

Accreditation Agreement

between

Politeknik Ilmu Pelayaran Semarang

Represented by Director Capt. Dian Wahdiana, M.M.

- hereinafter referred to as "University" -

and

**AQAS e.V. (Agentur für Qualitätssicherung durch
Akkreditierung von Studiengängen)** (Agency for Quality Assurance by
Accreditation of Study Programmes, Registered Association [e. V.]),

located at the address: Hohenstaufenring 30-32, 50674 Köln, Germany,
represented by the Managing Director acting on behalf of the Board of Directors

- hereinafter referred to as "AQAS" -

dated 22 February 2022

Section 1

The subject matter of the agreement is the execution of an accreditation procedure for the study programmes listed below:

- Nautical Studies (Diploma 4),
- Marine Engineering (Diploma 4), and
- Port and Shipping Management (Diploma 4)

offered by Politeknik Ilmu Pelayaran Semarang, Indonesia.

Section 2

The University mandates AQAS to review the study programmes it offers and requests an accreditation for these study programmes.

Section 3

The University will provide the application documents until 1 September 2022. The University will inform AQAS if there is a foreseeable delay. AQAS assesses the application as soon as possible for completeness and requests any missing information.

Section 4

AQAS Commission decides on the composition of the panel of experts. AQAS' office informs the University of the composition of the panel of experts.

Section 5

The details and the sequence of actions of the accreditation procedure are defined by the AQAS Commission and specified in the Appendix 1.

Section 6

AQAS endeavours to conclude the accreditation procedure approximately nine months after the AQAS Commission has initialised the procedure.

Section 7

The timeline of the procedures is outlined in Appendix 2 of this agreement. The signatories to this agreement are aware that the annexed timeline reflects an ideal procedure and is not legally binding.

Section 8

- (1) The costs for the accreditation procedure are the following:
 1. A *basic fee* of € 20,710
 2. A *procedure fee* of € 9,580
 3. The total amount is € 30,290.
- (2) The University will arrange and cover the costs for transportation and accommodation for the panel of experts and the accompanying AQAS consultants for the site visit in consultation with AQAS.
- (3) The basic fee is due on signing the accreditation agreement, the procedure fee is due after the Commission of AQAS has taken a decision on the accreditation of the programmes.
- (4) Any actual expenses incurred for the transportation of the experts / consultants to their departure airport that were not prearranged by the University will be charged to the University based on the documented costs together with the procedure fee.

- (5) In case the Commission of AQAS decides to suspend the accreditation procedure based on the findings documented in the expert report, the University is given the opportunity to revise its programmes in a defined period and re-submit the application to AQAS for a second review that takes place in written form (a second site visit is not included). In this case, additional costs in the amount of € 5,000 will be due.

Section 9

- (1) The University is entitled to cancel the agreement. In the case of such cancellation, the full amount of the *basic fee* becomes due. If AQAS receives the written cancellation at the latest eight weeks before the scheduled site visit, the *procedure fee* is waived. In this case, AQAS will only invoice the University for any expenses that may have been incurred by the experts, i.e. travel costs as well as proportionate daily allowances. Should the cancellation take place at a later stage, both the full *basic fee* and the *procedure fee* become due; furthermore, all travel and accommodation costs that have been incurred until the date of cancellation will be charged to the University.
- (2) In case the University cancels or postpones a confirmed site visit all travel and accommodation costs that have been incurred until the date of cancellation or postponement will be charged to the University. Costs for an actual site visit that takes place at a later stage are not impacted by these charges and become due following Section 8 of this agreement.

Section 10

In the event that AQAS's evaluation is negative or if the application for accreditation is cancelled, the University agrees that any information and data connected to the application - as far as this is necessary for the determination of programme identity - can be passed on to other agencies listed in EQAR.

Section 11

1. If either party is prevented, hindered or delayed from or in performing any of its obligations under this Agreement (other than an obligation to make payment) by a Force Majeure Event then:
 - a) that party's obligations under this Agreement shall be suspended for so long as the Force Majeure Event continues and to the extent that that party is so prevented, hindered or delayed;
 - b) as soon as reasonably possible after commencement of the Force Majeure that party shall notify the other party in writing of the occurrence of the Force Majeure Event, the date of commencement of the Force Majeure Event and the effects of the Force Majeure Event on its ability to perform its obligations under this Agreement;
 - c) that party shall use all reasonable efforts to mitigate the effects of the Force Majeure Event upon the performance of its obligations under this Agreement; and
 - d) as soon as reasonably possible after the cessation of the Force Majeure Event that party shall notify the other party in writing of the cessation of the Force Majeure Event and shall resume performance of its obligations under this Agreement.
2. If the Force Majeure Event continues for more than (6) six months after the commencement of the Force Majeure Event either party may terminate this Agreement by giving not less than (30) thirty days' notice in writing to the other party.
3. For the purposes of this clause, „Force Majeure Event“ means any event beyond the reasonable control of a party including, without limitation, strikes, lock-outs, labour disputes, acts of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of machinery, fire, flood or storm.

