

MEMORANDUM OF AGREEMENT

between



UNIVERSITI KEBANGSAAN MALAYSIA

and



**INSTITUT AGAMA ISLAM NEGERI SYEKH NURJATI
CIREBON, INDONESIA**

**MALAYSIA – INDONESIA INTERNATIONAL COLLABORATION
ON ECONOMICS, MANAGEMENT AND ACCOUNTING
(MIICEMA)**

**MEMORANDUM OF AGREEMENT
BETWEEN
UNIVERSITI KEBANGSAAN MALAYSIA
AND
INSTITUT AGAMA ISLAM NEGERI SYEKH NURJATI CIREBON, INDONESIA
MALAYSIA – INDONESIA INTERNATIONAL COLLABORATION ON ECONOMICS,
MANAGEMENT AND ACCOUNTING (MIICEMA)**

THIS MEMORANDUM OF AGREEMENT (hereinafter referred to as “this Agreement”) is made on this 20th day of November 2023

Between

UNIVERSITI KEBANGSAAN MALAYSIA, a higher educational institution established under the Universities and University Colleges Act 1971 (Act 30) and having its address at Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan, Malaysia (hereinafter referred to as “**UKM**”) of the first part;

And

INSTITUT AGAMA ISLAM NEGERI SYEKH NURJATI CIREBON, an institution of higher learning in Indonesia and having its address at Jl. Perjuangan Bypass Sunyaragi Cirebon, West Java, Indonesia, and for the purpose of this Agreement is being represented by its Faculty of Islamic Economics and Business (hereinafter referred to as “**IAIN SYEKH NURJATI**”) as the second part;

UKM and **IAIN SYEKH NURJATI** hereinafter referred to collectively as “the Parties” and singularly as “the Party”.

WHEREAS:

- A. **UKM** is one of five research universities in Malaysia with a strategic direction to be regional leader in academic and research excellence. In taking various initiatives to enhance its academic and research capabilities, **UKM** has established partnerships with various organisations. **UKM** through its faculties and institutes offers undergraduate and postgraduate courses in various fields. **UKM**, for the purpose of this agreement, is being represented by its Faculty of Economics and Management.
- B. **IAIN SYEKH NURJATI** is the only Islamic state university located in the three regions of Cirebon which includes Cirebon, Indramayu, Majalengka, and Kuningan which is currently transforming towards a cyber university.
- C. The purpose of this Agreement is to further develop a conference namely the Malaysia – Indonesia International Collaboration on Economics, Management and Accounting

(hereinafter referred to as “**MIICEMA**”) network and initiative beyond the international conference and academia, it is stressing on the new areas of cooperation that shall be complementary to the activities carried out in the MIICEMA framework as in **Appendix A**

- D. Desiring to implement MIICEMA through developing collaboration among the Parties, The Parties shall at all times for the common benefit of the Parties agree to use their best endeavour to ensure the success of this Agreement.

NOW THIS AGREEMENT WITNESSETH as follows:

DEFINITIONS

In this Agreement, except insofar as the context or subject matter otherwise indicates or requires, the following terms and expressions shall have the following meanings:

“Agreement”	means this Agreement and all Schedules and or Appendices and/or Annexures to it;
“Background Intellectual Property”	means any Intellectual Property owned by the Parties prior to the commencement of this Agreement and which is made available by a Party or Parties to carry out the MIICEMA or to achieve the outcome;
“Secretariat”	means a party which is responsible for managing, monitoring and supervising MIICEMA and for the purpose of this agreement, it shall mean the Faculty of Economics and Management, Universiti Kebangsaan Malaysia, Malaysia;
“Commencement Date”	means on 6 th June 2023 irrespective of the date first appearing on this Agreement;
“Confidential information”	means all information passing from the Disclosing Party to the other Party relating to the MIICEMA;
“Intellectual Property”	means all rights in relation to inventions (including patents), registered and unregistered trademarks (including service marks), copyright, and confidential information in the industrial, scientific and artistic fields;

“MIICEMA”	means the Malaysia – Indonesia International Collaboration on Economics, Management and Accounting as set out in Appendix A attached to this Agreement;
“Project Intellectual Property”	means any Intellectual Property arising from or out of the Collaboration Program and contributing to the Intended Project Outcome;
“Terms”	means five (5) years from the Commencement Date of this Agreement and may be further extended subjected to mutual agreements, with or without change of any term, through writings.

