yang harus dibayar oleh Pihak Pertama melalui BPP / PUMK Kerjasama kepada Pihak Kedua sebesar Rp. 1.155.248.600,- (Satu milyar seratus lima puluh lima juta dua ratus empat puluh delapan ribu enam ratus rupiah) dibebankan pada DIPA Universitas Negeri Malang Tahun 2018.

**Pasal 4
PEMBAYARAN**

Pembayaran biaya kegiatan dilakukan setelah surat tagihan pembayaran kegiatan dibayarkan oleh *American Council for International Education* kepada Bendahara Penerimaan Universitas Negeri Malang yaitu sebesar sebesar Rp. 1.155.248.600,- (Satu milyar seratus lima puluh lima juta dua ratus empat puluh delapan ribu enam ratus rupiah)

**Pasal 5
PAJAK DAN MATERAI**

- (1) Pihak Kedua melalui BPP / PUMK Kerjasama bertanggungjawab sepenuhnya atas pelunasan pajak-pajak sesuai ketentuan perundangan yang berlaku.
- (2) Bea materai tunggal Rp 6.000,00, ditanggung oleh Pihak Kedua.

**Pasal 6
LAPORAN**

- (1) Pihak Kedua melalui BPP / PUMK Kerjasama berkewajiban menyampaikan laporan penggunaan dana dilampiri bukti pertanggungjawaban penggunaan dana sebagaimana tersebut pada pasal 3 kepada pihak pertama paling lambat 15 hari setelah batas waktu penggunaan dana.
- (2) Bukti Surat Pertanggungjawaban disimpan dan dibukukan oleh BPP / PUMK Kerjasama atas nama Pihak Pertama untuk keperluan pemeriksaan Auditor.

**Pasal 7
SANKSI**

- (1) Apabila Pihak Kedua tidak memenuhi perjanjian sebagaimana tersebut pada pasal 1, maka Pihak Kedua berkewajiban mengembalikan biaya kegiatan sebagaimana pasal 3 kepada Pihak Pertama.
- (2) Penyimpangan atas penggunaan dana sebagaimana pada pasal 3 sepenuhnya menjadi tanggungjawab Pihak Kedua.

**Pasal 8
LAIN-LAIN**

Perjanjian yang belum diatur dalam perjanjian pelaksanaan kegiatan ini akan ditentukan kemudian oleh kedua belah pihak.

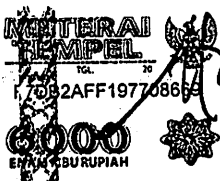
**Pasal 9
PENUTUP**

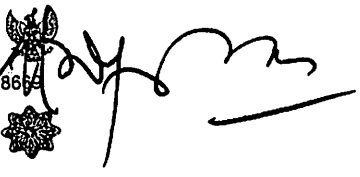
- (1) Perjanjian ini berlaku terhitung mulai bulan Agustus dan berakhir pada bulan November 2018.
- (2) Perjanjian pelaksanaan kegiatan ini dibuat dan ditandatangani oleh kedua belah pihak dalam rangka 3 (tiga), lembar 1 dan 2 dibubuhi materai Rp 6.000,00 yang masing-masing mempunyai kekuatan hukum yang sama.

Malang, 7 Agustus 2018

PIHAK PERTAMA

PIHAK KEDUA



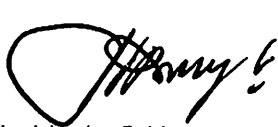

Prof. Utami Widiati, M.A., Ph.D.
NIP 19650813 199002 2 001

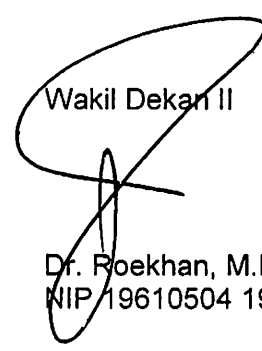

Dr. Gatut Susanto, M.M, M.Pd
NIP 19680424 200003 1 001

Mengetahui

Pejabat Pembuat Komitmen,

Wakil Dekan II


Khoiriyah, S.H
NIP 19650923 199003 2 001


Dr. Roekhan, M.Pd
NIP 19610504 198701 1 001



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UNIVERSITAS NEGERI MALANG (UM)