Section 12

In case of any disputes they shall be solved amicably. If complaints from the University occur the procedure explained in the "Sequence of the Accreditation Procedure" (Appendix 1) will take place.

Section 13

Both parties agree that the exclusive place of jurisdiction is Cologne, Germany.

Signatures

Semarang,

Place, Date

Signature: Director of Politeknik Ilmu Pelayaran Semarang

Cologne,

Place, Date

Signature: Chairman of the Board of AQAS e.V.

Cologne,

Place, Date

Signature: Managing Director AQAS



Appendix 2: Timeline

| Exemplary Schedule | Steps of the accreditation procedure |
|-----------------------------------|--|
| before drafting the documentation | Online workshop on drafting the documents |
| September 2022 | The Polytechnic hands in the draft documentation of the programmes based on the guidelines received from AQAS after signing the contract |
| November 2022 | AQAS provides feedback on the draft documentation |
| 5 th December 2022 | The Standing Commission decides on the initialisation of the procedure |
| February 2023 | The Polytechnic hands in the revised documentation (if necessary) |
| May/June 2023 | The panels of experts visit the Polytechnic and write the final report |
| August 2023 | The Standing Commission decides on the accreditation of the programmes |

APPENDIX 1

SEQUENCE OF THE PROGRAMME ACCREDITATION PROCEDURE

(DECISION OF THE ACCREDITATION COMMISSION OF 23 AUGUST 2016, VERSION OF 11 MAY 2020)

ACCREDITATION PROCEDURES OF STUDY PROGRAMMES FOR HIGHER EDUCATION INSTITUTIONS OUTSIDE OF GERMANY

Preparation of the Accreditation Procedure:

1. AQAS offers an informal and free-of-charge initial consultation at our office in Cologne before the accreditation procedure starts. This consultation covers information on the accreditation procedure, on the requirements for the Self Evaluation Report (SER) and on the criteria.
2. The university mandates AQAS to perform the accreditation procedure. The university receives the contract from AQAS, duly signed by the chair of our board and the managing director. The contract is formally concluded with the university executive. The contract covers all steps of the accreditation procedure, the budget and the intended schedule.

Application for Accreditation:

3. The university drafts a Self Evaluation Report (SER) in accordance with the AQAS guidelines.
 - a) If the study programme has not yet started, the full SER will cover the following documents:
 - accreditation application
 - course/module descriptions
 - study and examination regulations
 - exemplary diploma supplement.
 - b) If the study programme is already running, the SER will include the following documents:
 - accreditation application (incl. student success data and performance indicators, plus examination and student statistics, including a list of the last 50 final papers/theses);
 - evaluation reports (internal/external) (if available),
 - if the study programme has already been accredited:
 - final report for the previous accreditation/accreditation letter,
 - proof that any conditions from the previous accreditation have been met (if any conditions were imposed during the accreditation),
 - course/module descriptions (latest version),
 - study and examination regulations (latest version),
 - exemplary diploma supplement.

The university management will confirm in writing that the resources specified in the SER are available as outlined. The SER and all annexes are sent to AQAS electronically.

4. The university will name a primary contact person for AQAS for the accreditation procedure.
5. The university will suggest a qualification profile for the members of the panel of experts to AQAS.

6. AQAS will assess the application for completeness and will advise the university on the further procedure. If necessary, AQAS will request a revision or completion of the SER.

Decision on the official initialisation of the Accreditation Procedure:

7. AQAS will produce an internal report on the "initial situation" of the study programme(s) outlining the key aspects of the accreditation application. Together with the SER, the report is presented to the AQAS Commission of AQAS e. V. The AQAS Commission will deliberate on the application and will decide upon the official initialisation of the accreditation procedure.
8. AQAS will inform the university about the decision of the commission and will pass on any questions / comments that the AQAS Commission might have. In the event that case the AQAS Commission decided to deny an official initialisation of the procedure, the university will be informed about the reasons and receive advice on the further proceedings from AQAS. After an appropriate revision of the documents, the university may resubmit the application.¹
9. The AQAS Commission of AQAS will appoint the panel of experts. As a basic principle, the panel will consist of professors, one representative from the labour market and one student.

