

# International Office Guide Book



**President University**  
**2015/2016**

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## Remark



It is an honor for me to give a remark on this “International Office Guide Book, President University”. This is the first attempt of us to further provide some highlights of the duties and responsibilities of International Office, President University. By providing this guide book, we hope that all units, and more specifically study programs could be able to know, understand and more importantly to work together with the International office, PresUniv to further internationalize our beloved university. As we may all aware, in this era globalization it is more than necessary for any higher education institution/ universities, including PresUniv to be able to engage with other international universities to collaborate. The main goals of this international collaboration are to further provide better academic and non academic services. On top of that, by having fruitful international collaboration, we would also be able to strengthen the academic and non academic quality of our campus. Last but certainly not least, we do hope this small guide book would be able to direct us to have more concrete international collaborations for the betterment of President University in the future.

Prof. Anak Agung Banyu Perwita, Ph.D  
Vice Rector for Student Affairs and Cooperation  
President University

## Remark

Hello World!



It is an immense pleasure for me to introduce International Office as one of vital units at President University, Indonesia. The Office aims to foster campus internationalization which is often seen as a two-way street: reaching out to the world and bringing the world home. Therefore, in this section, I'd like to give credit to International Student and Scholar Service (ISSS) Bureau for their relentless efforts in ensuring that all international students and lecturers can come and stay in Indonesia during their period of study. Second, I'd like to give credit to Study Abroad (SA) Bureau which provides various opportunities for local and international students to study at partner universities overseas. Third, I'd like to give credit to Intercultural Outreach Program (IOP) Bureau which offers various short-term cultural and language programs in Indonesia and overseas. Forth, I'd like to give credit to Communication and Documentation (CAD) Bureau which ensures all international programs are properly documented and published in various Universities' printed and social media. And last but not the least, the Administration and Legal (AL) Bureau which ensures all the administration tasks and paper works of International Office are taken care of. We genuinely believe that campus internationalization is the key to remain relevant in education sector. Besides, students who take part in campus internationalization and thus acquire global competencies will likely see differences in the world as opportunities to collaborate and learn from each other, instead of threats that require violent defense.

Jhanghiz Syahrivar, S.E., M.M.  
Director of International Office  
President University, Indonesia

**International Exchange Alumni, The U.S. Department of State.  
Institute of International Education (IIE) Alumni, U.S.**

# 1. Overview of International Office

The function of the International Office itself has actually been carried out since the first time Presuniv had established in 2001, but officially, international Office established ten years later in 2011. The International Office of Presuniv established by Decree of Rector: 035B / Skep-3 / VII / 2012, Presuniv institutional cooperation.

The establishment of the International Office is in accordance with the Statute of President University which states that the cooperation with other institutions aims to :

- 1) Foster partnerships.
- 2) To increase the efficiency , effectiveness , productivity , creativity , innovation , quality of academic society in the implementation of tri dharma of higher education.
- 3) To improve campus facilities.

## 1.1. Vision and Mission

### Vision

“To be a one-stop service for campus internationalization efforts.”

### Mission

“To facilitate inbound and outbound student and scholar mobility, to support the creation of multicultural and global-mindset community and to ease the settlement of international community on campus.”

## 1.2. International Office Goals

- Short Term: International Office Organizational Restructuring, Designing International Office Handbook and Policies, Cultural Immersion and Language Programs, Short Course Programs, International Enrichment Seminars/Workshops/Courses
- Middle Term: Continuing education for Masters and Doctorates Programs, Joint Research, Internship and Social Cause Exchange, Semester Abroad, Postgraduate Diploma / Certified Professional Qualifications
- Long Term: Dual Degree Programs or Sandwich Programs, Joint Degree Programs, Faculty, Staff, and Student Exchange Programs

### 1.3. Organization Structure and Jobdesks

#### a. Organizational Structure of International Office 2015



## **b. Job Desk:**

### **Director of International Office – Jhanghiz Syahrivar**

- Designing plans and strategies for short term, middle-term, and long term of International Office activities.
- Designing policies and Standard Operational Procedures (SOP) of international activities of Presiuniv.
- Increasing the amount of cooperation between Presuniv and universities overseas.
- Maintaining good relationships between Presuniv and partner universities / institutions in Indonesia and overseas.
- Facilitating cultural immersion programs, foreign language learning, and various collaborative programs in Indonesia and overseas.
- Facilitating semesters exchange programs, and continuing education programs (masters and PhD program).
- Facilitating the Joint Degree and Dual Degree programs between Presuniv and its partner universities.
- Searching external fundings to run international activities.
- Accommodating foreign guests who visit Presuniv.
- Planning a budget for yearly programs and activities.

### **Head of International Student and Scholars Service – Longinus Suyono**

- Giving advises to the Director of International Office regarding international programs that deal with foreign students and Indonesian visa policies.
- Administrating VISA procedures and permits for foreign students and foreign lecturers.
- Briefing / Counseling / Conflict Resolution for foreign students and foreign lecturers at President University.
- Supporting the Director of International Office to plan the budget for one year activities.



### **Education Abroad Coordinator – Natsir Lembah**

- Supporting the Director of International Office to run International Office Programs.
- Coordinating and overseeing international activities conducted overseas.
- Maintaining good relationships between Presuniv and partner universities/institution overseas.
- Promoting and executing the middle term and long term international programs, such as semester exchange and semester abroad.
- Promoting and executing the Joint Degree and Dual Degree between Presuniv and universities overseas.
- Accommodating the foreign guests who visit Presuniv.
- Giving consultations / advises concerning graduate programs.

### **Intercultural Outreach Program Coordinator – Imam Hidayat**

- Supporting the Director of International Office to run International Office Programs.
- Coordinating and overseeing international activities conducted in Indonesia and overseas.
- Maintaining good relationships between Presuniv and partner universities/institution overseas.
- Promoting and executing short term programs, such as cultural immersion, foreign language learning, and friendship programs in Indonesia and overseas.
- Accommodating foreign guests who visit Presuniv.

### **Senior Staff of Communication and Documentation (CAD) – Randy Pahlevi**

- Supporting the Director of International Office to run International Office Programs.
- Documenting International Office activities.
- Writing and publishing articles about International Office activities and programs.
- Promoting and socializing International Office activities and programs.

- Handling International Office website, social media, and other publication media.
- Maintaining good relationships with partner medias.

### **Senior Staff of Administration and Legal**

- Scheduling activities and meetings of Director of International Office.
- Drafting MoUs/MoAs/activity proposals.
- Handling budgets/ expenses / reimburses for International Office activities.
- Making business letters, memos, etc.
- Making minutes of meetings.
- Archiving and making database.

## **1.4. Flow of Activities**



**Explanations:**

1. International Office will contact universities or institutions overseas for partnership opportunities.
2. Once a partner university has been identified, International Office will encourage the signing of MoU which mentions general activities to be conducted together.
3. International Office will set priorities on which activities to be conducted. An MoA concerning each activity will be made.
4. Once an MoA has been signed, International Office will start socializing selected programs to students and faculty members.
5. Once participants of an international program have been identified, International Office will process the documents required, such as application form, letter of support, visa, etc.
6. Once the documents have been completed, International Office and its partners will commence the program.
7. When the program is finish, International Office will make a report or collecting the report from the participants.
8. International Office will distribute questionnaires to participants and its partners to evaluate the program effectiveness.

## 2. International Student and Scholar Service

The Bureau of International Student and Scholar Service (ISSS) provides a wide range of services to all International students and lecturers in relation with Study Permit & Student Visa, Teaching Permit & Working Visa, and all kinds of permits concerning their presence in Indonesia up to the termination of their study and working period and their return to their home countries.

ISSS Bureau also controls Data Collection and Analysis Unit, Field Operation Unit & Meal Card Distribution Unit.

Data Collection and Analysis Unit is responsible with the management and control of all passports and government-related permits of both international students and lectures. The Unit is also responsible for collecting and analyzing data of all International students and lectures and providing information to Director of International Office.

Field Operation Unit is responsible in aiding all international students & lectures for the followings:

- Visit Visa extension for new international students.
- Stay Permit.
- Controls of the International students & lectures.
- Stay Permit extension for old international students.
- Exit Re-entry Permit
- Exit Permit Only

Besides providing services to all international students who need meal allowance, Meal Card Distribution Unit is also responsible with assisting the international students to receive hospital bill reimbursement.