NOW THE PARTIES HEREBY AGREE AS FOLLOWS:

1. OBJECTIVES AND PURPOSES

- 1.1 The purpose of this Agreement is to set forth the understanding of Parties with respect to their respective roles and responsibilities in this Agreement on the collaboration of executing the MIICEMA extensively to further develop the MIICEMA network and initiative beyond the international conference and academia.
- 1.2 The Parties intend to incorporate the center of MIICEMA which its headquarters shall be at Faculty of Economic and Management, Universiti Kebangsaan Malaysia. The purpose and/or objectives of the said center is as mentioned in **Appendix A**.
- 1.3 The Parties hereto shall collaborate with each other in the best common interests of the terms and conditions of the Agreement in an accurate manner and shall observe good faith towards each other in all matters in connection with this Agreement.

2. TERMS, DURATION AND ENTRY INTO FORCE

- 2.1 Irrespective of the date of signing, this Agreement shall take effect from the 6th June 2023 (“Commencement Date”) and shall remain in force for a period of **five (5) years** subject to review and modification as mutually agreed upon.
- 2.2 The Parties agree that if either Party wishes to extend the term of this Agreement, it may be extended by the decision in writing of the Joint Council. the Party must notify the other Party in respect of the intention to extend this Agreement and thereafter submit the extension notification to the Joint Council at least three (3) months prior to the termination of this Agreement.

- 2.3 After the completion of its internal legal procedures for the entry into force of this Agreement, the Parties shall give written notification to the Secretary-General of MIICEMA, who shall, immediately notify all member when all of the MIICEMA Member States have finished the said procedures.

3. TERMINATION AND WITHDRAWAL

- 3.1 Either Party may terminate this Agreement at any time by giving no less than the requisite two (2) months written notice to the other Party before the termination takes place. No penalty shall be imposed in the event of termination.
- 3.2 Upon the termination of any parties from the Agreement abovementioned, this Agreement will be thereafter considered null and void. Parties shall proceed to take immediate steps to cease in a prompt and orderly manner and hand over all plans, records, documents, specifications and similar material back to the respective Parties.
- 3.3 Upon the termination, the terminating Party shall be regarded as withdrawing party from the MIICEMA. Such withdrawal shall also be informed by no less than two (2) months' notice in writing to the MIICEMA Secretary-General and upon receiving such a notice, the Secretary-General of MIICEMA shall inform the other surviving Party.
- 3.4 A withdrawal shall not affect the financial obligations of other surviving Parties in which all fees previously paid in respect of the MIICEMA shall remain the property of **UKM** and **IAIN SYEKH NURJATI** shall make no claim in respect thereof. **IAIN SYEKH NURJATI** further agrees to pay **UKM** all fees accrued or due as at the date of such termination or expiration within fourteen (14) days of the date of termination.
- 3.5 The membership of the Party who desires to withdraw shall cease at the end of the fiscal year of the Centre in which such notification is made.

4. ROLES AND OBLIGATIONS

4.1 General Principles

- 4.1.1 Each Party undertakes to take part in the efficient implementation of the MIICEMA, and to cooperate, perform and fulfil, promptly and on time, all of its obligations under the term of reference under this Agreement, if applicable, and this Agreement as may be reasonably required from it and in a manner of good faith as prescribed by law.

4.1.2 Each Party undertakes to notify promptly, in accordance with the governance structure of the MIICEMA and directly to the Secretary-General, any significant information, fact, problem or delay likely to affect the MIICEMA or submission of the deliverables or reports in accordance with the Agreement.

