



## Terms of Reference Adjunct Professor 2023

### 1. Background

The vision of Universitas Diponegoro (UNDIP) to become a World Class Research University, could be seen in the assessment of academic reputation as one of the benchmarks for world-class university rankings and international recognition. Academic reputation is measured by how far UNDIP is known by international level institutions through UNDIP's teaching and research staff. International recognition of the academy reputation of the Universitas Diponegoro can be implemented by inviting international researchers from other countries to partner with UNDIP researchers.

Research, as one of the main elements of the three main activities including teaching and community service (Higher Education Tri Dharma), is the benchmark for making short-term and long-term strategies at UNDIP in order to increase UNDIP's international ranking. In order to support the improvement of the quality of research that supports UNDIP's international level ranking, it is important for the Adjunct Professor program to be held at UNDIP. Through this activity, UNDIP can also increase its international reputation through teaching and research collaborations with foreign Professors.

Adjunct Professor is defined as an international academic with a professor title who is willing to become a contract and affiliated lecturer for 1 year at Universitas Diponegoro. Adjunct Professor program is an UNDIP reliable program to improve quality and quantity in various academic fields of research, teaching and innovation. This program starts with improving the quality of research, teaching, and innovation within the faculty. Through *Adjunct Professor*, the number of foreign lecturers at UNDIP can be increased by inviting foreign parties as lecturers (guest lecturers, examiners, supervisors), developing cooperation in teaching and collaborative research which will produce publications.

### 2. Objectives

The objectives of Adjunct Professor activities include:

1. increase the number of foreign lecturers;
2. increase the quality and quantity of UNDIP-collaborative research;
3. increase the number of publications in reputable international journals;
4. improving KPI achievements of PTNBH for collaboration with international level, universities, and international accreditation;
5. expand international networks.

### 3. Mechanism and Design

The Adjunct Professor program activities are carried out through several stages, namely (1) program socialization to all Faculties/Schools/Research Centers at UNDIP; (2) collection and selection of proposal eligibility; (3) implementation of activities; (4) monitoring and evaluation activities are carried out to ensure the quality of the research process and output is in accordance with the targets stated in the proposal.

**The Activities to do** during Adjunct Professor program are

1. Becoming a guest lecturer or guest researcher at lectures, seminars, or training;
2. Carrying out joint supervision and or external examination;
3. Being a resource person for manuscript clinics or providing supervision through improving the quality of articles (fine tuning);
4. Making publications in reputable international journals indexed by Scopus or Web of Science;
5. Carrying out cooperation initiatives as outlined in LoI, LoA, MoA, MoU or other Cooperation Certificates;
6. Assisting journal development and maintenance at UNDIP.

#### **Requirements for Adjunct Professor:**

1. Have Doctoral degree
2. Have a Scopus H-index of at least 5 for the Social Humanities field and a minimum of 15 for the Science field
3. Willing to comply with the applicable laws and regulations in Indonesia.
4. Must be affiliated with foreign universities/institutions (non-Indonesia).
5. **Willing to add Universitas Diponegoro affiliation to publications produced during the contract period.**
6. Commitment Letter

#### **Activities Method**

Adjunct Professor activities are carried out online and with a minimum of 10 days of offline activities at Universitas Diponegoro.

### 4. Timeline

<b>Activity sequence</b>	<b>Time</b>
Program Socialization	24 January 2023
Deadline of Proposal Submission	28 February, 15 April, 15 August 2023
Activity Period	February – Mid November 2023
Monitoring and Evaluation	September 2023
Deadline for activity and financial reports	4 <sup>th</sup> week of November 2023

### 5. Activity Output

The outputs that must be produced by program recipients according to the type of activity, namely:

1. Articles published in reputable international journals indexed by Scopus or Web of Science with UNDIP as an affiliate:

SJR $\geq$ 1 = 1 article; or  
1 > SJR > 0.5 = 2 articles; or  
0.5 > SJR > 0.1 = 3 articles

2. The draft cooperation initiation as outlined in the LoI, LoA, MoA, MoU and other cooperation certificates.
3. Adjunct Professor Activity Report

