



INTERNATIONAL PARTNERSHIP Guidelines

The part of Unesa's partnership guidelines

Universitas Negeri Surabaya

A. Concept and Objective of the International Partnership

International Partnership is one of Unesa's efforts to conduct the Tridarma of higher education, namely Education, Research, and Community Service. This partnership is carried out with International entities, including educational institutions, government institutions, the private sector, and multilateral organisations such as the Southeast Asia Minister of Education Organization (SEAMEO), United Nations Educational Scientific and Cultural Organization (UNESCO), United Nations Children's Fund (UNICEF), World Bank, USAID, International Non-Governmental Organizations (INGOs) or other parties in academic or non-academic sectors that have not been mentioned in this guideline.

B. Objective

1. To improve the quality and quantity of Unesa's general performance quality, and notably, the Faculties, Institutions, and Units under Unesa.
2. To establish networking with various parties (stakeholders), both domestic and international, as a positive step in pioneering and developing work programs that mutually benefit Unesa and its partners.
3. To mobilise and increase the capacity of Unesa's financial performance, with the principle of equality, mutual respect and benefit (profit sharing mutualism) between Unesa and its partners.

C. The Scope of International Partnership

The scope of the partnership between Unesa and International partners consists of:

- 1) implementation of partnerships in the academic sectors such as visiting scholarships, joint degrees, double degrees, credit transfer programs, lecturer and student exchange, and (internships);
- 2) implementation of partnerships in the research and scientific development sectors, such as joint research, joint publication, joint meetings or seminars, and others;
- 3) implementation of partnerships in the community service sectors;
- 4) implementation of partnerships in non-academic sectors such as human resources development facilities and infrastructure, fundraising, corporate social responsibility; and
- 5) other forms of partnership that have not been mentioned in this manual.

D. International Partnership Procedure and Mechanism

The procedures and mechanisms for International partnership are the same as a domestic partnership, namely through the stages of exploration, legalisation, implementation, monitoring, and implementation evaluation.

E. Types of Partnership Documents

The types of partnership documents used in the Unesa partnership workflow are Memorandum of Understanding, abbreviated as MoU, and Memorandum of Agreement abbreviated as MoA. The format of this partnership document follows the Regulation of the Minister of Research and Technology and Higher Education Number 51 of 2015 concerning Official Manuscripts in the Ministry of Research, Technology and Higher Education. The types of partnership documents are as follows.

1. *MEMORANDUM OF UNDERSTANDING (MoU)*

a. Exploration

- 1) Proposal of partnership projects can be inquired by Unesa or other units within Unesa or by potential partners.
- 2) The proposal is submitted to the Rector through the office of International Affairs (OIA).
- 3) OIA checks and identifies the substance of partnership and the credibility of potential partners.
- 4) If it is in accordance with Unesa's needs and priorities, the partnership can be continued to the discussion stage and MoU draft preparation.

b. Discussion and Preparation of the MoU Draft

- 1) Unesa, through OIA, discusses the substance and compiles a partnership draft.
- 2) The MoU manuscript contains the partnership definition and agreement between UNESA and partners that are U to U in nature and can be accessed by all work units in the Unesa environment.
- 3) OIA send the manuscript to the General, Legal, Management and BMN (UHTBMN) Office which examines its legal aspects.
- 4) Discussion and communication related to the substance of the partnership and signing mechanism can be done through electronic media or face-to-face meeting.

c. MoU Signing

- 1) The MoU draft that has been mutually agreed upon by UNESA and its partners is proposed with the Vice-Rector of Planning and Partnership Affairs for review of the MoU substance.
- 2) The MoU manuscript signed by the Vice-Rector of Planning and Partnership Affairs is submitted to the Rector for approval.
- 3) The MoU that have been approved are duplicated, each with a legal stamp signed by the Unesa Rector and partners' representative on the signing date.
- 4) The stages of submitting MoU and Partnership agreements manuscripts to the Rector until the signing is conducted by the Office of International Affairs (OIA).
- 5) The signing mechanism, especially related to time, place and procedure should be agreed upon by both parties.

d. Implementation of Partnership Activities under the MoU scheme

- 1) Implementation activities related to partnership exploration and other activities covered by the Tridarma of Higher Education can be carried out under the MoU scheme.
- 2) All units under Unesa use the MoU as the basis for international partnership activities with partners by communicating planned activities to the Rector through the Office of International Affairs (OIA).

e. The Report, Monitoring and Evaluation

- 1) The related unit under Unesa is obliged to report partnership implementation activities to the Rector through the Office of International Affairs (OIA).
- 2) Monitoring and evaluation are carried out by OIA regularly, based on the unit's report and other pre-determined indicators.
- 3) Evaluation of the results of partnership activities is carried out by an evaluation team consisting of Unesa representatives (OIA), partners' representatives, and/or other parties authorised to conduct an evaluation that is mutually agreed.

