



Terms of Reference of Visiting Professor/Lecturer 2024

1. Introduction

International recognition of Universitas Diponegoro (UNDIP) encourage the institution to be able to reach "World Class University" goal through enhancing academic reputation. Academic reputation measured by how well known UNDIP recognized by international level institutions through UNDIP's lecturers and researchers. The international recognition could be executed by inviting international researchers from other countries to collaborate with UNDIP researchers. Research collaboration with strong and reliable networking among universities in the world will enhance the universities, including Universitas Diponegoro, to be world-class university.

Research (research) is one of the main elements of the three main activities including teaching and innovation through community services which are used as a benchmark for making short- and long-term strategies at UNDIP in order to increase its ranking internationally. In order to support this ranking achievement, the Visiting Professor/Lecturer program is one of the mainstay programs to increase UNDIP's ranking.

The Visiting Professor/Lecturer Program is a 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. Then, the number of foreign lecturers at Undip can be increased by carrying out a program of inviting foreign parties as guest lecturers, examining lecturers, supervisors as well as by promoting UNDIP teaching/research staff out as potential for developing cooperation in the field of teaching and collaborative research.

2. Aims

The objectives of this activity are:

1. increasing the number of foreign lecturers;
2. improving the quality and quantity of UNDIP collaborative research;
3. improving academic reputation, citations per faculty, citations per paper, and papers per faculty;
4. improving KPI achievements of PTNBH for collaboration with international level; universities and international accreditation;
5. expanding international networks.

3. Requirements of Invited Lecturer/Professor

- a. Doctoral degree or preferably Professor.
- b. Having the expertise needed in the Department/Study Program.
- c. Willing to comply with the applicable laws and regulations in Indonesia.
- d. The visiting professors/lecturers must be affiliated with universities/agencies abroad.
- e. The visiting professor/lecturer who was invited gave a Commitment Letter

4. Activities to do

Visiting Professor is held in the form of:

1. Become a guest lecturer or guest researcher at lectures, seminars, or training
2. Carry out joint supervision and or external examination
3. Become a resource person for manuscript clinics or providing supervision through improving the quality of articles (fine tuning)
4. Carry out cooperation initiatives as outlined in Lol, LoA, MoA, MoU or other Cooperation Certificates.

5. Working Method

The implementation of Visiting Professor/Lecturer activities can be carried out using online and offline methods

6. Timeline

Tahap Kegiatan	Waktu
Program Socialization	December 2023
Deadline of Proposal Submission	2 February, 10 April, 30 August, 15 Oktober 2024
Activity Period	February – Mid November 2024
Monitoring and Evaluation	Juni, September 2024
Deadline for activity and financial reports	4 th week of November 2024

7. Activity Output

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

1. Activity Report;
2. Cooperation initiation draft as outlined in Lol, LoA, MoA (PKS), MoU and other cooperation certificates (if any);
3. Joint publication draft specifically for offline programs.

8. Funding and Budget

Funding sources come from the WCU LPDP and WCU RKAT programs which distributed to:

1. Visiting Professor online program maximum Rp. 10,000,000, - per foreign lecturer
2. Visiting Professor offline program maximum Rp. 50,000,000, - per foreign lecturer

3. The allowable budget allocation is as follows:

Account	Expenditures	Notes
5211	Expenditure for Supplies (Consumables)	Purchase of stationaries and promotional media
5226	Expenditure for Meals and Beverages	Consumption for Meeting (Snack & Meal)
5227	Expenditure for in-event Goodies	seminar kits, flash drives, MMT, brochures, leaflets, etc
5231	Expenditures for Copying and Expedition	Photocopying Services
5237	Expenditure for Rental Services and Advertising/Promotion	Vehicle Rental, Video/Photo Services
5239	Expenditure for administration services	Bank admin expense
5247	Expenditure for reimbursement of third-party expenditure	Hotel tickets, flight ticket, etc.
5249	Expenditure of other service	Honorarium money for invited lecturer/professors

9. Proposal Format

The systematics of the proposal format is as follows:

- A. Cover with white color
- B. Approval page (title, identity of the program implementer and signed by the Dean who gave the approval letter regarding the proposed activity)
- C. Activity abstracts
- D. Background/Introduction
- E. Purpose
- F. Outputs and Indicators to be Achieved
- G. Details of Activities (List of Lecturers/Professors invited along with affiliations and emails)
- H. Schedule of activities
- I. The proposed activity budget
 - Attachment 1. CV of invited Professor
 - Attachment 2. H-Index of invited Professor
 - Attachment 3. Joint Publication Draft (if any)
 - Attachment 4. Commitment letter from the invited Professor

Softcopy proposals can be submitted via the link <http://wcu.undip.ac.id/app> and sent via email to wcu@live.undip.ac.id cc warek4@live.undip.ac.id and io@live.undip.ac.id with the subject "2024 Visiting Professor/Lecturer Proposal".

10. Report Format

The systematics of the report format is as follows:

- A. Cover with white color
- B. Approval page (title, identity of program implementer and signed by the chancellor or vice-chancellor who gave a letter of approval to participate in the activity)
- C. Acknowledgement/Foreword
- D. Table of Contents
 1. Introduction
 - 1.1. Background
 - 1.2. Objective
 2. Promised output
 3. Implementation of activities
 - 3.1. Time
 - 3.2. Place
 - 3.3. Achievement (output obtained)
 - 3.4. Next plan (sustainability of the program)
 4. Recommendations to The Ministry of Education, Research and Technology/UNDIP/WCU Program
- E. Attachments:
 - 1) Rector's Decree regarding the implementation of WCP activities
 - 2) MoU (if any)
 - 3) Output Evidence (including mass media publications)
 - 4) Logbook/activity itinerary (or daily activity logbook)
 - 5) Activity Photos and Videos
 - 6) Invited Professor's CV and email address
 - 7) Invited Professor's H-Index
 - 8) CV of authors involved in joint publications
 - 9) Commitment letter from the invited professor
 - 10) Financial reports

Activity reports must be submitted no later than 2 (two) weeks after all activities are carried out. Reports are made in the form of softcopy to the email address wcu@live.undip.ac.id; with subject: visiting professor's report-name of invited professor and in 3 hardcopies form (1 original and 2 photocopies) with A4 paper, 1.5 spacing neatly bound with white cover sent to:

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

11. Contact Person

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