### 2.1. The Procedure of Hospital Bill Re- Imbursement.

- When you are sick, you must first go to President Clinic for treatment.
- If President Clinic is unable to provide effective treatment due to the type or severity of the illness, President Clinic will issue you a referral letter approving treatment at an alternative facility or hospital.

- You may not go to any other hospitals without such a referral letter. Failure to have a referral letter will result in denial of reimbursement for the Hospital Bill.
- After you have received treatment from the approved hospital and you have discharged from care, you must request an original Hospital Bill.
- Submit the Hospital Bill to Mr Nugi in the OISSS room number 213 Presunive Campus no later than one month after the date written on the Hospital Bill to receive re-imbusement.
- You will be reimbursed for the expense shown on the bill within one month.

## 2.2. The Payment of Meal Allowance

- Meal Allowance is to be distributed during the first five working days of the month to international students who are entitled for it. You may drop your Flazz Cards at the Office of International Student Services room : 213 on the 2nd floor from 8.00 AM until 10.00 AM (Maximum 67 Flazz Cards per day in person), and you can take your Flazz Cards back at the same office from 2.00 PM until 5.00 PM in person. Students, who fail to turn up on the aforementioned date and time, can take the cash in the following month only.
- Students who fail to collect meal allowance for three months consecutively, may not claim the said three months-meal allowance afterwards. Please make sure that you claim your allowance on time.
- International students who are doing the internship program, taking holidays overseas and staying in the hospital cannot claim their meal allowance.
- International students may take the cash up to Rp. 600.000,-

## 2.3. Immigration & Travel

**The ISSS Bureau** is responsible to help International students solve their problems related to Passports, Study Permits, Student Visas, Stay Permit, Exit Re-entry Permits, Police Report Certificates and other related immigration documents, as well as other services including Driving Licence, Opening BCA Bank Account and Meal Cards

### a. Documents & Definitions

Passport : a document issued by your home government giving premission to travel outside the country. It is renewed through your embassy.

Visa : a multi – coloured stamp in the passport by the Indonesian Immigration Officials in the airport allowing visa holder to enter Indonesia for the designated time on the visa.

**b. Types of Visa:**

- Visa On Arrival : this 30 day visa you can obtain on the arrival at the International Airports. You will be charged US \$25.00 for this type of visa.
- Visit Visa : this 6 month visa you can obtain at the Indonesian Embassy in your home country upon an invitation letter by Presuniv Rector.
- Student Visa : a visa you can obtain at at the Indonesian Embassy in your home country upon a telexed visa sent by the Immigration Directorate General in Jakarta and expires when study perode terminates.
- Telexed Visa : a visa issued by the Immigration Directorate General on Pres Univ OISSS request after the student received a study permit by the Indonesian Education Ministry.
- Working Visa : a visa issued by the Foreign Labor Ministry upon a recommendation from a related ministry

**c. Government Permits**

A special permit by the Indonesian Government to study, to stay, to exit or to re-entry to Indonesia upon OISSS requests.

**d. Types of Government Permits:**

- Study Permit
- Stay Permit
- Exit Re-Entry Permit
- Police Report Certificates
- Driving Licence
- Meal Cards

## 2.4. Maintaining Your Immigration Status

- Keep a valid passport for SIX MONTHS beyond expiration date.
- Keep a valid Study, Stay and Exit Re-entry Permit for SIX MONTHS beyond expiration date.
- Obtain appropriate internships (if applicable).

### Travel

#### Inside the Indonesia Territory

- Carry your passport
- Carry your Student ID cards

#### Re-entry to Indonesia

Documents required:

- Valid passport at least 6 months in the future
- Valid Exit Re-entry Permit

## 3. Education Abroad Bureau

Education abroad program is intended to give the opportunity for Presuiv students to develop and enhance their academic knowledge and global competencies overseas. The program period is typically 1 semester up to 2 years, depending on which program they wish to take. Education Abroad has several programs as shown below:

### 3.1. Semester Abroad

Semester abroad is a program which allows students to study overseas for one semester or more by taking some relevant courses offered at partner universities. Upon the completion of the program, the credits obtained at host university will be transferred to Presuniv. Students may or may not be charged the tuition fees at partner universities. Before joining the program, students must consult with their Heads of Study Programs and Deans.

### 3.2. Semester Exchange

Semester exchange program is similar with semester abroad program; however, it allows both universities to send and exchange their students for a semester or two. Students at participating universities will be exempted from tuition fees, except the living costs. It is not compulsory, however, to exchange students at an exact semester.

### 3.3. Dual Degree and Double Degree

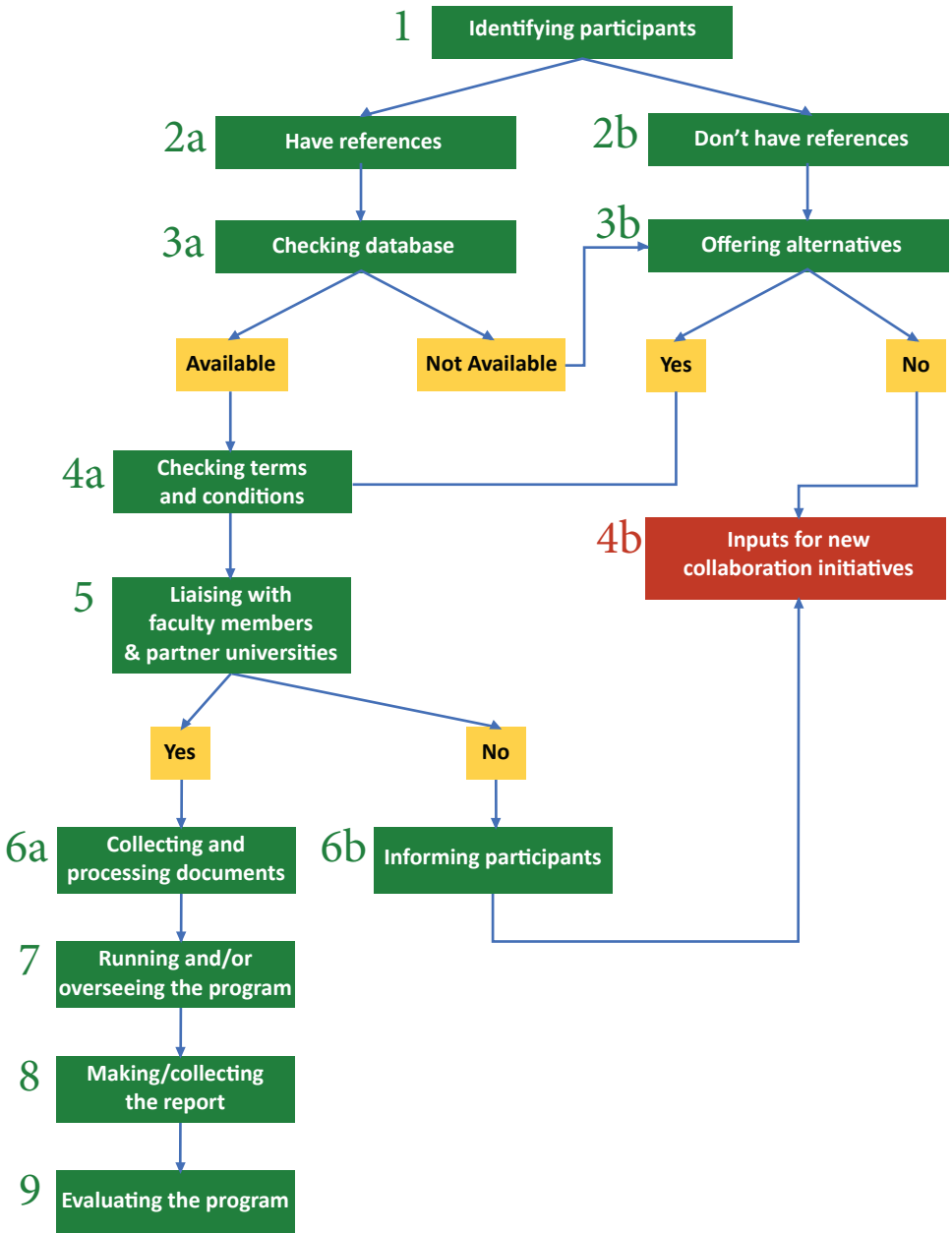
Joint degree and dual degree are the study programs developed by President University and its partners. Students who pursue these programs will study and finish their education at two different universities. There are several differences between joint degree and dual degree programs:

	<b>Joint Degree</b>	<b>Dual Degree</b>
1	Students pursue only one study program at two different universities.	Students pursue two study programs at two different universities.
2	The scheduled time frame for the completion of a joint degree is significantly longer than the time it would take to complete a degree in general. (4 years for 1 study program)	The scheduled time frame for the completion of a dual degree is significantly shorter than the time it would take to complete both degrees individually. (4 years for 2 study programs)
3.	Students will receive only one degree, either a national degree from the individual institutions or a jointly	Students will receive two degrees from two different universities.

