Partner Logo		Office/ Faculty/ Unit Logo

MEMORANDUM OF AGREEMENT

Between
[Name Leadership Unit]

and
[Name Partner]

Regarding

Based on one of the topic in MoU or state one topic

Letter Number: /R/LN/2025
Letter Number:

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into and executed by and between the parties hereto, namely:

UNIVERSITAS MUHAMMADIYAH PROF. DR. HAMKA, an institution established in 1958, represented in this agreement by Leadership Office/Faculty/Unit Position **Full Name and Title Leadership Unit.**, and hereinafter referred to as **"UHAMKA".**

and

[NAME PARTNER], an institution of higher learning created by ..... located in ....., represented in this agreement by its Position Partner **[NAME PARTNER].**, and hereinafter referred to as **"....."**.

WITNESSETH

WHEREAS, [NAME PARTNER] is mandated to perform its four-fold functions such as instruction, research, extension and production;

WHEREAS, [NAME PARTNER] through its extension program is tasked to plan, implement and evaluate its extension program through its continuing education and literacy, technical consultancy services to the community and creating linkages between and among local, national, international institutions / agency;

WHEREAS, [NAME OFFICE/ FACULTY/ UNIT UNIVERSITAS MUHAMMADIYAH PROF. DR. HAMKA] with the vision to become a leading in Indonesia that produces superior human resources, highly competitive, with a global outlook towards an International University.

WHEREAS, [NAME OFFICE/ FACULTY/ UNIT UNIVERSITAS MUHAMMADIYAH PROF. DR. HAMKA] and [NAME PARTNER] agreed to enter a Memorandum of Agreement and research collaboration to promote academic development of both institutions.

Initials			
The First Party		The Second Party	

WHEREAS, one of the activities for this academic collaboration is the conduct of **International Studies Cultural Exchange and Local Values in the World** for the increase of cultural understanding of Indonesian and foreign culture.

WHEREAS, the **[NAME OFFICE/ FACULTY/ UNIT UNIVERSITAS MUHAMMADIYAH PROF. DR. HAMKA]** will conduct the **"International Studies Cultural Exchange and Local Values in the World"** in partnership with **[NAME PARTNER].**

NOW THEREFORE, for and in consideration of the foregoing premises and mutual above premises and of mutual covenants, agreement and stipulations hereinafter set forth, all parties, agree to collaborate on speakership, member of the scientific committee, and technical working group.

Verse 1. Duties and Responsibilities of UHAMKA
The **[NAME OFFICE/ FACULTY/ UNIT UNIVERSITAS MUHAMMADIYAH PROF. DR. HAMKA],** shall:

1. .....;
2. .....;
3. .....

Verse 2. Duties and Responsibilities of [NAME PARTNER]
The **[NAME PARTNER],** shall:

1. .....;
2. .....;
3. .....

Verse 3. Legislations
Both parties ensure that the contents of the topics, lectures do not violate the laws of Indonesia and country name.

Verse 4. Organizing Committee
The organizing committee shall be composed of personnel from **[NAME OFFICE/ FACULTY/ UNIT UNIVERSITAS MUHAMMADIYAH PROF. DR. HAMKA]** and **[NAME PARTNER].**

Verse 5. Duration of Term of the Agreement
This Agreement shall become effective upon execution thereof and shall be completed on February 6, 2025 to February 6, 2030 ; provided, however, that there shall be flexibility in the project duration as long as the project deliverables upon both parties are met.

Verse 6. Changes
No modification of this Agreement of any of its provisions shall be made by virtue of an amendment duly signed by both parties concerned.

Initials			
The First Party		The Second Party	

Verse 7. Force Majeure

No party shall be liable to the other for the delay or non-performance of its obligations under this Agreement arising from any causes or causes beyond its reasonable control, including without limitations, any of the following; government act, war, fire, flood, explosion, or civil commotion.

Verse 8. Correspondence

Notification and exchange of information as the implementation of the Memorandum of Understanding can be submitted in writing to:

[NAME OFFICE/ FACULTY/ UNIT UNIVERSITAS MUHAMMADIYAH PROF. DR. HAMKA]

EXAMPLE

Name	:	Dr. Ratih Novita Sari Head of Cooperation and International Affairs Division
Address	:	Universitas Muhammadiyah Prof. DR. HAMKA Jl. Raya Bogor KM.23 No.99, RT.4/RW.5, Kp. Rambutan, Kec. Ciracas, Kota Jakarta Timur, Daerah Khusus Ibu Kota Jakarta 13830.
Telephone	:	(+62) 811 8881 6610
Email	:	oia@uhamka.ac.id

[NAME PARTNER]

Name	:
Address	:
Telephone	:
Fax	:
Email	:

IN WITNESS WHEREOF, the parties hereunto affix their signatures on Thursday, February 6, 2025.

Signed on behalf of Universitas Muhammadiyah Prof. DR. HAMKA	Signed on behalf of Name Partner
[Name Office/ Faculty/ Unit] [Position]	[Name] [Position]

Initials			
The First Party		The Second Party	