Site Visit at the University:

10. AQAS will inform the university in good time about the members of the expert panel and will allow the university a period of time for any justified objections it may have. Justified objections must be submitted in writing and will be forwarded to the AQAS Commission. The university has neither nomination rights nor veto rights.
11. AQAS will inform the university about the date for the site visit and suggest a schedule for the visit.
12. The university will submit the SER to AQAS in sufficient number for all panel members and AQAS at least eight weeks before the scheduled site visit. If the documents do not reach AQAS on time, this may result in the postponement of the site visit.
13. The experts will review the SER and are requested to submit a short preliminary statement (e.g. two pages) including open questions and potential needs for additional information. AQAS will forward these preliminary statements to the university and the other panel members to increase transparency in the process and the discussions during the site visit.
14. During the site visit, talks will generally be held with the university management, the head(s) of department, the study programme coordinator, lecturers, students and graduates, as well as labour market representatives.
15. If students have already graduated from the programme, the university is requested to randomly choose some representative final papers/theses covering the full spectrum of grades and topics and to provide these for review during the site visit.

¹ This will not affect the costs of the procedure. However, delays to the various stages must be expected.

Completion of the Procedure:

16. The expert panel will produce an assessment report with a recommendation to the AQAS Commission on how to decide on the accreditation application of the programme.
17. Before submitting the report to the AQAS Commission, AQAS will forward the assessment report to the university, including a list of findings of the panel of experts. The university is given the opportunity to comment on the report within two weeks.
18. Based upon the report of the expert panel and the potential statement of the university, the AQAS Commission of AQAS will take a decision on the accreditation of the programme. The AQAS Commission has four decision options: 1) Accreditation; 2) Conditional Accreditation; 3) Postponement of the Decision (suspension of the procedure), or 4) Denial of Accreditation. Based on the findings of the panel of experts, the AQAS Commission will decide on potential conditions, recommendations, or findings. The accreditation period for programmes that already produced graduates is six (6) years. For all other cases, the accreditation period is four (4) years.
19. Following the decision of the AQAS Commission AQAS will inform the university about the result and submit the final version of the report including the decision of the Accreditation commission.
The university has the right to appeal the decision or any imposed conditions. Appeals must be submitted in writing within four weeks after notification of the decision. In case of an appeal, the case is once again presented to the AQAS Commission for decision. If the university decides to appeal this (second) decision of the Accreditation Commission the appeal-/ complaints commission of AQAS will decide. In the event of formal complaints that do not relate to a decision of the AQAS Commission, the appeal-/complaints commission of AQAS will decide. If no appeal is received, AQAS will publish the report and the result of the accreditation, as well as the names of the panel of experts on its website.
20. In case of a positive accreditation decision, the award of the AQAS accreditation certificate officially concludes the procedure. The accreditation confirms that the programme operates in accordance with the AQAS criteria for Programme Accreditation and is thus in line the European Standards and Guidelines.
21. In case the Accreditation Commission of AQAS decides to postpone the decision and suspend the accreditation procedure based on the findings documented in the expert report, the university is given the opportunity to revise the programme in a defined period and resubmit the SER to AQAS for a second review. In this case, additional costs may occur.
22. In case of a conditional accreditation, the university has to provide evidence that the conditions are met. The documentation providing evidence on the fulfilment of the condition(s) needs to be submitted to AQAS in written form within the time defined by the AQAS Commission in its decision. If required, AQAS will forward the delivered evidence to members of the panel of experts and ask them to assess the fulfilment of the condition(s).
23. Based on the provided documentation and experts' assessment, the AQAS Commission will decide on the fulfilment of the conditions(s). AQAS will inform the university on the decision of the AQAS Commission in writing and deliver an updated accreditation certificate.
24. Failure to report on the fulfilment of conditions or a negative decision of the AQAS Commission on the fulfilment of conditions will result in withdrawal of the AQAS accreditation.
25. After half the time of the validity of the accreditation, the university can request a midterm evaluation. This voluntary follow-up procedure aims at supporting the university in the enhancement of its programme and provide external feedback, also preparing the re-accreditation. AQAS will provide guidelines for the SER of the midterm evaluation. A separate agreement will specify the costs for the midterm evaluation.