



Annex 10.7.2



Guidelines for International Exchange Program

Learning Development and Quality Assurance Institution

UNIVERSITAS PENDIDIKAN GANESHA



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
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KEPUTUSAN REKTOR UNIVERSITAS PENDIDIKAN GANESHA
NOMOR 3048/UN48/DK/2020

TENTANG

PEDOMAN INTERNATIONAL EXCHANGE PROGRAM
UNIVERSITAS PENDIDIKAN GANESHA TAHUN 2020
REKTOR UNIVERSITAS PENDIDIKAN GANESHA,

- Menimbang : bahwa untuk Pelaksanaan Program Internasional Exchange diperlukan Pedoman Internasional Exchange Program Universitas Pendidikan Ganesha Tahun 2020 dengan keputusan Rektor;
- Mengingat : 1 Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional;
2 Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi;
3 Peraturan Pemerintah Nomor 04 Tahun 2014, tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi;
4 Peraturan Presiden Nomor 11 Tahun 2006 Tentang Perubahan IKIP Negeri Singaraja menjadi Universitas Pendidikan Ganesha;
5 Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 14 Tahun 2016, tentang Organisasi dan Tata Kerja (OTK) Universitas Pendidikan Ganesha;
6 Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 75 Tahun 2017 tentang Statuta Universitas Pendidikan Ganesha;
7 Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020, tentang Standar Nasional Pendidikan Tinggi;

MEMUTUSKAN:

- Menetapkan : KEPUTUSAN REKTOR UNIVERSITAS PENDIDIKAN GANESHA TENTANG PEDOMAN INTERNASIONAL EXCHANGE PROGRAM UNIVERSITAS PENDIDIKAN GANESHA TAHUN 2020.
- KESATU : Menetapkan Pedoman Internasional Exchange Program Universitas Pendidikan Ganesha Tahun 2020 untuk dapat digunakan sebagaimana mestinya.
- KEDUA : Dalam Perkembangannya pedoman ini dapat direvisi sesuai dengan kebutuhan serta kondisi tertentu yang nantinya diputuskan kembali dengan Keputusan Rektor.
- KETIGA : Segala biaya yang diperlukan untuk penyusunan dokumen tersebut dibebankan pada anggaran DIPA Universitas Pendidikan Ganesha Tahun 2020 Nomor: 023.17.2.677.530/2020, Revisi VII tanggal 24 September 2020.
- KEEMPAT : Keputusan Rektor Universitas Pendidikan Ganesha ini mulai berlaku pada tanggal ditetapkan.



Ditetapkan di Singaraja
pada tanggal 25 November 2020

REKTOR UNIVERSITAS PENDIDIKAN GANESHA,

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FOREWORD

The international exchange programme in the learning process is an academic activity for the development of learning and quality assurance which must be a top priority to make quality graduates in line with the times. The development of education is very rapid for that Universitas Pendidikan Ganesha must be a pioneer and at the forefront of this development. This demand must also refer to the balance between belief in God Almighty, others and the environment so that the vision of Universitas Pendidikan Ganesha which is to become a Superior University based on the *Tri Hita Karana* Philosophy in Asia in 2045 can be achieved.

To achieve this vision, the Institute for Learning Development and Quality Assurance as an institution given the tasks and functions as well as some policies of the Chancellor must be able to carry out several learning developments and quality assurance systems within Universitas Pendidikan Ganesha. Several processes of development and quality assurance of the learning process have been carried out, one of the learning processes carried out is that the international exchange programme can run in accordance with the provisions, so we hereby convey the 2020 Universitas Pendidikan Ganesha Programme Guidelines for International Exchange which can later be used properly.

In the implementation and development of this document, it can be revised according to the needs of Universitas Pendidikan Ganesha, therefore suggestions for improvement for its perfection are highly expected.

Thus, we convey this introduction, thank you for your attention and cooperation.

Singaraja, November 25th, 2020

Drafting team

FOREWORD


The vision of Universitas Pendidikan Ganesha (UNDIKSHA) is 'To be an Excellent University based on philosophy *Tri Hita Karana* in Asia On Year 2045' by very clearly indicating that internationalization is one of the main targets of development. UNDIKSHA's work target is no longer oriented on a national scale, but has developed an answer to the challenge that is to penetrate the international scene. Far before the vision is formed, various activities which involve partners of various countries are already done. In order to further strengthen international activities, the Chancellor of UNDIKSHA, Prof. Dr. I Nyoman Jampel, M.Pd., set 2019 as the year of internationalization. This commitment is in line with UNDIKSHA vision of internationalization, namely realizing UNDIKSHA which is based on *Tri Hita Karana* through internationalization and Trendsetter University.

To maintain and upgrade quantity and quality in international activity, UNDIKSHA should be capable of self-development to compete with other universities in the global era. Globalization has a profound impact on institutions' education to build graduates of and staff lecturers which capable work and compete in revolution industry 4.0. UNDIKSHA expected to compete in the international world. With other college students and lecturers, UNDIKSHA should have its own character " global citizen " who has international competitiveness. As global citizens, students and UNDIKSHA lecturers must be able to live and interact internationally through interactions between students, culture in a diverse and multicultural environment. Therefore, UNDIKSHA needs to design programmes so that the internationalization process can be realized systematically. One of the forms of the programme that can be developed is to carry out inbound and outbound activities, outbound in field academic and non-academic in level college student and lecturer. The programmes designed can be grouped into two types, namely programmes that target students and programmes targeting lecturers. Programmes targeting students are Overseas Teaching Practicum (*PLP Luar Negeri*), Overseas Fieldwork (*PKL Luar Negeri*), Overseas Community Engagement (*KKN Luar Negeri*), Credit Earning and Credit Transfers, and Summer Camps. Meanwhile, the programme that involves lecturers is Teacher Exchange, Visiting Professors, Invited Speakers, and Collaborative Researches.

All activities above require guidelines to guide programme implementation measures, which provide direction for all parties involved in activities. Thus, activities implemented will walk by effectively and efficiently in achieving goals. Therefore, the preparation of the manual has urgency which is high for now.

Process composing guidelines involve a number of parties, especially leader university and its staff as well as the compilers taken from representatives of lecturers who are often involved in international programmes. Therefore, for the support and work hard that has been donated, we thank you. I hope this book can give guidelines and can be complied with by related parties.

Singaraja, November 2020

Ketua LPPM

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RECTOR'S WELCOME

The vision of UNDIKSHA, that is 'Become University Superior Based on the *Tri Hita Karana* Philosophy in Asia in the Year 2045', UNDIKSHA determined that: internationalization as one main programme. The programme supports the achievement and existence of UNDIKSHA as an effort to create an international standard university (world class, class universities). Various programme exchanges between college students and lecturers with institutions had been initiated and implemented long before the UNDIKSHA vision was set. International Exchange Programs (*IEP*) are implemented in the form of programmes that target students and programmes targeting lecturers. Programmes targeting students are: Overseas Teaching Practicum (*PLP Luar Negeri*), Overseas Fieldwork (*PKL Luar Negeri*), Overseas Community Engagement (*KKN Luar Negeri*), Credit Earning and Credit Transfer, and Summer Camps. Meanwhile, programmes that involve lecturers are Teacher Exchange, Visiting Professors, Invited Speakers, and Collaborative Researches. The programmes must be carried out properly so that preparation, implementation, and evaluation are good one.

To ensure the quality and accountability of the implementation of the International Exchange Programs, we assigned *LPPPM (LP3M)* or Learning Development and Quality Assurance Institute to coordinate the preparation of the Guidelines International Exchange Programs, and we thank God Almighty for thanks to His grace this manual has been presented before us. This manual contains procedures that must be taken at each stage of the implementation of the International Exchange Programmes namely; planning, implementation, evaluation and reporting. All parties involved in the implementation of International Exchange Programmes are expected to make this manual as a guide in implementing International Exchange Programmes in accordance with its duties and functions.

Compilation of the book guidelines needs time which is long enough as well as involving all elements of the UNDIKSHA academic community. For that, through this opportunity we would like to express sincere thanks to the drafting team and other parties who were involved either directly or indirectly. Hopefully this manual can be applied with the best so that it could upgrade quality process and result activity in International Exchange Programmes in the future, as well as providing significant benefits optimal for UNDIKSHA and partners which become target International Exchange Programmes.

Singaraja,

November 2020 S



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CHAPTER I

INTRODUCTION

1.1. Background

Universitas Pendidikan Ganesha (UNDIKSHA) has a vision 'Become University Excellence Based on *Tri Hita Karana* Philosophy in Asia in 2045'. The vision clearly states the target area for UNDIKSHA's performance achievement, namely in Asia. The thing is a challenge and opportunity which requires UNDIKSHA to quickly carry out activities related to institutions in other countries, at least in Asia. Work of international programmes is actually already long held with many countries from five continents. To further strengthen the various international programmes, the year 2019 is set as the year of internationalization by the Rector of UNDIKSHA.

UNDIKSHA's vision is very relevant to the Law of the Republic of Indonesia No 12 concerning Higher Education where it is stated that Higher Education functions to develop ability and shape character as well as civilization nation which dignified in educating life nation, develop community innovative, responsive, creative, skilled, competitive, and cooperative academics through *Tri Dharma* implementation; and develop knowledge and technology with notice and apply mark humanities, and aim for develop the potential of students to become human beings who believe and fear God Almighty and noble, healthy, knowledgeable, capable, creative, independent, skilled, competent, and cultured for the benefit of the nation. Then the next goal is to produce graduates which dominate branch knowledge and/or technology for the fulfillment of national interest and enhancement of a competitive nation. Then, generate knowledge and technology through research that pays attention to and applies values to humanities so that it is beneficial for the progress of the nation, as well as progress civilization and the welfare of mankind. There is one next goal is the realization of Devotion to Public based on reasoning and creation Study which is beneficial in advance general welfare and the intellectual life of the nation.

With UNDIKSHA's vision of excelling in Asia by 2045, UNDIKSHA must be able to develop itself to compete with other higher education in globalization era. Globalization own impact deep on institution education tall for build

graduates who are able to work and compete in the industrial revolution 4.0. In other words, UNDIKSHA must be able to produce graduates who have a "global citizen" character who have international competitiveness. To achieve this idealism, students and lecturers need a chance to go through the programme which helps achieve competence such as intercultural communication, knowledge and awareness of various multicultural cultures, and understanding about international challenges. UNDIKSHA needs a designing programme that bridges this. One of the programmes that can be developed is by increasing the opportunities for UNDIKSHA students and lecturers to gain exposure to global and international contexts and enhance their intercultural competence. Therefore, it is very important to develop and strengthen student exchange programmes and lecturers called International Exchange Programmes.

International Exchange Programmes focus on problems between culture and diversity, which aim to develop knowledge, Skills, and attitude at the international level of all students and lecturers. Mobility of students and lecturers (staff and student mobility) in and out of the country is carried out to equip them with skills that will allow them to survive overseas. In addition, these International Exchange Programmes provide opportunities for students and lecturers from foreign institutions to come to UNDIKSHA to carry out educational activities, study and devotion to the public.

International Exchange Programme is a process that deals with factors cognitive, affective, and skill factors that are necessary for success in the environment which is more internationalized. go from understanding this, UNDIKSHA already operate a number of programs which in line with view program internationalization specifically International Exchange Programmes that is which target students starting from the Overseas Teaching Practicum (*PLP Luar Negeri*), Overseas Fieldwork (*PKL Luar Negeri*), Overseas Community Engagement (*KKN Luar Negeri*), Credit Earnings and Credit Transfers, and Summer Camp. Meanwhile, those involving lecturers are: Teacher Exchange, Visiting Professors, Invited Speakers, and Collaborative Researches. Implementation of these programmes are based on the collaboration between UNDIKSHA with universities outside the country by U to U, or based on activities that are implemented by third parties such as SEAMEO. In the context of planning, implementing and monitoring and evaluation activity the, required guidelines which official and apply thorough in

UNDIKSHA. Therefore, it is needed to arrange activity guidelines that regulate all activities for the UNDIKSHA community to carry out International Exchange Programmes.

The description above is explained in various international programmes. First, UNDIKSHA needs to realize internationalization and '*go international*' in a concrete way. Overseas Teaching Practicum (*PLP Luar Negeri*), Overseas Fieldwork (*PKL Luar Negeri*), Overseas Community Engagement (*KKN Luar Negeri*), Credit Earning and Credit Transfer, Summer Camp, Teacher Exchange, Visiting Professors, Invited Speakers, and Collaborative Researches is a programme for realizing UNDIKSHA internationalization vision. UNDIKSHA can accommodate public international organizations from various countries to carry out academic activities at UNDIKSHA, and also give opportunities for college students and UNDIKSHA lecturers to go overseas and do the same thing. Second, UNDIKSHA must be able to have lecturers and graduates who are able to answer the challenges of the global era. To be able to compete with universities in the era of Globally, UNDIKSHA lecturers and students need to be equipped not only with knowledge and skills according to the discipline they are engaged in, but also insight and experience interacting with the international community. Programmes are designed to achieve goals to organize International Exchange Programmes through cooperation internationally with some universities outside the country.

Based on the Identification problem above, it could be confirmed that the International Exchange Programme is a potential solution for improving UNDIKSHA quality. To carry out various International Exchange Programmes that have been launched, it is necessary that an activity manual is made so that a common perception and implementation is achieved between various parties involved in it.

1.2. Identification Problem

Based on the exposure background, there are a number of problems which can be identified. First, UNDIKSHA needs to realize the rector's vision of internationalization in a concrete way. The International Exchange Programme is one of the programmes for realizing the rector's vision about internationalization of UNDIKSHA.

Second, UNDIKSHA must be able to produce graduates who are able to answer global challenges in the globalization era. To compete with graduate of higher education in era global, graduates of UNDIKSHA need equipped no only with knowledge and skills in accordance discipline

the knowledge they practice, but also their insight and experience in interacting with the community internationally. The programme designed to achieve this goal is to organize International Exchange Programmes through international cooperation with a number of universities outside the country.

Third, UNDIKSHA must continue to develop the quality of capable lecturers to answer the challenges of the global era, especially in the implementation of the *Tri Dharma* of Higher Education. To be able to compete with lecturers from other universities in the global era, UNDIKSHA lecturers need to be equipped not only with knowledge and skills in accordance with pursued, but also outlook as well as experience interacting with public international.

Fourth, there are efforts to bring UNDIKSHA to go internationally and globally more concretely. Through the International Exchange Programmes, UNDIKSHA can accommodate international students from various countries to study in UNDIKSHA. Otherwise college students and UNDIKSHA lecturers can study with university partners overseas. With this programme, UNDIKSHA's plan on internalization becomes a reality. Based on the problem identified above, it can be emphasized that International Exchange Programmes are a potential solution for improving UNDIKSHA quality.

1.3. Objective and Benefit of International Exchange Programme

International Exchange Programmes have their own objective and benefits for college students, lecturers, and for UNDIKSHA. By details, objectives and those benefits is:

1.3.1. Purposes:

1. To realize UNDIKSHA's vision of internationalization in a concrete manner that supports the achievement of UNDIKSHA's vision, namely "Being a superior university based on the philosophy of *Tri Hita Karana* in Asia in 2045".
2. To improve the quality of lecturers and graduates to be able to collaborate effectively globally through increasing knowledge and experience in interacting with a multicultural environment at international level.
3. To realize UNDIKSHA as a university which is ready to "Go International," UNDIKSHA will introduce its potential on public international sites.
4. For inviting interest from public academic from overseas to do

cooperation in the implementation of education, research, and community service collaboratively in an effort to produce graduates who have worldly character in or global citizens.

1.3.2. Benefit from Implementation of International Exchange Programmes is as following:

1. For College student

Provide opportunities for students to participate in Overseas Teaching Practicum (*PLP Luar Negeri*), Overseas Fieldwork(*PKL Luar Negeri*), Overseas Community Engagement (*KKN Luar Negeri*), Credit Earning and Credit Transfer, and Summer Camp. Following these programmes, students have a learning experience which based on on need for own competence for life in world international, and own experience for process interact with college student other nor lecturer from outside country so that capable to upgrade understanding, knowledge and experience in cross culture.

2. For Lecturer

Give opportunity for lecturer to do *Tri Dharma* by international to broaden horizons, develop ideas and knowledge to innovate in develop and upgrade quality implementation *Tri Dharma* on level international through activity collaboration in field academic and non academically with lecturers, researchers and other practitioners from foreign universities in shape Teacher Exchange, Visiting Professors, Invited Speakers, and Collaborative Researches

3. For UNDIKSHA

Give an opportunity for UNDIKSHA to come on stage as a subject in advanced education in Indonesia, at a time as a step towards going international. Through the implementation of International Exchange Programmes, UNDIKSHA is active in designing programme activities which interest the public internationally to be active together, good in field academic or non academics that contribute to the advancement of knowledge, an increase in tolerance between culture and the realization of world peace.

1.4. UNDIKSHA Condition (Existing Condition of UNDIKSHA)

As previously stated, UNDIKSHA's vision is "To be a Superior University" based on the philosophy "*Tri Hita Karana* in Asia in the Year 2045". To reach the vision, according to this, the missions that UNDIKSHA wants to achieve are: (1) Organizing education and training dignified teaching to produce competitive human resources, collaborative, and character. (2) Conduct competitive, collaborative, and innovative efforts for the development and application of science and technology, and (3) organize community service that is competitive, collaborative, accommodative, and innovative. Based on this mission, UNDIKSHA's goals are: (1) to produce graduates which capable compete with graduate of university other in fill in market work; (2) produce graduates who are able to work together or in a team the place work; (3) produce graduate of which respect tall values deity, humanity, and sustainability natural in operate Duty; (4) produce creation research that is able to compete with research works produced by the civitas academic university other; (5) produce creation study which done by together with other academics and/or the community, both from inside and outside UNDIKSHA; (6) produce research works that have novelty; (7) produce creation devotion to public which capable compete with creation community service performed by other universities; (8) produce works community service that is carried out jointly among academics and/or employees, both from inside and outside UNDIKSHA; (9) generate creation devotion to public which done on request public; (10) earned creation devotion public which own novelty, and (11) earned work same national, regional, and international which each other profitable. In reaching the mission and objective which has been set, UNDIKSHA collaborates in the educational and non-educational fields to produce a source power man who is superior in field academic, vocation, and profession which contribute to the power nation's competitiveness at international level.

Based on Regulation Minister of Research, Technology and Education Republic High Indonesia Number: 14 2016 about University Organization and Work Procedure (*OTK*) Education Ganesha, (Document 1.1.4 the Ministry Regulation of Research and Technology Republic Indonesia No. 14, 2016) UNDIKSHA manages 7 (seven) Faculty and Postgraduate Programme, that is: (1) Faculty of Science Education, (2) Faculty of Law and Social Sciences, (3) Faculty of Language Education and Arts, (4) Faculty of Mathematic

and Natural Sciences, (5) Faculty of Engineering and Vocational, (6) Faculty of Sports and Health, (7) Faculty of Economics, and (8) Postgraduate. In addition, since 2019, UNDIKSHA has already opened a programme Faculty Medical which is very interested by the public, so to date UNDIKSHA manages eight (8) Faculty.

Increasing the nation's competitiveness in the face of the global era is unavoidable in all field life, so that requires higher education which can develop science and technology and produce scientist professionals which are cultured and creative, innovative, tolerant, democratic, collaborative, and character superior. UNDIKSHA carries out the arrangement of higher education in a planned, directed, sustainable manner in accordance with the local wisdom, changes in the social order of society towards a science and technology literacy society and culture. Public literacy, science and technology and culture as well as insightful globalism is key to advancing the nation, civilization, and human welfare, or realizing a life nation with intelligent character which is supported by knowledge which is humanist. Through activity at Tri *Dharma* of higher education, UNDIKSHA is capable of pushing public literacy and culture science to achieve stated goals.

The achievement of the goals which are the embodiment of UNDIKSHA's Vision is achieved gradually. These stages are outlined in the RIP or *Rencana Induk Pengembangan* (Development Master Plan). In RIP 2015-2035 four stages of UNDIKSHA's development direction are set, which include: stage I (2015-2019) UNDIKSHA becomes Teaching University, phase II (2020-2024) UNDIKSHA as excellent teaching university, Step III (2025-2029) UNDIKSHA as pre-research university, and stage IV (2030-2035) UNDIKSHA as a research university, until UNDIKSHA capable to be a leading university in Asia on year 2045.

To achieve its goals, UNDIKSHA has a governance system consisting of 13 components important that is (1) Senate University, (2) Rector, (3) Unit Supervisor internal, and (4) Board Consideration, (5) Institution Study and Devotion to Public (*LP2M*), (6) Learning Development and Quality Assurance Institute (*LP3M*), (7) Unit Technical Implementer (*UPT*) Library, (8) Information and Communication Technology *UPT*, (9) Language *UPT*, (10) Integrated Education Laboratory, (11) Career Development and Student Entrepreneurship *UPT*, (12) Guidance and Counseling Services *UPT*, and (13) Agency Manager Business.

System tutor managed by leadership college tall which covers leadership operational, leadership organization, and leadership public and

realized in function management (planning, organizing, staffing, leading, and control) which is implemented effectively. To ensure a management system, system civil servants, an internal audit system is needed. UNDIKSHA's internal audit system is implemented by the Quality Assurance Center (*PJM*) and Internal Control Unit (*SPI*). Quality assurance system UNDIKSHA implemented use PDCA model (*Plan-Do-Check-Act*) supported by a complete quality manual includes: (1) Quality Statement, (2) Quality Policy, (3) Manual quality, (4) Quality Standards, (5) Quality Procedures, (6) Work Instructions, and (7) Phased Goals Quality integrated in a document system.

UNDIKSHA has educators (433 people) and education staff (251 people) which is very adequate, the ratio of lecturers to students according to national standards (1:25) and total teacher big which is adequate, that is 10%. For each objective, HR UNDIKSHA improved quantity and quality through comprehensive strategies through development career effective, planned, and directed.

UNDIKSHA curriculum developed in accordance with vision, mission, objective and target UNDIKSHA which is based on competence and oriented Framework Qualification National Indonesia (KKNI). Curriculum load hidden curriculum which based on philosophy *Tri Hita Karana* to develop intelligence by holistic which includes intelligence intellectual, intelligence spiritual (harmonization connection academic community with the creator), intelligence social (harmonization connection fellow), intelligence ecological (harmonization of the relationship between the academic community and the environment). UNDIKSHA's curriculum is dynamic and always developed in accordance with policy development curriculum and guidelines for curriculum preparation and evaluated periodically according to the needs of stakeholders. The structured curriculum structure is able to form students who have professional and competitive personal as well as a quality learning system that has created graduates who are in accordance with the stakeholder needs.

In supporting academic and non-academic processes, UNDIKSHA has means and infrastructure which are very adequate as, Building Studying which is representative, Mathematics and Science Laboratory, Medical Laboratory, Micro Teaching Room, Health Clinic, Sports building, library, seminar room, *ICT* room, hotel and others. Means and infrastructure the own quality and adequacy which in accordance with need programme internationalization.