4.1.3 Each Party shall promptly provide all information in its possession reasonably required by the Secretary-General or by the Joint Council to carry out its tasks.

4.1.4 Each Party shall take reasonable measures to ensure the accuracy of any information or materials it supplies to the other Parties.

4.2 Structural Principles

4.2.1 Governing Organization

The first Party enters into this Agreement shall be known as 'Governing Organization' of MIICEMA which also shall act and addressed as Secretariat. The Secretariat will be the guarantor of MIICEMA's existence. Secretariat shall manage and lead the activities as mentioned in the **Appendix B**.

4.2.2 Supporting Country Partner

Supporting Country Partners are international institutions which shall officially and symbolically support MIICEMA. It also channels their interest and existing initiatives to be promoted through MIICEMA activities. Supporting Country Partner shall manage and lead the activities as mentioned in the **Appendix B**.

5. GOVERNANCE STRUCTURE

5.1 General Governance

The operation of the Centre shall be governed by three (3) main bodies which are:

- a) the Policy-Making Body; The Policy-Making Body shall be the highest authority represented by the Joint Council;
- b) the Advisory Body; The Advisory Body provides policy advice to the Secretariat and is represented by the Joint Executive Board.; and
- c) the Secretariat; The Secretariat is the operating body responsible directly to the Joint Executive Board and the Joint Council.

5.2 Joint Council

Joint Council is all Dean involved under this Agreement. The roles of Joint Council are mentioned in **Appendix B**.

5.3 Joint Executive Board

Join Executive Board is the Dean of the Faculty of Economics and Management, Universiti Kebangsaan Malaysia (as a Chairman), the Secretary General from the Faculty of Economics and Management, Universiti Kebangsaan Malaysia, and three (3) selected universities (Universitas Gadjah Mada, Indonesia; Universitas Indonesia, Indonesia; and Institut Pertanian Bogor, Indonesia). The members can be added if necessary. The roles of Joint Executive Board are as mentioned in **Appendix B**.

5.4 MIICEMA Centre Secretariat is at the Faculty of Economics and Management Universiti Kebangsaan Malaysia. The roles of MIICEMA Secretariat are as mentioned in **Appendix B**.

6. MEMBERSHIP FEE AND FUNDING

6.1 The Parties shall contribute an amount of money to be agreed by Parties necessary for the operation of the Centre. The Members shall also consider the importance of maintaining the sustainability of the funding sources concerning the implementation of the Centre's goals.

6.2 The expenses borne by Secretariat shall be as follows:

- a) the memberships fee for each partner institution will be USD\$500 which shall cover the operational expenditures of the program, including:
 - i. the development of the MIICEMA website;
 - ii. costs associated with certification; and
 - iii. costs associated with promoting the MIICEMA program;
- b) additional fees will be charged for the international conference based on all Parties' involvement.
- c) The membership fee shall be made payable to the Secretariat.

6.3 The statement of financial account of the Centre shall be annually examined and duly approved by the external auditors following international accounting standards.

- 6.4 The expected due date for the membership fee is every 31st of March yearly. If there is any difficulty to meet the expected payment date, members should please inform the committee during the regular meeting.

7. SETTLEMENT OF DISPUTES

- 7.1 The Council shall make provisions for appropriate modes of settlement of:
- a) legal claims of a civil nature to which the Centre is a party other than those referred to in this article, and
 - b) disputes involving any officials of the Secretariat who enjoys immunity under the provisions of this Agreement,
- 7.2 Any disputes or differences between the Parties arising out of the interpretation and/or implementation and/or application of any of the provisions of this Agreement shall be settled amicably through mutual consultation and/or negotiations between the Parties through diplomatic channels.

8. PROTECTION OF INTELLECTUAL PROPERTY RIGHTS

- 8.1 The protection of intellectual property rights shall be enforced in conformity with the respective national laws and regulations of the Parties and with international agreements which the Parties are party to.
- 8.2 The use of the name, logo and/or official emblem of any one of the Parties on any publication, document and/or paper, pursuant to this Agreement, is prohibited without written approval by that Party.
- 8.3 Notwithstanding anything contained in Article 8.1 above, a Party shall own the intellectual property rights in respect of any technological development, which were solely and separately developed by that Party. Where such technological development has been developed by two or more Parties, the intellectual property rights in respect of such technological development shall be owned jointly by those Parties, through a separate mutually agreed contract, unless otherwise agreed by them.