APPENDIX

Appendix 1: MoU Template



MEMORANDUM OF UNDERSTANDING
BETWEEN
UNIVERSITAS NEGERI SURABAYA
AND
(PARTNER NAME)

Partner Logo

Universitas Negeri Surabaya located at Lidah Wetan, Surabaya, Indonesia 60213 hereinafter referred to as “UNESA” and **Partner Name** located at **Partner Address Name**, **Partner Country Name** hereinafter referred to as “**Partner Abbreviation Name**” agree to examine the possibility of establishing a framework for educational and research cooperation for our students, faculty, and staff.

In preparation of establishing a formal framework for future agree as follows:

1. Each Party will endeavor to take necessary steps to encourage and promote co-operation in the following areas:
 - a. Development of joint courses and education programs.
 - b. Exchange of credits.
 - c. Exchange of graduate and undergraduate students for study and research.
 - d. Exchange of professors and researchers for research, lectures and discussions.
 - e. Exchange of information including the exchange of library materials and research publications.
 - f. Joint conferences, seminars and workshops.
 - g. Joint summer programs.
2. This MOU shall be in force for five years, and shall be subject to revision or extension by mutual agreement. This MOU may be terminated by either party by written notice of no less than six months prior to desire termination date.
3. This MOU is written in English, and shall come into effect from the last date of signing. Each university shall retain one copy with both signatures.

Signed by, for the
UNIVERSITAS NEGERI SURABAYA

Signed by, for the
PARTNER NAME

.....
Prof. Dr. Nurhasan, M.Kes.

Rector

Date

.....
Name

Position

Date

Appendix 2: Monitoring and Evaluation Questionnaire



MONITORING AND EVALUATION QUESTIONNAIRE POST PARTNERSHIP PROGRAM

Program/Project Title :
 Event Title :
 Donor :
 Registration Number :
 Amount of Grant Awarded :
 Implementing Components :
 Location of Monitoring/Evaluation :
 Methods of Monitoring/Evaluation :

STAGES	Questions	Answer	
		YES	NO
I. PROGRAM PROPOSAL STAGE	a. The proposed program has followed the procedures and mechanisms for proposing a partnership program with institutions in accordance with the prevailing laws and regulations.		
	b. The proposed program is a priority program in accordance with the work and strategic plan of the State University of Surabaya.		
	c. The proposed program is a priority program in accordance with the work plans and strategic plans of partners.		
	d. The proposed program is in accordance with the primary duties and functions as		

	well as the authority of the proposing component.		
	e. The proposed program is in line with the Surabaya State University program or other institutions in charge of and implementing it.		
	f. The proposer understands the aspects of assessing the feasibility of the proposed partnership program with partners.		
	g. The required documents accompany the program proposal.		
	h. The implementing component and the agency allocate funds to support the proposed partnership program.		
	i. The proposer understands the mechanism of planned grants and direct grants.		
2. ASSEMBLY STAGE	a. The discussion in the preparation of the partnership agreement document with the institution involved components of the State University of Surabaya and partners.		
	b. The elements contained in the partnership agreement document with the institution are in accordance with the provisions of the relevant laws and regulations.		
	c. The party that signs the partnership agreement document with the partner institution has complied with the criteria/type of grant as stipulated in applicable laws and regulations.		
	d. A copy of the signed partnership agreement document with the partners has been submitted to the relevant institution.		
Points 14 to 20 are filled only for planned grants. For other types of grants, go directly to point 21			
3. PREPARATION AND PLANNING	a. The implementing component and the grant provider have conducted intensive		

STAGE a. Planned Grant	consultations with the State University of Surabaya in order to develop an institutional structure or program organisation in accordance with the partnership agreement document with work partners		
	b. The implementing components and institutions know and understand well and correctly their primary duties and functions in accordance with the determined institutional or organisational structure.		
	c. The implementing components, institutions and grantees who are incorporated in the structure have compiled an Annual Activity Plan (RKT) and a Budget Activity Plan (RKA) according to the planning stages.		
	d. The planning and budgeting process is carried out in a participatory manner by involving all stakeholders and is carried out transparently.		
	e. The planned activities have been adjusted according to the budget document (DIPA) with the planning schedule.		
	f. The implementing components, institutions and grantees have synchronised program planning and budgeting with activities financed by donors.		
	g. The implementing component has coordinated and consulted for the preparation of budget planning documents and preparation of DIPA based on RKT and RKA.		
	Points 21 to 29 are filled only for direct grants in the form of money, goods/services or securities.		
	b. Direct Grant		
	a. The implementing component coordinates with related institutions in the grant registration process.		
	b. The implementing component coordinates with related institutions in the		