UNDIKSHA is one of the one Government Higher Educations which has applied Management Finance Body Service General (*PK-BLU*). System finance UNDIKSHA follows a policy finance country which is based on principle efficiency, accountability, evaluation and productivity. This leads to performance based budgeting indicators. Strategy for funding and administering and managing higher education of UNDIKSHA refers to Government Regulation Number 48 Year 2008 about Funding Education as well as Regulation Government Number: 17 Year 2010 about Implementation and Management of Education. UNDIKSHA's fund allocation system refers to: on the Budget Implementation List (*DIPA*), the Ministry's Budget Activity Plan Institution (*RKKAL*) and Instruction Operational Activity (*POK*) UNDIKSHA. Means and UNDIKSHA's educational infrastructure is very adequate both for educators, power education and college students. Management and recording finance, means and infrastructure use system information which is integrated. UNDIKSHA owns a framework based on technology fiber optics which can support very high data transfer rates. Available bandwidth UNDIKSHA to support ICT-based activities is 440 mbps, with these conditions, it is ensured all *ICT* services at UNDIKSHA can be accessed online for 24 hours every day. The existing information system has been supported by a data recovery system with a system disaster recovery or recovery data which ensures security data or system information which is implemented. With facility, the whole activity academics have used a data management system using a wide network of computers (internet).

With stand on system management UNDIKSHA and refers to on condition UNDIKSHA is currently aiming to achieve UNDIKSHA as an excellent university in Asia by 2045, UNDIKSHA must develop an International Exchange Programme for providing international perspectives and insights to lecturers and students. To achieve graduates with outcomes as 'global citizens' International Exchange Programme targeting students and lecturers from UNDIKSHA and from foreign universities. Therefore, the International Exchange Programme is designed with good and prepared guidelines implementation. Implementation program international exchange should form on multicultural culture. Therefore, the intercultural and international dimensions should be integrated into the achievement of exchange activities that give birth to students and lecturers who have competence and have an international perspective.

In other side, UNDIKSHA has own units which handle affairs cooperation international affairs, namely the Office of International Affairs (*KUI*). Currently internationalization programmes done by *KUI* UNDIKSHA are *Darmasiswa*, *PLP*, *PKL*, credit earning, *KKN*, course *BIPA*, workshops, visiting scholar (lecturer), community services, social practicum, regular undergraduate student, volunteer (tutor). In 2019, these activities will involve 121 college student foreign from various countries, that is, English, France, Dutch, America, Thailand, Poland. The internationalization activities carried out by *KUI* have been taking place since 2011 all of which have benefited both parties. With the existence of International Exchange Programmes, the more important role is the implementation of this program needs to be carried out with success.

If it is developed in more detail in the form of a SWOT analysis, UNDIKSHA's potential will be in organizing or participating in the International Exchange Programme are as follows:

Table 1. SWOT Analysis International Exchange Programmes in UNDIKSHA

Strengths	Weaknesses	Opportunities	Threats
<p>Vision and mission OF UNDIKSHA is very clear support programme international exchanges</p> <p>UNDIKSHA has faculties, majors and study programs diverse, so a wide opportunity for exchange takes place in the free knowledge field.</p> <p>Have an order suitable tutor with rules government so that it is functionally effective and efficient.</p>	<p>Limited funds available for support activities international exchange</p> <ul style="list-style-type: none"> Due to interest students and lecturers high in follow activities international exchanges, many of which not accommodated due to limitations place and tight selection. Lack of industry fulfilling partner conditions in area Singaraja or North Bali, especially in implementation of activities street vendors outside the country inbound. 	<ul style="list-style-type: none"> The more lively international activities exchange in rate regional initiated by organizations like Seameo or above based cooperation university to university (U to U) More and more universities and institutions Overseas who have interest to implement cooperation and activities with UNDIKSHA It's getting easier do communication leading to cooperation between today's university because of progress information technology and communication 	<ul style="list-style-type: none"> There is a challenge 'the new' normal' due to pandemic covid-19 that hinders implementation of activities that related with international activities exchange Competition between universities and institutions which is getting tougher for each other compete in looking for activity partners for international exchange.

<p>Own quality assurance which is good, so managed to achieve predicate A in accreditation institutions.</p> <p>Have energy educators and education that adequate and ensure the implementation of <i>Tri Dharma Perguruan Tinggi</i> effectively and efficiently.</p> <ul style="list-style-type: none"> the curriculum that applies at UNDIKSHA already based on KKNI with <i>Tri Hita Karana</i> philosophy Availability of facilities and infrastructure academic activities and extracurricular adequate Apply Management corporate finance public service (Pk-BLU) with performance based indicator budgeting Availability good internet facilities support service ICT <p>There is an office international affairs established with documentation and implementation of activities cooperation with university/institution outside country</p>		<ul style="list-style-type: none"> UNDIKSHA Leader very supportive international activities exchange 	
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1.5. Scope and Stages Implementation of International Exchange Programmes

Notice condition UNDIKSHA at this moment, and to reach the objective of International Exchange Programme is effective and successfully implemented, the International Exchange Programme will be implemented in some program form that is

Table 2. Form of International Exchange Programmes

Shape International Exchange Program mes	College student/ Study Programme Lecturer which involved	Explanation	Information
Overseas Teaching Practicum (<i>PLP Luar Negeri</i>)	Undergrad uate Study Programm e Education	Study Programmes that take part in this programme is Educational Study Programme in which students pass the selection and there are PLP vacancies which are available in University partners outside the country.	Educational Study Programme Students Eligible UNDIKSHA and pass the selection will be sent to Partner universities abroad to carry out <i>PLP Overseas</i> in partner schools or universities in outside countries. Partner University students outside countries that pass the selection are accepted and placed in schools UNDIKSHA partners to implement <i>PLP Overseas</i> .
Overseas Fieldwork (<i>PKL Overseas</i>)	Diploma Study Program, S1 Vocational in environment UNDIKSHA, dan partner university from outside country	Study Programmes that take part in this are Study Program Vocational Diploma and S1 whose students pass selection and existence street vendors jobs available in University partners in Overseas.	Diploma and S1 Study Programme Students UNDIKSHA Vocations that meet conditions and get away selection will be sent to partner universities abroad to carry out street vendors overseas in partner industries overseas. College student University partner in outside countries that pass the selection are accepted and placed in partner industry UNDIKSHA to carry out street vendors overseas.
Job Lecture Real Outside State (<i>KKN Overseas</i>)	Undergra duate Study Program <i>Undiksha</i>	Study Programmes that take part in this program is a bachelor's degree program whose students pass selection and exist <i>KKN</i> jobs available in University partners in outside countries.	UNDIKSHA S1 Study Programme students who meet the requirements and pass the selection will be sent to partner Universities in abroad to implement <i>KKN Overseas</i> Partner University students outside countries that pass the selection are accepted and placed in partner industries UNDIKSHA to carry out <i>KKN Overseas</i> in UNDIKSHA.
Credit Earning and Credit Transfer	Diploma Study Programme or S1 which is ready To do this programme.	Study Programmes that take part in this programme is a bachelor's degree programme assigned by the leadership and in maintenance credit earning process and credit transfer.	UNDIKSHA students take a few credits of lectures at partner universities abroad based on the MoU that has agreed. Partner university students from Overseas take a few credits to study at UNDIKSHA based on the MoU that has been agreed.
Summer Camp	Study Programme Students which is relevant by theme activity	College student selected in accordance with quota and mechanism maintenance activity	Students take part in activities that designed according to the theme specific and involving students from UNDIKSHA and university partner

Teacher Exchange	UNDIKSHA Lecturer	Lecturer according to the field Required knowledge university partner.	UNDIKSHA Lecturers teach in partner universities with period limited time or according to program requirements. Lecturer university partner teach in certain study programme in UNDIKSHA for required time period in the programme.
Visiting Professors	UNDIKSHA Professor dan University partner	Professor according to the field of science what the university needs partner	Professors from UNDIKSHA and university partners carry out <i>Tri Dharma</i> College activities at the university where the programme is done.
Invited Speakers	UNDIKSHA Lecturer and University partners	Lecturers who are invited accordingly required field of knowledge university partner	UNDIKSHA and university lecturers partner which invited to UNDIKSHA or to partner universities to become resource person for an activity academic
Collaborative Researches	UNDIKSHA Lecturer and university partner	UNDIKSHA lecturers and lecturers university partner	UNDIKSHA lecturers and lecturers partner universities to study and publish together.

Besides, scope maintenance of International Exchange Programmes is set through Rector's Decree.

1.6. Method Compilation Guidelines of International Exchange Programmes

The Rector of UNDIKSHA issues the Rector's Decree assigning the Drafting Team to prepare UNDIKSHA International Exchange Programmes Guidelines. By decision from the Rector, the International Exchange Programmes Guidelines Drafting Team then made guidelines as a basis for implementing International Exchange Programmes in UNDIKSHA. The method of preparing guidelines is carried out in a deductive-inductive manner for effectiveness work. Deductively, the head of the institution and the Team Leader provide the main ideas about this manuscript that must be made to be discussed together until the draft guidelines International Exchange Programmes are agreed. Script then developed by inductive through the mechanism which is carried out following.

1. Formation of formulation group guidelines sections
2. Group division is intended so that the team can work effectively and efficiently and focus on drafting the manuscript. Each group was given the task of making parts script guidelines.
3. Meeting work in group formulator
4. With distribution duty in accordance with part which has shared on meeting formation

group, formulator team to do meeting work for work.each part. The team works in each group according to the mechanism work agreed upon by the small group.

5. Workshop discussion draft and sanctioning internal
 6. Results work team formulator on group small then combined to produce an overall draft of the guidelines text. This overall draft is discussed internally between team by whole for synchronization information intact and coherent.
 7. Meeting work group improvement academic script
 8. On this step, guidelines perfected again with notice input- input which was obtained on stages *FGD* by internally. Results work on this step is a guide that is ready to be brought to a Focused Group Discussion in person external with involve elements other in UNDIKSHA for input.
 9. Workshop discussion of the script and external sanctions
 10. Draft guidelines that have been completed internally among the drafting team then discussed and discussed with elements other which related in UNDIKSHA to get inputs for improvement script.
 11. Meeting finalization work guidelines
 12. On this step, script repaired again if there is inputs which obtained from *FGD*. *FGD* results is a final product guideline.
 13. Guidelines published
 14. After going through a gradual and comprehensive formulation process, the manuscript of the guidelines International Exchange Programmes then published and ready for implementation
- CHAPTER II

BASE COMPOSITION

2.1. Philosophical Foundation

Higher education as a part of the national education system has a strategic role in educating the nation's life and advancing the welfare of the community. For this reason, higher education is needed to develop knowledge and skills in technology in the era of globalization. In the current era of globalization, universities must upgrade the management quality so that they can be empowered and competitive.

In the management of quality tertiary institutions, efforts are needed to concrete efforts both in terms of academic and non-academic improvement. One concrete attempt is International Exchange Programmes. International Exchange Programmes in Undiksha is a programme which has pioneered since 2017, with partnership programmes as an initial activity.

Philosophically, the concept of progressivism directs effort management college high based on the reality of life. At the moment in the midst of globalization, life in the world will be wider, where interactions between worlds no longer exist, because that effort International Exchange Programmes is one of the concrete efforts in running higher education based on the development of life. On the other side of the humanism concept is directed to higher education which is oriented to human dignity and worth. The global era has contributed some big nature and quality man moment this, by because that, effort International Exchange Programmes is effort which significant for cultivate how man should behave and act to use higher education development by interactional between country which exists in the world, so that it creates symbiosis mutualistic.

These two notions have also been reflected in the philosophy of *Pancasila* and *Tri Hita Karana*, where *Pancasila* with five components, and *Tri Hita Karana* with three harmonies in life. International Exchange Programmes, based on the three understandings above, so that the institution has a strong footing in running the wheel development college tall in the midst of global power which is getting disruption.

2.2. Base Sociological

According to Theory Functional Structural (Talcott Parsons in Nasikum, 2003: 11) community is one system from parts which each relate one to others, which influence each other in a double and reciprocal manner. Social interaction can be achieved well, however, fundamentally system social trends move dynamic. Therefore, in essence, humans in living their lives always struggle with solving life's problems. Humans use their experiences which by

gradually and cumulative in get knowledge which develop Becomes draft and theory, and this is cycle logico-hypothetico-verification.

When studying a number of references in connection with things in one, a clear depiction of existence changes very fast. As Niesbet (1997) has thrusts out ten global megatrends that will happen in the future known as megatrend global millennium which covers boom economy global, renaissance in art, socialism market free, style life global and nationalism cultural, privatization, pacific rim revival, decade of women's leadership, age of biology, revival of religion millennium, and success individual. Whereas Rosabeth Moss Kanter (1994) stated front time will dominate by mark- mark and thinking cosmopolitan and every perpetrator in every field including the field of education are required to have 4Cs, namely: Concept, Competence, Connection, and Confidence. In the future, education that is beside mastering high science and technology, must be based on the basic understanding and mastery values and morals sturdy.

Required base understanding which strongly values humanity alone. The touch of education is absolutely necessary, because education is a process humanization, so that education is a vehicle for cultural transformation, and education that alone is culture intangible, is social culture, and also is and supports the culture system, so that the progress of civilization of a society could be measured from high to low quality of institutions his education.

Undiksha is one of the state universities in Bali Province, whose vision is to is to become a leading university based on the *Tri Hita Karana* philosophy in Asia in 2045, and the mission is: (1) organize education and teaching which dignified for produce source power man (HR) which competitive, collaborative, and character based on philosophy *Tri Hita Karana* ; (2) conducting competitive, collaborative and innovative research for development and application science and technology based on philosophy *Tri Hita Karana* ; and (3) organize devotion to public which competitive, collaborative, accommodating, and innovativebased on the philosophy *Tri Hita Karana* to upgrade the well-being of the public.

2.3. Base Juridical

Base Juridical from Universitas Pendidikan Ganesha International Exchange Programmes is:

1. Constitution Republic Indonesia Number 20 Year 2003 About National System Education;
2. Constitution Republic Indonesia Number 12 Year 2012 About Higher Education;
3. Law of the Republic of Indonesia Number 12 of 2011 concerning the Establishment of

Regulation Legislation.

4. Government Regulation of the Republic of Indonesia Number 66 of 2010 concerning Amendments on Regulation Government Number 17 Year 2010 About Management and maintenance Education;
5. Regulation Government Republic Indonesia Number 4 Year 2014 About maintenance of higher education and Higher Education Management;
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 139 Years 2014 About Guidelines College Statutes and Higher Education Organization;
7. Regulation Minister Research, Technology, and Higher Education Republic Indonesia Number 14 of 2016 concerning the Organization and Work Procedure of Universitas Pendidikan Ganesha.
8. Regulation Minister Research, Technology, and Higher Education Republic Indonesia Number 75 Year 2017 About the Statute of Universitas Pendidikan Ganesha.
9. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 about National Education of Higher Education.
10. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 4 of 2020 concerning Amendments to the Regulation of the Minister of Education and Culture No. 88 of 2014 concerning Changes in State Universities to State Universities Body Law.

CHAPTER III

OVERVIEW REFERENCES

3.1 Vision, Mission, Objective, and Target Internationalization Undiksha

Vision: Undiksha becomes a Learning Center for the International Community Mission:

1. Organizing various activities in the field of Education and teaching for international community
2. Organize various activity on field study and writing creation scientific for the community international
3. Organize various activity on field *community service* for public international

Objective:

1. Upgrade total public international which studying or which follow degree program in Undiksha
2. Upgrade total public international which follow activity non- degree programme at Undiksha
3. Produce study and creation scientific cooperation among party Undiksha with public international
4. Produce various activity community service among party Undiksha with public international

Target:

Table Mapping Objective and Target Internationalization Undiksha, under this.

Objective	Target
Increase the number of people international students studying or following <i>degree program</i> in Undiksha	a. The number of the international community who follow activity <i>credit earnings</i> in Undiksha
	b. Amount public international which follow activity <i>degree program</i> in Undiksha

Increase the number of people international activities that take part in <i>non- degree program</i> in Undiksha	a. The number of the international community who take part in <i>summer course</i> activities in Undiksha
	b. The number of the international community who take part in <i>cultural course</i> activities at Undiksha
	c. Number of international community following activity <i>language course</i> in Undiksha
	d. The number of the international community who follow activity <i>visiting professor/scholar</i> in Undiksha
Produce research and scientific works cooperation between Undiksha and public international	a. Amount study cooperation Among Undiksha with public international
	b. Number of collaborative scientific works between Undiksha with the international community on journals credited or reputable international
	c. Amount public international which follow activity the <i>conference</i> held in or by Undiksha
Produce various activity <i>community service</i> between parties Undiksha with the community international	a. Number of willing international community Becomes <i>volunteer</i> with Undiksha
	b. Number of <i>community service programs</i> between parties Undiksha with the community international

3.2 Competitiveness of Higher Education in Globalization Era

3.2.1 Globalization Era

Globalization is popularly meant as the spread of everything very fast all over the world. Beck, (2000) suggests that "globalization as the compression of the world into a single space and the intensification of consciousness the world as a whole". Globalization has also given birth to a "global culture which is encompassing the world at the international level". Globalization is not only concerned with and has an impact on economy, but almost whole element life man, so globalization even impacton higher education and college.

Era globalization was a wrong one-character century that gave opportunity freedom to all sectors of life for each other, access, influence, work at the same time compete with each other. Free trade that has been proclaimed will drag people both as individuals, business groups, industrialists and even countries to compete to use win scramble life. For business this There are forums for cooperation in various fields of life that are intended to gather strength in winning the competition as well as stem the effects of detrimental.

Existence trading free by countries in the world is an opportunity and challenge which need anticipated since early. For opportunity and challenge the most decisive factor is the ability of national competitiveness. The actors include all development stakeholders, both from the government sector and the public sector, private and public, including inside College Tall as organizer education (Solomon, 2015).

3.2.2 Competitiveness Enhancement Higher Education in Era Globalization

Globalization in world education is a long process. Happening era globalization in world education gives a double impact that is positive (profitable) and negative (harmful). Impact which is profitable, is to give opportunity cooperation which is as wide as possible in field education to countries in the world. However, in side other, if Indonesia no capable compete in field education with country other, because quality HR which weak for example, so the consequences will harmful nation Indonesia alone (Kadarisman, 2011). By therefore, challenge Indonesia in field education on era globalization is increase competitiveness and competitive advantage by relying on ability HR, technology, and management without reduce superiority comparative which has owned by the nation we. Challenge college in the global era is marked with development knowledge, knowledge and technology which are full of competition. Fast or slow, college tall in Indonesia should face the need to enhance quality college tall as institution education which must produce HR which quality and own superiority in various aspects of life. Higher education is one of the education national subsystems which cannot be separated from other subsystems, either inside or in outside education systems.

One of the national superiority factors is the availability of Human Resources who master science and technology in large numbers, high-qualified and have purchasing power which adequate from institutions education later will encourage the growth of science-based industries that can absorb workers productively, which could produce goods, services and products which empower competitive growth. The assumption is that to get a quality workforce, it must be seen from the quality of the education system in a country. That is, if a country has

If the education system is good, then the system will be able to give birth to a good workforce (Solomon, 2015).

The existence of universities in the overall life of the nation and state, has a very large role through the *Tri Dharma* of Higher Education, namely education, research and community service. In Law Number 20 Years 2003 concerning the National Education System, article 20 Paragraph 2 stated that higher education obliged to organize education, study and devotion to the public. Through the first *dharma* of higher education, universities must be able to empower process education which, like that appearance, allows the whole student to develop into graduates as qualified human resources who have complete competence by intellectual, professional, social, moral and personal.

The second *dharma* is research universities must be able to realize an academic scientific institution that can produce various innovative findings through activities scientific in the form of study. Through study, the college could develop itself as well as give donations real for development field science and application in various effort renewal. Furthermore, through The third *dharma* is community service, the existence of universities must be able to perceive benefits for the progress of society at large. This implies that the existence of college in Indonesia should be felt by the public in order to give understanding to the community according to the field.

International association between college institutions in context globalization needed to improve quality. There are 5 strategies offered by the University Tokyo (Zolfaghari, et al., 2009) for upgrading competitiveness power of higher education in globalization era: Provision of an internationally high standard of education;

1. Enhancement of research activities through strengthening international research networks;
2. Promoting cooperation with international society;
3. Improvement of infrastructure to promote “internal internationalization”;
4. Formulation of a long-term internationalization plan

Statements show that colleges should adopt provision of high standards of international education; increased research activity through strengthening network study internationally; promote cooperation with the international community; infrastructure improvements to promote “internationalization-internal”; as well as formulate one plan period long internationalization.

The era of competition in the era of globalization must be responded positively by universities in Indonesia, a form of competing attitude to improve service quality. In order to continue to exist and bloom, college should by regular evaluation and alert to variety change and development which occur, good change internal or external. Wilen-Daugenti and McKee (2008) state that institution education especially universities in the era of globalization are facing 12 key trends – which will and ongoing, that is:

1. Evergreen students
2. Globalization
3. Technical and information literacy
4. Enrollment, retention, and branding
5. Mobility
6. Safety and security
7. Pedagogical centers and innovative campus commons
8. Evolution of teaching and learning
9. Collaboration
10. Strategic plans and technology
11. Edutainment
12. Green

Of these twelve key tendencies, one key trend is cooperation (collaboration). Cooperation is a distinguishing attribute of education. University currently looks for Street to facilitate cooperation and partnerships with the private sector, alumni and other institutions both inside and outside the country.

3.3 International Exchange Programmes

3.3.1. Definition International Exchange Programmes

Term "International" is often used in the context of education in Indonesia. Policies to develop an international standard education unit actually already mentioned in Law no. 20 of 2003 concerning the Education System National Article 50 Paragraph 3 which states that the Government and/or Regional Government organize at least a lack of one-unit education on all level education for developed unit education which is standard international. This international standard activity refers to teaching, research, and educational activities community service. Expected international standards regarding Standards Competence Graduate, Curriculum, Process Learn Teach, HR, Facility, Management, Financing, and Standard Rating international.

3.3.2. Type Programme Cooperation International

To carry out international programmes, cooperation with foreign universities must be done, because that needs referenced guidelines maintenance Programme Cooperation of higher education which is used as a corporate reference .

In guidelines maintenance, the programme works the same with higher education, which issued by the Directorate General of Higher Education Institutional Development Science and Technology Institutions of Higher Education Ministry of Research, Technology and Higher Education of the Republic Indonesia year 2016, declared that College could to do cooperation academic and/or non-academic fields with other universities, the business world, or other parties, both at home and abroad. Cooperation can be done with the mode offers and/or requests organized with the pattern: mentor-guided and/or collaboration. Type programme work same which has been done is:

1. Programme Title Together (Joint degrees);
2. Programme Title Double (Double/Dual degrees)
3. Programme Title Double Regular and
4. Programme Title Double Acceleration (Acceleration)

Program Title together and Programme Title Double could implement through:

1. Programme Switch Credit (Credit transfer)
2. Programme Take Credit (Credit Earning)
3. Programme Twins (Twins)
4. Programme Guidance Together in Study (Joint supervision)

Implementation 4 (four) programmes can be done through Programme Exchange College student and/or Lecturer (Student and/or Academic Staff Exchange).

Program Title Together (Joint degrees) need notice provision following, that is:

1. Done at least by two PT
2. Program studies same, level same
3. Produce one S-1 degree or S-2
4. Should notice proximity field knowledge (field cognate)

5. Equality accreditation *PTDN* and *PTOVERSEAS* at least B or category "good"
 6. If the Student and/or Lecturer Exchange Program is implemented in the context of undertaking Joint Degree Programme, exchange is pursued balanced.
 7. Copyright on curriculum, intellectual property rights (patents), legalization of diplomas, and other things that are fundamentals must pour in MOA
 8. College student operate Title Together if has go through burden studies core curriculum in accordance with the main competencies, or have taken the study load at least 50% of total study load required at PT origin
 9. Graduates of the Joint Degree programme obtain two issued diplomas by Original PT and partner PT for one level of qualification (degrees)
 10. Each diploma must be accompanied by a certificate accompanying diploma supplements (SKPI). Programme Title Double (Double degrees) done with provision as following.
1. The Dual Degree Programme is jointly conducted by *PTDN* and *PT* Overseas for different study programmes
 2. Programme Title Double divided on two type:
 3. Programme Title Double Regular
 4. Programme Title Double Acceleration.