9. SUSPENSION

Each Party reserves the right for reasons of national security, national interest, public order or public health to suspend temporarily, either in whole or in part, the implementation of this Memorandum of Agreement which suspension shall take

effect on the date on which the last Party receives written notification through diplomatic channels.

10. UNDERTAKINGS BY THE PARTIES

- 10.1 Each of the Parties warrants that it has the experience and capability, including access to sufficient and competent personnel and facilities to efficiently and expeditiously perform the MIICEMA for the purpose of the Collaboration in accordance with this Agreement.
- 10.2 The Parties warrant that they possess the relevant qualifications, experience and expertise in respect of the MIICEMA to be rendered hereunder and is competent to so perform.
- 10.3 The Joint Council warrants that the MIICEMA shall be carried out in accordance with internationally recognised professional standards for similar collaboration and with reasonable care and skill and that the MIICEMA shall not infringe any third-party intellectual property rights.
- 10.4 If any of the Parties believes that the other Party (s) may have breached any of the above undertakings, the Party who has such belief shall promptly notify the other Parties in writing, briefly describing the breach. The Parties shall immediately begin good faith discussion to establish whether there is a breach and if so, Parties shall agree on a mutually acceptable method and schedule to remedy the breach and, if applicable, to re-perform specific Project at no additional charge to either of the Parties.

11. CONFIDENTIALITY

- 11.1 Each Party shall undertake to observe the confidentiality and secrecy of documents, information and other data received or supplied by another Party during the period of the implementation of this Memorandum of Agreement or any other agreements made pursuant to this Agreement.
- 11.2 The Parties agree that the provisions of this Article shall continue to be binding between the Parties notwithstanding the termination of this Agreement.

12. ASSIGNMENT

The Parties agree that no Party shall give possession or assign all or any part of this Agreement to any third party without the prior written consent of the other Party.

13. AMENDMENTS

- 13.1 Either Party may propose amendments to this Agreement. A proposed amendment shall be communicated to the Secretary-General who shall communicate it to the other Contracting Parties at least six (6) months in advance for the consideration by the Joint Council.
- 13.2 Amendments to this Agreement shall be adopted by the Joint Council and shall require acceptance by the Members of the Centre. However, the amendments involving following matters shall require subsequent acceptance by all Parties before they come into force:
- a) fundamental alteration in the purpose or the functions of the Centre;
 - b) change relating to the right to withdraw from this Agreement;
 - c) introduction of new obligations for any Party;
 - d) change in the provisions regarding privileges and immunities of the Centre and the persons related to the activities of the Centre; and
 - e) other matters determined by the Joint Council which is deemed to be important.
- 13.3 Amendments approved and accepted by the Parties shall enter into force upon the date of the last deposit of the instruments of acceptance with the MIICEMA Secretariat.

14. FORCE MAJEURE

No Party hereto shall be held responsible or liable or be deemed to be in default or in breach of this Agreement for its delay, failure or inability to meet any of its obligations under this Agreement (other than any obligation to pay money as mutually agreed in writing) caused by or arising from any cause which is unavoidable or beyond the reasonable control of such party, including war, warlike operations, riot, insurrection, orders of government, strikes, lockouts, public health emergencies, quarantines, disturbances or any act of God or other cause which frustrates the performance of this Agreement.

