



TERMS OF REFERENCE STAFF EXCHANGE WITH UNIVERSITY TOP 100 QS by SUBJECT ASSISTANCE PROGRAM 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 based on *QS world university ranking of academic reputation, citation/paper per faculty, faculty/student ratio, employer reputation and international staff ratio.*

Citation/paper per faculty is an important indicator in higher education institutions ranking. Achieving a high ranking of citations/papers per faculty requires efforts to develop the resources of higher education institutions, in this case lecturers who follow international standards and comply with higher education regulations in Indonesia.

Regulation of the Minister of Education and Culture Number 3 of 2020 explains that there are four policy mandates related Emancipated Learning Curriculum, one of which is improving the quality and competence of lecturers. For the purpose of developing lecturer competencies in terms of research and publications, Universitas Diponegoro will organize an Assistance Program of International Staff Exchange Program with Foreign Universities (TOP 100 QS WUR) which is intended for lecturers who have taken doctoral degrees at Universitas Diponegoro. The Staff Exchange Program opens opportunities for doctors from various faculties at Universitas Diponegoro to conduct joint research with foreign professors in the TOP 100 QS Ranking and outside the TOP 100 QS Ranking.

The priority implementation of activities proposed by UNDIP for this International Staff Exchange activity includes several performance indicators that contain criteria, baselines, and achievement targets. These criteria are taken from the international university ranking criteria in QS WUR which include academic reputation, citations per faculty, citations per paper, and papers per faculty. Referring to the university's performance in the 2021 QS WUR, UNDIP will continue strategic programs such as this staff exchange in order to continue to improve the quality of its resources.

2. Objectives

The objectives of implementing the Staff Exchange Program are:

- a) increasing UNDIP research collaboration network;
- b) improving academic reputation, citations per faculty; citations per paper; and papers per faculty in international journals indexed by Scopus or the web of science;

c) improving PTNBH KPI achievements for collaboration with international level universities.

3. Activities to do

The activities of Staff Exchange are in the form of:

- a) Doing publication collaborations with the targeted universities in reputable international journals indexed by Scopus or Web of Science;
- b) Becoming a guest lecturer or guest researcher;
- c) Carrying out cooperation initiatives as outlined in Lol, LoA, MoA, MoU or other Cooperation Certificates.

4. Requirements for Staff Exchange Participant

- a) UNDIP active lecturers/researchers
- b) Have an article draft of to publish in a reputable international journal indexed by Scopus or Web of Science

5. Activities Method

UNDIP lecturers/researchers carry out staff exchange activities at the intended university offline with a program implementation period of 1-3 months.

6. Timeline

Activity sequence	Time
Program Socialization	5 January 2024
Deadline of Proposal Submission	2 February, 10 April, 30 August, 15 October 2024
Activity Period	February - Mid November 2024
Monitoring and Evaluation	June, September 2024
Deadline for activity and financial reports	4 th week of November 2024

7. Activity output

The output that must be produced by the beneficiary of this program is:

- a. Publication in reputable international journals indexed by Scopus and Web of Science Q2/Q3
- b. Cooperation initiation draft as outlined in Lol, LoA, MoA, MoU and other cooperation certificates.
- c. Ten lists of international colleagues (name, email, institution, country) in or around the institute
- d. Activity Report

8. Funding and Budget

Funding sources come from the WCU LPDP program budget allocation with the following provisions:

- a. Exchange Staff TOP 100 QS Ranking maximum Rp. 70,000,000,00/proposal
- b. Exchange Staff outside the TOP 100 QS Ranking maximum Rp. 50,000,000,-/proposal
- c. Cost components and supporting documents for staff exchange financing:
 - i. PP transportation at cost

It is the financing of transportation from the domicile to the destination tertiary institution (round trip), supporting documents in the form of e-tickets, receipts, boarding passes.

ii. Visa application at cost

It is the funds to meet the cost of applying for a visa to the destination country/management of a residence permit in the destination country, supporting documents in the form of an invoice for visa payments.

iii. Insurance at cost

It is the cost of insurance determined by the university and/or destination country, supporting documents in the form of insurance payment invoices.

iv. Cost of living

It is the cost of accommodation while in the destination country as evidenced by supporting documents in the form of State Secretariat permits and SPD forms stamped by the Indonesian Embassy/Higher Education in the destination country. The amount of the living cost scholarship for staff exchange activities is as follows:

No.	Countries to go	Living Cost per Day (IDR)*
1.	United Kingdom	8,750,000
2.	German	4,900,000
3.	Austria	4,800,000
4.	Japan	5,050,000
5.	South Korea	6,350,000
6.	United State	6,750,000
7.	Malaysia	3,750,000
8.	Australia	5,950,000
9.	Canada	5,550,000
10.	Belgium	5,400,000
11.	New Zealand	5,450,000
12.	Saudi Arabia	4,750,000

source: PMK RI no 83/PMK.02/2022 concerning standard input costs for the 2022 fiscal year

9. Systematic Format of Proposals and Reports

- The systematics of preparing the proposal format is as follows:
 - a. Cover/Front page
 - b. Ratification 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. Proof of the partner university/faculty/school being included in the TOP 100 QS WUR (for the TOP 100 QS Exchange Staff category)
 - Appendix 2. Evidence of the willingness of the partner/destination tertiary institutions to accept potential program participants

- Appendix 3. H-index of partner researchers (minimum 15 for engineering and science and 5 for social humanities)
- Appendix 4. CV of potential participants
- Appendix 5. Draft joint research proposal/article/teaching plan (according to the activity to be participated in)
- The systematics of preparing the report format is as follows:
 - a. Approval page
 - b. Activity Summary
 - c. List of Contents
 - d. Introduction
 - e. Objective
 - f. Activity Implementation Schedule
 - g. Activity Output
 - ✓ Publication in reputable international journals indexed by Scopus and Web of Science Q2/Q3
 - ✓ Cooperation initiation draft as outlined in Lol, LoA, MoA, MoU and other cooperation certificates.
 - ✓ Ten lists of international colleagues (name, email, institution, country) in or around the institute
 - ✓ Other activities
 - h. Attachment
 - ✓ Appendix 1. Proof of the partner university/faculty/school being included in the TOP 100 QS WUR (for the TOP 100 QS Exchange Staff category)
 - ✓ Appendix 2. Evidence of the willingness of the partner/destination tertiary institutions to accept potential program participants
 - ✓ Appendix 3. H-index of partner researchers (minimum 15 for engineering and science and 5 for social humanities)
 - ✓ Appendix 4. CV of Staff Exchange participant
 - ✓ Appendix 5. 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 cc warek4@live.undip.ac.id with the subject "Staff Exchange Proposal 2024" and "Staff Exchange Report 2024", 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

10. Personnel Contact for the Program

This Term of Reference is prepared as a reference for the implementation of the activities mentioned above.

Program PIC:

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