FAKULTAS SASTRA

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BERITA ACARA PELAKSANAAN PEMBAYARAN DANA
PROGRAM *INDONESIAN FLAGSHIP LANGUAGE INITIATIVE*
FAKULTAS SASTRA UNIVERSITAS NEGERI MALANG TAHUN 2018
Nomor: 7.8.25/UN32.2 /KU/2018

Pada hari ini Selasa tanggal tujuh bulan agustus tahun dua ribu delapan belas, kami yang bertanda tangan di bawah ini:

- Nama : Prof. Utami Widiati, M.A., Ph.D
NIP : 19650813 199002 2 001
Jabatan : Dekan Fakultas Sastra UM
Alamat : Jl. Semarang 5 Malang
Untuk selanjutnya disebut PIHAK PERTAMA

Atas nama Rektor Universitas Negeri Malang melaksanakan pembayaran dana Program *Indonesian Flagship Language Initiative (IFLI)* sebesar Rp. 1.155.248.600,- (Satu milyar seratus lima puluh lima juta dua ratus empat puluh delapan ribu enam ratus rupiah) berdasarkan Surat Perjanjian Penggunaan Dana Nomor: 7.8.24/UN32.2 /KU/2018, tanggal 7 Agustus 2018.

KEPADA

- Nama : Dr. Gatut Susanto, M.M, M.Pd
NIP : 19680424 200003 1 001
Jabatan : Ketua Pelaksana Program *Indonesian Flagship Language Initiative* di Fakultas Sastra Universitas Negeri Malang
Alamat : Jl. Semarang 5 Malang
Untuk selanjutnya disebut PIHAK KEDUA

Demikian berita acara ini dibuat dan ditandatangani di Malang pada tanggal tersebut di atas, rangkap 3 (tiga) untuk dipergunakan seperlunya.

Malang, 7 Agustus 2018

PIHAK PERTAMA

Prof. Utami Widiati, M.A., Ph.D
NIP 19650813 199002 2 001

PIHAK KEDUA

Dr. Gatut Susanto, M.M, M.Pd
NIP 19680424 200003 1 001

Mengetahui

Pejabat Pembuat Komitmen,

Khoiriyah, S.H
NIP 19650923 199003 2 001

Wakil Dekan II

Dr. Roekhan, M.Pd
NIP 19610504 198701 1 001

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

The following Parties, the State University of Malang or Universitas 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 David Patton, Executive Vice President, enter into the following Agreement:

1. OBJECTIVES

American Councils, as the official administrator of the 2018 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 Organize cultural events and outings for program participants;
- 2.1.3 Provide educational materials (books and other materials) to program participants;
- 2.1.4 Recruit and assign Language Partners to program participants in consultation with the IFLI Resident Director;
- 2.1.5 Assist with identifying internships for program participants in the spring semester;
- 2.1.6 Provide program participants and American Councils representatives with visa support and support for residence. UM provides necessary documentation, and any fees are the responsibility of the student or American Council representative;
- 2.1.7 In coordination with American Councils' Resident Director, conduct in-program orientation for the participants, as well as for host families.
- 2.1.8 Serve as liaison between students and host families;
- 2.1.9 Host families will provide meals to program participants throughout the week.
- 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 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 Provide a full-time Academic Coordinator who will be responsible to ensure that students receive productive and organized instruction appropriately geared to their 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 to help faculty develop new teaching methods as needed.
- 2.2.6 Remit payments for tuition, program operations 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:
 - 2.2.1 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 individual instruction per week.)
 - 2.2.2 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 opening 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 2 weeks before the beginning of the program upon receiving the invoice.

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

5. TERMS OF THIS AGREEMENT

The Agreement will take effect on August 10, 2018, and will remain in effect until November 30, 2018, unless extended by mutual agreement.

Both parties agree to the document by signing two copies in English.