Semester abroad, semester exchange, joint degree and dual degree are the programs that require partnerships between Presuniv and universities overseas. To run these programs, the deans of the study program have an essential role, which will be explained in the next diagram:



### 3.4. Flow of Activities for Outbound Student Mobility



**Explanations:**

1. International Office identifies students who wish to participate in out bound student mobility.
- 2a. Students have references on which universities/international prgrams/ countries they wish to go.
- 2b. Students don't have references on which universities/international programs/countries they wish to go.
- 3a. If students have references, International Office will check its database.
- 3b. If students don't have references, International Office will provide alternatives from its database.
- 4a. Once references have been identified, International Office will verify terms and conditions (or MoA) in effect for international programs.
- 4b. Inputs for new collaboration inniatives.
5. International Office will liase with Heads of Study Programs and/or Deans for administration purposes, such as matching syllabus, student permission, etc. International Office will also convey student's intention to participate in international programs with partner universities.
- 6a. If Heads of Study Programs and partner universities confirm/approve, International Office will help students processing documents required, such application forms, passports, visa, etc.
- 6b. If Heads of Study Program and/or partner universities don't confirm/ approve, International Office will inform the students concerned and look for new collaboration innitiatives (see point 4b).
7. Once the documents have been completed, International Office with partner universities will run/oversee the program participated by students.
8. Upon completion of the program, International Office will make a report or ask the participants to make the report.
9. International Office will evaluate the program by giving questionnaires to participants and partner universities.

### 3.5. Preparations for Masters Degree Overseas

Presuniv students who are going to continue their studies will be provided with a variety of information about graduate programs and scholarship opportunities by Education Abroad Bureau.

Education Abroad Bureau will work closely with the Intercultural Outreach Program Bureau to assist Presuniv students to pursue their masters degree. In this case is to organize an international education fairs/presentations/seminars/workshops in which International Office will invite partner universities, higher education agencies, scholarship providers to meet Presuniv students.

### 3.6. Postgraduate Diploma (PgD) Program

International Office of Presuniv, and President Development Centre (PDC) work together in conducting a Postgraduate Diploma program. This program is not only intended for the Presuniv alumni, but also for professionals who have completed their bachelor studies.

#### a. What is PgD

Postgraduate diplomas (PGDip, PgDip, PG Dip, PGD or PgD) and certificates (PGCert, PgCert, PG Cert, PGC or PgC) usually follow Bachelors study in a similar subject. They are both at level 7 on the National Qualifications Framework (NQF) and generally vocational in nature, which makes them a popular choice for professionals looking to boost their CV.

The key difference between the two is that a postgraduate diploma is more extensive. Postgraduate diplomas require that you gain 120 credits, the equivalent of 30 weeks' full-time study. Meanwhile, a postgraduate certificate usually requires just 60 credits, the equivalent of 15 weeks' full-time study. Diplomas take around 6-12 months to complete when taken on a full-time basis, but part-time study can take up to a few years. Both diplomas and certificates are usually classified into distinction, merit and pass.

Postgraduate diplomas and certificates are an increasingly popular choice for Bachelors graduates looking to improve their career prospects by building on their existing skills and knowledge

Both qualifications offer Masters-level specialism without the dissertation, while allowing students to discover a greater range of career options. Most graduates quickly enter jobs directly related to their subject, with others using the qualification as a springboard for further study.

**b. Benefits for Joining PgD Program:**

- Credits earned can be transferred to MBA programs abroad.
- Flexible schedule.
- Earn the certificate of completion and degree from partner universities.
- Tutored by lecturers of President University .
- Affordable fees.
- Does not require a thesis to complete the program.

**c. Modules to be taken are as follows**

- Managing Human Capital and Leadership (MHCL)
- Marketing Management (MM)
- Financial Analysis, Management and Entrepreneurship (FAME)
- Strategic Management (SM)

The participants get to choose 2 out of 3 elective modules:

- International Marketing Management (IMM)
- Corporate Finance (CF)
- International Business (IB)

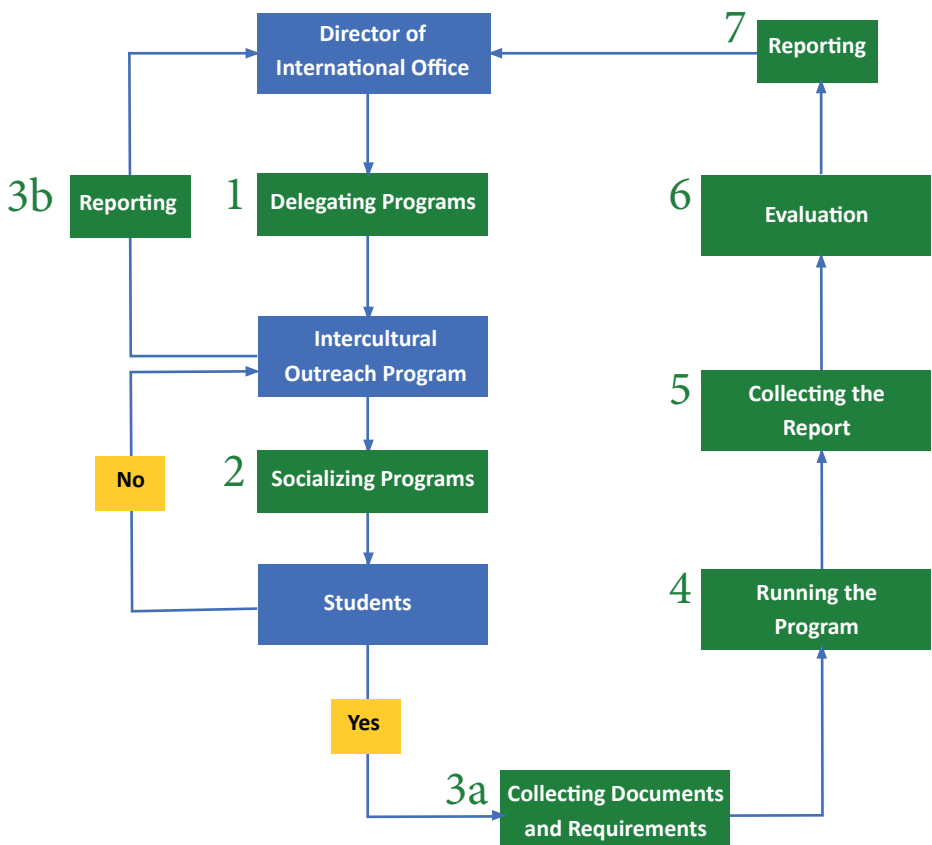
To complete the PGD program, it takes a total of 6 modules of 120 credits (1 year).

## 4. Intercultural Outreach Program (IOP)

Intercultural Outreach Programs, a bureau under International Office at President University, reaches out both domestically and internationally to provide custom intercultural education programs to various groups and individuals. We utilize the expertise and abundant resources of the university and the surrounding President University community to allow our participants to achieve peak performance in the international and domestic arena. Our custom programs emphasize education through experience and are individually designed to meet the needs of the program participants.

IOP provides customized, short-term program for students, faculty, and professional groups domestically and internationally. Programs run by IOP are Cultural Immersion Programs, TOEFL (ITP), International Festivals, Edufair, International Seminars, International Tea time and many more.

### 4.1. Flow of Intercultural Outreach Program



**Explanations :**

1. Director of International Office will delegate international programs to Intercultural Outreach Program (IOP) Bureau.
2. IOP Bureau will socialize the programs to students and faculty members.
- 3a. If there are students who wish to participate in the programs, IOP Bureau will collect required documents, such as Visa and passport, letters of recommendation, Financial support (Copy Parents Bank account), Recent Photograph, letter of support from the International Office, Etc.
- 3b. If there is no student who is interested in participating in the programs, IOP Bureau will report to the Director of International Office.
4. IOP Bureau will run and/or oversee the implementation of the program.
5. IOP Bureau will make a report or collect the report from the participants.
6. IOP Bureau will evaluate the program by giving questionnaires to participants and partner universities.
7. IOP Bureau will report to the Director of International Office.