15. NOTICE

Any communications under this Agreement will be in writing in the English or Malay or Indonesian language and delivered by registered mail to the address or sent to the electronic mail address or facsimile number of **UKM** or **IAIN SYEKH NURJATI**, as the case may be, shown below or to such other address or electronic mail address or facsimile number as either Party may have notified the sender and shall, unless otherwise provided herein, be deemed to be duly given or made when delivered to the recipient at such address or electronic mail address or facsimile number which is duly acknowledged:

To **UKM:**

Dean
Faculty of Economic and Management
Universiti Kebangsaan Malaysia
43600 UKM Bangi
Selangor Darul Ehsan, Malaysia

Telephone : +603 8921 5360
Facsimile : +603 8925 1821
E-mail : dfep@ukm.edu.my
Attention to : Secretariat of MIICEMA

To **IAIN SYEKH NURJATI:**

Dean
Faculty of Islamic Economics and Business
Institut Agama Islam Negeri Islam Syekh Nurjati Cirebon
Jl. Perjuangan By Pass Sunyaragi
Cirebon 45132
Indonesia

Telephone : (0231) 481264
Facsimile : (0231) 489926
E-mail : info@syekhnurjati.ac.id

16. GENERAL

- 16.1 This Agreement shall be read and construed according to the laws presently in force in Malaysia.
- 16.2 Any difference or dispute between the Parties concerning the interpretation and/or application of any of the provision of this Agreement shall be settled amicably through mutual consultation and/or negotiations between the Parties without reference to any third party.
- 16.3 Any change to the terms of the Agreement must be in writing, mutually agreed on and signed by the Parties.
- 16.4 Should any provision of this Agreement be held by a Court to be unlawful, invalid, and unenforceable or in conflict with any rule, statute, ordinance or regulation, the validity and enforceability of the remaining provisions shall not be thereby affected.

- 16.5 The Parties shall not be bound by any amendment or addition to this Agreement except where the Parties have agreed expressly in writing to be so bound.
- 16.6 This Agreement constitutes the entire agreement between the Parties. Any prior arrangements, agreements, representations or undertakings are hereby superseded.
- 16.7 Time shall be in the essence of the contract in relation to all provisions of this Agreement.
- 16.8 The official language of this collaboration shall be English and/or Bahasa Malaysia and/or Bahasa Indonesia.

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IN WITNESS WHEREOF, the undersigned being duly authorized thereto, have signed this Agreement as of the day and year first above written in two (2) original texts.

SIGNED for and on behalf of
UNIVERSITI KEBANGSAAN MALAYSIA:

PROF. DATO' GS. TS. DR.
MOHD. EKHWAN HJ. TORIMAN
Vice-Chancellor
Universiti Kebangsaan Malaysia

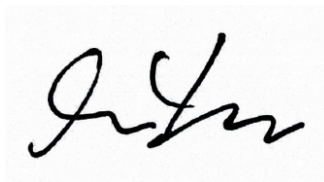
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In the presence of:

PROF. DR. AINI AMAN
Dean
Faculty of Economics and Management
Universiti Kebangsaan Malaysia

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SIGNED for and on behalf of
INSTITUT AGAMA ISLAM NEGERI SYEKH NURJATI CIREBON, INDONESIA:

PROF. DR. H. AAN JAELANI, M.Ag.
Rector
Institut Agama Islam Negeri Syekh Nurjati Cirebon]

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In the presence of:

DR. H. DIDI SUKARDI, M.H.
Dean
Faculty of Islamic Economics and Business
Institut Agama Islam Negeri Syekh Nurjati Cirebon]

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APPENDIX A

MALAYSIA – INDONESIA INTERNATIONAL COLLABORATION ON ECONOMICS, MANAGEMENT AND ACCOUNTING (MIICEMA)

1. OBJECTIVE

The objectives of the Centre are:

1. to support the implementation of the terms of reference as in Appendix B; focusing on education (academia), research, and services among members that relate to economics, management, and accounting programs signed under the umbrella of the Framework Agreement;
2. to enhance two-way international academia between Malaysia and Indonesia and further cultivate trade partnerships to jointly promote education programs at the international level;
3. to enhance interaction among the academicians of Malaysia and Indonesia; and
4. to increase people-to-people contacts, public awareness, mutual understanding, as well as active participation among the Malaysian and Indonesian peoples through educational exchanges.