Programme Title Double Regular need provision as following:

1. Conducted by one or two universities or more in different study programmes with the same level to produce two degrees *which* are recognition on educational outcomes in Strata 1 (S-1) or Level 2 (S- 2)
2. The Regular Double Degree Programme can be implemented if the study programme is working same have in common minimum 50% of total burden studies
3. Study programmes that carry out the Regular Double Degree Programme must have a permit operational and accreditation at least B
4. *PTLN* which To do Programme Title Double Regular with *PTDN* must accredited well or very well in the country; The study load that must be taken by students participating in the Regular Double Degree programme at partnering universities, as well as the right to copyright on curriculum, intellectual property rights, legalization of diplomas, and other fundamental matters must be stated in the Cooperation Agreement (Memorandum of Agreement, *MOA*) and must comply with the laws and regulations in force in

Indonesia and in *PT* partners' countries.

5. Programme Double Regular Title students participants could not determine at the beginning of students entering the lower level.
6. Students participating in the Regular Double Degree Programme must have gone through minimum 25% of the total credit load of the first study programme at university A, with Minimum *GPA* of 3.51. Students who meet these requirements can apply for the acquisition of a second degree at college B. If the student has taken whole burden credits in programme studies to II in college B, and has complete remainder burden credits in programme studies I in college A, so the student concerned can obtain two degrees in less time. Graduate of Programme Title Double Regular could get two title (degrees) with two diplomas (diploma) issued by *PT* A and *PT* B for one same level qualification (degree)
7. Two certificate (diploma) from two title (degrees) which obtained signed by leader each *PT*, and every certificate be equipped with Information Additional diploma (Diploma Supplement) that can explain the process and output (outcome) of Double Degree Regular

Methods of Implementation of Cooperation Programmes, Both Joint Degree Programmes and Programmes Title Double can be implemented through 4 methods:

1. Programme Switch Credit (Credit transfers);
2. Programme Take Credit (Credit Earnings);
3. Programme Twins (Twinning);
4. Joint Supervision Programme in Research (Joint Supervision)

Implementation 4 (four) programme the in on could be done through Exchange College Programme student and/or Lecturer (Student and/or Academic Staff Exchange).

Programme Switch Credit can describe as following:

1. Credit Transfer Programme is a programme that is implemented by mutual recognition the educational process carried out between study programmes of the same level the same / different or between different study programmes with different levels same
2. Credit Transfer Programme is implemented when college student take courses which given by *PT*-Mitra which is actually also given at *PT*-Origin; therefore, the number of credits of partner *PT* that can be recognized by the original *PT* is a maximum of 50% of the total burden credits

3. Statement confession on total credits which are taken in *PT Mitra* written on transcript by college student will be equipped with an Information Addition Certificate (Diploma Supplement) which can explain the process and the output (outcomes) of the programme work the same.

Recruitment college student participant based on following conditions:

1. Students participating in the cooperation programme are regular students who have been accepted by the original *PT*; So, there are no prospective students who have been specially accepted from the start program work the same. Selection based on academic achievement must be made to students who will take part in a collaboration programme considering the burden of study to be undertaken is heavier compared to regular programme students; Selection must be done transparently and objectively to reduce the risk of programme failure.

Condition Programme Studies which to do work same as:

1. *PTDN* and *PT Overseas* that will carry out Joint Degree and Double Degree Programmes should meet the minimum requirements that is:
2. Second *PS* which will work same still have permission operational
3. Accreditation *PS* on *PT* domestic (*PTDN*) minimum B
4. Accreditation *PS* on *PT* outside the country (*PT Overseas*) which becomes *PT* partner should be good or very well in the country that is written in the letter statement.
5. *PS* which carry out programme Title Double Regular should own similarity burden studies minimum 50%.

3.4. International Organizing Exchange Programmes in Undiksha

Referring to guidelines above, Undiksha needs to make an effort to implement the implementation of international education as stipulated in the Ristek Dikti mentioned above. This effort is possible to be carried out because in the Law Law Number 12 of 2012 concerning Higher Education (*UU Dikti*) stipulates Article 62 and Chapter 64 law Dikti, which on the main thing is arrange that College own autonomy to manage their own institution as the center for the implementation of the *Tri Dharma Perguruan Tinggi*. Undiksha tries for carry out International Exchange Programmes, by using two strategies are:

- a. adaptation, namely; enrichment/deepening/strengthening/expanding/adjusting elements certain elements which already is in *SNP* with refers to (equivalent/equal) to educational

standards of one of the developed countries that have certain advantages in the field of education, is believed to have a reputation for quality that is recognized internationally, as well as graduate own power ability competitive international; and

- b. adoption, namely the addition of certain elements that are not yet among the eight *SNP* elements with permanent status, refers to standard education, one of developed countries which have superiority in field education, believed to have an internationally recognized reputation for quality, and graduates have international competitiveness. In addition, within the framework of developing higher education in the Industrial 4.0 and 5.0 era, adaptation and adoption of international program implementation at Undiksha is expected to be able to adopt the following concepts:

- a. **Cybergogy**

In accordance with the main theme of learning in the Industrial 4.0 and 5.0 era, learning cybergogy requires the existence of technology which is very tall in process learning which is creative on environment learning virtual. Maintenance International Exchange Programmes in Undiksha should provide platform virtual and implement all kinds of technology utilization opportunities in the process International Exchange Programmes.

- b. **Heutagogy**

Heutagogy learning or also known as self-determined learning emphasizes the concept offers freedom to the learner to determine to learn it yourself. In this case, the International Exchange Programmes at Undiksha should be able to provide choice and freedom for students and lecturers involved in the process.

- c. **Peeragogy or Paragogy**

Peeragogy or Paragogy emphasizes aspects of strong interaction between students (peers) in International Exchange Programmes to achieve competence. Peeragogy learning or Paragogy also requires an open learning environment that is collaborative, not only cooperative or contributory.

It is hoped that with the International Exchange Programmes, Undiksha will be more quickly and convincingly able to get to the Superior University in Asia according to the vision that was planned.

CHAPTER IV

MAINTENANCE OF INTERNATIONAL EXCHANGE PROGRAMMES

Maintenance of UNDIKSHA International Exchange Programmes described as follows.

4.1. Principle and Responsibility of Maintenance of International Exchange Programmes

1. Search truth scientific by civitas Academics;
2. Democratic and fair and non-discriminatory by upholding rights basic man, mark religion, mark culture, plurality, unity, and unity nation;
3. Development of academic culture and cultivating reading and writing activities for the Civitas Academics;
4. Cultivation and empowerment nation what's going on along life;
5. Exemplary, willingness, and the development of student creativity in learning;
6. centred learning with notice environment by in tune and balanced;
7. Freedom in choose program based on interest, talent, and ability College student;
8. One unity which systemic with system open and multi-meaning;
9. Empowerment of all components of society through participation in maintenance and control service quality of higher education.

4.2. Types Activity International Exchange Programmes

International Exchange Programmes are implemented in nine different forms of activities: involving Undiksha students and lecturers and partner universities from abroad. As for programmes these are:

For College student

- 4.2.1. Overseas Teaching Practicum (*PLP Luar Negeri*),
- 4.2.2. Overseas Fieldwork (*PKL Luar Negeri*),
- 4.2.3. Overseas Community Engagement (*KKN Luar Negeri*),
- 4.2.4. Credit Earning and Credit Transfer,
- 4.2.5. Summer Camp.

For Lectures

- 4.2.6. Teacher Exchange,
- 4.2.7. Visiting Professors,
- 4.2.8. Invited Speakers,

4.2.9. Collaborative Researches

Following this is an explanation and groove activity of programmes the.

1. Overseas Teaching Practicum (*PLP Overseas*)

1.1. Definition *PLP Activities Overseas*

PLP Overseas (Introduction to Overseas School Environments) is a practical programme teaching, as part of the curriculum, implemented by Undiksha students in other countries in coordination with partner universities or implemented by foreign students at Undiksha and partner schools.

1.2. Type Activity *PLP Overseas*

1.2.1. Type *PLP Activities Overseas View from Student Which Carry out*

Judging from the students who carry out the programme, *PLP Overseas* activities consist of two types: types of activities namely Inbound and Outbound Student Activities. What is meant by inbound is when students from Overseas come to Undiksha to carry out *PLP Overseas*, whereas outbound is when college student Undiksha go to university Overseas to carry out *PLP* programme Overseas.

1.2.2. Type Activity *PLP Overseas View from Partner Work The same which Involved*

Judging from the partners involved, *PLP Overseas* activities consist of *PLP Overseas SEA-* teacher (South East Asia-teacher) and *PLP Overseas U to U* (University to University). What is meant by *PLP Overseas SEA-teacher* is *PLP Overseas* regulated by *SEAMEO* (South Korea East Asia Ministers of Education Organization). Aspects governed by *SEAMEO* among others: total college student, courses which will be taught, university partner, condition participant, shape evaluation. Whereas *PLP Overseas U to U* is *PLP Overseas* which is the result of collaboration between Undiksha and partner universities. Aspects in *PLP*, as condition participant, total college student, courses which willtaught, long programme, period time implementation programme determined and agreed by Undiksha and university partner.

1.3. *PLP OVERSEAS OUTBOUND*

1.3.1. Objective General

1. Upgrade competence, skills teach, and character college student Undiksha in accordance with Undiksha's vision and mission

2. As shape work implementation same Undiksha with partners abroad
3. As implementation form Undiksha Internationalization at Home programme

1.3.2. Objective Special

1. Give experience teach to college student participant in outside school country
2. Give opportunity to student for could work same or collaborate in team at partner school
3. Give opportunity to college student for could study adapt with colleague team with culture different
4. Give opportunity for student for upgrade ability speak english
5. Give opportunity for college student for could implement theory which found on campus in place work that actually
6. Give opportunity for college students to study life independently in another country and overcome possible problems to appear independent.

1.3.3. Condition

College student which could follow program *PLP Overseas* must fulfill term as following:

1. Active college student in Undiksha
2. College student year 3rd or to 4 at Undiksha
3. Has take dan pass the eye Microteaching course
4. GPA minimum 3.00
5. Healthy physical and spiritual, showed with letter description healthy from agency which authorized
6. Get permission from people old and people old own ability financial for activity, be marked with existence affidavit that signed by people oldGet away selection which consist on test language English, test Interview about things related *PLP*, and psychological test

1.3.4. Process Selection

1. Team selection *PLP Overseas* send letter invitation follow selection college student *PLP Overseas* to every head of program from majors' potential to follow activity
2. Information about activities forwarded by head of department to college students
3. College student register for follow selection

4. College students follow selection, which consists of English test (write and Interview), test Interview PLP's and test psychology (write and interviews).
5. College student candidate participant ranked in accordance with the score results selection
6. College student fill in biodata form
7. College student candidate participant interviewed by university partner which want existence Interview
8. College students who are selected get agreement with parents related to departure and endorsement financial, be marked with a letter statement which is signed by parents

1.3.5. Process Implementation

Process implementation consists of three steps, that is: 1) preparation step, 2) implementation, and 3) activity reporting by the committee.

A. Preparation Step

Stage preparation consist on:

1. College student has get *Letter of Acceptance* (LoA) from partner university
2. College student has follow supplies *PLP Overseas*, which containing
 - a. Outlook about Undiksha
 - b. Leadership training
 - c. Cross Cultural understanding
 - d. Outbound activities
 - e. International flight rule
3. College student follow *blog training* from *SEAMEO* Secretariat, good it's for college student who follow the activities *PLP Overseas SEA-teacher* or U to UI if the student's departure time is semester 6, where the student has not take the microteaching course, college student will get debriefing/training microteaching before leaving
4. Students have received guidelines from partner universities related to activities *PLP Overseas* to be implemented, including:
 - a. Rule get dressed when executing *PLP*
 - b. Information related cost the place Live and facility which available
 - c. Timetable implementation activity in university partner and school partner
 - d. Information from partner universities about the level of students to be taught along with topics topics that will be taught at partner schools so that students can prepare things which required for could show performance *PLP* which best in partner school

- e. Pick-up information (pick-up time and *PIC*) and delivery (time and *PIC*) delivery to airport. For this, college student should convey their flight information to partner universities, as well as other information that required
5. College student participant own ticket aircraft and insurance
6. College student has take token of appreciation / souvenir statue of *Ganesha* for given to university partner on closing time activities in partner university
7. College student allowed, however no required prepare souvenir alone for brought to partner university or school
8. College student understand evaluation program which will implemented by university partner to assess their success in *PLP* Overseas implementation

For college student program *SEA*-teacher, instrument evaluation which used is:

- 1) Student Teacher Performance Evaluation Form from *SEAMEO*
 - 2) Blog which uploaded in blogger which has determined by *SEAMEO* and in accordance with the same guide already determined
 - 3) *SEA*-Teacher Program Evaluation Form for Student
- b. For college student U to U program, the evaluation instruments used are:
- 1) Form evaluation which used by Undiksha
 - 2) Blog uploaded on the website *LP3M* Undiksha

B. Implementation Stage

Implementation Stage consist on:

1. Implementation activity. On generally activity implemented during not enough from one month (to be able to visa free)
 - a. 1st Week: Orientation and Class Observation
 - b. 2nd Week: Guided Teaching & Assisting teaching
 - c. 3rd Week: Teaching Practice
 - d. 4th Week: Reflection & Lesson Learned

For program U to u, also its own stages implementation as in on, except there is provision for others from partner universities.
2. College student must fill in form moneyv from Undiksha as much 2 time, on 2nd week (for information from the first day to the day of filling out the form) and week to 4 (which containing information from after charging form which first until the last day of *PLP* Overseas implementation in partner schools). The moneyv file title is: Name

student_University partner_Monev1/2

3. Students are required to inform everything that happens during the implementation activities to the committee at Undiksha, either individually or through a coordinator college student, especially obstacles or problem faced During implementation *PLP Overseas*
4. College student participant must obey all regulation which has set by university/school partner
5. After the evaluation activities are completed, students send several documents to committee, Among other
 - a) **For program *SEA*-teachers:**
 1. Student Teacher Performance Evaluation Form (if not sent by university partner)
 2. *SEA*-Teacher Program Evaluation Form for Student (to *SEA*-Teacher secretariat)
 3. Blog address

For students of the *SEA*-Teacher program there are two types of certificates that can be obtained by student, that is

1. Certificate of participation, if already send performance evaluation form and *SEA*-Teacher Program EvaluationForm
- b) Certificate of Accomplishment, which students will get if their blog scores above 70, have sent performance evaluation form and *SEA*-Teacher Program Evaluation Form For U to U program:
 1. Student Teacher Performance Evaluation Form (if no sent by university partner)
 2. Blog address

C. Stage Reporting Activity by Committee

- a) **After activity *PLP Overseas* done, committee follow up a number of thing following:**
 1. For program *SEA*-teachers:
 - a. Send Student Teacher Performance Evaluation Form all college student to *SEAMEO* secretariat
 - b. Send *SEA*-Teacher Program Evaluation the form that filled by coordinator Undiksha to secretariat
 - c. Fill in and send Partner Evaluation to secretariat
 - d. Send blog student address participant to secretariat
 - e. Ensure content blog college student in accordance guidelines from *SEA*-teacher

- f. Distribute certificate to college student outbound
2. For U to U program
 - a. Compile Performance Evaluation Form (if no sent by university partner) from student as a consideration for determine the value of *PLP*
 - b. Ensure college student uploaded their blog on the web *LP3M*
 - c. Make and distribute certificate to mentor and cooperative teacher in school/university partner
- b) **Committee compile report activity by whole for use internally.**

1.4. PLP Inbound Overseas

1.4.1. General Objective

1. As a form of collaboration implementation between Undiksha with overseas partners
2. As a form of Undiksha Internationalization at Home program implementation

1.4.2. Specific Objective

1. Give opportunity for school partner Undiksha for becomes host for foreign college student Provide opportunities for Undiksha partner schools to collaborate with college student foreign in teaching at school
2. Upgrade opportunity for college student Undiksha in program outbound, because with more foreign students being accepted by Undiksha, the opportunity for Undiksha, for students to be facilitated by partner universities in foreign countries, it is also more big

1.4.3. Condition

College student which could follow program *PLP Overseas* must fulfill terms as follows:

1. College student 3rd year or 4th in university partner
2. Recommended by university partner, be marked with form biodata college student which posted by partner university
3. Passed the Interview with committee *PLP Overseas Undiksha*

1.4.4. Process Selection

1. The subjects chosen by the prospective student participants are contained in the curriculum of Undiksha partner schools. Information about this can be seen in the bio

data form college student candidates

2. College student candidate participant interviewed by the committee *PLP Overseas Undiksha*
3. College student candidate participants send documents which are required to the committee for register study permits. Committee look after study permit college student after get the documents

1.4.5. Process Implementation

Process implementation consists of on a number of Step, that is:

1. Step preparation,
2. implementation, and
3. reporting activity by committee.

Stage Preparation

Stage preparation consist on:

1. Committee coordinate with school partner Undiksha for implementation *PLP Overseas* The committee prepares and sends LoA (Letter of Agreement) for students to partner university
2. Committee send guidelines implementation program to college student candidate participant which contains information required by student as preparation activity
3. The committee sends a student placement, which contains the subjects to be studied taught by inbound students, the class level to be taught, the topics to be taught, names of mentors and cooperating teachers.
4. Committee ensures a period of time living for college students in accordance with provision of their visa.
5. Committee gives information pick-up (time and *PIC* pick-up) and delivery (time and pics) delivery to the airport. For Thing this college student inbound must submit information their flight to committee
6. The committee held a meeting with the mentors and cooperating teachers involved so that para mentor and cooperative teacher know all information which required for the implementation of activities

Stage Implementation

Stage implementation consist on:

1. College student inbound follow activity welcome program in Undiksha before plunge to partner school

2. College student carry out PLP program overseas

For program *SEA*-teacher, stages implementation consists of on:

- a. 1st Week: Orientation and Class Observation
- b. 2nd Week: Guided Teaching and Assisting Teaching
- c. 3rd Week: Teaching Practice
- d. 4th Week: Reflection and Evaluation

For U to U program, also have stages implementation like in on

1. College student inbound must obey all regulation which has set by university/school partner
2. After activity evaluation done, college student must work a number of document following:
 - a. For program *SEA*-teachers: Student Teacher Performance Evaluation Form (sent by coordinator *Undiksha* to partner school)
 - b. *SEA*-Teacher Program Evaluation Form for students, filled by college student and sent to *SEAMEO* secretariat
 - c. Blog addresses, sent to coordinator the origin of the school
2. For U to U program
 - a. Student Teacher Performance Evaluation forms, sent by committee *Undiksha* to partner school
 - b. Other documents as which determined by university origin
 - c. Student inbound following closing ceremony in *Undiksha*

Stage Reporting Activity by Committee

- a) **After activity *PLP* Overseas done, committee follow up a number of thing following:**

1. For program *SEA*-teachers:
 - a. Send Student Teacher Performance Evaluation Form all college student to university where they come from
 - b. Send *SEA*-Teacher Program Evaluation Form which filled by coordinator *Undiksha* to secretariat
 - c. Fill in and send partners Evaluation to secretariat
2. For U to U program
 - a. Send Student Teacher Performance Evaluation to university partner
 - b. Distribute certificate to mentor and cooperative teacher in *Undiksha* and partner school

Committee compile report activities directly whole for use internally.

2. Overseas Fieldwork (*PKL* Overseas)

2.1. Definition street vendors Outside Country

Overseas Fieldwork (*PKL* Overseas) are street vendors carried out in accordance with Undiksha's vision and mission and also to face the challenges of the *ASEAN* Economic Community (*MEA*), era industry 4.0 and society 5.0. Undiksha implements the implementation program for street vendors in industries in the *ASEAN* region and Asia.

In implementation program the, a guideline very required for equation perception implementation activity Among Undiksha and company the place street vendors. Activity which covers preparation, implementation, and evaluation program street vendors. The following sections describe some aspects of the Overseas *PKL* program (*PKL* Overseas).

Street vendors overseas are implemented in 2 forms, that is program outbound, that is, Undiksha students go abroad and inbound programs, Undiksha becomes the recipient university college student outside countries that carry out street vendors overseas.

2.2. Objective street vendors Overseas

2.2.1. Objective General

By general, goal street vendors Overseas are:

1. Upgrade competence, intelligence, skills, and character of college students which are in accordance with Undiksha's vision and mission.
2. Initiate and Upgrade work same between Undiksha and institution as well as stakeholders overseas.

2.2.2. Specific Objective

Street vendors overseas held for:

1. Give experience study which is useful for college students, through their direct involvement in real daily activities in foreign industry.
2. Give opportunity to college students to study and solve problems in the place of work based on the theory that they learn on the lecture bench.
3. Upgrade outlook college students to combine theoretical and practical skills that support their work ability.

4. Upgrade ability to identify and complete problems in the world of work.
5. Upgrade works the same among Undiksha and companies, or overseas institutions.

2.3. Procedure of PKL Overseas

2.3.1. Procedure of PKL Overseas outbound

Procedure street vendors Overseas outbound covers procedure preparation, implementation program, monitoring and evaluation, and program reporting by the committee.

Procedure Preparation of *PKL*

Overseas Outbound

Selection Participant

College students who are eligible for follow street vendors Overseas are college student which can fulfill the following requirements.

1. Healthy physique and mental strength which proved with letter description doctor government, and clarified again via interviews.
2. Registered as an active student in the academic year when the program organized.
3. Own minimum credit 60 credits for program sanjana as well as diplomas.
4. Own *GPA* minimum 3.00.
5. Pass the test organized by the Overseas *PKL* committee which includes an ability test Language England (*TOEFL* min 450 and interview language English), Knowledge work in the targeted fields, psychology and history health.
6. Got permission and endorsement fund from people old with Proof letter permission and endorsement fund parent (format attached).
7. Fulfill administrative requirements including: student profile, parent's consent form, student waiver form, photocopy of visa (for those more than 1 month), photocopy of passport, photo copies of flight tickets, health and life insurance.

Orientation (briefings) before departure

Before leaving for the *PKL* destination country, orientation which includes the following materials given to college student participant street vendors Overseas.

1. Appearance/ physical preparation includes physical health and appearance; hairdressing, proper cosmetics, white tops and black bottoms, a mater coat, and other needs required by *Undiksha* and the University and industry receiver.
2. Mental preparation includes identifying students' mental health so that they declared eligible to interact directly in the world of work abroad and can be adjusted from within the environment and culture of a new outside country.

Preparation for PKL Overseas Outbound Program

Prior to departure, students must prepare a work program containing: the activities they will do in the Overseas street vendors. The work program includes things as follows.

1. Determine implementation schedule activity.
2. Determine target ability work which you want to achieve.

The *PKL* Overseas committee is obliged to assist students in the process of preparing program work.

Implementation of PKL Overseas Outbound Program

The activities and schedule for the implementation of *PKL* Overseas are carried out using the system which is integrated and incremental.

