



STAFF MOBILITY
“One Week Experience at ITS”
14-18 November 2022
Institut Teknologi Sepuluh Nopember Indonesia (ITS)



BRIEF INTRODUCTION

Staff Mobility is a platform for non-academic staffs and lecturers to experience international exposure in administrative/supporting fields. Staffs and lecturers will have a chance to do observation, meeting, collaboration, and teaching activities at ITS during the program.

TIMELINE

October 7	: Deadline of application
October 13-18	: Release of Letter of Acceptance (LoA) & arrival guidelines
October 19	: Pre-arrival meeting
October 19-21	: Visa Application (only for selected countries)
November 8	: Submission of flight ticket
November 13	: Arrival in Surabaya
November 19	: Departure from Surabaya

BENEFITS

ITS will provide benefits including:

- Certificate
- International experience & networking
- Twin share room at ITS Guest House during the program
 - o ITS will cover only for maximum 2 staffs per university
 - o If there are more than 2 staffs from the same university joining the program, the third, fourth, or additional participants need to cover the accommodation cost by themselves
 - o If you come with Erasmus+ funding, you need to pay your accommodation.
- Scheduled breakfast and lunch
- Local transportation (city tour and site visit)
- Trip to tourist destination

VISA

The visa regulation to enter Indonesia has been changed per 17 July 2022 with detail below:

- people from ASEAN countries can enter Indonesia with free visa. They can get it once they arrive in any Indonesian international airport
- people from 43 countries listed here can enter Indonesia with Visa on Arrival (VoA): South Africa, USA, Saudi Arabia, Argentina, Australia, Netherland, Belgium, Brazil, Brunei Darussalam, Denmark, Philippines, Finland, Hungary, India, Italy, Japan, Germany, Canada, South Korea, Mexico, Norway, Poland, France, Qatar, New Zealand, Spain, Sweden, Switzerland, Taiwan, Thailand, China, Timor Leste, Tunisia, Turkey, Uni Arab Emirate. The fees of VoA is IDR 500.000,- and you must pay in IDR currency.
- People from countries that are not listed above, must apply online visa through ITS at least 3 weeks before the arrival date. The fees for this



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- you need to show at least your 2nd vaccination certificate. However, we encourage you to take the 3rd vaccination/booster.

REQUIRED DOCUMENTS

- CV
- One or two-pages motivation letter (please indicate unit or department you would like to do mobility/give a lecture)
- Scanned passport information page
- Formal photo with plain background

Please kindly send all of your documents to Mr. Wahyu at staffmobility@its.ac.id and cc to wahyuipm141@gmail.com

TENTATIVE AGENDA

Day/Date	Time	Agenda for
Sunday 13 Nov 2022		Arrival at Juanda International Airport, Surabaya
Monday 14 Nov 2022	Morning	Settlement (phone card, money changer, preparation)
		Mingle time and ice breaking
		Lunch
	Afternoon	Opening ceremony
		Introduction of ITS, program overview
Tuesday 15 Nov 2022	Morning	Session with ITS Global Engagement (staff mobility journey, partnership, flagship program development)
		Lunch
	Afternoon	Fun Bahasa Indonesia Session
		Learning Indonesian Dance
Wednesday 16 Nov 2022	Full Day	Visit to Dept/Unit related to participants' background
Thursday 17 Nov 2022	Morning	ITS students' talent presentation & campus tour
		Lunch
	Afternoon	Partnership with other universities in Indonesia
		Visit to Surabaya Kriya Gallery (SMEs Center)
	Evening	Preparation to Bromo Mountain
Friday 18 Nov 2022	Morning- noon	Exploring Bromo Mountain
	Evening	Closing ceremony
Saturday 19 Nov 2022		Departure from Juanda International Airport, Surabaya



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GALLERY

ITS



SURABAYA



MOBILITY ACTIVITIES





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