A. Research

1. Matching grants:
 - i. ASEAN Economic Community
 - ii. SDGs / ESG Green Economy and Business / Green Accounting
 - iii. Digital Economy / FinTech / IR4.0
 - iv. Tourism
 - v. Halal Economy and Business
 - vi. Microfinance
 - vii. Impact of Geopolitics on Economy
 - viii. SMEs and Entrepreneurship / Social Business
 - ix. Governance
 - x. Future-Work / Human Resources
 - xi. Marketing and logistics Supply Chain
 - xii. Food Security / Agribusiness
 - xiii. Social Transformation
2. Journal MIICEMA
3. Journal Reviewer

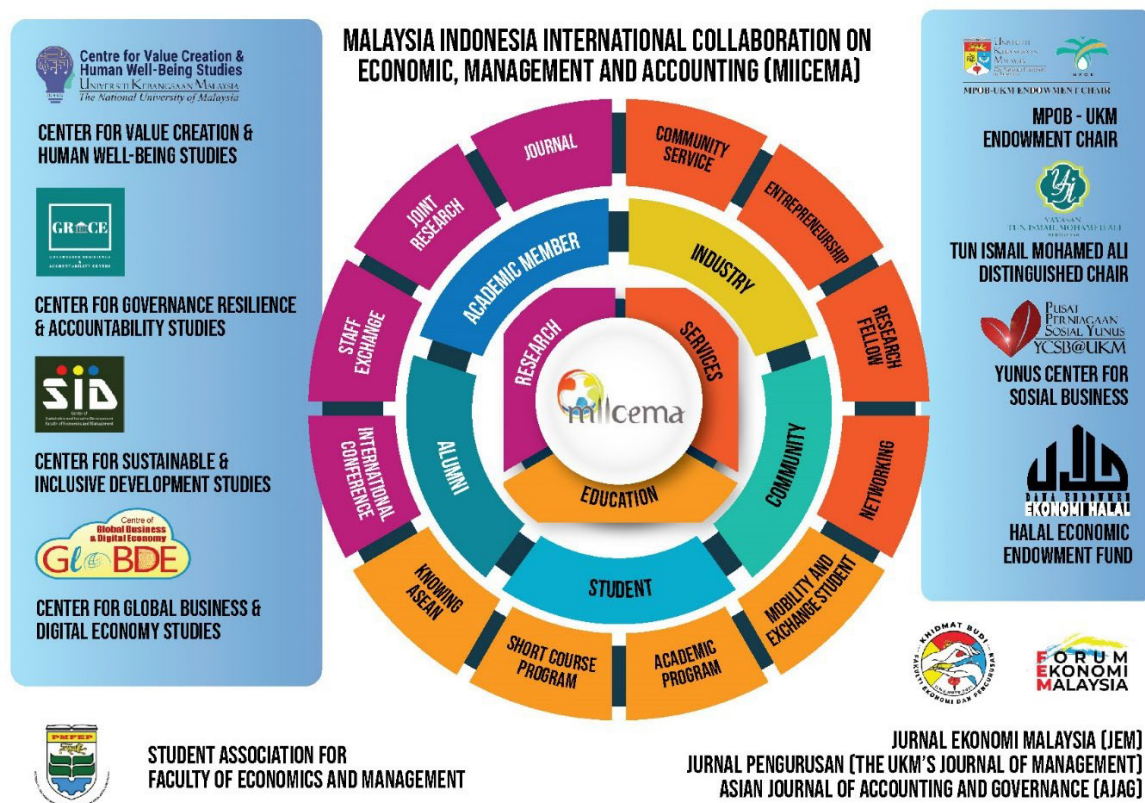
B. Education

1. Mobility Program / Students Exchange
2. Dual Program (Twining Program)
3. Summer Program – Short Course Program
4. Micro-Credential Program
5. Joint Supervision / External Examiner
6. Visiting Scholar
7. Undergraduate Students Conference (S1)
8. Post-Graduate Colloquium (S2 & S3)
9. Quality Assurance
10. Global Curriculum and Teaching Materials (Case Study)
11. International Certification Competency

