	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		Verified by	Approved by
	Implementation Guidelines For SKEM			
	Document Nr.	Revision Nr.		
	5.1.2.3.1			

1. OBJECTIVES

To give an overview or a guideline for the implementation of Memorandum of Understanding (MoU) initiation

2. Scope

This Standard Operational Procedures (SOP) covers the process of **MoU Initiation**

3. Definition

MoU initiation covers general agreement consisting a list of detail collaboration potential to be developed in the future mainly in the field of international, academic cooperations.

4. REFERENCE

4.1. –

5. GENERAL PROVISION

5.1. ITS Global Engagement has the privilege to initiate the establishment of MoU in the scope international, academic cooperation.

5.2. Source of MoU initiation:

5.2.1. Exhibition.

5.2.2. *Inbound/outbound* visit to and from faculty members of ITS.

5.2.3. *Inbound/outbound* visit to and from department members of ITS.

5.2.4. *Inbound/outbound* visit to and from laboratory members of ITS.

6. DETAILED PROCEDURES

6.1. Detailed Procedures of MoU Initiation Management

6.1.1. The Procedure of MoU Initiation


6.1.1.1. Upon the end of exhibition or a visit, ITS Global Engagement collects the interests for cooperation from potential university partner.

6.1.1.2. Referring to the interest for cooperation, ITS Global Engagement sends follow-up email to potential partners containing MoU template of ITS as a reference.

6.1.1.3. Draft can be submitted for review once partners agree to use ITS MoU template. If partners disagree and prefers to use their own format, ITS ITS Global Engagement will complete partner's draft and have it reviewed by ITS GE Senior Manager for International Partnership.

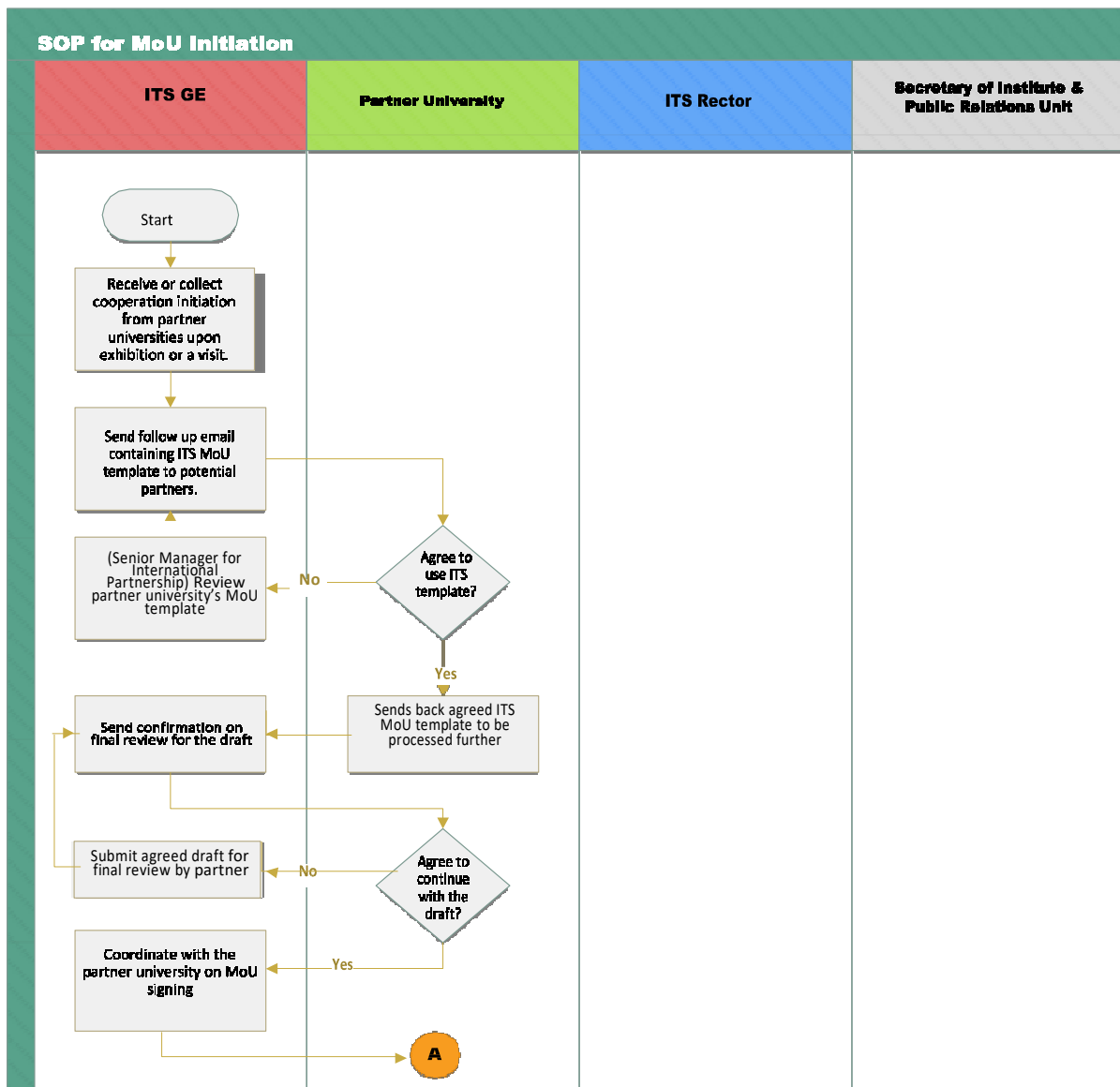
6.1.1.4. Receiving draft from partner univesities, ITS GE will return the draft to the person in charge for final review to obtain the possibility of signing.

6.1.1.5. Once ITS and partner university have reached final review, they discuss on the most convenient method of signing whether: in-person MoU signing through a ceremony, air mail (ITS GE will print two copies, submit it for signing, scan it, and air mail it to be processed at partner's side), or electronic (digital signing).

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6.1.1.6. Once the MoU is fully signed, ITS GE will archive both hard copy and the scan version MoU. Scan version MoU will be archived in SIM MoU. Hard copy archive will be labelled the code generated during archiving scan version MoU in the SIM MoU (mou-io.its.ac.id).

6.2. Flow Chart of MoU Initiation



POB Inisiasi MoU