## 6. Funding and Budget

Funding sources come from the budget allocation for the 2023 WCU program with a maximum funding of IDR 100,000,000.00 per Adjunct Professor participant provided that:

- a. 50% of the fund for implementing activities, namely 50% x Rp. 100,000,000.00 in the amount of Rp. 50,000,000.00 (fifty million rupiah) is allocated as partner incentives
- b. 50% of the fund for implementing activities, namely 50% x Rp. 100,000,000.00 in the amount of Rp. 50,000,000.00 (fifty million rupiah) is allocated as a fund for implementing offline activities in Indonesia
- c. Cost components and supporting documents for adjunct professor financing:

- (i) Adjunct professor incentive of Rp. 50,000,000.00

Is an incentive financing for partners as adjunct professors, supporters in the form of articles submitted or published in Scopus indexed international journals or web of science with UNDIP as an affiliate

- (ii) Publication fee (15% x Rp. 50,000,000.00)

Is a fee for publication of articles in the form of article processing charges, support in the form of invoices

- (iii) PP transportation (25% x Rp. 50,000,000.00)

This is transportation financing from the partner's domicile to Diponegoro University (round trip), supporting documents in the form of e-tickets, receipts, boarding passes.

- (iv) Accommodation (30% x IDR 50,000,000.00)

is the cost of accommodation for adjunct professor partners while carrying out adjunct professor activities offline in Indonesia, supporting documents in the form of invoices

- (v) Activity Implementation Cost (30% x Rp. 50,000,000.00)

This is the cost of carrying out adjunct professor activities offline in Indonesia such as manuscript clinic activities, general stadiums, mini seminars, field work, guest lecturers etc., supporting documents in the form of invoices.

## 7. Systematic Format of Proposals and Reports

- The systematics of preparing the proposal format is as follows:
  - a. Front page
  - b. Approval page
  - c. Activity summary
  - d. Introduction

- e. Objective
- f. Outputs and Indicators to be Achieved
- g. Details of activities
- h. Schedule of activities
- i. Proposed activity budget
- j. Attachment
  - Appendix 1. Adjunct Professor's CV
  - Appendix 2. H Index Adjunct Professor
  - Appendix 3. Commitment letter from the Adjunct Professor

- Systematic preparation of report format as follows:

- a. Front page
- b. Approval page
- c. Activity Summary
- d. Introduction
- e. Objective
- f. Activity Implementation Schedule
- g. Activity Output
  - ✓ Articles published in reputable international journals indexed by Scopus or Web of Science:
    - SJR $\geq$ 1 = 1 article; or
    - 1 > SJR > 0.5 = 2 articles; or
    - 0.5 > SJR > 0.1 = 3 articles
  - ✓ Cooperation initiation draft as outlined in LoI, LoA, MoA, MoU and other cooperation certificates.
  - ✓ Other activities

- h. Attachment

- ✓ Appendix 1. Adjunct Professor's CV
- ✓ Appendix 2. H Index Adjunct Professor
- ✓ Appendix 3. Commitment letter from the Adjunct Professor (already filled in the willingness form link)
- ✓ Appendix 4. Activities Photos

Softcopy proposals and activity reports can be submitted via the link <http://wcu.undip.ac.id/app> and sent via email to [wcu@live.undip.ac.id](mailto:wcu@live.undip.ac.id) cc [warek4@live.undip.ac.id](mailto:warek4@live.undip.ac.id) with the subject " Adjunct Professor Proposal 2023", and in 3 hardcopies form (1 original and 2 photocopies) with A4 paper, 1.5 spacing neatly bound with white cover sent to:

Kantor Pemeringkatan Universitas Diponegoro  
Gedung Widya Puraya Lt. 1  
Jl. Prof. Soedarto SH, Tembalang Semarang

## 8. Program PIC and Contact Person

Yayuk Astuti, S.Si., Ph.D.  
+62 856 735 0285 [yayuk.astuti@live.undip.ac.id](mailto:yayuk.astuti@live.undip.ac.id)