For American Councils

American Councils:
American Councils for International Education
1828 L Street, NW Suite 1200
Washington, DC 20036, U.S.A

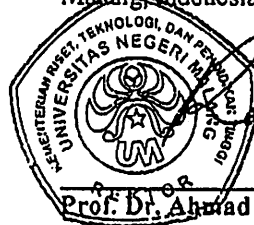
David Patton (lc)

David Patton
Executive Vice President
American Councils for International Education

Date:

For UM

Universitas Negeri Malang:
Malang, Indonesia



Prof. Dr. Ahmad Rofi'uddin
Rector
Universitas Negeri Malang

Date: 8/7/2018

Attachment 1: Budget For IFLI 2018

Budget Proposal for IFLI 2018

Program Costs	Cost for 15 weeks Per Participant	Total Cost for 11 Participants	Description
Tuition			
Program Tuition	\$3,500	\$38,500	Includes language instruction, classroom rental, office support, language materials, student IDs,
Language partner fees	\$400	\$4,400	
Sub Total	\$3,900	\$42,900	
Transportation Charges			
Miscellaneous transportation charges	\$100	\$1,100	Airport pick-up and drop-off
Hotel transit	\$50	\$550	Hotel for the arrival day
In-country Orientation	\$50	\$550	Cost of expenses for in-country orientation
Sub Total	\$200	\$2,200	
Field Trip and Cultural Activities			
Excursions	\$600	\$6,600	Includes the cost of 10 scheduled excursions and cultural activities
Sub Total	\$600	\$6,600	
Homestay			
Host Family Expenses	\$1,350	\$14,850	Includes payment to host families for two meals during the week and three meals on weekends.
Sub Total	\$1,350	\$14,850	
Visas			
Letter of Invitation	\$75	\$825	Letter of invitation prepared by UM.
Visa Extensions	\$120	\$1,320	Cost of visa extension
Sub Total	\$195	\$2,145	
Admin Costs			
Indirect Costs and office expenses	\$980	\$10,780	Includes overhead and administrative expenses
Sub Total	\$980	\$10,780	
Total (Program Cost)	\$7,225	\$79,475	



The Learning University

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Jalan Semarang No 5, Malang. 65145

Telepon: 0341-551312

Laman: www.um.ac.id

Attachment 2: Invoice

Project Title: IFLI Program

Subaward Amount: \$79,475

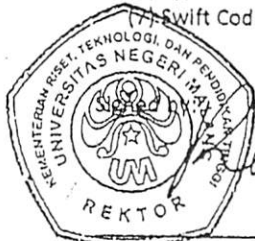
Subaward Period: August 10, 2018 – November 30, 2018

Total Number of Participants:	11
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Program Costs	Cost for 15 weeks Per Participant	Total Cost for 11 Participants
	USD	USD
Tuition	\$3,900	\$42,900
Transportation Charges	\$200	\$2,200
Field Trip and Cultural Activities	\$600	\$6,600
Homestay	\$1,350	\$14,850
Visas	\$195	\$2,145
Admin Costs	\$980	\$10,780
Total (Program Costs)	\$7,225	\$79,475

Please kindly transfer the above program costs to the university account bellow:

- (1) Name of Bank : BTN
- (2) Address of Bank : Jl. Veteran Malang
- (3) Beneficiary Name : RPL 032 BLU BEND PEN (OP)
- (4) Address of Beneficiary : Jl. Semarang 5 Malang 65145
- (5) Account Number : 00113-01-30-000056-3
- (6) Type Account : IDR
- (7) Swift Code : BTANIDJA



Prof. Dr. Ahmad Rofl'uddin, Rector

Date: 8/7/2018

Tel., e-mail: rektor@um.ac.id

Commercial Electronic Office (CEO) Portal Wires Alert: Wire Successful (Beneficiary Copy)

Dear RPL 032BLU BEND PEN OP,

This wire has been processed successfully.

Date/Time Stamp: 08/24/2018 12:38 pm PT

Alert Information	
Confirmation Number:	SWIFT:180824WFBIUS6SBXXX0522615675
Originator Name:	AMERICAN COUNCILS FOR INTERNATIONAL
Originator Address:	1828 L ST NW STE 1200
Value Date:	08/24/2018
Amount:	79,475.00 USD
Beneficiary Name:	RPL 032BLU BEND PEN OP
If you received this notification in error, please contact the Originator.	
Alert ID:	S236-3452859