Table 1. Stages Implementation street vendors Overseas Outbound

No	Activity	Time implementa tion	Duration	the place
1	College student until in University receiver and handed over to the industry receiver	Day 1	One day	Accepting university and industry receiver
2	Orientation and observation work	Sunday 1	One week	Industry receiver

3	Working with guidance senior at workplace	Sunday 2	One week	Industry receiver
4	Working independent	week 3- week final	Depends long program	Industry receiver
5	Goodbye and Surrender certificate street vendors OVERSEAS	Sunday final	One day	University and industry receiver
6	Student back to <i>Undiksha</i>	Day final	One day	Country objective
7	Student accepted return at <i>Undiksha</i>	The day after arrived in Bali	One day	<i>Undiksha</i>

Submission college student to institution partner

Students are submitted to partner institutions through a formal correspondence process. College student confirmed leave in accordance timetable and accepted with official in university receiver in country objective.

Orientation and observation

When orientation and observation activities are carried out, there are several things that must be considered: emphasized that is:

1. Students know well the physical and administrative environment of the company for reported in the *PKL* Overseas activity report.
2. Students find out about activities in the workplace by observing staff who are working work as a model or mentors.
3. Students conduct interviews with industry staff about training planning, implementation training, and evaluation and assessment activity training which will implemented.

Working with guidance senior in the place work

During the activity of working with senior guidance, there are several things that must be done implemented Among other:

1. Design planning training with guidance mentor in the place work.

2. Learn work under guidance mentor from industry. Mentor fill in sheet evaluation as tool measuring ability college student. Sheet evaluation this use or refer to on sheet evaluation which worn by *Sea TVET* program.
3. College student make reflection activity with guidance mentors, which written in the form of a report in the form of a blog.

Working independent

On Step this college student given opportunity more big for to do work independently in the workplace. Mentors continue to supervise, but very minimal. The work taken starts from a job that has minimal risk and has been mastered by students through the guided training process in the previous phase. The mentor continues to supervise when needed and at the time agreed upon by the college student and mentors, guidance is still implemented.

Farewell and Submission certificate street vendors Overseas

On moment college student finish street vendors Overseas, they given certificate in accordance with the type of *PKL* Overseas program that is followed. If the program being followed is the *SEA* program, *TVET*, they will be given 3 certificates, namely industrial, university and *Sea TVET* certificates. Meanwhile, if students take part in the U to U program, they will be given a minimum of 1 certificate from industry, and as addition can given certificate from university receiver. On moment farewell, party college student represent *Undiksha* say accept love to party partner on all cooperation and help which given during implementation overseas street vendors program and various possibilities to continue work same.

Monitoring and Evaluation of *PKL*

Overseas Outbound Monitoring

Monitoring and evaluation during the implementation of *PKL* Overseas is carried out by partner universities as university receiver. If arise problem, party university partner can finish it with communicate with party industry. If problem cannot be resolved, then *Undiksha* can be invited to discuss resolving it problem the. Direct communication among college student and party committee in *Undiksha*

always open, without limited time for ensure that program done with good and security as well student safety can be guaranteed well too.

Evaluation

Evaluation done with presentation report street vendors Overseas which in the form of blogs. These blogs are made when students are doing street vendors Overseas and have finished no later than 1 month after arrive in *Undiksha*. Blog contains information among other:

1. Exposure short about university and industry receiver
2. Activity street vendors Overseas from reception, preparation, implementation, farewell, and evaluation program.
3. Activity social and culture followed in a country objective.
4. Messages or experience interesting which deep.
5. Blog should be equipped with photo or videos short activity.
6. Blog use English

2.4. PKL overseas inbound

Inbound foreign street vendors, procedures include preparation, implementation, monitoring and evaluation, and program reporting by the committee.

2.4.1. PKL Overseas Inbound

Preparation Procedure Selection Participant

Eligible students to take part in inbound *PKL Overseas* are *PT* students foreign that meet the following requirements:

1. Registered as college student active *PT* which recommend.
2. Passed the interview with the committee from *Undiksha*. Interview includes language skills English, knowledge of the scope of work to be targeted, and shared perceptions about the industry where they will be street vendors, description of the socio-cultural environment, cost of living and medical history (no medical history) are you serious).
3. Fulfill administrative requirements including: student profile, parent's consent form, student waiver form, photocopy of visa (for those more than 1 month), photocopy of passport, photocopy of flight tickets, health and life insurance. All these requirements collected and sent by teacher coordinator of sending *PT*.

4. Industry which targeted available in around *Undiksha* and receive college student concerned as a student street vendors overseas.

Orientation (briefings) before departure

PT sender must give orientation departure to college student which will leave to *Undiksha*. The orientation includes:

1. Preparation appearance/ physique covers health physique and appearance
2. Preparation mental covers identification health mental college student so that they declared qualify to interact directly on working world outside country.
3. Ability adapt self in environment and culture new in Indonesia.
4. Bill as a requirement graduation program street vendors overseas.

Preparation Program Work

College student must prepare program work they. And when you get there in *Undiksha*, they will be given a mentor, from a cognate science study program with field student science, assigned with *SK* Rector.

Implementation Program street vendors Inbound

The activities and schedule for the implementation of *PKL* Overseas are carried out using the system which integrated and step by step as follows.

Table 2. Stages Implementation street vendors Inbound Overseas

No	Activity	Time Implementation	Duration	The Place
1	College student until in <i>Undiksha</i> and accepted by leader and then handed over to industry receiver	Day 1	One day	<i>Undiksha</i> dan industry receiver
2	Orientation and observation work	Sunday 1	One week	Industry receiver
3	Working with guidance senior in the place work	Sunday 2	One week	Industry receiver
4	Working independent	week 3-week final	Depends long program	Industry receiver

5	Farewell and Submission certificate of PKL LN	Final Sunday	One day	<i>Undiksha</i> dan industry receiver
6	College student return to country origin	Final day	One day	Country objective

Submission college student to institution partner

Students are submitted to partner industries through a formal correspondence process and then escorted by the supervisor to time of introduction or the first day.

Orientation and observation

When orientation and observation activities are carried out, there are several things that must be considered: emphasized that is:

1. Students are familiar with the physical and administrative environment of the company for reported in street vendor activity blog overseas.
2. Students find out about activities in the workplace by observing staff who are working work as a model or mentors.
3. Students conduct interviews with industry staff about training planning, implementation training, and evaluation and assessment activity training which will implemented.

Working with guidance senior in the place work

During the activity of working with senior guidance, there are several things that must be done implemented among other:

1. Design planning training with guidance mentor in workplace.
2. Learn work under guidance mentor from industry. Mentor fill in sheet evaluation as tool measuring ability college student. Sheet evaluation this use or refer to on sheet evaluation which worn by *Sea TVET* program.
3. College student make reflection activity with guidance mentors, which written in the form of a report in the form of blogs.

Working independent

On Step this college student given opportunity more big for to do work independently in the workplace. Mentors continue to supervise, but very minimal. The work taken starts from a job that has minimal risk and has been mastered by students through the guided training process in the previous phase. The mentor continues to supervise when needed and at the time agreed upon by the college student and mentors, guidance is still implemented.

Farewell and Submission certificate street vendors overseas

On moment college student finish street vendors overseas, they given certificate in accordance with the type of *PKL* Overseas program that is followed. If the program being followed is the *SEA* program, *TVET*, they will be given 3 certificates, namely industrial, university and *Sea TVET* certificates. Meanwhile, if students take part in the U to U program, they will be given a minimum of 1 certificate from industry, and as addition can given certificate from university receiver. On moment farewell, mentor college student represent *Undiksha* say thank you to the industrial partners for all the cooperation and assistance provided during the implementation of the *PKL* Overseas program and various possibilities for continuing work same.

Monitoring and Evaluasi

Monitoring

Monitoring and evaluation During implementation street vendors Overseas done by *Undiksha* as university receiver. If arise problem, party *Undiksha* can finish it by communicating with industry side.

Evaluation

The evaluation is carried out by the teacher coordinator from *Undiksha* and mentors from the industry by filling out the student evaluation form and then providing validation in the form of a hand and stamp *Undiksha* and industry partner. Sheet evaluation this brought return to university origin and submitted to the street vendors, committee there for processing Furthermore.

Reporting Activity street vendors LN

As the last activity, the *Undiksha PKL* Overseas committee is required to make an activity report *PKL* Overseas per year as a study material for *Undiksha* leaders in determining policy further in the following year. The report format follows the activity report format apply at *Undiksha*.Community Engagement (*KKN*) Overseas

3.1. Definition Activity

Overseas *KKN* is studying real work which is implemented in outside the country to use to provide students with an experience of living in the midst of the community outside the campus and to apply the science, technology and art that has been acquired in college on campus, *Undiksha* establishes a Real Work Lecture (*KKN*) as a compulsory subject. Through *KKN* students are expected to hone social and emotional intelligence. In addition, students are expected to learn to identify problems faced by the community and be able to provide solutions. With *KKN* students can move from *Undiksha's* vision and mission, *Undiksha's* development is directed to practice Science and Technology and are willing to devote themselves for the sake of benefit people man in general and public the place *KKN* on specifically

3.2. General Objective

The general objective of holding *KKN* Overseas is to improve competence social (social competences) and competence culture (cultural competences) college student through involvement by direct in public for find, formulate, study, analyze the potential and problems in the target community with apply science and technology (knowledge, technology and art) so that capable Upgrade role *Undiksha* to development public in scope international.

3.3. Specific Objective

Based on objective general in on, special purpose from program this is:

1. Upgrade experience study and add outlook college student through interact direct with the community in accordance with the approach science.
2. Give experience to college student so that own thinking which interdisplier, integrated

and comprehensive through collaborative activities within the scope of international. Upgrade social researcher, especially in Thing exploration data and analysis, and push learning community and learning society.

3. Upgrade competence social (social competences) college student and educate students to actively contribute to development programs and development public.
4. Upgrade competence culture (cultural competences) they in know, understand culture country local, so that make it easy college student for collaborate and adapt to multicultural environments.
5. Support program works the same as Undiksha with College High-Partner and at a time strengthens the internationalization program in *Undiksha*.
6. Introducing culture and tourism in Indonesia, especially Bali, Singaraja and *Undiksha* in this international world.
7. Upgrade appropriateness work (employability) miss from stiffness type and level study program.

3.4. Condition

The requirements that must be possessed by prospective participants of the activity are as follows: following:

1. College student semester 6 or 7 which has an interest with environment social and different cultures as well as being able to adapt and work as a team multicultural.
2. GPA minimum 3.00 (attach *KDN*).
3. Able to speak English actively. Possession of a *TOEFL* or *TOEIC* certificate or language competence other foreigners will be beneficial.
4. Own record footsteps active in activity student affairs.
5. Own record footsteps which good Becomes volunteer program activity or organization at *Undiksha*.
6. Own ability and Skills which good in wrong one culture Bali/Indonesia which will featured in a country.
7. Improving students' social competence and teaching students to actively contribute in community development programmes.

8. Improving their cultural competence in recognizing and understanding the culture of the local country, making it easier for students to collaborate and adapt in a multicultural environment.
9. Support UNDIKSHA's cooperation programme with partner universities and at the same time strengthen the internationalization programme at UNDIKSHA.
10. Introducing culture and tourism in Indonesia, especially Bali, Singaraja and UNDIKSHA to the international world.
11. Increase employability regardless of the rigidity of the type and level of the study programme.

3.1. Requirements

The requirements that must be possessed by prospective participants of the activity are as follows:

1. 6th or 7th semester students who have an interest in different social and cultural environments and are able to adapt and work as a multicultural team.
2. Minimum GPA 3.00 (should attach the study report).
3. Able to speak English actively. Possession of a TOEFL or TOEIC certificate or other foreign language competence will be beneficial.
4. Have an active track record in student activities.
5. Have a good track record of being a volunteer for an activity programme or organization at UNDIKSHA.
6. Have good abilities and skills in one of the Balinese/Indonesian cultures that will be displayed in a country.
7. Have knowledge about Indonesian culture, especially Bali to promote culture and tourism.
8. Have a good medical history by showing a Health Certificate from a government hospital.
9. Obtain approval from parents, Head of Study Programme/Department.
10. Willing to take part in the KKN LN Outbound or *Kuliah Kerja Nyata Luar Negeri* (Overseas Community Engagement) briefing.
11. Willing to bear and pay the costs of KKN LN Outbound (transportation, accommodation and living expenses).
12. Willing to participate in all series of activities that have been determined by the Universities-Partners or third parties (social institutions, NPOs, Community Centers, etc.) and make reports on the final activities of KKN LN Outbound.
13. Willing to write a blog as a promotional media for KKN LN Outbound activities and the

UNDIKSHA Internationalization Programme.

3.2. Selection Process

1. The selection committee of the KKN LN Outbound will provide a letter regarding the opening of each study programme that is possible for students to take part in this programme.
2. Participants registration is conducted online through the Community Service Center and submit administrative requirements (soft copy and hard copy).
3. Students follow the selection statically (complete the necessary administrative files).
4. Participate in the in-dynamic selection in the form of an interview (the ability to communicate in a foreign language, English or other foreign language and a psychological test).
5. Students take an ability test in presenting and explaining knowledge of Balinese/Indonesian culture, including knowledge of UNDIKSHA.
6. Determination of graduation for prospective students participating in KKN LN Outbound.
7. If necessary, students who have passed the selection will be interviewed by the Partner College.

3.3. Implementation Process

The process of implementing the activities follows the rules set at the place or institution that administers the programme. The time span for implementing the KKN LN Outbound programme is between 2 weeks to 1 month, or according to the duration of the country's visa-free policy from the Partner-University College. The following are 3 stages of programme implementation which include the departure preparation stage, implementation stage, and final reporting stage.

A. Departure Preparation

1. Students prepare all necessary travel documents (including travel insurance) assisted by the cooperation department. Including all immigration documents and Letter of Acceptance from the Partner-University.
2. The committee provides orientation in the form of briefing on knowledge and information

about places and other preparations needed for KKN LN Outbound. Including information about pick-up, transportation and accommodation during the programme and other important information.

3. Students take tokens of appreciation to be given to Universities-Partners and also to third parties where the programme will be implemented if needed.
4. Students are given the freedom to bring gifts given in the implementation of the programme, but it is not required. It is recommended if students bring souvenirs that do not cause problems at the airport and follow the local custom immigration rules.
5. The committee submits the attributes of the KKN LN Outbound such as hats, t-shirts and other necessary equipment.

B. Implementation

1. The implementation of KKN LN Outbound activities is carried out in less than 1 month or in accordance with the duration of the visa-free rule of the destination country.
2. The series of activities are as follows.
 - a. Week 1: Situation orientation and observation
 - b. 2nd Week and 3rd Week: Core Activities
 - c. Week 4: Report generation
3. Students are required to fill out a daily logbook of KKN LN Outbound activities.
4. Students are required to write on a blog about the experiences they have gained and the positive things they have gained during the KKN LN Outbound. The content of the blog will be one of the promotional media for UNDIKSHA's internationalization activities.
5. Students are required to communicate to convey the progress of their activities to the field supervisor of the KKN LN Outbound.
6. Students are required to provide information as soon as possible if there are problems and obstacles experienced during implementation. Information can be submitted directly to the committee of KKN LN Outbound or the field supervisor of the KKN LN Outbound.

C. Final Report

1. Students submit logbooks and reports to the field supervisor and the committee of KKN LN Outbound as consideration for determining the community service value.
2. The committee ensures that students have uploaded the KKN LN Outbound blog on the

LP3M website.

3. The committee makes and distributes certificates to mentors or third party institutions from partner universities.
4. The committee compiles a final report on KKN LN Outbound activities as an evaluation so that the next activity will be better.

3.4. Things to be Prepared:

1. Registration format,
2. CV (curriculum vitae)
3. Parental permission, Head of Study Programme/Head of Department
4. Travel documents
5. Study permit
6. Chancellor's Permission
7. Health Certificate from Government Hospital
8. Program evaluation (participants to the program)
9. Evaluation of Universities-Partners towards students
10. Blog creation
11. Logbook of KKN LN Outbound

4. Format of KKN LN Outbound report Credit Earning and Credit Transfer

4.1. Definition of the Activity

Credit earning and credit transfer are programmes that provide opportunities for UNDIKSHA students and students from foreign universities to conduct credit transfer activities and recognition of courses taken at other universities.

4.2. General Purpose

The general purpose of Credit Earning and Credit Transfer is to provide recognition of the learning experience and course graduation that students have obtained at a university.

4.3. Specific Purpose

Based on the general purpose above, the specific purposes of this programme are:

1. Provide opportunities for students to add learning experiences in global academic environment.
 2. Improve student competence in the fields of science and technology that are relevant to their scientific fields.
 3. Improving student competence in using English and other foreign languages to build international communication.
 4. Improving students' social competence in building international relations.
 5. Improving the cultural competence of students by having awareness, understanding, and knowledge of cultural values in the local country where students participate in the programme.
- 4.4.** With the experience gained from this programme, it is expected to increase employability after the student graduates. Requirements

Outbound

The requirements that are required to credit earning and credit transfer are as follows:

A. Credit Earning

1. Credit Earning is carried out when students take courses given by UNDIKSHA, which are actually given or not given by the Partner-University College.
2. The number of UNDIKSHA credits that can be recognized by partner universities is a maximum of 50% of the total curriculum credits.
3. A statement of acknowledgment of the number of credits taken at UNDIKSHA is written on student transcripts accompanied by Diploma Supplement that can explain the process and outcomes of the cooperation programme.
4. Requirements for students,
 - a. Students from Partner-Universities.
 - b. Able to speak Indonesian or English well.
 - c. Minimum GPA 3.0
 - d. Comply with the rules set by UNDIKSHA.
 - e. Have no health problems.
 - f. Meet the requirements for the administration of Study Permit.

B. Credit Transfer

1. The Credit Transfer Programme is implemented when students take courses given by

Partner Universities which are actually also given at UNDIKSHA.

2. The study programme where students take the courses given by the Partner-University must have an operational permit and accreditation of at least B.
3. The number of Universities-Partner Credits that can be recognized by UNDIKSHA is a maximum of 50% of the total credit load.
4. A statement of acknowledgment of the number of credits taken at the Partner Universities is written on student transcripts accompanied by Diploma Supplement that can explain the process and outcomes of the cooperation program.
5. Requirements for students
 - a. Active student at Level 3.
 - b. Have passed all courses at Level 1 and Level 2.
 - c. Minimum GPA 3.0
 - d. Able to speak English well.
 - e. Have no problems with health.
 - f. Have the ability to introduce Indonesian culture.
 - g. Able to comply with the regulations at the Partner-University and maintain the good name of UNDIKSHA.
 - h. Willing to bear the costs charged.
 - i. Meet the requirements of the registration document and pass the selection.

Documents that need to be prepared include; CV, Motivation Letter to join a program written in English, Copy of KTM or *Kartu Tanda Mahasiswa* (Student Identification Card), KDN or *Kutipan Daftar Nilai* (Student Report), certificate of being active as an UNDIKSHA student, Copy of KTP or *Kartu Tanda Penduduk* (Identity Card), Copy of KK or *Kartu Keluarga* (family card), Copy of Birth Certificate, Copy of Passport (if any), certificate of being healthy from Regional Hospital, Parents Permit, Additional attachments in the form of achievement certificates, participation in various activities on campus, including evidence of English language proficiency tests (TOEFL, TOEIC) and other foreign languages if any.

4.5. Implementation Process

The process of implementing the Credit Earning and Credit Transfer programme follows the rules set at the place or institution that organizes the programme. The time span for the Credit Earning and Credit Transfer programme is 1 to 2 Semesters.

Preparation for Credit Transfer Students. Pre-Departure

1. Registration (about 1-2 weeks).
2. Administration selection (1-3 weeks)
3. In-dynamic selection (1 week)
4. Management of travel documents (1-2 months).
5. Students have obtained LoA (Letter of Acceptance)

B. Implementation Stage

1. Activities will be implemented for 1-2 semesters.
2. Students are required to inform everything that happens during the implementation of activities to the committee at UNDIKSHA. Especially important things related to the problems faced and need to be followed up immediately must be submitted directly to the program coordinator as soon as possible.
3. After the program is completed, students are required to obtain academic documents in the form of transcripts and certificates from the Partner-Universities.

C. Activity Reporting Stage

1. Students are required to report and submit soft copies and hard copies of academic documents obtained to the committee.
2. Students are required to submit reports during the programme to be used as evaluation material.
3. The committee is obliged to make an evaluation report, keep all the documents, study it and follow up for the continuation of the next programme to be better.

4.5.1. Things to be Prepared:

1. CV
2. Student Admission Permit from Universities-Partners (LoA)
3. Study permit
4. Rector's Permit
5. Parental Permission
6. Transcripts from College-Partners
7. Passport and/or visa (according to the country of destination) and other travel and immigration documents.
8. Health Certificate from the Hospital

9. Letter of Willingness to Complete Lectures at Universities-Partners
10. Reports:
 - a. Evaluation Report on Programme Implementation and Results by students about lectures at Partner Universities.
 - b. Transcripts from Partner Colleges.
 - c. Diploma Supplement

5. Summer Camp

5.1. Definition

Summer camp is a joint activity between UNDIKSHA and partner universities from abroad to improve student competence in the fields of science, technology, social, and humanities as well as to increase the capacity of human resources, especially students who have international insight.

5.2. General Purpose

The general objective of holding a summer camp is to increase student competence in the fields of science, technology, social, and humanities as well as to increase the capacity of human resources, especially students who have international insight..

5.3. Specific Purpose

Based on the general purpose above, the specific purpose of this programme are:

1. Improving student competence in the fields of science and technology that are relevant to the type of programme being followed.
2. Improving student competence in using English to build international communication.
3. Improving students' social competence in building international relationships and networks.
4. Improving student competence in recognizing the culture of the local country where the programme is held

5.4. Requirements

Outbound

The requirements that must be possessed by prospective participants of the activity are

as follows:

1. Registered as an active student in the academic year when the programme is held.
2. Have a minimum GPA of 3.00.
3. Student in semester 4, 5, or 6.
4. Pass the test organized by the committee which includes an English language proficiency test (TOEFL minimum 450 and English interview with a minimum score of 80),
5. Have an active track record in student activities.
6. Have a good track record of being a volunteer for national or international programme activities at UNDIKSHA.
7. Have good abilities and skills in one of the Balinese/Indonesian cultures that will be displayed in a country.
8. Have a Health Certificate from the Hospital.
9. Obtain permission and financial support from parents with proof of permission letter and parental financial support.
10. Fulfill administrative requirements including: student profile, parent's consent form, student waiver form, copy of visa (for more than 1 month), copy of passport, copy of flight ticket, health insurance.

Inbound

The requirements that must be possessed by prospective participants who will take part in activities at UNDIKSHA are as follows:

1. Students in semester 4, 5 or 6.
2. Have adequate English proficiency.
3. The field of study is relevant to the Summer Camp activities held by UNDIKSHA.
4. Have good abilities and skills in one of the cultures in the country of origin which will be displayed in UNDIKSHA.

5.5. Selection Process

1. Participants registration is conducted online through LP3M.
2. Take a written English proficiency test (TOEFL).
3. Take a speaking skill test through interviews.
4. Take the Balinese/Indonesian cultural performance test.

5.6. Implementation Process

The process of implementing activities follows the rules set at the place or institution that organizes the programme. The time span for the Summer Camp programme is one week to two weeks.

5.7. Things to be Prepared:

1. CV
2. College leadership permission
3. Parental/guardian permission
4. Passport and/or visa (according to the destination country)
5. Round-trip airline tickets
6. Invitation Letter from partner institution.
7. Study permit.
8. Health certificate from the hospital.
9. Programme evaluation (participants of the programme).
10. Partner evaluation of participants.
11. Blog creation.

