



Terms of Reference Summer Course Program 2024

1. Background

The target that Universitas Diponegoro (UNDIP) willing to reach to be the world's top 500 is clearly stated in the 2020-2024 UNDIP Strategic Plan, so that UNDIP academic activities carried out need to refer to ranking indicators including: improvement programs of (1) academic reputation, (2) graduate reputation, (3) publications and citations, (4) international students and, (5) international faculties. Various activities have been planned to support these indicators and specifically for international student activities. Based on the last year's data, the number of international students at UNDIP has reached 707 students, which seems not enough to be able to increase UNDIP's ranking to reach 800 in the world ranking. It requires a minimum number of international students of 880 participants as determined in the ranking formula in QS which places international students at 5% of the total calculation. Even though it was only 5%, the spin off impact is that it could increase other parameters such as academic reputation and international faculty which each had a proportion of 20% and 5%. For this reason, the summer course program has always been offered to boost the development of international students at Undip.

The increase in the number of summer course participants illustrates an almost 3-fold increase, as many as 149 in 2019, an increase of 426 in 2020 but slightly decreased to 401 in 2021, and increased significantly up to 770 in 2022. The increase that occurred in the past few years is a remarkable achievement that is very encouraging and should be kept improving. It seems that this acceleration is still not enough to achieve UNDIP's position of being 800 in the world ranking. Therefore, it is necessary to make strategic efforts to increase the number of international students at Undip, one of which is the *summer course* program. The model for international student participation in the summer course at UNDIP in 2023 is in an online and offline form. It is hoped that each faculty can organize a summer course with an average acquisition of 60-80 foreign students per faculty.

The principle implemented in the 2023 summer course program is to get foreign students by increasing the quality of collaboration that has been built by the respective faculties. This means that faculties need to be oriented in advance with the MoU they already have which in the end can achieve a *reciprocal* program that is not only needed by Undip, but also partner universities. It should be noted that in addition to the foreign students obtained, the implementation of this summer course can increase the number of foreign lecturers involved in this program as resource persons. These foreign resource persons can be facilitated through the university's financial accountability.

2. Objective

1. Increasing the number of inbound international students and international faculty staff from foreign universities using the online method
2. Building spin-off programs with superior themes in each faculty

3. Building Undip's reputation internationally and as academic promotion medium as well as a program to intensify existing MoUs.

3. Mechanism and Design

As for the learning model used for the 2023 summer course, this is via both online and offline. The online summer courses held independently by the organizer through online media like Zoom, Microsoft Teams, as well as Moodle-based synchronous method systems such as Kulon2 and MOOCS. The summer course learning pattern is fully left to the decision of the PIC of each faculty which can then be coordinated with LP2MP. For offline summer course, the organizer can arrange it as the course needs.

The principle carried out for summer course program is to get foreign students by increasing the quality of cooperation that has been built by the faculties. This means that as much as possible faculties need to be oriented first from the MoU they already have in which can achieve a reciprocal program needed by both Undip and also partner universities. In addition to the foreign students obtained from this summer course, the implementation of this summer course can increase the number foreign lecturers involved in this program as resource persons. These foreign resource persons can be facilitated through the university's financial accountability by using the resource person's honorarium account.

The implementation of the program is under the IO of the respective faculties who are assisted in its implementation by the IO of the University. The WCU Task Force monitors the implementation of these activities starting from socialization, implementation methods, to financial reporting as well as monitoring and evaluation.

4. Timeline

Activity timeline	Times
Program socialization	December 2023
Deadline for receiving proposals	2 February, 10 April, 30 August, 15 October 2024
Implementation of activities	February – Mid November 2024
Monitoring and evaluation	June, September 2024
Financial and report deadline	4th week of November 2024

5. Output Activity

Outcome of Summer Course activity:

- a. The minimum number of foreign students involved in activities is 25 active students from universities abroad
- b. Produce one news report on activities in English and upload it on the website domain undip.ac.id
- c. Publish summer course activities on partner university websites.

- d. Make at least 1 video of the results of the summer course and coordinate with Undip Public Relations to be published on Undip's official social media accounts (Youtube, Instagram, Facebook, Twitter).
- e. Produce 1 activity report in Indonesian

6. Funding

Funding sources come from Undip with the WCU program scheme with a maximum total fund of Rp. 45,000,000,00 (forty five million rupiah).

7. Proposal Systematics, Proposal Formats, and Reports

- a. The faculty/unit leadership makes a letter of introduction addressed to the Chancellor Undip which was submitted through the Undip Deputy Rector for Research and Innovation.
- b. The applicant sends the proposal in hard copy to the Undip Vice Chancellor for Research and Innovation and email.
- c. The activity proposal is prepared in the following format:
 - Title
 - Approval page signed by the Dean (contains: title of activity, name of chief executive, email, cell phone number, duration of activity, number of foreign students, number of domestic students, number of foreign sources, amount of funding required, and signature of the dean)
 - Activity Abstract
 - List of contents
 - Activity background
 - Objective
 - Outputs and indicators to be achieved
 - Committee structure
 - Details of activities
 - Schedule of activities
 - Prospective participants
 - Description of previous activities
 - Activity posters
 - Budget

Proposals for activities are submitted in the form of data input through the summer course microsite at the link: <https://wcu.apps.undip.ac.id/> and submit proposals in PDF format to wcu@live.undip.ac.id, io@live.undip.ac.id and warek4@live.undip.ac.id with the subject "2023 Summer Course Proposal".

The activity report format is structured as follows:

1. Covers
2. Approval page, which consists of:
 - a. activity title,
 - b. chief executive name,
 - c. e-mail and mobile no,
 - d. the date of implementation of the activity which contains the start and end dates and their duration,
 - e. planned number of foreign students,
 - f. the planned number of domestic students,
 - g. number of foreign sources planned,
 - h. funding needs
 - i. dean's signature
3. Preface
4. 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. Summer course sustainability plan in the coming year (sustainability)
5. Attachments:
 - a. Proof of publication on the university website of the participants
 - b. Proof of activity publication

- c. Video evidence of activities
- d. List of activity participants (in the form of a table containing names, faculties, universities, student registration numbers, passports, and affiliations)
- e. CV of the committee chairman and activity resource persons
- f. Evidence of attendance list of event participants

Activity reports must be submitted no later than 2 (two) weeks after all activities are carried out. Activity organizers must fill in data at <https://s.id/scundip> and send a report in PDF format to wcu@live.undip.ac.id; with subject: report-summer course-faculty. Reports in hardcopy form (1 original and 2 photocopies) on A4 paper, 1.5 spacing, neatly bound with a white cover, must be sent to:

PIC Summer Course WCU Undip
Diponegoro University Ranking Office Widya Puraya Building Lt. 1
Jl. Prof. Soedarto SH, Tembalang Semarang

8. Closing and Personnel Contacts

The implementation of this summer course is carried out in accordance with a reasonable budgeting system in accordance with the Undip Fee and Budget Standard in general (SBU). Thus, this Term of Reference is compiled as a reference for the implementation of summer course activities.

Personnel Contact :

Ahmad Ni'matullah Al-Baarri, S.Pt., M.P., Ph.D.

(081229229220)

Semarang