	process of opening grant accounts.		
	c. The implementing component quickly completes the supporting documents as administrative requirements for the issuance of registration numbers and approval of account opening.		
	d. The executing component processes the opening of accounts quickly after obtaining approval from the directorate general of budgets of the related institutions.		
	e. The financial department of the implementing component knows and understands well and correctly the procedures and mechanisms for administering direct cash/goods/services grants from working partners.		
	f. The general division in the implementing component correctly and adequately understands the procedures and mechanisms for managing assets sourced from international grants.		
	g. The implementing component has reported back on the status of the accounts that have been opened to accommodate the grant funds according to the indicated time.		
	h. The implementing component coordinates and consultations to carry out the DIPA revision process related to international grants.		
	i. The implementing component prepares planning and budget documents as a reference for submitting DIPA revisions related to international grants.		
4. IMPLEMENTATION STAGE	a. For direct grants, the implementing component will precede the planning documents by referring to the planning documents compiled in point 29.		
	b. SKPD implementing components and grantees carry out programs/activities in		

		accordance with the output indicators of each activity program.			
		c. The implementing component, SKPD and grantees coordinate, communicate and consult effectively and intensively with related institutions in implementing the program.			
		d. Human resources involved in program and budget management/administration understand their duties and functions as well as the technical administration of the project.			
		e. The implementation of activities is carried out on time.			
5. MONITORING AND EVALUASI STAGE		a. The implementing component and related institutions coordinate the implementation of monitoring and evaluation of grant activities.			
		b. The implementing component and the institution facilitate the monitoring and evaluation activities referred to.			
		c. Monitoring and evaluation activities involve working partners.			
		d. Monitoring and evaluation activities are carried out regularly and in a coordinated manner.			
6. REPORTING STAGE		a. The results of monitoring and evaluation are compiled in the form of a report and distributed to all stakeholders to be used as a reference for further program making.			
		b. The implementing component is aware of the existence of standard reporting formats according to regulations.			
		c. The implementing component knows the procedures for filling in existing report formats.			
		d. The implementing component submits a quarterly grant activity report.			

		e. Financial and managerial reports are presented transparently.		
7. TAHAP PENCATATAN DAN PENGESAHAN	a. The implementing component record/endorse the grant planning every quarter/end of the year.			
	b. The implementing component knows the recording/validation formats that must be filled in and completed quickly as administrative requirements			
	c. Institutions and third party donors verify all income and expenditures made and include them in the verification report.			
	d. Donor third party agencies and implementers follow the verification steps.			
	e. The implementing component records the results of the ratification/recording on the budget realisation report (LRA)			
	f. The implementing component processes the handover of goods/services to institutions and partners.			
8. ISSUES AND OBSTACLES	a. The obstacles faced in implementing the partnership with work partners have been presented in the reporting format.			
	b. The existing obstacles/obstacles can be appropriately resolved.			
9. POSTPROGRAM/ FOLLOW UP	a. Partnership activities have supported programs of improvement and progress.			
	b. Affiliated institutions have continued the partnership program with work partners.			
	c. Assets received from the institution have been well managed.			
	d. The community feels the impact of the program supported by partners.			
	e. Universitas Negeri Surabaya continues to			

Home Address :

Surabaya, 2020
Respondent,

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Lampiran 3: Instrumen Survei Kepuasan Mitra Partnership



UNIVERSITAS NEGERI SURABAYA

Survey Kepuasan Mitra Partnership
Partnership Satisfaction Survey

Nama/Name :
Institusi/Institution :

Sebutkan bidang partnership yang saudara/institusi saudara lakukan dengan UNESA ?

State the areas of partnership that you/your institution are doing with

UNESA?.....
.....
.....
.....

Jawab pertanyaan berikut dengan melingkari nomor yang anda maksud.

Keterangan :

1. Sangat tidak setuju, **2.** Tidak setuju, **3.** Setuju, **4.** Sangat setuju
(*Strongly agree*) (*Disagree*) (*Agree*) (*Strongly*

disagree)

1. Apakah Anda ingin menjalin partnership kembali dengan UNESA di masa yang akan datang?

How likely is that you have a future partnership with UNESA?

1. **2.** **3.** **4.**

2. Apakah Anda memperoleh manfaat dari partnership antara anda/institusi Anda dengan UNESA ?

How satisfied are you with the partnership between UNESA and your institution ?

1. **2.** **3.** **4.**

3. Apakah partnership telah sesuai dengan harapan Anda ?

Has the partnership satisfied your expectation?

1. **2.** **3.** **4.**

4. Apakah pendampingan yang dilakukan oleh UNESA memenuhi kebutuhan Anda ?

Have the program/assistance conducted by UNESA meet your institution requirement/need ?

1. **2.** **3.** **4.**

5. Apakah staf partnership UNESA melayani kebutuhan Anda dengan tepat dan profesional ?

How meet well the UNESA assist you (institution in the partnership) ?

1. **2.** **3.** **4.**

Berdasarkan survei kepuasan mitra partnership yang dilakukan oleh UNESA pada mitra,
diperoleh hasil Hal ini menunjukkan bahwa mitra partnership UNESA
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