

UNIVERSITAS BRAWIJAYA

INTERNATIONAL COOPERATION GUIDELINES



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1. Definition

International Cooperation is defined as institutional cooperation between Universitas Brawijaya and other universities or institutions abroad. Individual foreign cooperation is not included in the categories referred in this guide.

Several forms of International Cooperation are exchange of lecturers (staff exchange), student exchange (student exchange), joint research (joint research), publication of joint scientific papers (joint publication), supervision of joint final assignments (joint supervision), organizing joint scientific meetings, student internships, provision of scholarships, and resource sharing.

The implementation of degree and non-degree cooperation must obtain written permission from the Director General of Higher Education. Meanwhile, the implementation of cooperation in other forms can be reported by the Rector to the Director General of Higher Education.

2. International Cooperation Goal

International Cooperation specifically aims to prepare Universitas Brawijaya students to become a global community that supports world peace through multi-cultural internalization while strengthening nationalism. Indirectly, foreign cooperation aims to:

Program Kerja Sama Luar Negeri secara spesifik bertujuan menyiapkan mahasiswa Universitas Brawijaya menjadi masyarakat global yang mendukung perdamaian dunia melalui internalisasi multi kultural oleh mahasiswa sambil melakukan penguatan nasionalisme. Secara tidak langsung Kerja Sama Luar Negeri bertujuan:

1. Improve the quality of Universitas Brawijaya graduates in building a knowledge-based society that can enter the international job market with the addition of multi-language skills, communication skills, negotiation, cultural understanding and rules between countries;
2. Increasing knowledge-based political, legal, economic and socio-cultural development; and
3. Increasing the ability of Indonesian to respond to human development challenges and the achievement of the Millennium Development Goals (MDGs).

3. The Fundamental of International Cooperation

The implementation of the Foreign Cooperation Program must comply with the provisions outlined in the administration of higher education, the provisions of national law and applicable international law.

The implementation of the Overseas Cooperation Program is carried out based on 5 (five) principles:

1. Prioritizing the interests of national development and contributing to increasing the competitiveness of the nation;
2. Equality and mutual respect, meaning that Universitas Brawijaya can cooperate with other universities or institutions abroad with the aim of improving the performance of higher education programs. Therefore, the partnership can only be carried out if the foreign university has been registered and accredited by an accreditation institution that is recognized in the country;
3. Added value in terms of improving the quality of education, which means that cooperation should be built in an innovative, creative, synergic, and complementary manner in order to provide added value in order to improve the quality of Universitas Brawijaya;
4. Sustainability, meaning that the cooperation should provide equal benefits for Universitas Brawijaya and the parties that work together and be carried out in a sustainable manner. Cooperation must also provide benefits to stakeholders and contribute to building national and / or international peace. In addition, cooperation should also be extended to other parties / stakeholders
5. Diversity, meaning that cooperation should consider cultural diversity which can be cross-regional, national, and / or international

4. International Cooperation Procedure

In the implementation of cooperation activities, the Work Unit and the Cooperation Division of UB must pay attention to the stages and procedures of cooperation. The stages and procedures for cooperation are as follows:

1. Exploring cooperation and analysis of potential Partners;
2. Assessment of cooperation;
3. Validation of cooperation;
4. Implementation of cooperation;
5. Monitoring and evaluating the implementation of cooperation;
6. Program development; and

7. Termination, change or extension of cooperation.

Exploration of Cooperation is the initial stage of the cooperation mechanism carried out by work units (Faculties, Study Programs, Agencies, Institutions, UPTs, and other work units) or the UB Cooperation Subdivision. This stage is carried out after obtaining permission or knowledge of the work unit or UB Cooperation Sub Division

Steps in the exploration of cooperation:

1. Cooperation must obtain permission or knowledge from the work unit or UB Cooperation Sub Division, then submitted in writing and addressed to the Vice Rector of Planning and Cooperation to be analyzed and assessed.
2. If the Vice Rector of Planning and Cooperation agrees, the Vice Rector in charge will determine in a cooperation agreement certificate.
3. After the certificate is determined, the work unit can follow up and discuss it together between the Work Units or Cooperation Subdivisions with the Work Units and / or related officials as manifested in the cooperation plan.

The next stage is carried out a study and validation of cooperation, namely a stage to follow up the cooperation as outlined in the draft Memorandum of Understanding and / or Cooperation Agreement by the UB Cooperation Unit or Sub Division.

The validation of the cooperation is continued with the implementation stage, monitoring and evaluation, program development and cooperation extension when the cooperation period has ended according to the agreement of the parties. Cooperation plans carried out by individuals, groups or work units within Universitas Brawijaya must be covered by an MoU first. Cooperation Agreement documents that are still in the form of an MoU need to be written in the form of a Memorandum of Understanding or MoA. The MoU and / or MoA are made by the proposer and the working partners and agreed upon by the collaborating parties. Minutes of Meeting are made by the proposer and work partners and agreed by the cooperating parties.