## 4.2. Programs

Provides customized, short-term program for students, faculty, and professional groups domestically and internationally. There are various programs run by Intercultural Outreach as shown below:

### a. Cultural Immersion and Language Program

The main purpose of President University Cultural Immersion Program (PUCIP) is to enhance local and international students' understandings and knowledge about various cultures, people from diverse backgrounds, and the world. Through this program, both local and international students can acquire one of the essential skills living in the globalization era, which is global mindset and competence.

President University Cultural Immersion Program ( PUCIP) conducted in Indonesia targets youngsters from all over the world who wish to learn Indonesian diverse culture and its national language (Bahasa Indonesia), build friendships and networks with Indonesians, and visit some famous tourist places. The aim of the program is to broaden foreigners perspectives and understanding on Indonesia, the people and its unique culture. PUCIP which typically lasts for 2 weeks is a combination of in-class and out-of-class learning.

Cultural immersion program can be carried in the country and outside the country in collaborations with partner universities. The cultural immersion programs conducted in Indonesia can be participated by both local and foreign students, whereas the ones conducted overseas can only be participated by local students due to the University's policy in international activities.

### b. TOEFL ( ITP )

President University monthly TOEFL Test open for public. Every test is normally participated by at least 30 participants, among them are foreign students. The test is conducted by the International Office of the University in collaborations with International Education Service (IES) and the TOEFL provider in U.S and is conducted every month in Cikarang, precisely on the third week of every month. For your information, the TOEFL ITP is cheaper than the TOEFL iBT and is normally used as a partial requirement to apply for scholarships or work. The result is valid for 2 years.

### c. International Festival

International Festival can be carried out on campus or overseas. The festival is normally participated by local and international students who perform various dances and arts, cook various cuisines, wear vibrant costumes, and show crafts from cul-

tures and people from around the world.

**d. Education fair**

The International Office of President University organized an annual International Edufair inviting top universities from USA, UK, Australia, Europe, Japan, Malaysia, and more. The purpose of the edufair is to prepare President University students who wish to continue their studies abroad.

**e. International Seminars**

International Seminars have proven to be an important activity, bringing together practitioners, ambassadors, businessmen, leaders, faculty members, and students, to discuss various topics, such as business, bilateral and multilateral relationships, economics, international issues, and many more.

**e. International Tea Time**

A regular gathering designed to bring together local and international students for conversation and fun activities. The students can meet, play games, talk, and enjoy getting to know each other. International tea and snacks will be provided.

**f. World Quest Competition.**

World Quest is competition that invites teams from local businesses, non-profits, community groups, school and other organizations compete for prizes in his international knowledge competition. Challenging questions are prepared for the competition relating to current events, geography, international politics, world history and foreign policy.

### **4.3. Who attends Intercultural Outreach Programs?**

We provide a broad range of innovative international study programs, study tours, language immersion programs, faculty-led programs and customized international study programs for undergraduate and graduate university students, university faculty, teachers, and other mid-career professionals.

### **4.4 What can I expect from an Outreach Program?**

You can expect a high quality program designed to meet your needs and objectives with:



- Opportunities to improve English communication skills
- An intense schedule with a rigorous academic curriculum
- A safe, supportive and stimulating university environment
- Opportunities for “real” English use with site visits, field trips, internships, and home-stays
- Small classes
- Caring, qualified instructors
- Personal care and attention to the needs of every participant
- A Certificate of Achievement upon completion of the program

#### **4.5. Custom Designed Training Programs for International Groups**

We specialize in designing short training programs tailored to meet the objectives of University students. Our goal is to provide an intensive immersion experience in culture and language. We invite you to collaborate with the President University to create a unique and powerful program for your group.

All programs emphasize education through experience in addition to specialized professional development seminars. Academic components (courses, projects, seminars, guest lectures, panel discussions, etc.) are custom-designed to meet the participants’ objectives and integrated with experiential learning activities such as visits to businesses and/or schools, as well as with cultural, social, and recreational events, and opportunities for interaction with the President University and university communities. Every program includes opportunities for participants to network with colleagues, observe and share ideas during numerous visits to businesses, schools, and other related organizations.

#### **4.6. Custom Designed Training Programs for Domestic Groups**

Bureau of Intercultural Outreach Programs delivers custom-designed cross-cultural training programs for organizations that have multicultural work forces and clients at home and/or operations abroad. President University offers a full range of educational and research opportunities to meet a variety of needs.

These domestic training programs support a variety of functions in organizations that strive for success in the global economy of the 21st century. By building a greater awareness of cultural differences and similarities, these training programs are customized to

focus on and enhance such functional concerns as employee recruitment/retention, customer service, team-building, succession-planning, and leadership development.

These programs help organizations cope with cultural differences at home and abroad by developing employees' global competencies through training on topics such as cross-cultural communication, diversity, pre-departure, re-partition, culture, and corporate culture. They also build long-term skills associated with success in any cross-cultural situation. Our faculty and staff have the experience, expertise, and resources to deliver powerful training programs.

## **4.7. Student Buddy**

When there is a guest from abroad, and if it considered necessary, International Office may ask President University students to become student buddies.

### **a. Duties of Student Buddies**

- Escorting international guest(s)
- Introducing President University

### **b. Who can be a student buddy?**

All President University students who are fluent in English and knowledgeable regarding President University and its surrounding area.

### **c. Policies for Student Buddies (Fee/Cost/Appreciation)**

- A certificate of appreciation signed by the Director of International Office will be given to student buddies.
- If student buddies have to accompany the University's guests for the wholiday, lunch should be provided or cash amount to Rp. 100.000,- (One Hundred Thousand Rupiah).
- If needed, the transportation will be provided by the International Office. However, in the event that the transportation is not available and the student buddies have to use their own vehicles, the International Office will reimburse the gasoline and the toll fee(s) upon showing the payment receipts.

## 5. Communication and Documentation

### 5.1. Duties of the Communication and Documentation Bureau:

Communication and Documentation (CAD) is a bureau under the International Office which is responsible to record the international activities conducted at and by President University and any international activities conducted by other parties where the students, lecturers, or employees of President University are involved. Besides, CAD is also responsible to promote international activities and events. Here are the details of CAD's duties:

- a. Improving the image of President University through official website and social media (facebook, twitter, and instagram)
- b. Documenting the events conducted at President University.
- c. Spreading the information regarding International Office's activities to students and/or alumnae. Here are some ways to spread the information:
  - Door-to-door: go to classrooms and explain directly to students
  - Using slideshow in LCD TV
  - Using standing and hanging banner
  - Through Line and Blackberry Messenger
  - E-mail blast
  - By telling Minister of Communications of PUSU and/or Public Relations and Multimedia Division of PUSC
- d. Producing and publishing PresUniv Magazine in every trimester.
- e. Maintaining good relationship with external media.

### 5.2. PresUniv Magazine Team

PresUniv Magazine Team has main duty to make and publish PresUniv Magazine in every trimester. PresUniv Magazine consists of PresUniv students and the membership is voluntary.

## **a. Organizational Structure**

- Advisor I : Vice Rector 3
- Advisor II: Director of International Office
- Supervisor: Senior Communication Officer
- Editor in Chief
- Managing Editor
- Secretary
- Treasurer
- Head of Journalism and Photography Division
  - o Journalists
  - o Person in Charge of Photographers
    - Photographers
- Head of Editorial Division
  - o Editors
- Head of Design Division
  - o Designers
- Head of Marketing Division
  - o Marketers

## **b. Job Description**

- Advisor I: Re-Checking and giving final approval after PresUniv Magazine is completed.
- Advisor II: Giving advises when necessary, re-checking, giving approval.
- Supervisor: Guiding All boards and members when necessary, content and layout checking, reporting to Advisor II.

- Editor in Chief:
  - o Responsible for all activities in PresUniv Magazine.
  - o Report activities to Supervisor.
  - o Maintaining work flows.
- Managing Editor:
  - o Responsible to Editor in Chief to control all activities in PresUniv Magazine.
  - o When necessary, Managing Editor should be ready to replace the function of Editor in Chief.
  - o Report to Editor in Chief.
- Secretary
  - o Making MoM of every meeting.
  - o Responsible to manage incoming and outgoing letters.
  - o Responsible in making proposal for every activities.
- Treasurer
  - o Recording every incoming and outgoing money .
  - o Making annual financial report.
- Journalism and Photography Division
  - o Journalist:
    - Making Report coverage/article for every internal and external event.
    - Making non-event article.
    - Article should be written both in Bahasa Indonesia and English.
  - o Photographers:
    - Documenting both internal and external events.
    - Selecting pictures.

