



Réf. No. :78-2020/PT Bintang Anugrah Surya Semesta (BASS) Training Center & Consultant/ea/tps/cec-cb
Jakarta, 27 October 2020

Ms. Eva Rosmalia

Direktur Utama

PT Bintang Anugrah Surya Semesta (BASS) Training Center & Consultant

Bintaro Trade Center Blok C2, No. 19 1st Floor, Jl. Jend. Sudirman, Pusat Kawasan Niaga

Bintaro Jaya Sektor VII, Pd. Jaya, Pd. Aren, Tangerang Selatan, 15224

Dear Ms. Eva Rosmalia

This is to confirm That **Daffa Muhammad Ardian** with **NIM 17110210324** who is officially enrolled in the Internship Programme for Bachelor Degree in Communication Studies, have been accepted in as an intern in your prestigious company.

Attached please find copy of the MUTUAL COOPERATION AGREEMENT for the Internship Programme as proof and confirmation of the student internship eligibility to undergo internship for a minimum of 3 months. This form shall be accomplished and signed by the student's immediate Supervisor.

We normally monitor our student on internship by visiting or calling the immediate supervisors. Such occasion will certainly enable us to closely interact with the host company so that we may explore ways and means of enhancing our **Internship Programme**. We have so much reason to hope that our students will gain valuable and meaningful experiences upon completion of this activity in your company.

Thank you for accommodating our student and for your generosity to participate in molding our student's personality and capabilities as they prepare to join the ranks of professional hierarchy.

Sincerely yours,



Elke Alexandrina, MSc

Head of Career Guidance and Internship,

Careers and Employability Center

MUTUAL COOPERATION AGREEMENT

The undersigned parties as representative of the **PT Bintang Anugrah Surya Semesta (BASS) Training Center & Consultant**, **Ms. Eva Rosmalia**, as host organization; and Institut Komunikasi dan Bisnis LSPR – Jakarta, as represented by **Mrs. Elke Alexandrina, MSc**, Head of Career Guidance and Internship Career Centre; are entering into a mutual agreement of cooperation to accommodate **Daffa Muhammad Ardian** Student with **NIM. 17110210324** of IKB LSPR – LSPR Jakarta taking up a Bachelor Degree in Communication Studies with concentration Public Relations. To conduct internship activities with the following terms and conditions:

1. The intern/student shall undergo a minimum of 3 months internship, following your office hours within the pre-arranged training period.
2. The intern/student shall be assigned tasks related to course and to eventually enhance skill in area of specialization.
3. The intern/student shall conduct self a manner consistent with the organization's rules and regulations.
4. The intern/student shall not be subjected to hazardous and risky assignments such as overnight stay and provincial duties during the internship period.
5. There shall be no supervisor-intern relationship between the organization and the student/intern.
6. Both parties shall have the right to terminate this agreement upon giving the other at least two [2] days advanced notice in writing.
7. The immediate supervisor of the student/intern shall give an assessment of the intern's performance by accomplishing the Evaluation form sent by the school.
8. The organization has no financial obligation whatsoever with the student/intern that will undergo this internship.

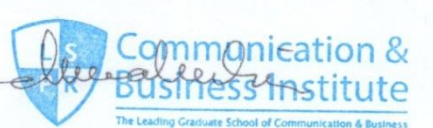

Signed this 21 December 2020, Jakarta.Indonesia.



BASS
Training Center & Consultant

Ms. Eva Rosmalia
Direktur Utama

Conforme:



**Communication &
Business Institute**
The Leading Graduate School of Communication & Business

Mrs. Elke Alexandrina, MSc
*Head of Career Guidance and Internship,
Careers and Employability Center*