A Memorandum of Understanding in the form of an MoU and / or MoA is a related or separate part depending on the agreement made by the cooperating parties. The MoU was signed by the Rector and head of work partners. Each cooperation is valid for a period mutually agreed upon by the cooperating parties starting from the date of signing the memorandum of understanding.

The signing of the memorandum of understanding of the new cooperation can be carried out after an agreement is reached on the material of the MoU and / or the MoA. The date and place of the signing of the MoU and / or the MoA is coordinated by the Rector.

5. Memorandum of Understanding document example



MEMORANDUM OF UNDERSTANDING BETWEEN UNIVERSITAS BRAWIJAYA AND INSTITUTION NAME

Institution
Logo

Universitas Brawijaya, Malang, Jawa Timur, Indonesia, and Institution Name, Your Institution Address, hereby agree to strengthen ties of friendship and to promote cultural, educational and scientific cooperation.

Commented [WU1]: Put your institution name here

Commented [WU2]: Put your institution name here

Commented [WU3]: Put your institution address here: the city, province, country

SCOPE OF COOPERATION

Subject to mutual consent, the areas of cooperation will include any program offered by either institution as felt desirable and feasible on either side and that contributes to fostering and development of the cooperative relationship between the two universities. Cooperation may be carried out through such activities as:

1. Exchange of faculty and/or staff;
2. Exchange of graduate and/or undergraduate students;
3. Exchange of scientific materials, publications, and information;
4. Exchange of cultural activities
5. Joint conferences and academic programs;
6. Joint research activities and publications.

Commented [WU4]: You may added the scope of the cooperation

These activities are to be carried out after mutual consultation between the two institutions or the divisions concerned thereof. Normally each institution will sign a letter of agreement setting out the responsibilities of each institution for the agreed activity and such other matters as the institutions agree are necessary for the efficient achievement of the activity.

ADMINISTRATIVE RESPONSIBILITY

Any communication under this Memorandum of Understanding will be delivered to the recipient address or electronic mail address or telephone number which is duly acknowledged:

Universitas Brawijaya

Name : Dr. Ir. M. Sasmito Djati, MS (Vice Rector Planning and Cooperation)
Phone : +62 341 551611 Ext 160, 120
E-mail : wr4@ub.ac.id

YOUR INSTITUTIONS

Name :

Phone :

E-mail :

Commented [WU5]: Put your institution identity here

AMENDMENTS, RENEWAL, AND TERMINATION

This Memorandum of Understanding may be modified through the mutual discussion and consent of the two institutions, and shall remain in effect from the date of signature for an period of five years. Either institution may terminate the memorandum by giving six months written notice of such intent.

Commented [WU6]: You may change the period of the cooperation

In Witness of the terms of this agreement our signatures are affixed

Universitas Brawijaya

Institution Name

Commented [WU7]: Put your institution name here

Prof. Dr. Ir. Mohammad Bisri, MS
Rector

Name of the Signer

Position of the Signer

Commented [WU8]: Put the name of the signer

Commented [WU9]: Put the position of the signer:
Rector/vice rector/president

Date

Date

Commented [WU10]: The date of the MOU

6. Memorandum of Understanding Standard Operational Procedure

No	Activity	Pelaksana					Mutu Baku			Information	
		Partner / Faculty / Unit	Rector / Vice Rector	Head of BAK	Head of PAK	Sub-Head of Cooperation	Cooperation Staf	Files	Duration		Output
1	Letter to the Rector							Proposal Letter	1 day	Disposition	
2	Sending the letter to the related unit in charge							Disposition	1 day	Disposition	
3	Sending the letter to the related unit in charge							Disposition	1 day	Disposition	
4	ACCEPTING THE DISPOSITION OF THE LETTER OF COOPERATION TO BE FOLLOWED							Disposition	1 day	Confirmation	
5	CONCEPTING LETTER OF COOPERATION AND MOU DRAFT							Confirmation	1 day	MOU Draft	
6	PRINTING AND RE-CHECKING THE MOU DRAFT AND THEN SEND IT TO UNIT IN CHARGE							MOU Draft	1 day	MOU Draft	
7	RECEIVE A REPLY AND REVIEW THE ATTACHED DRAFT										
8	SENDING / SUBMITTING THE ORIGINAL MOU DOCUMENTS THAT HAS BEEN SIGNED							MOU Final	5 D day	MOU Final	

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Prepared by :

Cooperation Sub-Division
Academic Planning and Cooperation Division
Bureau of Academic and Student Affairs
Universitas Brawijaya

Contact:

Rectorat Building 2nd Floor
Universitas Brawijaya
Jalan Veteran Malang 65145, East Java, Indonesia
Phone: +62-341-551611 Hunting; +62-341-575777; Fax: +62-341-565420
Email: kerjasama@ub.ac.id , wr4@ub.ac.id
<http://ub.ac.id>