

**A MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**HOCHSCHULE BREMEN, UAS -  
Bremen, Germany**

**AND**

**SHIPBUILDING INSTITUTE OF POLYTECHNIC SURABAYA  
Surabaya, Indonesia**

The purpose of this document is to establish an inter-institutional agreement of cooperation between the Shipbuilding Institute of Polytechnic Surabaya and Hochschule Bremen, UAS.

Shipbuilding Institute of Polytechnic Surabaya (Indonesian: *Politeknik Perkapalan Negeri Surabaya* hereinafter referred to as PPNS) and Hochschule Bremen, UAS, (hereinafter referred to as HSB) herewith establish this agreement of cooperation.

The purpose of this is to promote and expand international understanding, development, and cooperation by stimulating and supporting educational, professional and intercultural activities and projects among students, faculty and staff of PPNS and HSB, and the respective communities that support these institutions. This sets forth and describes general and specific aspects of the agreement, with the understanding that on the basis of the regular review of activities, the document, in both its general and specific content, may be revised with the mutual consent of both institutions.

General activity areas of mutual interest and concern may include, but are not limited to, the following:

- Student exchange programs.
- Visiting researchers/scholars.
- Faculty exchange programs.
- Collaborative research projects.
- Joint lectures, conferences and seminars.

**Termination of the MOU**

While the intent is that this will continue for a five-year period, PPNS and HSB will annually review this agreement and the activities conducted to determine its status for the ensuing year.

The MOU may be ended through written notice signed by the legal representation of the institutions to include the chief executive officer, chief academic officer, or chief administrative officer of either institution, and delivered to the other party at least six months before the agreement can be terminated.

PPNS and HSB will each designate a contact person assigned the responsibility of coordinating the activities of the agreement. Faculty and staff members of each institution may participate in mutually agreed upon projects.

## STUDENT EXCHANGE

1. Each institution will accept qualified full-time students on a one-for-one basis from the other institution for undergraduate or graduate study, not to exceed two semesters during the academic year (August-May). Summer programs or school sessions are not included in this MOU.
2. The selection procedure by which reciprocal exchange students are chosen is the responsibility of the sending institution. The candidates may be undergraduate or graduate students. The number to be sent by each institution each year will be decided upon by a mutual agreement between the two institutions.
3. Each institution reserves the right to require candidates to complete the admission documents required by each institution. Application fees will be waived.
4. Each institution reserves the right to accept or reject for admission to the institution any candidate on the basis of regular academic selection criteria and to accord such student status as may be appropriate at the time of admission.
5. The acceptance of a student is conditional on obtaining the necessary immigration and travel clearances. The receiving institution will endeavor to assist in obtaining the proper documents.
6. Participating students are subject to the admissions regulations, class performance standards and other policies of the host institution.
7. Students are expected to meet the minimal academic ~~good~~ standing+ requirements of the host institutions.
8. Selected students will, within reasonable limits, attempt to represent their home institution and country to organizations, service clubs, schools, and other host community organizations by making appropriate presentations to them.
9. Participating exchange students pay current tuition charges to their respective home institution. They pay academic and student fees, room and board at the host institution, register for classes, earn credit and live at the counterpart institution for a designated and pre-approved period.
10. Participating exchange students will be assisted with finding affordable housing. Options such as on-campus housing, guest houses, apartments or host families may be offered to the students.
11. The exchange students will be responsible for all transportation, living expenses and costs involved in travel to and from the host institution for the educational experience. This includes travel and living expenses (including vacation periods and between terms), passport expenses, excess luggage, luggage storage and independent travel.
12. The exchange students are responsible for all personal expenses such as telephone calls, books, etc.

13. Each participant is required to have health insurance pursuant to visa regulations (in the US, required for admission to a university) or present evidence of adequate health insurance coverage. All PPNS students are required to have a level of health insurance comparable to the student health insurance plan.
14. The host institution will provide the home institution with a formal record of the participant's academic performance (e.g., a transcript). Courses completed by students at either institution will be accepted for transfer credit by the home institution according to that institution's policies.
15. Violation of host country criminal law by the participant may subject the participant to withdrawal of immigration and academic sponsorship and expulsion from the host country.

### **FACULTY/STAFF EXCHANGE**

The faculty/staff of an institution under the terms of the memorandum may participate in a variety of activities at the other institution.

Such activities may include: faculty exchange for instructional and/or research activities for short-term or extended periods; conferences, seminars and/or lecture series; professional consultation on special projects within the institutions; exchange of short-term visits to explore the development of activities between the two institutions

In general, faculty exchange activities are implemented through a request/review/approval process involving both institutions.

The PPNS and HSB look forward to initiating this agreement with a view toward developing a broad range of long-term and mutually beneficial academic activities.

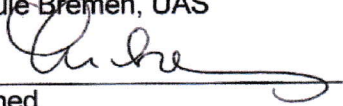
### **GRADUATE DEGREE PROGRAMS**

1. Course credit earned by students under the PPNS/ HSB Memorandum of Understanding can, with the approval of the home institution, be applied toward degree requirements at the home institution. Since most of the PPNS/ HSB exchange students spend one or two semesters at the exchange institution, this provision allows students to minimize or eliminate time they may have otherwise lost toward graduation at their home institution.
2. On an occasional basis, there may be exchange students who wish to remain at the visiting institution or return there at a later date to earn an academic degree. In such cases, the student must fulfill all the requirements for admission to the program of choice at either PPNS or HSB, formally apply, and be admitted by the receiving institution. Some credits (usually between 9 - 12) earned as an exchange student may be applied to the graduate degree program, pending review by the faculty and the Dean of the Graduate School. Some credit (usually 9-12 credit hours) earned at the home university may be applied toward the graduate degree, pending approval by the faculty and the Graduate School Dean

3. Under normal circumstances, degree seeking students at PPNS will be required to pay for a minimum of one semester of study. This can be accomplished in a number of ways, including but not limited to, personal resources, research grants, graduate assistant positions.
4. Students wishing to stay longer than one academic year will be counted as degree-seeking students and will be subject to applicable tuition & administrative fees.
5. Ideally, the thesis should be mentored by a responsible faculty member at both universities. The completed thesis will be defended at both the home university and the visited university.
6. The requirements of the academic degree programs, such as residence, credits, required courses and thesis vary from program to program but are described in the literature of PPNS and HSB
7. It is important to note that the above provision is designated as a "Dual" rather than as a "Double Degree." While it may happen that a student earns a degree from both PPNS and HSB, such degrees are totally separate from each other, and are authorized individually by each participating institution.

The agreement has been prepared in two original copies. Both of them are equally valid.

Prof. Dr. Karin Luckey  
Rector  
Hochschule Bremen, UAS



Date Signed

January 22nd, 2014  
Hochschule Bremen  
Rektorin  
Neustadtswall 30  
D – 28199 Bremen

**Contact person for HSB:**  
Prof. Dr. Hans Gudenschwager  
Head of Department  
Naval Architecture and Ocean Engineering  
Faculty 5  
Hochschule Bremen Univ. of Applied Sciences  
Neustadtswall 30  
28199 Bremen  
Germany

Ir. Muhammad Mahfud M.MT., FRINA  
Director  
Shipbuilding Institute of Polytechnic Surabaya



Date Signed

11 February 2014



**Contact person for PPNS:**  
Ir. Muhammad Mahfud, M.MT., FRINA  
Director  
Shipbuilding Institute of Polytechnic Surabaya  
Jl. Teknik Kimia, ITS Campus  
Keputih, Sukolilo  
Surabaya 60111,  
Indonesia