- Editing pictures if necessary.
- Selecting cover model.
- Doing Photo shoot for cover model.
- Editorial Division
  - o Editing articles made by journalist.
  - o Paraphrasing articles.
  - o Re-checking all contents, pictures, design, and layout before producing magazine.
- Design Division
  - o Designing every contents of PresUniv Magazine.
  - o Making layout of PresUniv Magazine.
- Marketing Division
  - o Looking for companies to advertise in PresUniv Magazine.
  - o Dealing with parties to cooperate (Such as media partner).
  - o Promoting PresUniv Magazine to PresUniv students.
  - o Hiring new members in every new academic year.

### **c. Identity and Coverage**

- Every crew of PresUniv Magazine has to be equipped with official identity card.
- Every PresUniv Magazine Crew is obliged to wear identity card while covering/ documenting events.
- Every PresUniv Magazine crew who is on duty for more than 5 hours should be provided meal.
- Every PresUniv Magazine crew who has to do the coverage, documentation, photo shoot, training, and any other activities regarding PresUniv Magazine outside President University campus has to be provided car, fuel and toll fee, and meal.

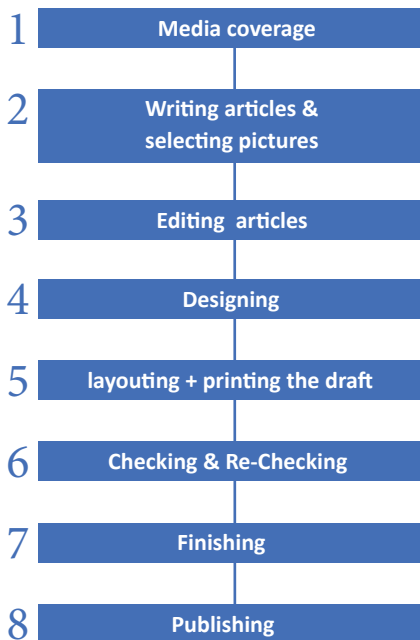
**d. Human Resource Development**

- All PresUniv Magazine crew are provided with relevant training at least once a year.
- All PresUniv Magazine crew are provided with a media visit at least once a year.
- All PresUniv Magazine crew should involve in media gathering every year.

**e. Certificate and Appreciation**

- A certificate of appreciation will be provided to all PresUniv Magazine crew upon completion of each edition of PresUniv Magazine, signed by Advisor I and Advisor II.
- A certificate of appreciation will be provided to all PresUniv Magazine crew upon completion their terms at the end of the year.

**f. Work Flow**

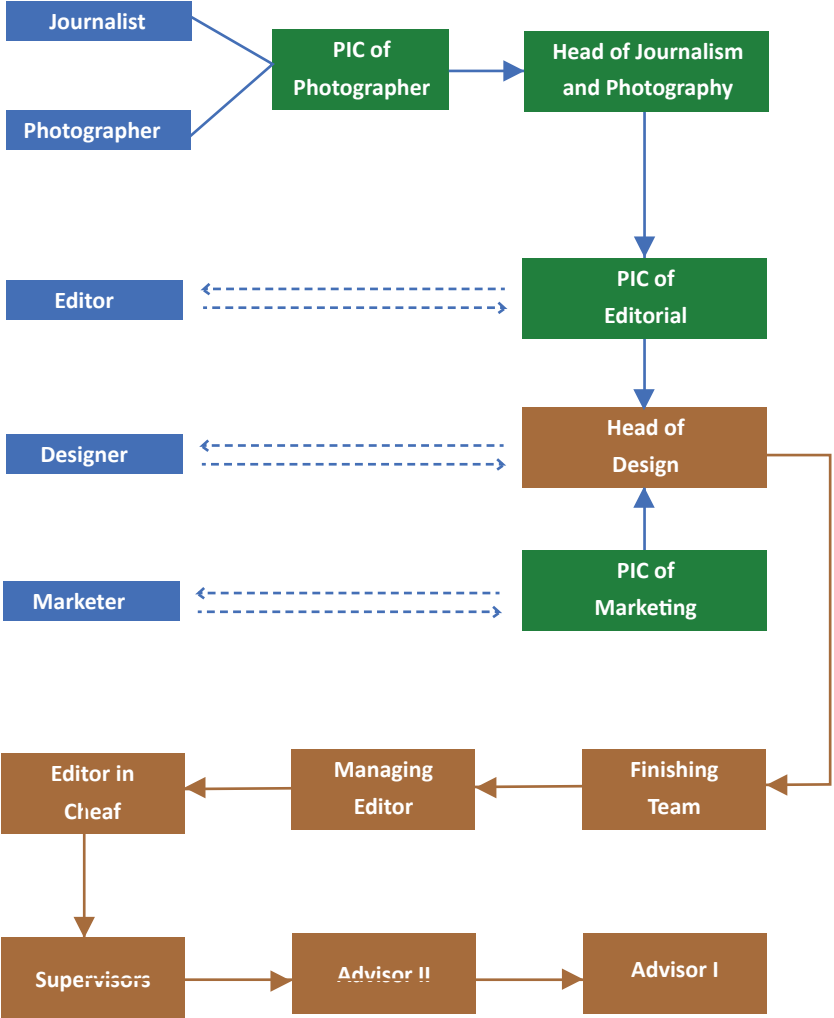


**Explanations:**

1. Journalist and photographer come to the event. Journalist records the important points, while photographer takes pictures.
2. After the event finishes, journalist compiles the important points to become an article. Meanwhile, photographer sorts the pictures. Only high quality pictures will be selected.
3. Journalist gives the article to the editor and editor edits it. Pictures are directly given to the designer.
4. After the materials of the event (article & pictures) are complete, designer designs the article.
5. After all materials for PresUniv Magazine have been designed, designers make the layout, put the page numbers, and make the table of content. Then, the first draft is ready to print.
6. Editorial team which consists of journalist, photographer, editor, and designer check all the aspects (content, design, the quality of the pictures, pages, and layout). After checking it, they have to fix the mistakes they found, print, and re-check it.
7. After the editorial team makes sure that there is no mistake, they will print the final draft and give the soft copy to the printing agency.
8. After the magazine is printed, then PreUniv Magazine team have to publish and distribute it at Campus and some companies in Jababeka.



**g. Flow of Materials**



### 5.3. External Media

#### a. Collecting data:

- Every media must fulfill their data in the attendance list in every media coverage
- All data must be inputted to CRM by communication officer
- Data is used to contact medias when PresUniv needs them

#### b. Fee:

- It is advisable that all external media who cover an event on campus be paid for their service and/or be provided with snack/lunch as a sign of hospitality.
- Fee for media will be negotiated beforehand.

### 5.4. Consultation, Seminar, and Workshop

#### a. Consultation:

- Individual Consultation

Every students and alumnae are allowed to come to International Office during the office hour. Communication Officer will provide the information which he/she needs regarding international program.

- Group Consultation

If needed, students and alumnae may request to do a group consultation. It will be done if there is a suitable time and place.

#### b. Seminar:

- Seminar is meant to give knowledge and understanding to President University students to prepare themselves to study abroad.
- The content of the seminar may talks about programs to study abroad, what to prepare to study abroad, tips & trick to get the scholarship, etc.
- The seminar has to be conducted regularly for at least twice a year.

### **c. Workshop**

- Workshop is meant to give President University students technical knowledge to prepare them to study abroad.
- The workshop contains how to write a good statement of purpose, how to write a good motivational letter, how to be successful at the scholarship interview, etc.
- The workshop has to be conducted regularly for at least twice a year.

## **6. Administration and Legal**

### **6.1. Drafting manufacture MoU / MoA / Proposal**

Administration and Legal (AL) Bureau will assist Director of International office in preparing/drafting MoUs / MoAs / Proposals and will ensure the legality aspects of each document.

### **6.2. Scheduling activities / meetings International Office Director**

AL Bureau will assist Director of International office in scheduling his day-to-day activities and meetings.

### **6.3. Handling the budget / expense / reimbursement for International Office activities**

Some International Offices's activities require money. AL Bureau is responsible to request, reimburse, and report the money used to Finance Department. Before making any financial requests, AL Bureau will seek the approval from the Director of International Office and Vice Rector III.