Teacher Exchange

6.1. Definition of the Activity

The teacher exchange programme is a lecturer exchange activity to promote institutional internationalization programmes through a teacher mobility programme in the form of teacher exchange, especially for vocational lecturers, to increase international networks in the field of exchange and development of vocational lecturers, and to improve internationalization programmes and institutional partnerships.

6.2. General Purpose

The general objective of this lecturer exchange programme is to promote the internationalization programme of institutions through a teacher mobility programme in the form of teacher exchange, especially for vocational lecturers, to increase international networks in the field of exchange and development of vocational lecturers, and to improve internationalization programmes and institutional partnerships in Southeast Asia in particular.

6.3. Specific Purpose

The specific purposes of this programme are:

1. Improving the competence of vocational lecturers in conducting learning with international standards
2. Developing the professionalism of vocational lecturers (Professional development)
3. Improving pedagogical competence in understanding the character of students from other institutions abroad
4. Increase the development of international networks
5. Increase social and cultural understanding of the country where the lecturer conducts the lecturer exchange programme.

6.4. Requirements

Outbound

The requirements for the exchange of lecturers are as follows:

1. Permanent lecturer at UNDIKSHA under the Ministry of Education and Culture.
2. Have NIDN or *Nomor Induk Dosen Nasional* (National Lecturer Identification Number).
3. Must be registered with SINTA (Science and Technology Index).
4. Have a doctoral/professor qualification
5. Obtain permission from the head of the university.
6. Have an invitation (invitation letter, letter of acceptance) from universities or the world of work and partner industries abroad.
7. Have a relevant field of expertise with partner institutions.
8. Have a work programme to be carried out.
9. Able to communicate orally and in writing in English, and it would be better if teachers mastered a language that is in accordance with the language used in the destination

country.

10. Have good written and spoken English competence (minimum TOEFL score 450 and minimum interview test 80)
11. Prospective participants are not currently holding structural positions (up to Department/Department level officials).
12. Have a health certificate from the hospital.
13. High-committed.
14. Willing to take part in the lecturer exchange programme completely.

Inbound

1. Have a doctoral/professor qualification
2. Obtain permission from the head of the university of origin.
3. Have an invitation (invitation letter, letter of acceptance) from UNDIKSHA.
4. Have a field of expertise that is relevant to the Study Programme/Department at UNDIKSHA.
5. Own a work programme to be carried out.
6. Able to communicate orally and in writing in English, and it would be better if mastering the language that is in accordance with the language used in the destination country.
7. Have a statement letter in good health from the hospital in the country of origin.
8. High-committed.
9. Willing to follow the lecturer exchange programme completely.

6.5. Selection Process

1. Write to the dean to determine prospective lecturers who meet the requirements.
2. Interview test

6.6. Implementation Process

The time for the exchange of lecturers is between 2 to 4 weeks. The things that must be done during exchange activities are: (1) carrying out learning (lecturing), (2) visits to related companies or institutions, (3) Discussions on collaborative research topics, (4) community service, and (5) class observations.

6.7. Things to be Prepared:

1. CV

2. College leadership permission
3. Passport and/or visa (according to the destination country)
4. Round-trip airline tickets
5. Invitation Letter from partner institution
6. Health certificate from the hospital
7. Letter of willingness to complete tasks
8. Report:
 - a. Reports on the implementation of activities by lecturers who take part in the exchange programme
 - b. Fill out an assessment form for programme implementation (overall project evaluation form).

Visiting Professor

7.1. Definition of the Activity

Visiting professor programme is an activity of visiting professors or senior lecturers of international class abroad and from UNDIKSHA to carry out the *Tri Dharma Perguruan Tinggi*.

7.2. General Purpose:

Opening opportunities for Universitas Pendidikan Ganesha (UNDIKSHA) to build international cooperation with foreign institutions, professors, and world-class senior lecturers in the fields of teaching, research and publication, and community service.

7.3. Specific Purpose:

1. Improving the quality of lectures.
2. Adding international insight for students and lecturers.
3. Increase the number of international publications in reputable journals.
4. Improving the competence of Human Resources (HR) in teaching, researching and writing scientific publications.
5. Explore the potential of lecturers to contribute to the development of Indonesian and Global Science and Technology.

7.4. Requirements:

Inbound:

In terms of inbound programmes, visiting professors/scholars are activities to invite a professor or senior lecturer who has qualified expertise in their field to conduct research mentoring, write papers, and give lectures at UNDIKSHA for a period of at least 3 months (1 effective semester) per year. The requirements for this visiting inbound professor/scholar programme are:

1. The theme of the lecture must be in accordance with the scientific field of the Faculty/Department/Study Program proposers at UNDIKSHA.
2. Guest lecturers who come from universities abroad recognized by Dikti or *Direktorat Jenderal Pendidikan Tinggi* (Directorate General of Higher Education) (can be checked on this page http://ijazahln.dikti.go.id/register/pencarian_pt.html).
3. Guest lecturers have an internationally recognized scientific reputation, as evidenced by a list of international publications.
4. The language of instruction used in guest lecturer lectures is English (except for the Department of Foreign Languages).
5. Willing to be a co-promoter for doctoral students at UNDIKSHA if needed.
6. Attach a letter of permission from the leadership of partner universities abroad to take part in the visiting professor/scholar programme at UNDIKSHA.
7. Attach a copy of passport and/or visa.
8. Attach health insurance.
9. Attach a scanned round-trip flight ticket.

Outbound:

In terms of outbound programmes, visiting professors/scholars are activities in which university lecturers from origin, in this case UNDIKSHA, become guest lecturers at institutions abroad, that are cooperation partners to give lectures to students in certain study programmes. The requirements for this outbound visiting professor/scholar programme are:

1. Obtain permission from the Higher Education Leadership (UNDIKSHA) to become a visiting professor abroad.
2. Willing to follow the rules set by the Partner Universities Abroad.
3. Have sufficient English proficiency to be a resource person.
4. Attach a copy of passport and/or visa

5. Attach health insurance..
6. Attach a scanned round-trip flight ticket..

7.5. Selection Process:

All Faculties/Departments/Study Programmes within UNDIKSHA are given the opportunity to propose visiting professor/scholar activities. Proposals are collected in the form of hard files and soft files and follow the following steps.

1. Submission of guest lecturer proposals by Faculties/Departments/Study Programmes at UNDIKSHA
2. Proposals submitted will be selected by a team of reviewers
3. Announcement of the results of the proposal

The details of the proposed visiting professor/scholar are as follows:

1. The format of the inbound visiting professor proposal follows the format provided in the UNDIKSHA guidelines, which is equipped with a schedule, details of funds, and other supporting information in the following systematic manner.
 - a. Background of the activity
 - b. Purpose of the activity
 - c. Required resources (committee composition, names of foreign guest lecturers, target participants of the activity, budget plan, and sources of funds)
 - d. Mechanism and design (details of the stages and steps of what activities will be carried out focusing on the achievement of related performance indicators, theme of activities, detailed implementation schedule/detailed per lecture hour, and place of implementation of activities)
 - e. Outcomes
 - f. Results
 - g. Success indicator
 - h. Continuity
2. Proposals are written in Times New Roman font size 12, with 2 spacing, and arranged

in standard Indonesian

3. The proposal shall be accompanied by the following documents:
 - a. Cover letter from the Dean
 - b. Approval page by the Dean
 - c. CV of foreign guest lecturers who will be presenters
 - d. Proof of willingness of invited foreign lecturers/guests (can be in the form of screen capture of emails/conversations made through other digital media).
4. The proposal is bound with a light blue cover and 2 (two) copies are submitted to LPPPM UNDIKSHA
5. Proposals from the proposed Faculties/Departments/Study Programmes will be selected by the reviewer team and evaluated based on predetermined requirements. Evaluation results will be notified via email and telephone number of the applicant.
6. Proposals that do not comply with the provisions will not be processes.
7. Proposals can be submitted to LPPPM from the beginning of the year until the second week of November each year.

7.6. Implementation Process:

The process of implementing the visiting professor (scholar) programme will last for a minimum of 3 months or it can be longer according to their needs. Guest lecturers will provide lecture materials according to the schedule determined between the guest lecturer and the Faculty, Department or Study Programme.

Invited Speakers

8.1. Definition of the Activity

Invited speaker programme is an activity that invites and sends speakers from representatives of UNDIKSHA lecturers (outbound) or partner universities (inbound) to become speakers in the *Tri Dharma Perguruan Tinggi* activities.

8.2. General Purpose:

Opening opportunities for UNDIKSHA to build international cooperation with foreign institutions and world-class professors in the fields of teaching, research, publications, and others.

8.3. Specific Purpose:

1. Improve the quality of the teaching process
2. Adding international insight for students and lecturers
3. Increase the number of international publications in reputable journals
4. Improving HR competencies in teaching, researching and writing publications
5. Explore the potential of lecturers to contribute to the development of Indonesian and Global Science and Technology

8.4. Requirements:

Inbound:

Inbound invited speaker is an activity to invite professors or senior lecturers who has qualified expertise in their field to conduct research mentoring, write articles, and give lectures at UNDIKSHA in a relatively short period of 1-5 days. The requirements for this inbound invited speaker programme are:

1. The theme of the activity must be in accordance with the scientific field of the proposed University/Faculty/Department/Study Programme at UNDIKSHA.
2. Invited speakers come from recognized Universities Abroad by Dikti (can be checked on this page http://ijazahln.dikti.go.id/register/pencarian_pt.html).
3. The speaker has an internationally recognized scientific reputation, as evidenced by a list of international publications.
4. The language of instruction used in guest lecturer lectures is English (except for Foreign Language Department).
5. Attach a letter of permission from the leadership of an overseas university to take part in the invited speakers programme.
6. Attach a copy of passport and/or visa.
7. Attach a health insurance.

Outbound:

Outbound invited speaker is an activity in which university lecturers from origin, in this case UNDIKSHA, become guest lecturers at institutions that are cooperation partners abroad to give lectures to students in certain study programmes in a relatively short time, namely 1-5 days. The requirements for the outbound invited speaker programme are:

1. Get permission from the Higher Education Leadership (UNDIKSHA).

2. Willing to follow the rules set by the Partner Universities Abroad.
3. Have sufficient English proficiency to be a resource person.
4. Attach a copy of passport and/or visa.
5. Attach health insurance.
6. Attach a scanned round-trip flight ticket.

8.5. Selection Process:

All Faculties/Departments/Study Programmes are given the opportunity to propose this activity. Proposals are submitted in the form of hard files and soft files and follow the following steps.

1. Submission of speaker proposals by Faculties/Departments/Study Programmes at UNDIKSHA.
2. Proposals submitted will be selected by a team of reviewers
3. Announcement of the results of the proposal

The details of the proposed invited speaker programme are as follows:

1. The format of the inbound visiting professor proposal follows the format provided in the UNDIKSHA guidelines, which is equipped with a schedule, details of funds, and other supporting information in the following systematic manner.
 - a. Background of the activity
 - b. Purpose of the activity
 - c. Required resources (committee composition, names of foreign guest lecturers, target participants of the activity, budget plan, and sources of funds)
 - d. Mechanism and Design (details of the stages and steps of what activities will be carried out focusing on the achievement of related performance indicators, theme of activities, detailed implementation schedule/detailed per lecture hour, and place of implementation of activities)
 - e. Outcomes
 - f. Results
 - g. Success Indicator
 - h. Continuity
2. The proposal is written in Times New Roman font size 12, with 2 spacing, and is prepared in standard Indonesian.

3. The proposal shall be accompanied by the following documents:
 - a. Cover letter from the Dean
 - b. Approval page by the Dean
 - c. CV of foreign guest lecturers who will be presenters
 - d. Proof of the willingness of invited foreign lecturers/guests (can be in the form of screen capture of emails/conversations made through other digital media)
4. The proposal is bound with a light blue cover and 2 (two) copies are submitted to LPPPM UNDIKSHA.
5. Proposals from the proposed Faculties/Departments/Study Programmes will be selected by the reviewer team and evaluated based on predetermined requirements. Evaluation results will be notified via email and telephone number of the applicant.
6. Proposals that do not comply with the provisions will not be processed.
7. Proposals can be submitted to LPPPM from the beginning of the year until the second week of November each year.

8.6. Implementation Process

The process of implementing the invited speaker programme will last for a minimum of 1-5 days or it can be longer according to their needs. The invited speakers will provide material according to the schedule determined between the invited speakers and the University/Faculty/Department/Study Programmes

9. Collaborative Researches

9.1. Definition of the Activity

Collaborative Research Programme is a joint research and publication activity between UNDIKSHA and partner universities from abroad.

9.2. General Purpose

1. Provide support for the UNDIKSHA Internationalization at Home (IaH) programme.

2. Provide support for scientific/research activities carried out jointly between UNDIKSHA research lecturers and partner research teams at universities/research institutes abroad.
3. Improving the quality of research by UNDIKSHA research lecturers.

9.3. Specific Purpose

1. Expanding the research network between UNDIKSHA research lecturers and researchers at universities/research institutes abroad.
2. Increase the number of scientific publications by UNDIKSHA research lecturers in internationally reputed scientific journals.
3. Increase the citation index of UNDIKSHA research lecturers.
4. Get international recognition for research conducted by UNDIKSHA research lecturers.

9.4. Requirements

1. The head of the researcher and its members are permanent lecturers at UNDIKSHA. The head of the researcher has an academic position of at least Head Lector or an academic S-3 (doctoral) degree. Research members have a minimum academic position of Lector or S-2 (master) academic degree.
2. The chairperson and research members are not currently on a study assignment status.
3. The number of research teams from UNDIKSHA is a maximum of 3 (three) people and the research team of partners from abroad is a maximum of 2 (two) people.
4. Research topics are from health sciences, science and technology, and social humanities, that have the opportunity to increase their scientific impact through research collaboration with partner research teams abroad.
5. Research proposals must be written in English.
6. The research team has an MoU with partner universities/research institutes abroad that is valid, still applicable, and is agreed upon and signed by an institution (not an MoU between individual researchers).
7. The research is multi-year, maximum 3 (three) years with a clear road map.
8. Have a statement/approval for the implementation of research collaboration from the head of the research team of overseas partners (letter of agreement for research collaboration);

9. Comply with legal aspects related to materials to be brought abroad (material transfer agreement);
10. There is a clear division of which part of the research will be carried out in Indonesia and which part will be carried out at the place of the partner researcher;
11. In the implementation, Indonesian researchers and partner researchers must meet the eligibility period of stay in their respective research locations;
12. The arrival of partners to Indonesia in the context of carrying out activities must comply with the provisions of Government Regulation No. 41 of 2006 concerning Foreign Researcher Licensing; Law No. 18 of 2002 (www.ristek.go.id);
13. Proposals are prepared together with partners;
14. Mandatory research output is one scientific article that has been accepted in a reputable international journal indexed by Scopus with quartile Q2 with cite score > 3 or indexed by SCI, SSCI and AHCI from Clarivate Analytic with impact factor > 2 and is not a journal published by the unit/ faculties/departments within UNDIKSHA.

Additional outputs can be:

1. Intellectual Property Rights (IPR);
2. Books/teaching materials with ISBN;
3. Other science and technology outputs (models, prototypes, designs, works of art, social engineering, appropriate technology, and policies).

9.5. Selection Process

Each proposal will be evaluated in two stages. The first stage is a desk evaluation to examine the completeness of the administrative requirements of the proposal. Those who pass the first stage will be included in the second stage, namely the presentation of research proposals in front of the appointed reviewer team.

9.6. Financing

Research funds follow the regulations of LP2M and the policies of the heads of institutions related to research. Foreign partner researchers are required to contribute either in the form of “in kind” or “in cash.” Funding mechanisms and procedures are regulated in the Research Grant Implementation Agreement.

9.7. Implementation Process

The UNDIKSHA Research and Community Service Institute (LP2M) notified the acceptance of the proposal;

1. The submission of research proposals as many as 3 (three) copies is accepted by LP2M according to the specified time limit;
2. Proposal selection (desk evaluation);
3. Presentation of proposals that pass the desk evaluation;
4. Determination and announcement of grantees through the LP2M website;
5. Contract signing and explanation of program implementation;
6. Research assignments;
7. Field monitoring and evaluation;
8. Centralized monitoring and evaluation;
9. Progress reporting and final reporting;
10. Submission of an accepted scientific article in an international journal according to the requirements.

9.8. Proposal Systematic

The research proposal is written in English. The maximum number of research proposals is 20 pages (excluding cover pages, endorsement pages, and attachments), written on A-4 paper using Times New Roman size 12 with 1.5 spacing, except that the summary or abstract of the research proposal should be written with 1 spacing. The systematics of the proposals follow the following order.

COVER PAGE (Appendix 4.1 Research Guidelines of the Ministry of Research, Technology and Higher Education X)

ENDORSEMENT PAGE (Appendix 4.2 Research Guidelines of the Ministry of Research, Technology and Higher Education X)

SUMMARY (maximum 300 words)

State the long-term goals and specific targets to be achieved and the methods that will be used in achieving these goals. The summary must be able to describe carefully and briefly about the proposed activity plan, please write it with one line spacing.

TABLE OF CONTENTS

CHAPTER 1. INTRODUCTION

The introduction contains the background, explains the problems to be studied, the urgency and rationale, and the potential contribution of the research team in solving these problems. Includes track record of research collaborations, research collaborations that have

taken place so far and the results (if any) as well as an outline of the collaborative research roadmap. It also provides the specific objectives of the research, and the urgency (priority) of the research and the potential results that can be obtained until the end of the research period. The justification about the importance of doing some research in foreign partners is needed. In the introduction, it is also necessary to convey the output targets to be achieved every year, especially plans for international publications and seminars, as well as other relevant outcomes

CHAPTER 2. LITERATURE REVIEW

1. This chapter should present the state of the art in the studied field, the results that have been achieved, the preliminary studies that have been carried out related to the proposed research and the contribution that will be made from this research should be presented. Use relevant and up-to-date primary reference sources by prioritizing research results in scientific journals.
2. References (last 3 years, 75% are primary literature). The library used in the research proposal should be updated in the last 5 years.

CHAPTER 3. RESEARCH METHODS

The research method must be accompanied by a research flow chart that describes what has been carried out and what will be done on a multi-year basis. The research chart must be made in its entirety with clear stages, starting from where and how the outputs will be, and the achievement indicators that are measured more elaborate in Chapter 1. Explain the parts of the research that will be carried out domestically and abroad.

CHAPTER 4. COSTS AND IMPLEMENTATION SCHEDULE

It consists of two descriptions, namely a summary table of the annual budget and a draft research implementation schedule.

4.1 Budget

The budget justification is prepared in detail and attached according to the format in Appendix B (see Research Guidebook of the Ministry of Research, Technology and Higher Education X, 2016). Meanwhile, the summary of the budget plan is prepared as shown in the table below.

No	Output	Proposed fee (Rp)		
		Year I	Year II	Year III
1	Salary and wages (Max. 10%)			
2	Consumables materials and tools			
3	Travel (max. 20%)			
4	Others: publication, seminar, report, etc (max. 10%)			
Total				

Tabel 1. Summary of the Budget Plan Filled Annually

Note: for further information please look after Table 4.2 Kemenristek Dikti Research Guidebook X page 47

4.2 Research Schedule

The research schedule is prepared in the form of a bar chart for the proposed research plan and is in accordance with the format in Appendix C (see Kemenristek Dikti Research Guidebook X, 2016).

REFERENCE

The bibliography is arranged by name and year system, in alphabetical order by author's name, year, title of article, and source. Only the literature cited in the research proposal is included in the bibliography.

APPENDICES

(Appendix 1-6 (referring to the Research Guidebook of Kemenristek Dikti X)

Appendix 1. Justification for Research Budget (Appendix B).

Appendix 2. Support for research facilities and infrastructure describes the facilities that support research, namely the main infrastructure needed in this research and its availability at the proposing university. If not available, then explain how to solve it.

Appendix 3. Organizational structure of the research team and division of tasks (Appendix D).

Appendix 4. Letter of agreement (LOA) for research collaboration (the appendix format can be written in any way according to agreement with overseas partners).

Appendix 5. Biodata of the leader and members (Appendix E).

Appendix 6. Statement letter from the head of the researcher (Appendix F).

Appendix 7. MoU between UNDIKSHA and foreign partner universities

Appendix 8. MoA between UNDIKSHA and foreign partners.

CHAPTER V

QUALITY ASSURANCE INTERNATIONAL EXCHANGE PROGRAMMES

In order to control and improve the quality of International Exchange Programmes, quality assurance activities are carried out in a systematic and sustainable manner. Quality assurance of International Exchange Programmes is all activities carried out to meet the quality standards set in the International Exchange Programmes. Quality assurance is carried out with the aim of controlling sustainable quality (continuous quality improvement).

5.1 Quality Standards for International Exchange Programmes

In accordance with the mandate of Law Number 12 of 2012 concerning Higher Education, the quality standards of International Exchange Programmes are sought to be carried out through the stages of Determination, Implementation, Evaluation, Control and Improvement of standards by targeting the achievement of input, process, output and outcome aspects. The quality standards of the International Exchange Programmes consist of:

1. Input standards, including participants (students and lecturers), programme planning, human resources, facilities and infrastructure, and financing.
2. Process standards, covering the number of students and lecturers for each activity, programme implementation system, assessment and evaluation.
3. Output standards, including the achievements of students and lecturers who participate in the programme, characteristics and English language skills of students and lecturers of programme participants.
4. Outcome standards, including programme impacts and responses from international exchange programme participants.

5.2 Monitoring and Evaluation

Monitoring and evaluation (monev) of International Exchange Programmes is a series of activities carried out on a planned and regular basis in collecting and processing information and making decisions regarding International Exchange Programmes. Monitoring is carried out periodically to monitor the implementation process of International Exchange Programmes, while evaluation is carried out in the middle and at the end of the programme to determine the achievement and effectiveness of the programme. The results of monitoring and evaluation are used for: (1) reflection material to determine whether the programme has been implemented properly and effectively, (2) references for making improvements, and (3) international quality improvement

Exchange Programmes.

Monev of International Exchange Programmes are carried out through a management cycle consisting of 4 (four) stages, namely: preparation stage, implementation stage, reporting stage, and follow-up stage. The activities carried out at each stage are as follows..

1. **Preparation stage**, the activities carried out are the preparation of instruments, the preparation of the monev schedule, and the preparation of the assignment letter.
2. **Implementation stage**, at this stage monev is carried out by the Monev Team. Monev is carried out regularly using instruments such as observation guidelines, interview guidelines, and questionnaires. Evaluation of International Exchange Programmes uses the CIPP (Context, Input, Process and Product) evaluation model. The focus and evaluation indicators of International Exchange Programmes are briefly described in Table 5.1

Table 4.5 . Focus and Indicator of International Exchange Programmes Evaluation

No.	Aspects	Indicators
1	<i>Context</i>	1. Clarity of vision and mission of International Exchange Programmes Clarity of benefits of International Exchange Programmes Partner university with minimum accreditation B
2	<i>Input</i>	1. Participants (students and lecturers) meet the requirements according to the programme they are participating in. 2. International standardized activities and beneficial for both parties (inbound and outbound) 3. HR programme implementers meet the requirements (feasibility) 4. Lecturers have a minimum qualification of S-2 (master degree), professional, able to speak English, and master the field being supervised. 5. Educational staff have a minimum qualification of S-1 (bachelor degree) and master the field they are in. 6. Program facilities can support programme implementation 7. A comfortable and safe place equipped with supporting facilities for programme implementation 8. Have good internet/WiFi facilities 9. Have an International office 10. Funding meets the standard needs of the programme

3	<i>Process</i>	<ol style="list-style-type: none"> 1. The number of students and lecturers involved is in accordance with the approval of the inbound and outbound parties. 2. Activity implementation system 3. Using English as an introduction 4. Provide the opportunity to carry out the <i>Tri Dharma Perguruan Tinggi</i> to the fullest. 5. Programme implementation is carried out according to the characteristics of each programme so as to achieve the targeted goals. 6. Assessment and evaluation are authentic and comprehensive
4	<i>Product</i>	<ol style="list-style-type: none"> 1. Students learning experience as well as the good characters formed. 2. Establishment of sustainable cooperation between UNDIKSHA and partner universities and partner universities/institutions abroad. 3. Programme outcomes have a positive impact.