C. Community Service

1. Cultural Exchange
2. Joint International Community Service
3. Advisory and Consultancy
4. International Exhibition on Economics
5. Social Entrepreneurship (Yunus Centre for Social Business)
6. *Seminar Pengabdian*
7. International Community Journal

D. DIAGRAM OF MIICEMA



APPENDIX B

TERMS OF REFERENCE (TOR)

MALAYSIA – INDONESIA INTERNATIONAL COLLABORATION ON ECONOMICS, MANAGEMENT AND ACCOUNTING (MIICEMA)

1. ROLES AND ACTIVITY

1.1 Role as the Parties - Governing Organization:

1. the organization's general development;
2. partnership relations & quarterly held physical or virtual meetings;
3. advisor relations & quarterly held physical and virtual advisor meetings;
4. social media & web presence;
5. serve as a central coordinator of information, advice, and activities to provide comprehensive educational information to the peoples of Malaysia and Indonesia;
6. serve as a central investment promotion unit creating sectoral linkages and facilitating educational opportunities between Malaysia and Indonesia ventures;
7. maintain close cooperation in the fields of exchange, trade, and investment with the members of Malaysia and Indonesia related to the educational purpose;
8. undertake seminars or workshops on topics related to the facilitation of exchange, trade, and investments between Malaysia and Indonesia members;
9. establish a learning center on arts, culture, and language to enhance people-to-people contacts and to improve mutual understanding between the peoples and societies of Malaysia and Indonesia; and
10. look into the possibilities of undertaking people-to-people exchange programs related to the fields of education, research, and services.

1.2 Role as the Party - Supporting Country Partner of MIICEMA:

1. assign a contact person to represent the organization in MIICEMA;
2. participate in quarterly held physical and virtual country partner meetings;

3. officially endorse & support the organization and its mission;
4. participate with presence & representation in the city team's local activities;
5. promote cultures and education by disseminating information on traditional arts, handicrafts, music, dance, drama, movies, and languages of Malaysia and Indonesia and educational opportunities in Malaysia and Indonesia; and
6. undertake such other activities as may be deemed necessary to achieve the purpose of MIICEMA.

2. ORGANISATION BODY

2.1 JOINT COUNCIL

1. The Joint Council shall be the policy-making body and provide policy directives for the Centre.
2. The Joint Council shall comprise the members of the MIICEMA Joint Cooperation Committee.
3. The Joint Council shall be the supreme organ of the Centre and exercise the powers and functions to:
 - a) determine the general policies governing the activities of the Centre;
 - b) approve the plan of operation and work program concerning the operation of the Centre;
 - c) approve the annual work program and the annual budget of revenues and expenditures of the Centre within the framework of the plan of operation and work program as proposed by the Joint Executive Board;
 - d) approve the annual report on the operation of the Centre;
 - e) determine the powers and functions to be entrusted to the Joint Executive Board;
 - f) approve the appointment of the Secretary-General;
 - g) consider and approve the expansion of areas of cooperation besides those referred to in **Appendix B**;
 - h) adopt its own rules and procedure to be the norms and basic regulations for the running of the Centre;
 - i) decide on the disposal of the property and assets of the Centre in case of the dissolution of the Centre, and any other matters connected with the dissolution; and
 - j) decide on and/or approve other important matters concerning the Centre.

4. All the decisions of the Joint Council shall be made by consensus.

2.2 JOINT EXECUTIVE BOARD

1. The Joint Executive Board shall consist of MIICEMA and Council, which shall be established to include representatives from Malaysia and Indonesia institutions involved in educational, publication, and services matters.
2. The Joint Executive Board shall exercise the following functions and other functions as and when entrusted by the Joint Council:
 - a) supervise the activities of the Centre so that the decisions of the Joint Council are effectively implemented;
 - b) function as the Advisory Council to offer advice on policy-related matters;
 - c) exercise the power to guide the Secretary-General with the procedure to recruit staff of the Centre; and
 - d) consider and endorse the annual work program and an annual budget of the Centre as prepared by the MIICEMA Secretariat for consideration and approval of the Joint Council.
3. The Joint Executive Board shall meet regularly or at any time as may be necessary.
4. All the decisions of the Joint Executive Board shall be made by consensus.