### **6.4. Making correspondence letters / memos**

Many activities of International Office are related to other departments or external parties. To make it formal, International Office needs to make either internal or external memorandum, depends on which party it is corresponding with. AL Bureau is responsible to make correspondence letters/memos.

### **6.5. Archiving and Making Database**

AL Bureau will be responsible in archiving and organizing International Office documents and making database of documents and clients.

## 7. Appendix

### 7.1. List of Partners

No	University Names	Activities	Duration		Benefits	Website
			Start (4)	End (5)		
(1) 1	(2) Guangxi University of Technology P.R. China	(3) <input type="checkbox"/> Bilateral Educational. <input type="checkbox"/> Exchange Visit of Leader for Coordinating the Cooperative Work. <input type="checkbox"/> The Promotion of Student Exchange Programs in Various Fields and Subjects. <input type="checkbox"/> The Promotion of Exchange Program of Teachers for the Teaching of Chinese Language and Indonesian Language. <input type="checkbox"/> The Promotion of Cultural & Academic activities such as Cultural Show, Academic Investigation, and Research, International Seminar.	12 October 2012	12 October 2015	(6) <ul style="list-style-type: none"> <li>• Improving the quality of lecturers and students</li> <li>• Cultural exchange</li> </ul>	(7) www.study-in-china.org

2	Archaya Institute	<input type="checkbox"/> Student Exchange Program. <input type="checkbox"/> Faculty Exchange Program. <input type="checkbox"/> Internship for Under Graduate / Post Graduate Programs. <input type="checkbox"/> Research Scholar Exchange Program. <input type="checkbox"/> Joint Research. <input type="checkbox"/> Research & Development Participation. <input type="checkbox"/> Short Term Courses for Faculty / Students <input type="checkbox"/> Short Term Occupational Training. <input type="checkbox"/> Exchange of Publication and Information <input type="checkbox"/> Seminar / Conferences <input type="checkbox"/> Cultural Exchange / Summer Schools. <input type="checkbox"/> Other Areas of New Initiatives	1 January 2012	5 years	<ul style="list-style-type: none"> <li>• Improving the quality of lecturers and students</li> <li>• Cultural exchange</li> <li>• Internship</li> </ul>	www.acharya.ac.in
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3	DONG-A University, Korea	V Exchange of documentation, Faculty, Staff and/or Students.	3 February 2012	3 February 2017	<ul style="list-style-type: none"> <li>Improving the quality of lecturers and students</li> <li>Cultural exchange</li> </ul>	www.donga.edu.vn
4	Silla University, Pusan, Korea	<input type="checkbox"/> Assistant Project. <input type="checkbox"/> To invite authorized officials from the other institution. <input type="checkbox"/> Student, Faculty and Staff Exchanges. <input type="checkbox"/> Academic Programs <input type="checkbox"/> Faculty and Students Aware of the Academic Programs, Research Institutes and other educational resources. <input type="checkbox"/> Others	21 February 2012	60 days	<ul style="list-style-type: none"> <li>Improving the quality of lecturers and students</li> <li>Cultural exchange</li> </ul>	www.silla.ac.kr
5	London School of Commerce, United Kingdom	<input type="checkbox"/> To invite authorized officials from the other institution. <input type="checkbox"/> Student, Faculty and Staff Exchanges.	22 June 2012	Continuing	<ul style="list-style-type: none"> <li>Improving the quality of lecturers and students</li> </ul>	www.lslondon.co.uk

6	KIIT University Bhubaneswar, India	<input type="checkbox"/> Academic Programs <input type="checkbox"/> Faculty and Students Aware of the Academic Programs, Research Institutes and other educational resources. <input type="checkbox"/> PostGraduate Diploma <input type="checkbox"/> Student Exchange Program. <input type="checkbox"/> Faculty Exchange Program. <input type="checkbox"/> Internship for Under Graduate / Post Graduate Programs. <input type="checkbox"/> Research Scholar Exchange Program <input type="checkbox"/> Joint Research <input type="checkbox"/> Research & Development Participation. <input type="checkbox"/> Short Term Courses for Faculty / Students <input type="checkbox"/> Short Term Occupational Training.	23 July 2012	23 July 2017	<ul style="list-style-type: none"> <li>• Cultural exchange</li> <li>• Improving the quality of education</li> </ul>	www.kiit.ac.in
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6	KIIT University Bhubaneswar, India	<input type="checkbox"/> Exchange of Publication and Information <input type="checkbox"/> Seminar / Conferences. <input type="checkbox"/> Cultural Exchange / Summer Schools. <input type="checkbox"/> Other Areas of New Initiatives				
7	The Oregon State Board of Higher Education acting by and through Portland State University (United State of America)	<input type="checkbox"/> Educational Cooperation. <input type="checkbox"/> Both Universities acknowledge that visiting Faculty and Students from one university to the other shall be subject to the entry and visa regulations of Republic of Indonesia and the United State of America. <input type="checkbox"/> Both Universities that all expenses, if any including research materials, tuition, international and domestic travel, per diem, honoraria and all other costs, shall be the responsibility of and shall be borne by the sending university or visiting faculty or enrolling students.	23 July 2012	Continuing	<ul style="list-style-type: none"> <li>• Improving the quality of lecturers and students</li> <li>• Cultural exchange</li> </ul>	www.pdx.edu

8	The University of Canterbury	<input type="checkbox"/> Joint Research in The Fields of Mutual to The Institution. <input type="checkbox"/> Exchange of Faculty, Research Personnel and Students between the Institution for Research and Study. <input type="checkbox"/> Exchange of Faculty and staff members for participation in Conferences, Seminars and Workshops <input type="checkbox"/> Exchange of Materials in Education, Research, Publications, and Academic Information.	23 July 2012	23 July 2017	<ul style="list-style-type: none"> <li>Improving the quality of lecturers and students</li> <li>Cultural exchange</li> </ul>	www.canterbury.ac.nz
9	Lyceum of The Philippine University	<input type="checkbox"/> International students recruitments. <input type="checkbox"/> Marketing and promotion abroad. <input type="checkbox"/> Broadcasting the professional networks <input type="checkbox"/> Visitation	28 February 2013	20 February 2018	<ul style="list-style-type: none"> <li>Improving the quality of lecturers and students</li> <li>Cultural exchange</li> </ul>	www.lpu.edu.ph
10	Univ of the Labour and Social Affairs, Vietnam	Bachelor Program	4 April 2013	04-Apr-13	Recruitment of international students	www.ilssa.org.vn

11	National United University	<input type="checkbox"/> Exchange of faculty and/or staff. <input type="checkbox"/> Exchange of graduate and/or undergraduate students. <input type="checkbox"/> Exchange of scientific materials, publications, and information. <input type="checkbox"/> Joint conference and academic programs <input type="checkbox"/> Joint research activities and publication	30 August 2013		<ul style="list-style-type: none"> <li>• Improving the quality of lecturers and students</li> <li>• Cultural exchange</li> </ul>	www.nuu.edu.tw
12	Trans Pacific Partners, LL	<input type="checkbox"/> Air Travel Arrangements. <input type="checkbox"/> Transportation to/from Soekarno-Hatta International Airport. <input type="checkbox"/> Group Visas <input type="checkbox"/> International health insurance. <input type="checkbox"/> Orientation program. <input type="checkbox"/> On-site coordinators. <input type="checkbox"/> Training/Internship Management. <input type="checkbox"/> Cultural Activities/Field trip	11 January 2013	Internship		www.transpacpartners.com

13	Global Peace Festival Indonesia	<input type="checkbox"/> Preparation of Allight Village Project <input type="checkbox"/> Implementation of the Allights Project <input type="checkbox"/> Evaluation and Monitoring	20 August 2013	20 August 2014	Development and empowerment of under developed village	www.gpfindonesia.org
14	Lewis-Clark State College, USA	<input type="checkbox"/> Cultural Immersion Program <input type="checkbox"/> Visiting Lecturer	1 March 2013	1 March 2018	<ul style="list-style-type: none"> <li>Improving the quality of lecturers and students</li> <li>Cultural exchange</li> </ul>	www.lcsc.edu
15.	Jeju National University	<input type="checkbox"/> Cultural Immersion Program	31 March 2014	31 March 2019	<ul style="list-style-type: none"> <li>Improving the quality of lecturers and students</li> <li>Cultural exchange</li> </ul>	www.jeju.ac.kr
16.	Hunan International Economic University	<input type="checkbox"/> Semester Exchange <input type="checkbox"/> Cultural Immersion and Language Program.	2 June 2014	2 June 2019	<ul style="list-style-type: none"> <li>Improving the quality of lecturers and students</li> <li>Cultural exchange</li> </ul>	www.hun-aneu.com