3. **Reporting stage**, the results of money are analyzed in a comprehensive manner as the basis for making decisions related to International Exchange Programmes. Monitoring and evaluation reports are submitted to the Chancellor and interested parties (stakeholders). The money report is used as material for reflection and improvement of the International Exchange Programmes. In addition, the report is used as material for dissemination as a form of accountability for the implementation of International Exchange Programmes to interested parties.
4. **Follow-up stage**, improve the quality of International Exchange Programmes and disseminate the results of the performance of International Exchange Programmes

CHAPTER VI CLOSING

International Exchange Programmes are one of the most vital programmes to realize UNDIKSHA's vision and mission. This activity is in the form of activities, among others; Overseas School Field Experience Programme (PLP LN), Overseas Field Work Practice (PKL LN), Overseas Community Services (KKN LN), Credit Earning and Credit Transfer, Summer Camp, Teacher Exchange, Visiting Professors, Invited Speakers, and Collaborative Researches. With the preparation of this International Exchange Programme manual, it is hoped that it will make it easier for all relevant parties to participate in and carry out these various activities effectively, efficiently and with value in order to realize the vision and mission of Universitas Pendidikan Ganesha.

Quality assurance is sought to be carried out through Determination, Implementation, Evaluation, Control and Improvement of standards by targeting the achievement of input, process, output and outcome aspects. Monitoring and Evaluation (Monev) is carried out through a management cycle consisting of 4 (four) stages, namely: preparation stage, implementation stage, reporting stage and follow-up stage.

The implementation of International Exchange Programmes is inseparable from the work between units/institutions/faculties within UNDIKSHA, therefore synergy and collaboration across units/institutions/faculties is very urgent to do.

The implementation of International Exchange Programmes in the fields of education, research and community service requires a supporting foundation that must be carried out immediately, both in terms of regulatory readiness, system management, human resources, curriculum, facilities and infrastructure and funding. The sustainability of International Exchange Programmes requires support from the Department, DUDI or agencies outside UNDIKSHA in the area, so that collaboration between agencies, DUDI and regional agencies such as the Education and Sports Office, Tourism Office, Culture Office needs to be carried out. To maintain the sustainability of the International Exchange Programme, a continuous MoU and MoA are needed by updating every year and ensuring the execution of activities takes place on an ongoing basis.

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Appendices

Appendix 1. POS or *Prosedur Operasional Standar* (Standard Operating Procedures) of PLP LN Inbound Implementation

	UNIVERSITAS PENDIDIKAN GANESHA			Code/No.: -
				Date: June 2, 2020
	POS of PLP LN Inbound Implementation			Revision : -
				Page: 4 pages
Used as a complement				
Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulated by	Putu Ayu Prabawati Sudana, S.Pd., M.Hum.	Secretary of PLP LN Committee		
2. Appointed by	Prof. Dr. Nyoman Jampel, M.Pd.	Rector of UNDIKSHA		
3. Controlled by	Prof. Dr. I Made Ardana, M.Pd.	Head of LPPPM		
1. Legal Basis	1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System 2) Law of the Republic of the Republic of Indonesia No. 25 of 2009 concerning Public Services 3) Government Regulation of the Republic of Indonesia No. 19 of 2005 regarding National Education Standards 4) Government Regulation of the Republic of Indonesia No. 96 of 2012 concerning the Implementation of Law No. 25 of 2009 concerning Public Services. 5) UNDIKSHA Strategic Plan for 2020-2024 6) UNDIKSHA Academic Paper of Internationalization at Home 2020			
2. Procedure Objective	This procedure is made so that the planning process until the completion of the inbound PLP LN programme followed by students can run in accordance with the contents of the Student Standards			
3. Broad Scope	This procedure is carried out by the Head of LP3M, the committee at LP3M, and students participating in inbound PLP LN			
4. Terms	Terms in this procedure include: 1. PLP LN or <i>Pengenalan Lapangan Persekolahan Luar Negeri</i> (Overseas School Field Introduction) is a			


	<p>teaching practice programme, as part of the curriculum, implemented by UNDIKSHA students in other countries in coordination with partner universities or implemented by foreign students at UNDIKSHA and partner schools.</p> <p>2. PLP LN SEA-teacher is a PLP LN programme that is arranged by SEAMEO (South East Asia Ministers of Education Organization). Aspects regulated by SEAMEO include: number of students, subjects to be taught, partner universities, participant requirements, form of evaluation.</p> <p>3. PLP LN U to U is a PLP LN programme which is the result of collaboration between UNDIKSHA and other universities. Aspects in PLP, such as participant requirements, number of students, subjects to be taught, program length, program implementation period are determined and agreed upon by UNDIKSHA and partner universities.</p> <p>PLP LN inbound is when overseas students come to UNDIKSHA to conduct the PLP LN programme.</p>
5. Procedure	<ol style="list-style-type: none"> 1. The LPPPM UNDIKSHA committee received the biodata form of prospective student participants, both for the SEA-teacher and U to U programs 2. The LPPPM committee coordinates with partner schools 3. The LPPPM committee interviewed prospective students 4. LPPPM committee sends LoA to participating students 5. The committee determines mentors and cooperating teachers for inbound students and holds meetings with these mentors/cooperating teachers to convey information about PLP LN activities 6. The LPPPM committee held a meeting with mentors and cooperating teachers 7. The LPPPM committee sends guidelines on the details of activities to students 8. The committee prepares pick-up and delivery for participating students 9. The committee carries out the welcoming programme 10. The committee monitors inbound PLP LN activities 11. After the activity is over, the committee helps inbound students complete the necessary documents 12. The committee conducts a closing ceremony at UNDIKSHA. 13. The LPPPM Committee finishes all documents needed after the program implementation, such as certificate, evaluation form, partner evaluation form, and activity report.

6. Responsible Official	Headmaster of Partner School The head of LPPPM UNDIKSHA
7. Supporting Documents	LoA, Student Teacher Performance Evaluation Form, Student Placement
8. Resulting Documents	Activity Report

Singaraja, June 20, 2022
POS Maker

Putu Ayu Prabawati Sudana, S.Pd., M.Hum.
NIP. 19840125008122003

Appendix 2 POS of PLP LN Outbound Implementation

	UNIVERSITAS PENDIDIKAN GANESHA		Code/No.: -	
			Date : June 2, 2020	
	POS of PLP LN Outbound Implementation		Revision : -	
Page: 4 pages				
Used as omplement				
Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulated by	Putu Ayu Prabawati Sudana, S.Pd., M.Hum.	Secretary of PLP LN Committee		
2. Appointed by	Prof. Dr. Nyoman Jampel, M.Pd.	Rector of UNDIKSHA		
3. Controlled by	Prof. Dr. I Made Ardana, M.Pd.	Head of LPPPM		
1. Legal Basis	1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System 2) Law of the Republic of the Republic of Indonesia No. 25 of 2009 concerning Public Services 3) Government Regulation of the Republic of Indonesia No. 19 of 2005 regarding National Education Standards 4) Government Regulation of the Republic of Indonesia No. 96 of 2012 concerning the Implementation of Law No. 25 of 2009 concerning Public Services. 5) UNDIKSHA Strategic Plan for 2020-2024 6) UNDIKSHA Academic Paper of Internationalization at Home 2020			
2. Procedur Objective	This procedure is made so that the planning process until the completion of the outbound PLP LN programme followed by students can run according to the contents of the Student Standards			
3. Broad Scope	This procedure is carried out by the Head of LP3M, the committee at LP3M, the Kajur, and outbound PLP LN students in the Undiksha environment.			
4. Terms	1. PLP LN (Overseas School Field Experience Practice) is a teaching practice programme, as part of the curriculum, which is carried out by UNDIKSHA students in other countries in coordination with partner universities or implemented by foreign students at UNDIKSHA and partner schools. 2. PLP LN SEA-teacher is a PLP LN programme regulated by			


	<p>SEAMEO (South East Asia Ministers of Education Organization). Aspects regulated by SEAMEO include: number of students, subjects to be taught, partner universities, participant requirements, form of evaluation.</p> <p>3. PLP LN U to U is a PLP LN programme which is the result of collaboration between UNDIKSHA and other universities. Aspects in PLP, such as participant requirements, number of students, subjects to be taught, program length, program implementation period are determined and agreed upon by UNDIKSHA and partner universities.</p> <p>4. PLP LN outbound is when UNDIKSHA students go to an overseas university to carry out the PLP LN programme.</p>
5. Procedure	<ol style="list-style-type: none"> 1. LPPPM UNDIKSHA has a list of partners for PLP LN SEA-Teacher and U to U 2. The Head of LPPPM UNDIKSHA write to the Head of Department in UNDIKSHA to announce to students about the PLP LN programme 3. Students take an English proficiency test, a test on matters related to PLP and a psychological test organized by LPPPM 4. Students who are declared to have passed the selection, will be assisted by the committee in preparing various preparations before departure, such as permits, passports and/or visas, health insurance, and round-trip flight tickets. 5. Students submit the Parent Statement Letter to LPPPM Committee 6. Students get LoA from partner universities 7. The Undiksha LPPPM committee provides Pre-departure preparations for students who will be sent. 8. Students follow the training blog from SEAMEO 9. Students have received and understood the details of the PLP activities to be carried out 10. Students carry out programme activities with full responsibility. 11. Students complete all bills or programme documents, such as blogs, performance evaluation forms, partner evaluation forms 12. The LPPPM committee completes the required documents after the programme is implemented, such as certificates, evaluation forms, partner evaluation forms, 13. Activity Report
6. Responsible Official	<p>Relevant Dean in UNDIKSHA Relevant</p> <p>Head of Department in UNDIKSHA</p> <p>Head of LPPPM UNDIKSHA</p>

7. Supporting Documents	Parent Statement Letter, LoA, Student-Teacher Performance Evaluation Form, Partner Evaluation Form
8. Resulting Document	Activity report Blog

Singaraja, June 20, 2022
POS Maker

Putu Ayu Prabawati Sudana, S.Pd., M.Hum.
NIP. 19840125008122003

Appendix 3 POS of PKL LN or *Praktik Kerja Lapangan Luar Negeri* (Overseas Field Work Practice) Implementation (*Outbound*)

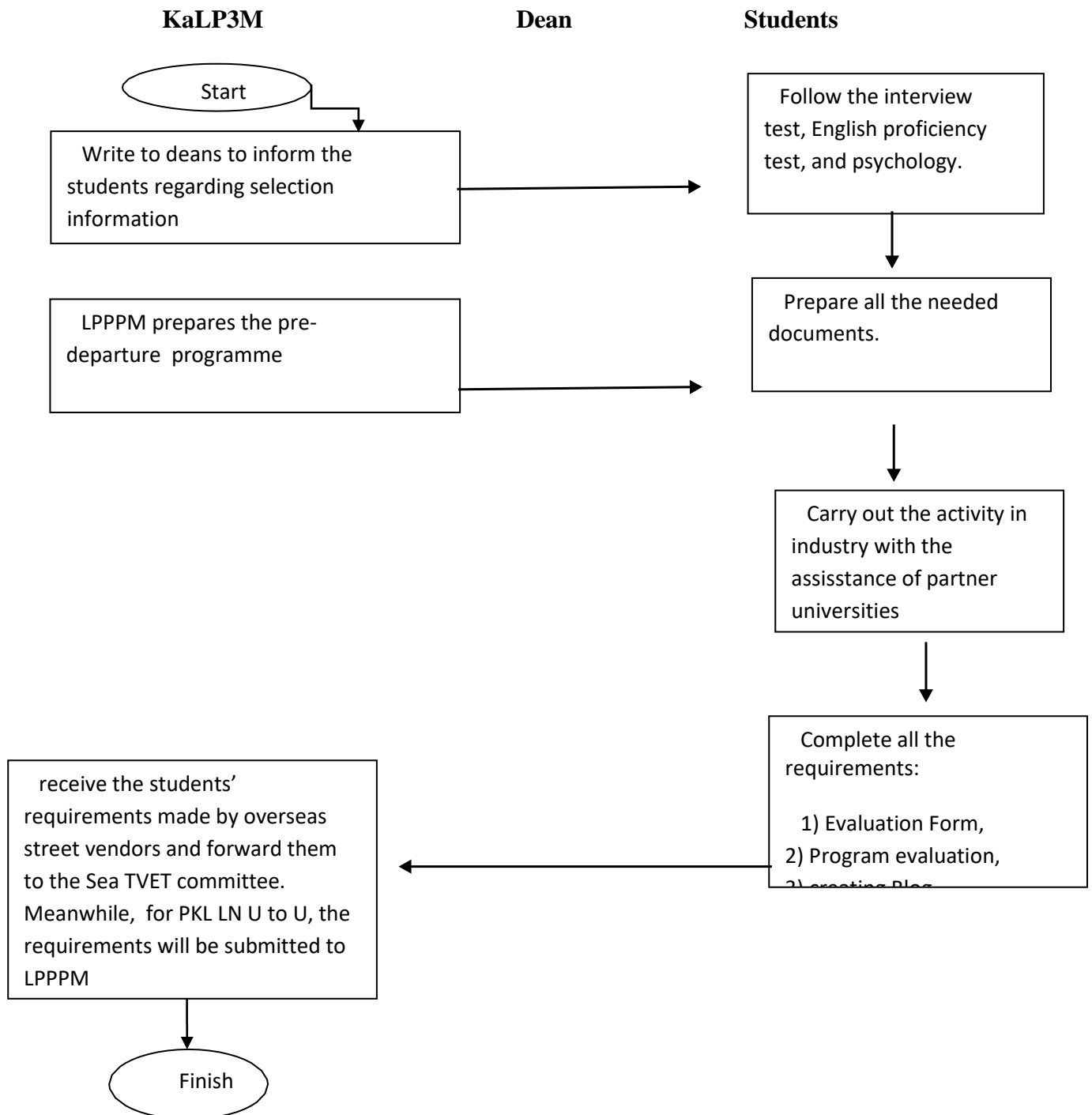
	UNIVERSITAS PENDIDIKAN GANESHA		Code/No.:		
			Date :		
	POS of PKL LN Implementation (Outbound Programme)		Revision :		
			Page:		
Used as a complement					
Proces s	Person in Charge			Date	
	Name	Positio n	Signature		
1. Formulated by	I Made Suta Paramarta, M.Hum.	Head of Center for Vocational Education Career Development			
2. Appointed by	Prof. Dr. Nyoman Jampel, M.Pd	Rector of UNDIKSHA			
3. Controlled by	Prof. Dr. I Made Ardana, M.Pd.	Head of LPPPM UNDIKSHA			
1. Legal Basis	1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System 2) Law of the Republic of the Republic of Indonesia No. 25 of 2009 concerning Public Services 3) Government Regulation of the Republic of Indonesia No. 19 of 2005 regarding National Education Standards 4) Government Regulation of the Republic of Indonesia No. 96 of 2012 concerning the Implementation of Law No. 25 of 2009 concerning Public Services. 5) UNDIKSHA Strategic Plan for 2020-2024 6) UNDIKSHA Academic Paper of Internationalization at Home 2020				
2. Procedure Objective	This procedure is made so that the planning process until the completion of the overseas PKL programme for students can still run in accordance with the contents of the Standards for Educators and Education Personnel.				
3. Broad Scope	This procedure is conducted by the deans in UNDIKSHA				

4. Terms	<p>1) PKL LN is a programme for sending (outbound) and receiving (inbound) students within UNDIKSHA with students from an institution abroad, especially in Southeast Asia under the auspices of Sea TVET from SEAMEO or on the cooperation of university to university.</p> <p>2) PKL LN (outbound) refers to UNDIKSHA students who are sent to a partner institution abroad to take part in the PKL program.</p> <p>3) PKL LN (inbound) refers to students from foreign partner institutions who are accepted by UNDIKSHA to carry out PKL activities at UNDIKSHA.</p>
5. Procedure	<ol style="list-style-type: none"> 1) The head of LPPPM UNDIKSHA forms a PKL LN committee programme. 2) The committee contacts the partner institution under the coordination of SEAMEO. 3) The head of LPPPM UNDIKSHA write to all deans in UNDIKSHA to inform the students who are interested to apply to the PKL LN (outbound) programme. 4) Students follow several tests, including English proficiency interview test, work insight, and psychology which is conducted by LPPPM (<i>outbound</i>) 5) Students who are declared to have passed the selection, assisted by cooperation staff, prepare various preparations before departure, such as the Dean's/Rector's Permit, State Secretariat Permit, Passport and/or Visa, Health Insurance, and round-trip flight tickets. 6) LPPPM UNDIKSHA assists the selected students regarding pre-departure preparation. 7) The selected students will follow the activities for 1-3 months. 8) Students carry out the PKL programme activities at relevant companies or third parties with the help of partner universities as recipient universities. 9) Students create reports in a form of blog, filling out the supervisor's assessment sheet at work, and evaluating the overall programme. 10) Students submit all the results of these activities to the committee to be forwarded to the Sea TVET committee. Meanwhile, PKL U to U have to submit them to the PKL LN committee in LP3M.
6. Responsible Official	<p>Relevant Deans in UNDIKSHA</p> <p>Head of LPPPM UNDIKSHA</p>
7. Supporting Documents	Student Profile/Parents' consent form/ Student waiver form
8. Resulting Documents	Activity blog of PKL LN


Singaraja, March 25, 2020
POS Maker

I Made Suta Paramarta, M.Hum.
NIP. 197807102002121002

Appendix 4. Flowchart of Overseas Field Work Practice (PKL LN-Outbound)



Appendix 5. POS of PKL LN or *Praktik Kerja Lapangan Luar Negeri* (Overseas Field Work Practice) Implementation (*Inbound*)

	UNIVERSITAS PENDIDIKAN GANESHA		Code/No.:		
			Date :		
	POS of PKL LN Implementation (Inbound Programme)		Revision :		
			Page:		
Used as Complement					
Proces s	Person in Charge			Date	
	Name	Positio n	Signature		
1. Formulated by	I Made Suta Paramarta, M.Hum.	Head of Center for Vocational Education Career Development			
2. Appointed by	Prof. Dr. Nyoman Jampel, M.Pd	Rector of UNDIKSHA			
3. Controlled by	Prof. Dr. I Made Ardana, M.Pd.	Head of LPPPM			
1. Legal Basis	1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System 2) Law of the Republic of the Republic of Indonesia No. 25 of 2009 concerning Public Services 3) Government Regulation of the Republic of Indonesia No. 19 of 2005 regarding National Education Standards 4) Government Regulation of the Republic of Indonesia No. 96 of 2012 concerning the Implementation of Law No. 25 of 2009 concerning Public Services. 5) UNDIKSHA Strategic Plan for 2020-2024 6) UNDIKSHA Academic Paper of Internationalization at Home 2020				
2. Procedure Objective	This procedure is made so that the planning process until the completion of the PKL LN programme for students can still run in accordance with the contents of the Standards for Educators and Education Personnel.				
3. Broad Scope	This procedure is implemented by the deans in UNDIKSHA.				

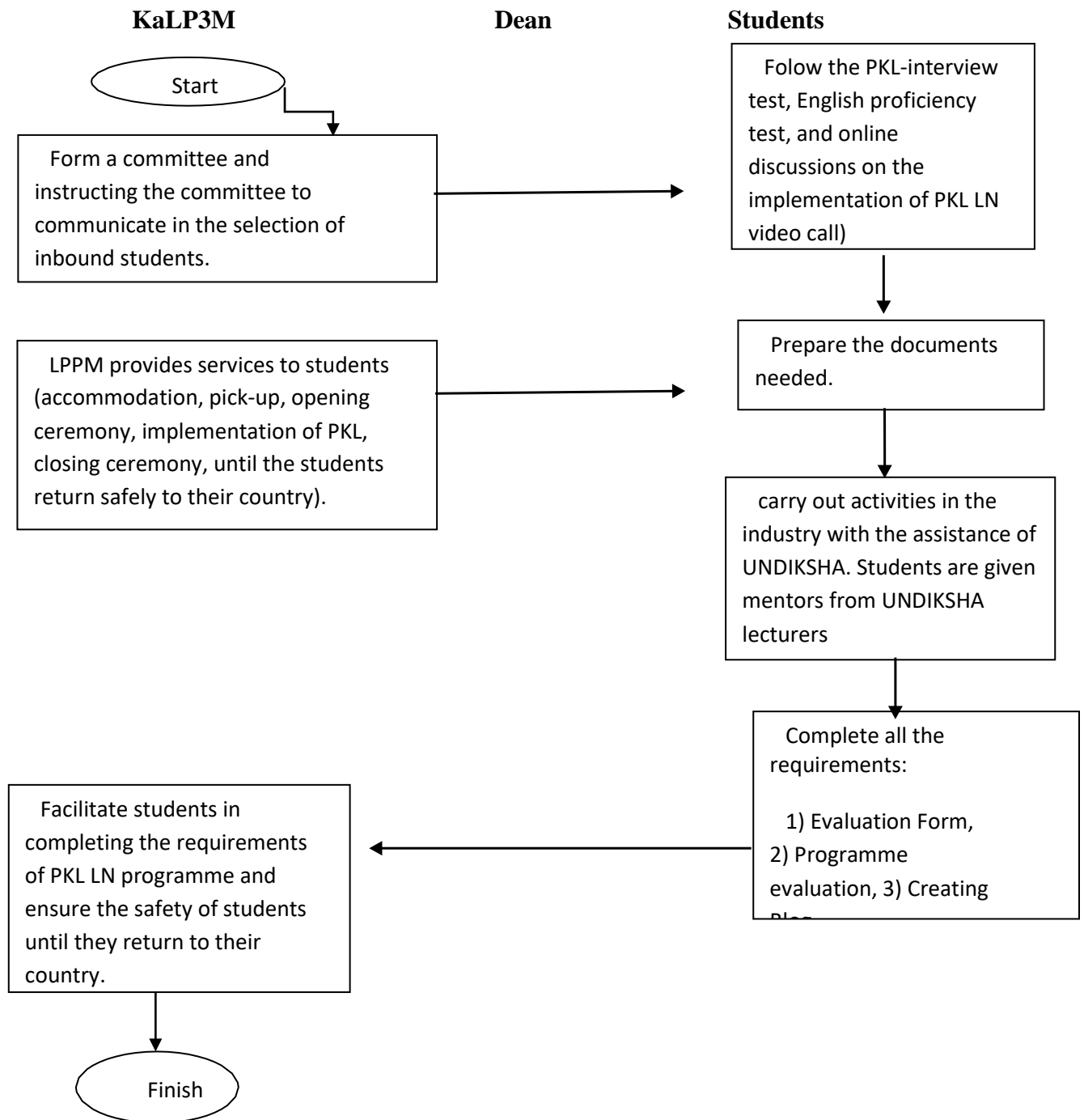
4. Terms	<p>1) PKL LN is a programme for sending (outbound) and receiving (inbound) students in UNDIKSHA with students from an institution abroad, especially in Southeast Asia under the auspices of Sea TVET from SEAMEO or in collaboration with university to university.</p> <p>2) PKL LN (outbound) refers to UNDIKSHA students who are sent to a partner institution abroad to take part in the PKL programme.</p> <p>3) PKL LN (inbound) refers to students from foreign partner institutions who are accepted by UNDIKSHA to carry out PKL activities at UNDIKSHA.</p>
5. Procedure	<ol style="list-style-type: none"> 1) The Head of Vocational Education Career Development Center of LP3M UNDIKSHA forms a committee for PKL LN programme. 2) The committee contacts the institutional partners under the coordination of SEAMEO. 3) The committee contacts the industry for inbound PKL LN (inbound) programme. 4) Inbound students take an interview test of English language skills, work insights, and discussions on the implementation of PKL LN inbound programme. 5) Students who pass the selection will be given a LoA (letter of Acceptance) 6) LPPPM UNDIKSHA prepares for the arrival of inbound students, especially accommodation, pick-up and implementation of PKL LN programme. 7) Students have to participate in activities with a time span of 1 month to 3 months. 8) Students carry out the PKL LN programme activities at relevant companies or third parties with the assistance of UNDIKSHA as the recipient university. 9) Students make reports in the form of blogs, fill out the supervisor's assessment sheet at work, and evaluate the overall programme. 10) Students submit all the results of these activities to the committee at the sending university to be forwarded to the Sea TVET committee. Meanwhile, for PKL U to U participants should submit them to the PKL LN committee in sending university.
6. Responsible Official	Head of LPPPM UNDIKSHA
7. Supporting Documents	Student Profile/Parent's consent form/ Student waiver form

8. Resulting Documents	Blog on PKL LN activities
------------------------	---------------------------

Singaraja, March 25, 2020
POS Maker

I Made Suta Paramarta, M.Hum.
NIP. 197807102002121002

Appendix 6. Flowchart Overseas Field Work Practice (PKL LN-Inbound)



Appendix 7. POS of KKL LN or *Kuliah Kerja Nyata Luar Negeri* (Overseas Community Service) Program Implementation

	UNIVERSITAS PENDIDIKAN GANESHA	Code/No.:
		Date :
	POS of KKN LN Programme Implementation	Revision:
		Date:

Used as Complement	
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Processes	Person in Charge			Date
	Name	Position	Signature	
1. Formulated by	Ni Nengah Suartini, M.A., Ph.D.	Head of Center for International Cooperation		
2. Appointed by	Prof. Dr. Nyoman Jampel, M.Pd	Rector of UNDIKSHA		
3. Controlled by	Prof. Dr. I Made Ardana, M.Pd.	Head of LPPPM		

1. Legal Basis	<ol style="list-style-type: none"> 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System 2) Law of the Republic of the Republic of Indonesia No. 25 of 2009 concerning Public Services 3) Government Regulation of the Republic of Indonesia No. 19 of 2005 regarding National Education Standards 4) Government Regulation of the Republic of Indonesia No. 96 of 2012 concerning the Implementation of Law No. 25 of 2009 concerning Public Services. 5) UNDIKSHA Strategic Plan for 2020-2024 6) UNDIKSHA Academic Paper of Internationalization at Home 2020
2. Purpose of Procedure	This procedure is made so that the planning process until the completion of the student overseas KKN programme can still run in accordance with the contents of the Standards for Educators and Education Personnel.
3. Scope	This procedure is implemented by all deans in UNDIKSHA.

