



## **TERMS OF REFERENCE INTERNASIONAL COOPERATION WITH UNIVERSITIES OF TOP 100 DAN TOP 200 QS WORLD UNIVERSITY RANKING (WUR) 2024**

### **1. Introduction**

Institutional cooperation is the main key to the success of achieving institutions of international reputation. This institutional collaboration will encourage the activities of Three Pillars of National Higher Education (*Tri Dharma Perguruan Tinggi*) at the international level, including dual/double and joint degree programs, PhD Sandwich, joint research and publication, joint conferences staff-student exchanges and Credit Transfer System, multi national institution network. These activities are indicators of university rankings both THE and QS.

Currently, UNDIP, at the level of university, faculties and study programs, laboratories, and personnels are active in international cooperation, especially with foreign universities. This is evidenced by the many MoUs and MoAs that have been carried out. The question is to what extent does this collaboration have an impact on the output that is used as an indicator of university ranking? It is undeniable that sufficient cooperation has provided significant results to date only individually reflected in the number of joint publications carried out independently by lecturers.

It is hoped that this activity can increase the number of collaborations with TOP 100 and TOP 200 QS WUR universities in the fields of education, research, publications, and staff-student exchanges so as to increase *Undip's branding* at the international level. In addition, it can also increase the achievements of IKU PTNBH for cooperation with world-class partners.

### **2. Objective**

The objectives of the implementation of the International Cooperation Program are:

1. increase cooperation in education, research, publications, and staff-student exchanges;
2. improve the achievement of KPI of PTNBH (IKU PTNBH) for cooperation with international universities.

### 3. Activities to do

The International Cooperation Program is implemented in the form of:

1. Carry out the cooperation outlined in the signing of IA, Lol, LoA, MoA, MoU or other Certificate of Cooperation
2. Become a Guest Lecturer / Joint Research for the destination University

### 4. Participant requirements

- a) Active UNDIP Lecturer
- b) Having a cooperation document that is already known or signed by the Faculty leader

### 5. Activity method

Undip lecturers carry out International Cooperation activities at the intended universities offline with a program implementation period of 1 week.

### 6. Schedule

Activity steps	Time period
Socialization	22 January 2024
Deadline of Program 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	End of November 2024

### 7. Activity Output

The external that the recipient of this program should produce is

1. Lol, LoA, MoA, MoU, IA and other cooperation certificates that have been signed by both parties
2. Activity Report

### 8. Fund

The source of funding comes from the budget allocation of the WCU LPDP program with the following conditions:

1. International Cooperation Program maximum Rp. 40.000.000,- /proposal (QS Top 100) and maximum Rp. 30.000.000,- /proposal (QS Top 101-200)
2. Cost components and supporting documents for financing the International Cooperation Program:
  - i. PP transportation *at cost*

is transportation financing from domicile to destination university (round-trip), supporting documents in the form of e-ticket, *receipt, boarding pass*.

1. Visa application as per SBU

is a fund to meet the cost of applying for a visa to the destination / processing country *Residence permit* in the destination country, supporting documents in the form of *visa payment invoices*.

2. Insurance *at cost*

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

3. Cost of Living

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

No.	Destination Countries	Living cost per day (IDR)*
1.	United Kingdom	8,750,000
2.	Germany	4,900,000
3.	Austria	4,800,000
4.	Japan	5,050,000
5.	South Korea	6,350,000
6.	USA	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: Indonesian Finance Ministry Rule no 83/PMK.02/2022 about standard input costs for the fiscal year 2023

## 9. Systematic Format of Proposal and Report

1. Systematics of preparation of proposal format as follows:
  1. Home Page
  2. Confirmation Page
  3. Introduction
  4. Purpose
  5. Outputs and Indicators to be achieved
  6. Activity Details
  7. Schedule of activities

8. Proposed activity budget
9. Attachments
  1. Appendix 1. Proof of mitra/faculty/school college directed into TOP 100 QS WUR/TOP 200 QS WUR or QS WUR By Subject
  2. Appendix 2. Proof of willingness of partner universities/goals to accept prospective program participants
  3. Appendix 3. CV of prospective participants
  4. Appendix 4. A joint working document signed by the head of the unit
10. Systematics of preparing the report format as follows:
  1. Confirmation Page
  2. Summary
  3. Table of Contents
  4. Introduction
  5. Purpose
  6. Activity Schedule
  7. External Activities
  - ✓ Cooperation documents as outlined in the Lol, LoA, MoA, MoU and other cooperation certificates.
  - ✓ Ten lists of international colleagues (name, email, institution, country) at the institute or surrounding areas
  - ✓ Other activities
  8. Attachments
    - ✓ Appendix 1. Proof of mitra/faculty/school college directed into TOP 100 QS WUR/TOP 200 QS WUR or QS WUR By Subject
    - ✓ Appendix 2. Proof of willingness of partner universities/goals to accept prospective program participants
    - ✓ Appendix 3. CV of prospective participants
    - ✓ Appendix 4. Photos of activities during the implementation of the program

Proposals and reports in softcopy form can be submitted via the link <https://wcu.undip.ac.id/app>

## 10. Personel Contact and Conclusion

Demikian *Term of Reference* ini disusun sebagai acuan pelaksanaan kegiatan tersebut di atas.

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