## 7.2. Scholarship Links

Indonesian Government		
No.	Scholarship	Link
1.	Lembaga Pengelola Dana Pendidikan (LPDP)	<a href="http://www.beasiswa.lpdpp.org/">http://www.beasiswa.lpdpp.org/</a>
2.	Direktorat Jenderal Pendidikan Tinggi (DIKTI)	<a href="http://beasiswa.dikti.go.id/web/">http://beasiswa.dikti.go.id/web/</a>
<b>Germany</b>		
1.	Deutscher Akademischer Austauschdienst (DAAD)	<a href="http://www.daad.jkt.org/index.php?scholarships">http://www.daad.jkt.org/index.php?scholarships</a>
2.	Heinrich Boell Foundation	<a href="http://www.boell.de/en">http://www.boell.de/en</a>
<b>United Kingdom</b>		
1.	Chevening Scholarship	<a href="http://www.chevening.org/indonesia/">http://www.chevening.org/indonesia/</a>
2.	Gates Cambridge Scholarship	<a href="http://www.gatescambridge.org/">http://www.gatescambridge.org/</a>
3.	London School of Commerce	<a href="http://www.lsc.london.co.uk/">http://www.lsc.london.co.uk/</a>
4.	University of Lincoln	<a href="http://www.lincoln.ac.uk/home/studyatlincoln/scholarships/">http://www.lincoln.ac.uk/home/studyatlincoln/scholarships/</a>
<b>United States of America</b>		
1.	American-Indonesian Exchange Foundation	<a href="http://www.aminef.or.id/index.php?option=com_content&amp;view=article&amp;id=31&amp;Itemid=31">http://www.aminef.or.id/index.php?option=com_content&amp;view=article&amp;id=31&amp;Itemid=31</a>
<b>The Netherlands</b>		
1.	Studi Netherlande	<a href="http://www.nesoindonesia.or.id/beasiswa/stuned/stuned">http://www.nesoindonesia.or.id/beasiswa/stuned/stuned</a>
2.	StuNed Scholarships	<a href="http://www.nesoindonesia.or.id/beasiswa/stuned/stuned-master">http://www.nesoindonesia.or.id/beasiswa/stuned/stuned-master</a>
<b>Australia</b>		
1.	Australia Award	<a href="http://www.australiaawardsindonesia.org/">http://www.australiaawardsindonesia.org/</a>

<b>Turki</b>	
1.	Kedutaan Besar Turki <a href="http://www.turkiyeburslari.gov.tr/">http://www.turkiyeburslari.gov.tr/</a>
<b>Brunei Darussalam</b>	
1.	Pemerintah Brunei Darussalam <a href="http://mofat.gov.bn/Pages/BDScholarship_2014_2015.aspx">mofat.gov.bn/Pages/BDScholarship_2014_2015.aspx</a> .
<b>Austria</b>	
1.	Sarah widmoser <a href="https://www.oead.at/welcome_to_austria/grants_scholarships/EN/">https://www.oead.at/welcome_to_austria/grants_scholarships/EN/</a>
<b>Malaysia</b>	
1.	Universiti Malaysia Sabah <a href="http://www.ums.edu.my/v5/index.php/campus/facility/scholarship.html">http://www.ums.edu.my/v5/index.php/campus/facility/scholarship.html</a>
<b>Jepang</b>	
1.	Pendidikan Kedutaan Besar Jepang <a href="http://register.beasiswamext.or.id">http://register.beasiswamext.or.id</a>
<b>South Korea</b>	
1.	Korean Government Scholarship <a href="http://www.niied.go.kr/eng/contents.do?contentsNo=78&amp;menuNo=349">http://www.niied.go.kr/eng/contents.do?contentsNo=78&amp;menuNo=349</a> <a href="http://www.studyinkorea.go.kr/en/main.do">http://www.studyinkorea.go.kr/en/main.do</a>
<b>Belgium</b>	
1.	CUD Scholarships <a href="http://www.cud.be/content/view/339/208/lang,/">http://www.cud.be/content/view/339/208/lang,/</a>
<b>China</b>	
1.	Beasiswa Pemerintah China <a href="http://www.study-shanghai.org/Scholarship_en.asp">http://www.study-shanghai.org/Scholarship_en.asp</a>
<b>Singapore</b>	
1.	beasiswaindo <a href="http://beasiswaindo.com/singapore">http://beasiswaindo.com/singapore</a>
<b>Swiss</b>	
1.	University of Geneva <a href="http://www.unige.ch">www.unige.ch</a>

### 7.3. List of International Students and Lecturers

NO	COUNTRIES	Batch				Total per Country
		2011	2012	2013	2014	
1	CHINA	59	39	62	84	<b>244</b>
2	FILIPINA	0	0	4	0	<b>4</b>
3	VIETNAM	33	7	10	8	<b>58</b>
4	VENEZUELA	0	0	0	0	<b>0</b>
5	KOREA SELATAN	2	1	2	0	<b>5</b>
6	INGGRIS	1	0	0	0	<b>1</b>
7	AMERIKA	0	0	1	0	<b>1</b>
8	PALESTINA	0	0	0	0	<b>0</b>
9	TANJUNG VERDE	0	0	1	0	<b>1</b>
10	MOZAMBIK	0	0	0	0	<b>0</b>
11	SOMALIA	0	0	0	0	<b>0</b>
12	AFGHANISTAN	0	0	4	0	<b>4</b>
13	MALAYSIA	0	0	0	0	<b>0</b>
14	LAOS	0	0	0	0	<b>0</b>
15	BANGLADESH	0	0	0	0	<b>0</b>
16	INDIA	0	0	2	0	<b>0</b>
<b>Total per Batch</b>		95	47	86	92	
<b>TOTAL</b>						<b>320</b>

## 7.4. Information for Students

### a. Indonesia Public Holidays

- New Year's Day
- Lunar New Year's
- Nyepi
- Dies Isa Messiah
- the international labor day
- The Ascension of Jesus
- Isra Mi'raj Nabi Muhammad SAW
- Vesak Day
- Eid al-Fitr
- Independent days of Indonesia
- Eid Ul Adha
- Islamic New Year's
- The Birth of Prophet Nabi Muhammad SAW
- Christmas

### b. Emergency telephone numbers

- Emergency = 112
- Ambulance = 118
- Police = 110
- Firefighter = 113
- SAR / Search and Rescue = 115
- Command Post of the National Vigilance = 122
- Information and repair the damage and disruption of phone = 117
- Information and repair the damage and power failures (power company) = 123
- Red Cross Indonesia or PMI = 021-4207051
- Toxicity Information Center (Siker) = 021-4250767, 021-4227875

### c. Cultural Adjustment

Adjustment to any new situation or culture is not accomplished in just a few days but is rather an ongoing process. Four stages of cultural adjustment are listed below for your consideration :

#### Honeymoon Stage



This stage is characterized by your happiness, anticipation, and excitement. Everything is new. The “dream” to study in the Indonesia is coming true. This is an exciting time and in all the enthusiasm you frequently nod or smile to indicate understanding when in fact you have not understood. As your misunderstandings mount up, you are likely to experience the second stage of cultural adjustment.

### **Hostility Stage**

During this time you have periods of great frustration, anger, anxiety, and sometimes depression. Following the initial excitement has come frustration with the college bureaucracy and the weariness of speaking in and listening to English everyday. Sleep patterns may be disrupted. You may suffer from indigestion and be unable to eat. Often your reaction is to reheat the new environment in which you feel discomfort. You may think, “If I feel bad and it’s because of them.” At this point, you may display ‘hostility’ toward the new culture. There may be anger over minor frustration, fear and mistrust of Americans, frequent absenteeism, lack of interest, and lack of motivation. Many academic problems begin during this stage. The hostility stage can be a difficult and painful stage. Realizing this can be very beneficial in moving on to the third stage of cultural adjustment.

### **Humor Stage**

This stage follows when you begin to relax in a new situation and to laugh at minor mistakes and misunderstandings, which previously would have caused major headaches. This more relaxed state of being occurs after you have made some friends, learned to manage the size and complexity of the University, understand your studies, and you begin to pass your test.