4. Terms Definition	<p>In this procedure what is meant by:</p> <p>1) <i>Kuliah Kerja Nyata Luar Negeri</i> is a programme of sending (<i>outbound</i>) and receiving (<i>inbound</i>) students in UNDIKSHA with students from overseas intitutions, especially in South East Asia, who already have cooperation under the auspices of Sea TVET from SEAMEO or under the cooperation of U to U (University to University).</p> <p>2) <i>Kuliah Kerja Nyata Luar Negeri</i> outbound (hereinafter abbreviated as KKN LN Outbound) refers to UNDIKSHA students who are sent to Partner Universities to take part in the KKN programme.</p> <p>3) KKN LN (inbound) (hereinafter abbreviated as KKN LN Inbound) refers to students from overseas partner universities who are accepted by UNDIKSHA to carry out KKN activities at UNDIKSHA</p>
5. Procedure	<p>1) The head of the KKN Center, LP3M UNDIKSHA forms the KKN LN committee.</p> <p>2) The committee contacts the Universities-Partners.</p> <p>3) The Head of the KKN Center, the Head of the LPPPM UNDIKSHA write to the Deans in the UNDIKSHA to inform students who are interested in registering for the KKN LN Outbound programme.</p> <p>4) Students take part in the in-static and in-dynamic selection (interview test), English proficienct test, insight into social life, and psychological tests.</p> <p>5) Students who are declared to have passed the selection, will be assisted by cooperation staff, immediately prepare various immigration and administrative documents needed before departure, such as Rector's Permit, State Secretariat Permit, Passport and/or Visa, Travel Insurance, round-trip flight tickets, LoA, etc.</p> <p>6) LPPPM UNDIKSHA through the committee provides Pre-departure preparations for students who will be departed.</p> <p>7) KKN LN Outbound students participate in activities for less than 1 month or in accordance with the visa-free duration policy of the Universities-Partner country.</p> <p>8) Students carry out KKN LN outbound programme activities at social institutions, community centers, NPOs or relevant third parties with the assistance of Universities-Partners as recipient universities. Activities can be in the form of teaching or other social activities with the local community as part of the Universities-Partner social activities.</p> <p>9) Students fill out logbooks, write blogs about KKN LN Outbound, and report which is an evaluation of the programme as a whole.</p> <p>10) Students intensely report the activity progress during KKN</p>

	<p>LN Outbound to the field supervisors for KKN LN Outbound.</p> <p>11) Students submit the results of KKN LN Outbound activities in the form of logbooks, blogs, reports to field supervisors and committees as a basis for consideration for providing KKN scores.</p> <p>12) Students upload the blogs written during KKN LN Outbound activities on the LP3M website.</p> <p>13) The KKN LN Outbound committee makes and distributes certificates to mentors or third-party institutions from partner universities.</p> <p>14) The KKN LN Outbound committee compiles a final report on the KKN LN Outbound activities as an evaluation so that the next activity is better.</p>
6. Responsible Officer	<p>Relevant Deans in UNDIKSHA</p> <p>Head of LP3M UNDIKSHA</p>
7. Supporting Document	<p>Student CV, Parental Permit, Chancellor's Permit, Health Certificate, Value List Quotation, Travel Insurance, LoA from Universities-Partners</p>
8. Generated Document	<p>Outbound Logbook KKN LN</p> <p>Report</p> <p>Blog</p>

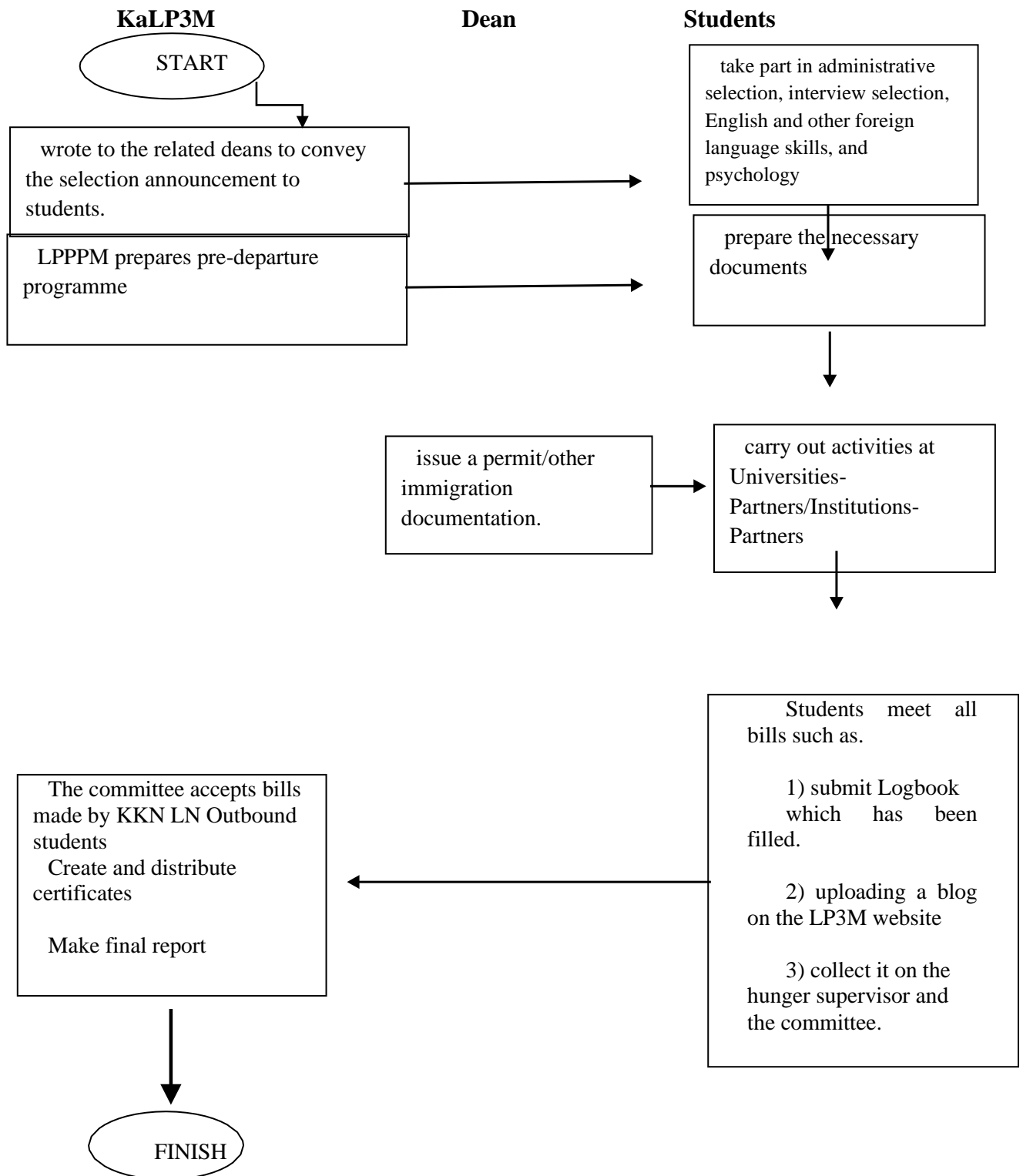
Singaraja, June 2020

POS Maker


Ni Nengah Suartini, M.A., Ph.D.

NIP. 197404212005012001

Appendix 8. Flowchart of Overseas Community Service (KKN LN) Programme



Appendix 9. Standard Operational Procedures for Credit Earnings and Credit Transfer Programmes

	UNIVERSITAS PENDIDIKAN GANESHA		Code/No.:		
			Date:		
	SOP for Credit Earnings and Credit Transfer Programmes		Revision:		
			Page:		
Used to fulfil:					
Process	Person in Charge			Date	
	Name	Position	Sign		
1. Formulated	Ni Nengah Suartini, M.A., Ph.D.	Head of Office for International Affairs and Partnerships			
2. Set	Prof. Dr. Nyoman Jampel, M.Pd	Rector of Undiksha			
3. Controlled	Prof. Dr. I Made Ardana, M.Pd.	Head of LPPPM			
1. Legal Basis	1) RI Law No. 20 of 2003 concerning the National Education System 2) RI Law No. 25 of 2009 concerning Public Services 3) RI Government Regulation No. 19 of 2005 concerning National Education Standards 4) RI Government Regulation No. 96 of 2012 concerning the Implementation of Law no. 25 of 2009 concerning Public Services. 5) Undiksha Strategic Plan for 2020-2024 6) Academic Paper Internationalization at Home Undiksha 2020				
2. Procedure's Purpose	This procedure is made so that the planning process until the completion of the Take Credit and Credit Transfer program that students participate in can run in accordance with the contents of the Student Standards				
3. Scope	This procedure is carried out by the deans in Undiksha				

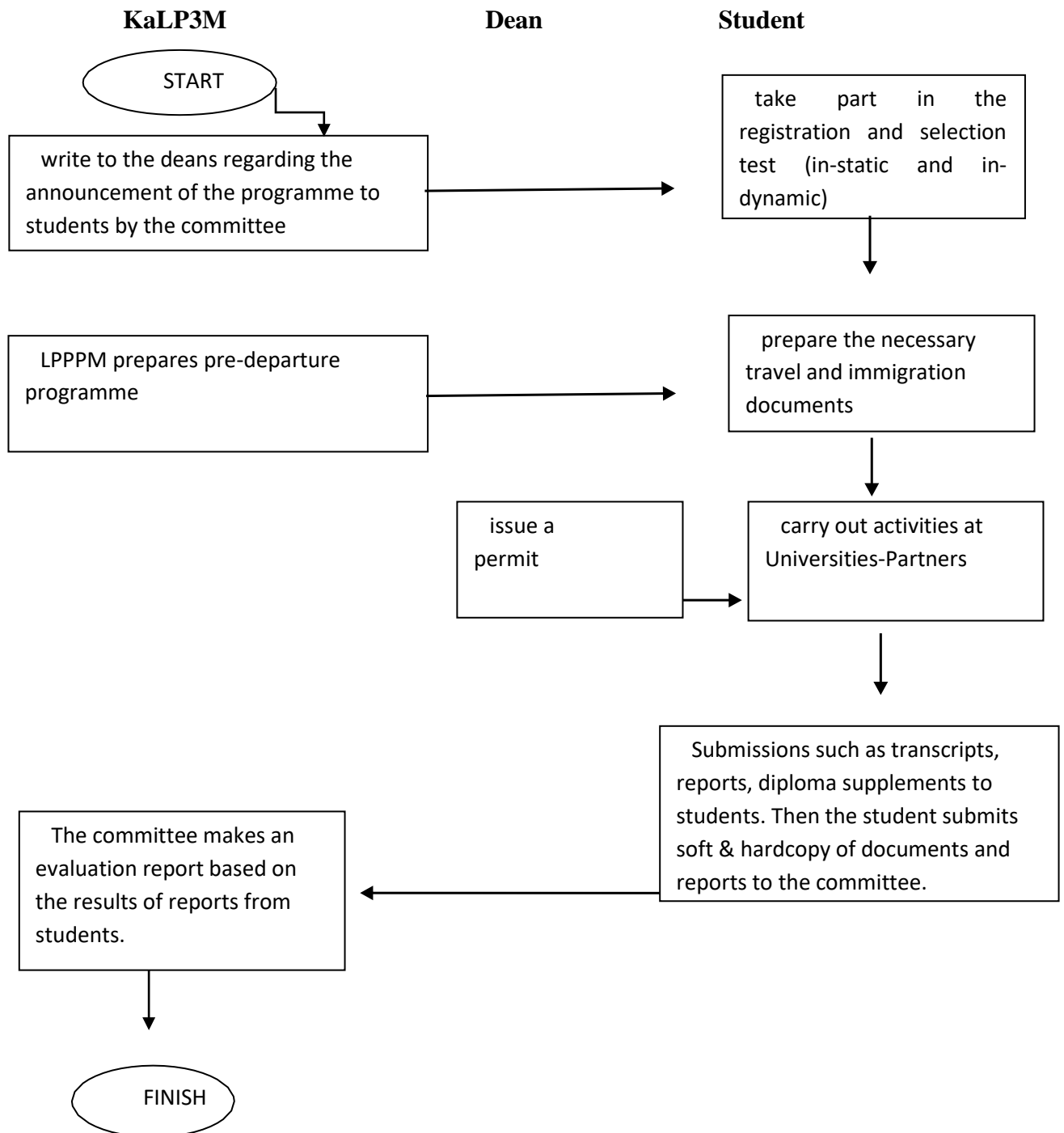
4. Terms Definition	<p>In this procedure what is meant by:</p> <ol style="list-style-type: none"> 1) Credit Transfer and Credit Transfer Program is a program implemented by mutual acknowledgment of the educational process carried out between the same study program at the same/different level or between different study programs at the same level. The Take Credit Program is an admissions program from Universities-Partners to take several courses at Undiksha, without having to be accepted as a regular program student at Undiksha first. Students can take courses given by Undiksha, and these courses are courses that are given or not given by the Partner-University. 2) 3) The Credit Transfer Program is a programme that gives Undiksha students the opportunity to take and give credit for several courses at the Partner-University College without having to become a regular program student at the Partner-University College.
5. Procedure	<ol style="list-style-type: none"> 1) Students get announcements about the programme and register according to predetermined requirements. 2) Students take part in the selection according to the rules that have been set. 3) Students who are declared to have passed the selection, assisted by cooperation staff in preparing various preparations before departure, such as the Chancellor's Permit, State Secretariat Permit, Passport and/or Visa, Health Insurance, and Airfare Round-trip Tickets. 4) Undiksha LPPPM and related institutions provide Pre-departure preparation for students who will be sent or provide orientation to students from partner universities. 5) Students take part in activities with a time span between 1 to 2 Semesters. 6) Students carry out programme activities with full responsibility. 7) Students submit transcripts of grades and Supplement Diplomas that have been published in softcopy or hardcopy to the organizing committee, LPPPM Undiksha.
6. Responsible officer	<p>Relevant Dean in Undiksha, Head of LPPPM Undiksha</p>

7. Supporting Documents	Rector's Permit Study Permit Diploma Supplement Transcript
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Singaraja, June 2020
SOP Maker

Ni Nengah Suartini, M.A., Ph.D.
NIP. 197404212005012001

Appendix 10. Flowchart of the Credit Earnings and Credit Transfer Programmes



Appendix 11. Standard Operational Procedure for Summer Camp Programme

	UNIVERSITAS PENDIDIKAN GANESHA		Code/No.:		
			Date:		
	SOP for Summer Camp Programme		Revision:		
			Page:		
Used to fulfil					
Process	Person in Charge			Date	
	Name	Position	Sign		
1. Formulated	Prof. Dr. Made Ratminingsih, M.A	Head of HR Development Center			
2. Set	Prof. Dr. Nyoman Jampel, M.Pd	Rector of Undiksha			
3. Controlled	Prof. Dr. I Made Ardana, M.Pd.	Head of LPPPM			
1. Legal Basis	1) RI Law No. 20 of 2003 concerning the National Education System 2) RI Law No. 25 of 2009 concerning Public Services 3) RI Government Regulation No. 19 of 2005 concerning National Education Standards 4) RI Government Regulation No. 96 of 2012 concerning the Implementation of Law no. 25 of 2009 concerning Public Services. 5) Undiksha Strategic Plan for 2020-2024 6) Academic Paper Internationalization at Home Undiksha 2020				
2. Purpose of Procedure	This procedure is made so that the planning process until the completion of the summer camp programme that students participate in can run in accordance with the contents of the Student Standards				
3. Scope	This procedure is carried out by the deans in Undiksha				

4. Terms Definition	<p>In this procedure what is meant by:</p> <ol style="list-style-type: none"> 1) Summer Camp is a summer activity program which is usually held during the holiday season by a college attended by students. Participants in the activity are Undiksha students who are sent (outbound) to an institution abroad or students from abroad who are received (inbound) by Undiksha. 2) Outbound are Undiksha students who are sent to a partner institution in overseas to take part in the Summer Camp program. 3) 3) Admissions (inbound) are students from overseas partner institutions who are accepted by Undiksha to carry out Summer Camp activities at Undiksha
5. Procedure	<ol style="list-style-type: none"> 1) The Head of LPPPM Undiksha wrote to the Deans at Undiksha to announce to students about the Summer Camp program. 2) Students take written tests and English language proficiency interview tests organized by LPPPM and/or partner institutions. 3) Students take the cultural skills test organized by LPPPM. 4) Students who are declared to have passed the selection, assisted by cooperation staff prepare various preparations before departure, such as the Dean/Rector's Permit, State Secretariat Permit, Passport and/or Visa, Health Insurance, and Airline Tickets pp. 5) LPPPM Undiksha provides pre-departure preparations for students who will be sent. 6) Students who are sent to participate in activities with a time span of 1 week to 4 weeks. 7) Students carry out program activities with full responsibility. 8) Students make reports, namely program evaluation reports and activity implementation reports 8. Students submit both types of reports to LPPPM Undiksha.
6. Responsible Officer	<p>Relevant Dean in Undiksha, Head of LPPPM Undiksha</p>
7. Supporting Documents	<p>Letter of Permission /Dean's Duty/Rector's Duty</p>
8. Generated Documents	<p>Activity Report Programme Evaluation Report</p>

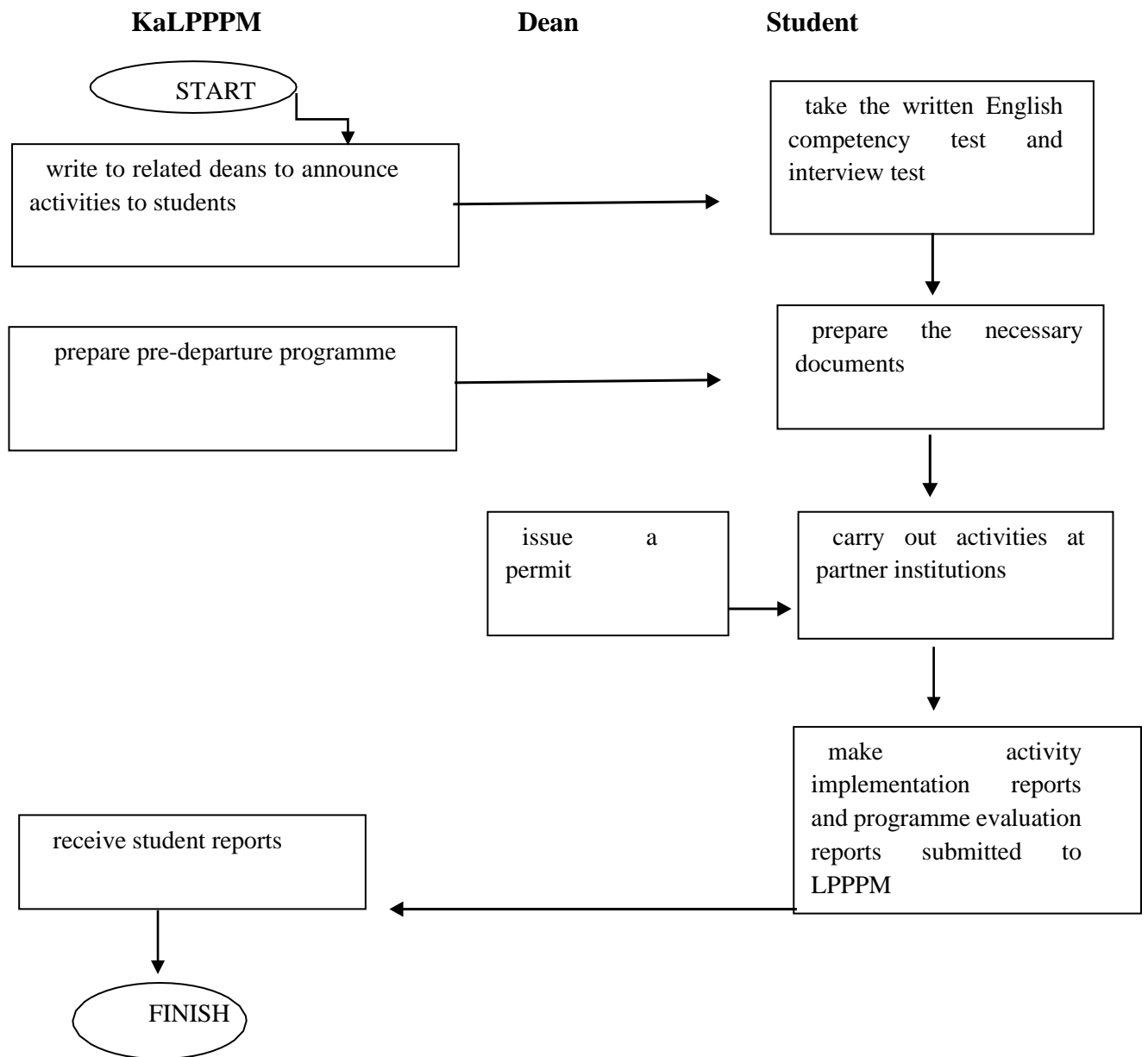
Singaraja, 2 June 2020

SOP Maker


Prof. Dr. Ni Made Ratminingsih, M.A.