2.3 MIICEMA CENTRE SECRETARIAT

1. The MIICEMA Centre Secretariat ("MCS") shall be an executing body, responsible for the day-to-day operation of the Centre, and produce an annual report to the Joint Council.
2. The MIICEMA Centre Secretariat ("MCS") shall consist of a Secretary-General and such professional staff as the Centre may require, who must be nationals of Members.
3. The Secretary-General shall represent the Secretariat as its chief executive and shall be responsible to the Joint Council and the Joint Executive Board.
4. The tenure of the Secretary-General shall be five (5) years on a contract basis. He/she shall be selected and approved by the Joint Council.

5. The Secretary-General shall be a National Member. He/she shall work full-time for the Centre and shall not hold any other position in the government or private organizations.
6. The Secretary-General shall execute the annual work program, administer the annual budget, and implement the decisions of the Joint Council, under the supervision and advice of the Joint Executive Board.
7. The Secretary-General shall prepare an annual report which shall include the annual work program and the annual budget estimates, and present them for approval to the annual meeting of the Joint Council.
8. The Secretary-General shall recruit Directors as heads of divisions. The appointment of Directors shall be approved by the Joint Executive Board. The tenure of Directors shall be on a contract basis and can be renewed by the Joint Executive Board.
9. The terms and conditions of employment of staff shall be set out in staff regulations approved by the Joint Executive Board.

3. ADDITIONAL MEMBERSHIP

1. Any new member desires to enter the Memorandum of Agreement shall be contacting with MIICEMA Secretary-General to be discuss and approved by the current teams' members.
2. Any additional members shall pay the membership fee annually as stated in Article X.
3. If the member joins MIICEMA at the first half of year, they shall pay full membership fee whereas if the new member joins after the half of year, they have the exception to pay in half of yearly fee.
4. Subject to TOR 3.21 above, such member who desires to join MIICEMA shall approach MIICEMA Secretary-General for the purpose of signing a Letter of Intent prior to entry of Memorandum of Agreement indicating the intention to join the MIICEMA. below: -



**LETTER OF INTENT FOR COLLABORATION
BETWEEN
UNIVERSITI KEBANGSAAN MALAYSIA
AND
ISLAMIC STATE INSTITUTE OF SYEKH
NURJATI CIREBON
(IAIN SYEKH NURJATI CIREBON)**

In order to promote the mutual interests between the parties, Universiti Kebangsaan Malaysia represented by **PROF. DR. AINI AMAN** and **DR. H. DIDI SUKARDI, M.H.**, agree to exercise their best efforts to develop the following forms of cooperation:

1. Join and become a member of Malaysia – Indonesia International Collaboration on Economics, Management and Accounting (MIICEMA)

Both parties shall appoint a coordinator from each party for the development and management of joint activities.

Both parties agree to give due acknowledgement to each other on the success of the programs implemented and / or any activities conducted on an ongoing basis through this cooperation.

This document, in and of itself, does not form an enforceable legal contract.

In the event where both parties wish to formalise the abovementioned program, the parties may enter into a Memorandum of Agreement (MoA) of which the MoA shall have a binding effect on both parties.

The undersigned being duly authorised thereto, have signed this Letter of Intent, on this **Tuesday, 13th February 2024**

For
UNIVERSITI KEBANGSAAN MALAYSIA

For
IAIN SYEKH NURJATI CIREBON

.....
PROF. DR. AINI AMAN
Dean
Faculty of Economics and Mangement
Universiti Kebangsaan Malaysia

.....
DR. H. DIDI SUKARDI, M.H
Dean
Faculty of Islamic Economics and
Business
IAIN Syekh Nurjati Cirebon