### **Home Stage**

You find yourself here as you are able to retain an allegiance to your home culture, but also “feel at home” in your newly acquired culture. You have successfully adjusted to the norms and standards of the University and the Indonesia, and should be commended for the ability to live successfully in two cultures.

## 7.5. Evaluation Questionnaire

### President University Partnership Satisfaction Survey

In order to improve our service quality to our partner institutions/universities/companies/ organizations in Indonesia and abroad, we evaluate genuine response about some aspects in our collaborations and relationships by filling up this questionnaire.

Below is the example of questionnaire:

A. Please evaluate your satisfaction concerning your collaboration with President University by putting check mark or tick ( ) on a scale from 1 to 7, with 1 meaning that you are not satisfied at all, 7 meaning that you are completely satisfied.

Not Satisfied

Very Satisfied

1	2	3	4	5	6	7
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A. Please evaluate some aspects of the collaborations between President University and your institution using the same model as for the previous question?

1 = Not Satisfied

7 = Very Satisfied

0= Not Applicable

No	Aspects of Collaborations	1	2	3	4	5	6	7	0
1.	The exploration, understanding and taking into account of your institution's needs is reflected in the agreement/contract/MoU.								
2.	The responsiveness in the correspondence, especially when answering questions .								
3.	The clarity of the agreed activities/programs.								
4.	The relevance of the agreed activities/programs.								
5.	The quality of the agreed activities/programs.								
6.	The monitoring process of the agreed activities/programs.								

7.	The administration process resulting from the agreed activities/ programs.								
7.	The quality/cost ratio of the agreed activities/programs.								
8.	The respect of deadlines.								
9.	The quality and flow of information between President University and your institution.								
10.	The utility and usefulness of the results of President University's services/works during the implementation of the agreed activities/ programs.								

B. Please evaluate your relationship with the staffs of President University using the same model as for the previous question?

1 = Not Satisfied

7 = Very Satisfied

0= Not Applicable

No	Aspects of Relationship	1	2	3	4	5	6	7	0
1.	The ease of identifying the right partner/contact at President University.								
2.	The ease of getting in touch with the staff of President University.								
3.	The flexibility and availability of the President University's staff.								
4.	The staff's ability to identify problems and propose accurate solutions.								
5.	The professional competence of the President University's staff.								
6.	The social competence of the President University's staff.								

C. Open questions

1. What would be, according to your opinion, an improvement priority for President University (or concerned unit)?

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2. What is in your opinion, President University's major asset?

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3. What services / products would you like to see being developed by President University?

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D. Respondent Profile

1. For how long did your organization collaborate with President University?
  - a) For less than a year
  - b) Between 1 and 2 years

- c) Between 3 and 5 years
- d) Between 5 and 10 years
- e) More than 10 years

2. Which function/position do you exactly occupy in your organization?

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3. Which unit within President University do your organization collaborate with?

- a) Study Program: \_\_\_\_\_
- b) International Office
- c) MARCOM Department
- d) Internship and Career Center
- e) Center of Research and Community Service
- f) Others: \_\_\_\_\_

4. Name of the institution: \_\_\_\_\_

5. Name of the respondent: \_\_\_\_\_

On behalf of President University, we would like to thank you for your time as well as for your cooperation in this survey.

Thank you and goodbye.

## 7.6. Student Exchange Application Form



### **President University Student Exchange Program \*Application Form\***

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Thank you for your interest in President University, Indonesia!

Since 2001, President University has been actively promoting student exchange program with its partner universities in various countries. Cultural Immersion Program, Language Program, Semester Abroad, and several others which promote the inbound and outbound student mobility are generally classified as a student exchange program.

President University is pleased to extend this opportunity to all partner universities that wish to collaborate in designing international programs that will benefit students' overall understanding about the world, hence promoting peace and wisdom.

The program will include a two-way exchange between President University and its partner universities; however, it is not compulsory for the exchange of students to take place at the same semester or year.

#### **What to Expect as a Participant**

Depending on the specific program that a student participates in, the student may expect an improvement in the cross-cultural understandings and foreign languages. If the context of student exchange is a semester abroad which allows transfers of credits from host to home university, participants will not be charged any tuition fees while studying at Host University except for the fees that are related with lodging and accommodation (if applicable). Participants are also responsible for expenses related to the application process (copying, mailing, photographs, etc.), passport fees, and spending money for souvenirs and other items. All related cost during the study should be discussed with partner universities before the commencement of the program.

**Participants of the program should:**

- Have a strong desire to learn from others
- Show the ability and willingness to share best practices and lessons learned from their own experiences
- Be open to experiencing new cultures and ways of thinking
- Have a desire to share their own culture and values with youth and adults from different cultures, religions and varied backgrounds without prejudice
- Work with diverse groups throughout all aspects of the programs
- Be flexible in working with other participants and coordinators during scheduling, travel, etc.
- Be committed to implementing a community initiative upon their return home

**Who is eligible to apply?**

Any students and scholars from partner universities.

**APPLICATION FORM  
PRESIDENT UNIVERSITY STUDENT EXCHANGE PROGRAM**

Applications should be e-mailed to the Director of International Office, [jhanghiz@president.ac.id](mailto:jhanghiz@president.ac.id)

\*\*If you are not able to scan and e-mail your application, you may also send it via postal mail to the following address:

**ATTN: Jhanghiz Syahrivar  
International Office  
President University  
Jl. Ki Hajar Dewantara Kota Jababeka Cikarang Bekasi  
17550 - Indonesia**

To complete your application please submit the following information:

- I. Application Form
- II. Student Curriculum Vitae (if any)
- III. Scan/Copy of Your Passport (the front page that mentions the identity)
- IV. Scan of Recent Photograph
- V. A recommendation letter from Partner University (signed and scanned to be sent by email)

**Please answer all questions in English. Make sure that your name is written on ALL pages of your application.**

**PART I: STUDENT BACKGROUND INFORMATION**

Name \_\_\_\_\_  
(as it appears in your passport)                      last                      first                      middle

Permanent address \_\_\_\_\_

Permanent telephone \_\_\_\_\_

Email \_\_\_\_\_

Date of birth \_\_\_\_\_ month/day/year      Age \_\_\_\_\_      \_\_\_ male \_\_\_ female

Place of birth \_\_\_\_\_ city and country      Country of citizenship \_\_\_\_\_

Where did you first hear about the exchange program? (Please be as specific as possible.)

\_\_\_\_\_  
\_\_\_\_\_

In case our dormitory is full, would you be willing to be placed in host family or other housing options?

Yes/No/Maybe: \_\_\_\_\_

**UNIVERSITY INFORMATION**

University you currently attend \_\_\_\_\_ Current Semester \_\_\_\_\_

Expected graduation date \_\_\_\_\_ Current GPA \_\_\_\_\_

University address \_\_\_\_\_

The University's President name \_\_\_\_\_



Have you ever lived, traveled, or studied outside of your home country?

Yes / No

If yes, please provide a brief description including dates and location.

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**LANGUAGES**

Are you a native English speaker? \_\_\_\_\_ Yes / No \_\_\_\_\_

If not, what is your native language? \_\_\_\_\_

**\*\*If English is your second language\*\***

How would you describe your English skills? (1=poor; 5=excellent)

Speaking: 1            2            3            4            5

Reading: 1            2            3            4            5

Writing: 1            2            3            4            5

How many years of English study have you had? \_\_\_\_\_

ALL APPLICANTS: List other languages you have studied.

Language	Years studied	Speaking (1-5)	Reading (1-5)	Writing (1-5)



PARENT/GUARDIAN 2

Name \_\_\_\_\_ last \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_ relation to you \_\_\_\_\_

Address \_\_\_\_\_

Telephone/E-mail \_\_\_\_\_

**PARENT/GUARDIAN APPROVAL (SIGNED AND SCANNED FOR SENDING BY EMAIL)**

My son or daughter has my permission to apply for the student exchange program, conducted by President University and its partner universities. I will also support them financially.

\_\_\_\_\_  
Parent/Guardian Signature Date

**APPLICANT APPROVAL (SIGNED AND SCANNED FOR SENDING BY EMAIL)**

I agree that all of the information in this application is true and I will obey all rules and regulations while studying in Indonesia, as well as President University's international student policies.

\_\_\_\_\_  
Applicant Signature Date

***Please make sure that your name is written on ALL pages of your application.***

Thank you for taking the time to complete this application. Good luck!



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