NIP. 196609081991022002

Appendix 12. Flowchart of Summer Camp Programme



Appendix 13. Standard Operational Procedure for Teacher Exchange Programme

	UNIVERSITAS PENDIDIKAN GANESHA		Code/No.:		
			Date:		
	SOP for Teacher Exchange Programme		Revision:		Page:
Used to fulfil:					
Process	Person in Charge			Date	
	Name	Position	Sign		
1. Formulated	Prof. Dr. Made Ratminingsih, M.A	Head of HR Development Center			
2. Set	Prof. Dr. Nyoman Jampel, M.Pd	Rector of Undiksha			
3. Controlled	Prof. Dr. I Made Ardana, M.Pd.	Head of LPPPM			
1. Legal Basis	1) RI Law No. 20 of 2003 concerning the National Education System 2) RI Law No. 25 of 2009 concerning Public Services 3) RI Government Regulation No. 19 of 2005 concerning National Education Standards 4) RI Government Regulation No. 96 of 2012 concerning the Implementation of Law no. 25 of 2009 concerning Public Services. Undiksha Strategic Plan for 2020-2024 5) Academic Paper Internationalization at Home Undiksha 2020				
2. Purpose of Procedure	This procedure is made so that the planning process until the completion of the permanent lecturer exchange program can run in accordance with the contents of the Standards for Educators and Education Personnel				
3. Scope	This procedure is carried out by the deans in Undiksha				

4. Terms Definition	<p>In this procedure what is meant by:</p> <ol style="list-style-type: none"> 1) Lecturer exchange is a program of sending (outbound) and receiving (inbound) lecturers between lecturers in Undiksha and lecturers from an institution abroad, especially in Southeast Asia. 2) Outbound is an Undiksha lecturer who is sent to a partner institution abroad to take part in a lecturer exchange program. 3) Admissions (inbound) are lecturers from foreign partner institutions who are accepted by Undiksha to conduct exchange activities at Undiksha
5. Procedure	<ol style="list-style-type: none"> 1) The Head of the Undiksha HR Development Center contacted the institutional partners under the coordination of SEAMEO. 2) The Head of Undiksha LPPPM wrote to the Deans in Undiksha to choose lecturers according to the field of study to be sent. 3) Lecturers take an English proficiency interview test organized by LPPPM and/or partner institutions. 4) Lecturers who are declared to have passed the selection, assisted by cooperation staff prepare various preparations before departure, such as the Dean/Rector's Permit, State Secretariat Permit, Passport and/or Visa, Health Insurance, and Airline Round-trip Tickets. 5) LPPPM Undiksha provides Pre-departure preparations for lecturers who will be sent. 6) Lecturers are sent to participate in activities with a time span between 2 weeks to 4 weeks. 7) Lecturers carry out exchange program activities consisting of implementation of learning, visits to related institutions, discussion of collaborative research plans, community service, and class observations. 8) Lecturers make reports, namely program evaluation reports and activity implementation reports. 9) Lecturers submit both types of reports to LPPPM Undiksha and to SEAMEO both online and hardcopy.
6. Responsible Officer	<p>Relevant Dean in Undiksha, Head of LPPPM Undiksha</p>
7. Supporting Document	<p>Letter of Permission /Dean's Duty/Rector's Duty</p>

8. Generated Document	Activity Program Report Evaluation Report
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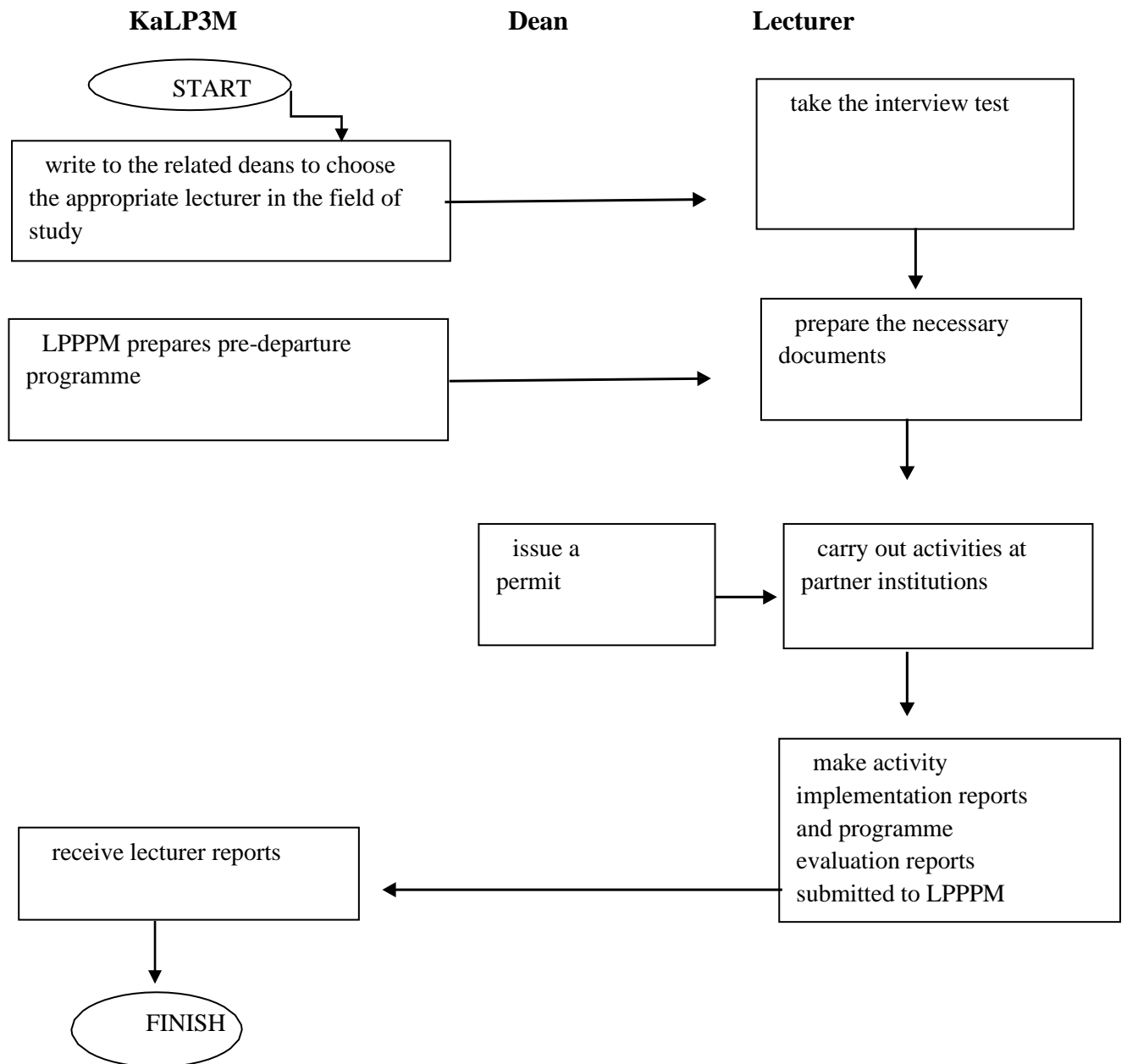
Singaraja, 2 June 2020

SOP Maker


Prof. Dr. Ni Made Ratminingsih, M.A.

NIP. 196609081991022002

Appendix 14. Flowchart of Teacher Exchange Programme



Appendix 15. Standard Operational Procedures for Invited Speaker Programme

	UNIVERSITAS PENDIDIKAN GANESHA		Code/No.:	
			Date:	
	SOP of Invited Speaker Programme		Revision:	
Page:				
Used to fulfil:				
Process	Person in Charge			Date
	Name	Position	Sign	
1. Formulate	Prof. Dr. Made Ratminingsih, M.A	Head of Human Resources Development Center		
2. Set	Prof. Dr. Nyoman Jampel, M.Pd	Rector Undiksha		
3. Control	Prof. Dr. I Made Ardana, M.Pd.	Head of LPPPM		
1. Legal Basis	1) RI Law No. 20 of 2003 concerning the National Education System 2) RI Law No. 25 of 2009 concerning Public Services 3) RI Government Regulation No. 19 of 2005 concerning National Education Standards RI Government Regulation No. 96 of 2012 concerning the Implementation of Law no. 25 of 2009 concerning Public Services. 4) Undiksha Strategic Plan for 2020-2024 5) Academic Paper Internationalization at Home Undiksha 2020			
2. Procedure's Purpose	This procedure is made so that the planning process until the completion of the visiting professor program can still run in accordance with the contents of the Standards for Educators and Education Personnel			
3. Scope	This procedure is carried out by lecturers/guest lecturers who carry out visiting professor programs within Undiksha and at partner universities abroad.			

4. Terms Definition	<p>In this procedure what is meant by:</p> <ol style="list-style-type: none"> 1) The visiting professor/scholar program is a programme to invite lecturers abroad to be speakers at Undiksha or a program to invite Undiksha lecturers to be speakers at Universities Abroad for a period of at least 3 months (1 effective semester) per year. 2) Inbound visiting professor/scholar is an activity to invite a professor or senior lecturer who has qualified expertise in their field to conduct research mentoring, write papers, and give lectures at Undiksha for a period of at least 3 months (1 effective semester) per year. 3) Outbound visiting professor/scholar is an activity where university lecturers from origin, in this case Undiksha become guest lecturers at institutions that are cooperation partners abroad to give lectures to students in certain study programs (Prodi) for a period of at least 3 month (1 effective semester) per year.
5. Procedure	<p>Inbound:</p> <ol style="list-style-type: none"> 1) Institution/Faculty/Department/Prodi submit a proposal to organize visiting professor/scholar (inbound) activities to LPPPM Undiksha 2) The proposal meets the requirements of the visiting professor/scholar program (inbound) 3) Proposals that pass the selection are assisted by cooperation staff to prepare various visiting professor/scholar documents such as Passports and/or Visas, Health Insurance, and Airfare Tickets 4) LPPPM Undiksha provides Pre-arrival preparation to the lecturer who will be invited. 5) Lecturers who are invited to take part in activities for a minimum period of 3 months (1 effective semester) per year. 6) The organizing committee makes a report, namely a programme evaluation report and a report on the implementation of activities 7) The organizing committee submits both types of reports to LPPPM Undiksha, both online and in hardcopy. <p>Outbound:</p> <ol style="list-style-type: none"> 1) The Head of LPPM informs the Deans that there is a visiting professor/scholar (outbound) activity 2) The Head of LPPPM Undiksha wrote to the Deans in Undiksha to select lecturers according to the field of study who would take part in visiting professor/scholar (outbound) activities at foreign universities. 3) Lecturers take an English proficiency interview test organized by LPPPM and/or partner institutions.

	<p>4) Lecturers who are declared to have passed the selection, assisted by cooperation staff prepare various preparations before departure, such as the Dean/Rector's Permit, State Secretariat Permit, Passport and/or Visa, Health Insurance, and Airline Round-trip Tickets.</p> <p>5) LPPPM Undiksha provides Pre-departure preparation to the lecturer to be sent.</p> <p>6) Lecturers who are sent to participate for one month with a minimum period of 3 months (1 effective semester) per year.</p> <p>7) Lecturers carry out visiting professor/scholar activities in accordance with the provisions of partner universities overseas</p> <p>8) Lecturers make reports, namely program evaluation reports and activity implementation reports</p> <p>Lecturers submit both types of reports to LPPPM Undiksha both online and hardcopy</p>
6. Responsible Officer	<p>Associate Dean at Undiksha</p> <p>Head of LPPPM Undiksha</p>
7. Supporting Document	Letter of Permission /Dean's Duty/Rector's Duty
8.Generated Document	Activity Report Program Evaluation Report

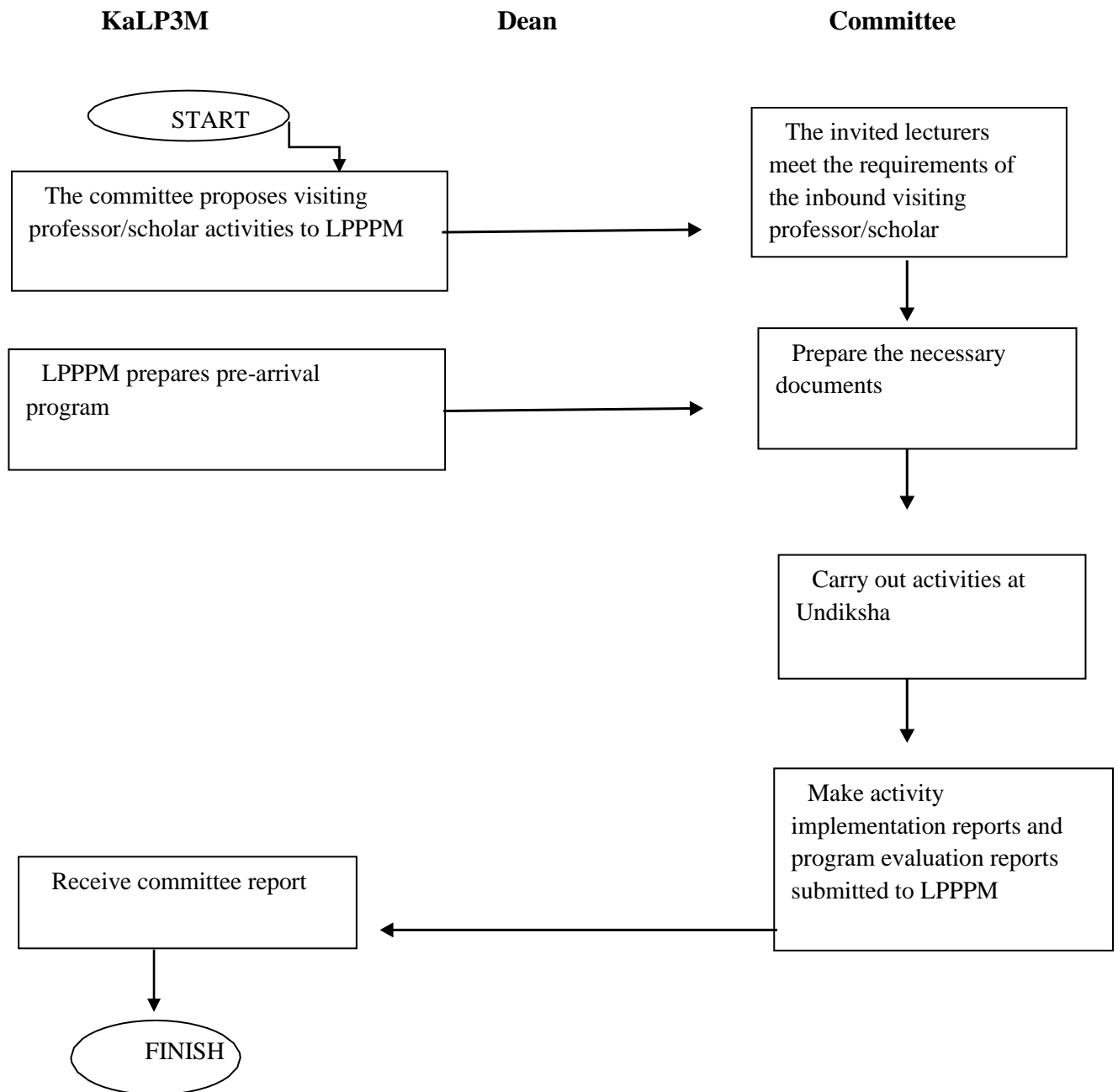
Singaraja, 4 June 2020

SOP Maker

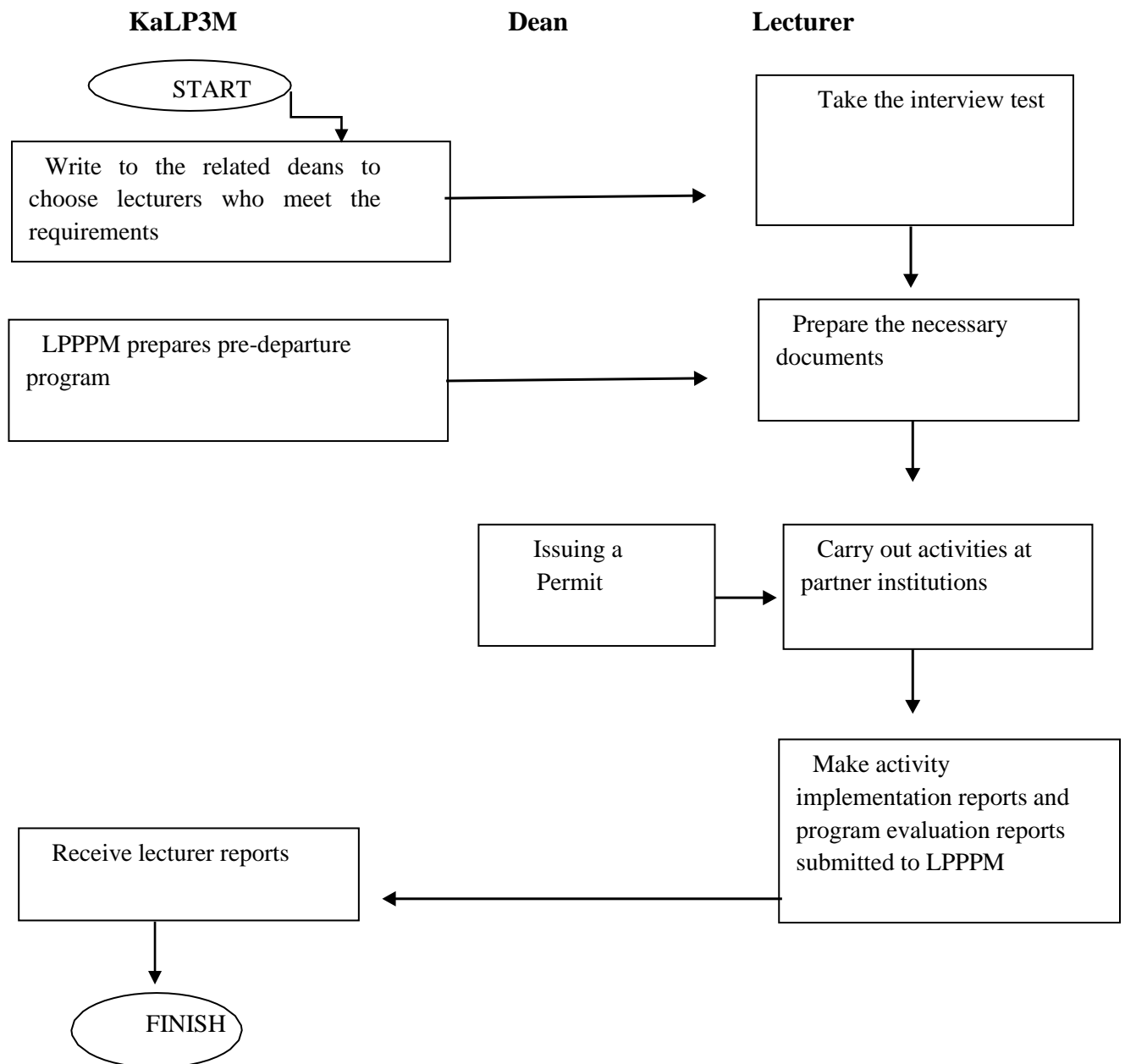
Prof. Dr. Ni Made Ratminingsih, M.A.

NIP. 196609081991022002


Appendix 16. Flowchart of Inbound Invited Speaker Programme



Appendix 17. Flowchart of Outbound Invited Speaker Programme



Appendix 18. Standard Operational Procedure for Collaborative Research Programme

	UNIVERSITAS PENDIDIKAN GANESHA		Code/No.:		
			Date:		
	SOP of the Implementation of Collaborative Research		Revision:		
			Page:		
Used to fulfil:					
Process	Person in Charge			Date	
	Name	Position	Sign		
1. Formulate	Rima Andriani Sari, S.Pd, M.Hum.	Formulating Team PIEP Undiksha			
2. Set	Prof. Dr. Nyoman Jampel, M.Pd	Undiksha's Rector			
3. Control	Prof. Dr. I Made Ardana, M.Pd.	Chairman of LPPPM			
1. Legal Basis	1. RI Law No. 20 year 2003 concerning the National Education System 2. 2. RI Minister of Research, Technology and Higher Education Regulation Number 44 of 2015 and Amendment to the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 50 of 2018 concerning Higher Education National Standards 3. Undiksha Strategic plan of 2020-2024 4. Academic Paper Internationalization at Home Undiksha 2020 5. Minister of Education and Culture Regulation No. 14 of 2014 concerning Higher Education Cooperation				
2. Purpose of Procedure	This procedure is made so that the planning process to the completion of joint research activities between the Undiksha research team and partner research teams at universities/research institutions abroad is in accordance with the National Higher Education Standards (SN) of higher education				
3. Scope	This procedure is carried out by research lecturers in Undiksha.				

4. Terms Definition	In this procedure, joint research/collaborative research is a research activity carried out jointly between the Undiksha research team and partner research teams at universities/research institutes abroad, both from the same or different disciplines. , and constitutes cooperation in the fields of basic research, applied research, development research, and/or evaluative research.
5. Procedure	<ol style="list-style-type: none"> 1. The Undiksha Research and Community Service Institute (LP2M) shall notify the acceptance of the proposal; 2. Undiksha research lecturers send research proposals of 3 (three) copies to LP2M within the specified time limit; 3. The LP2M Reviewer Team selects the proposal (desk evaluation); 4. Undiksha research lecturers presented proposals that passed the desk evaluation; 5. LP2M determine and announce grantees through the LP2M website; 6. Undiksha research lecturers signed a contract and received an explanation of program implementation; 7. Undiksha's research lecturers and partner teams carry out their research; 8. LP2M carries out monitoring and evaluation; 9. Undiksha research lecturers submit progress reports, final reports and research outputs;
6. Responsible Officer	Chairman of LPPM Undiksha
7. Supporting Documents	Research Contracts, MoUs and MoA between Undiksha and Overseas Partner Universities/Research Institutions
8. Generated Documents	<ol style="list-style-type: none"> 1. Progress Report 2. Final Report 3. Reputable international journal indexed by Scopus with quartile Q2 with cite score > 3 or indexed by SCI, SSCI and AHCI from Clarivate Analytic with impact factor > 2 4. Additional Research Outcomes

Singaraja, 29 March 2020

\SOP Maker

Rima Andriani Sari, S.Pd, M.Hum.

NIP. 197605292005012003

Appendix 19. Flowchart of Collaborative Research Programme

