

MEMORANDUM OF UNDERSTANDING
BETWEEN
PT BBH Investment (THE SANCHAYA)
AND
BATAM TOURISM POLYTECHNIC
COOPERATION IN THE EXECUTION OF EDUCATION AND TRAINING
OF HOTEL MANPOWER TRAINING

This Memorandum of Understanding is entered into between **The Sanchaya**, a company incorporated in Bintan, Kepri – Indonesia, and having its registered address at Jalan Gurindam Duabelas Plot 5, Lagoi Bay, P.Bintan, Kepri - Indonesia of one part and **BATAM TOURISM INSTITUTE** and having its address at Jalan Gajah Mada, The Vitka City Complex, Tiban, Batam, Kepri – Indonesia (hereinafter referred to as “**BTP**”) of the other part.

The parties are now desirous of entering into an understanding in respect of the provision of practical training attachment at **The Sanchaya** for students of **BATAM TOURISM POLYTECHNIC**

NOW IT IS HEREBY UNDERSTOOD AS FOLLOW:

1. OBJECTIVES

- 1.1 **The Sanchaya** with its principal business in leisure and hospitality will provide its facilities for practical training to the students of BTP.
- 1.2 BTP will provide 3 students for the first period of attachment, or such number of students as the parties may agree to in writing, consisting of 1 student to be assigned to Room Division, 0 student to be assigned to Food and Beverage Service, 2 students to be assigned to Food Production and 1 students to be attached to Bakery and Pastry Production.
- 1.3 **The Sanchaya** will specify its requirements on the type of students suitable for practical training attachment and BTP will select the students based on the said requirements and forward a list of the students selected together with their details to **The Sanchaya** for approval in enrolling for practical training attachment.
- 1.4 This Memorandum of Understanding on the agreement for practical training attachment shall take effect from 01 July 2015 for a duration of two (2) years until 30 June 2017, which may be extended by mutual consent of both parties in writing or earlier terminated by either party in accordance with the provisions hereinafter provided.

2. PRACTICAL TRAINING ATTACHMENT

2.1 The practical training attachment at **The Sanchaya** will be for 16 – 24 weeks. Each subsequent period of attachment shall commence on the day immediately following the last day of attachment of the preceding batch of students.

2.2 Each practical training day will be for a period of eight (8) hours.

2.3 Practical training will be scheduled to be six (6) days with a day break in a week.

2.4 Practical training will not be conducted during public holidays recognized by **The Sanchaya**.

2.5 During the duration of practical training attachment, **The Sanchaya** will provide the students with the following:

- a. practical training subsistence allowance of three hundred thousand rupiah (Rupiah : 300,000) per month and payable at the end of the calendar month.
- b. rent free accommodation on a shared basis
- c. two meals for each day during working hour.
- d. NO medical consultation by company's doctor.
- e. uniforms to be worn during practical training.
- f. free laundry service for the uniforms provided

2.6 In consideration of the above provisions under clause 2.5, the students undertake:

- a. to pay for their own expenses including hospitalization, life and personal accident insurance, and fiscal exit tax.
- b. to expend and devote their efforts and attention in diligently performing the practical training as scheduled.
- c. to observe and comply with the rules, regulations and standing orders as may be in force from time to time governing the conduct and discipline in **The Sanchaya**.
- d. to wear clean and ironed uniforms at all time during practical training hours.
- e. to adhere to all work procedures and rules of the assigned sections/departments.
- f. to comply with and carry out all duties and instructions given by any authorised officer of **The Sanchaya**.
- g. to refrain from divulging any confidential information of the hotel.
- h. to submit a copy of the Supervised Field Training report to **HR/Training** for review and approval before submitting it to **BTP**.

2.7 In the event that any of the students:

- a. abandon the practical training before the completion of the practical training attachment without the written consent of the company; or
- b. fails or refuses to attend the practical training as scheduled; or
- c. is incapacitated by illness or injury from performing the practical training attachment; or
- d. by his/her own conduct render himself/herself incapable or unsuitable in the opinion of **estate** to continue with the practical training attachment; or
- e. breaches any of his/her undertakings under clause 2.6 above then in any such case, **estate** is entitled to terminate his/her practical training.

3. HOTEL UNDERTAKINGS

3.1 **The Sanchaya** will provide transportation for the students from near harbour (Tanjung Uban) to Dormitory/Estate and vice versa for their departure upon completion of the practical training attachment.

- 3.2 **The Sanchaya** will issue a testimonial or certificate to students who have successfully completed the practical training attachment.
- 3.3 **The Sanchaya** will provide accommodation (subject to availability) and meals and the type to be determined at its sole discretion to the instructors who come to monitor the progress and performance of the students.

4. **BTP UNDERTAKINGS**

- 4.1 BTP will take the necessary steps in selecting students who are medically fit and with the ability to communicate in English, both oral and written.
- 4.4 BTP will take the necessary steps in briefing the students on the requirements of practical training attachment as enumerated in clause 2 above.
- 4.5 BTP will at its own expenses be responsible for sending a maximum of two (2) instructors every three months per batch of attachment to monitor the progress and performance of the students.
- 4.6 BTP will at its own expenses be responsible for providing transportation and all miscellaneous expenses and charges incurred by the instructor.
- 4.7 BTP will ensure that the instructor review the progress and performance of the students with the authorized officer of **estate**.
- 4.8 BTP will ensure that the students submit a copy of the Supervised Field Training report to **estate** Human Resource Department for review and approval before submitting it to the school.

5. **TERMINATION**

- 5.1 Either party shall have the rights at any time to terminate this Memorandum of Understanding by giving the other one (1) month's written notice without having to assign any reason whatsoever.
- 5.2 Upon termination of this Memorandum of Understanding, neither party shall have any claim whatsoever against the other.



6. MISCELLANEOUS

6.1 This Memorandum of Understanding shall supersede any prior understanding and correspondence, either oral or written.

6.2 No amendment in respect of this Memorandum of Understanding shall be made unless agreed to and acknowledged in writing by the respective parties concerned.

IN WITNESS WHEREOF, the parties here to have unto set their hands on this Friday of 9 January 2015.

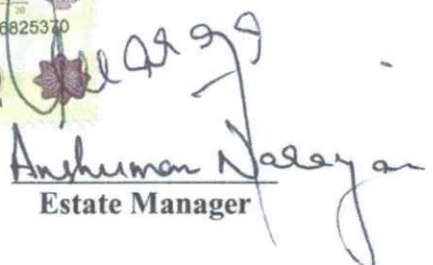
**For and on behalf of
BATAM TOURISM POLYTECHNIC,**



Tatang Rukhiyat
Director

**For and on behalf of
PT BBH Investment
(THE SANCHAYA),**




Anshuman Nalayan
Estate Manager

Lampiran The Sanchaya Bintang

No	Periode	Jumlah	NIM	Nama mahasiswa
1	Januari - Juli 2019	2	2017030033	Dimas Arjuna
2			2017030040	Dede Afriana
3	Juli - Desember 2019	1	2018030023	MUHAMMAD IQBAL HARDIYANTO
4	Januari - Juli 2023	1	2021030018	Irvan Saputra Batubara
5	Juli - Desember 2023	2	2022030003	Devanti Puspita Hadini
6			2022030052	Dede Putri Rahayu Anjelina