



Academic Cooperation Guidebook

— DIRECTORATE OF POSTGRADUATE
AND ACADEMIC DEVELOPMENT —

INSTITUT TEKNOLOGI SEPULUH NOPEMBER

Academic Cooperation Guidebook

Directorate of Postgraduate and Academic Development

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Foreword

First of all we would like to thank Allah SWT the Almighty, Who has given us Mercy and Blessing, so we are finally able to finish this manual properly. This guidebook is very important in relation to the implementation of joint / double / dual degree cooperation programs at ITS. This guidebook was written as a guide for the ITS students, the study programs and the departments at ITS when they will or have implemented the program. Of course there are still many things that still need to be discussed, for example related to the administrative process mechanism for students of the Cooperation program from foreign partners, and several other issues.

We do not forget to express our gratitude for the cooperation and assistance from several parties such as the Directorate of Global Engagement ITS, as well as input from the study program so that we can accommodate many important things in this guidebook. Finally, we hope that this guidebook can provide benefits for the smooth running of the education process at ITS, especially with regard to joint / double / dual degree programs.

The Team

01. Introduction



Institut Teknologi Sepuluh Nopember (ITS) is a PTNBH university which has a vision to realize ITS as a world-class university in research and innovation. This vision encourages ITS to be able to develop its academic programs through the opening of academic collaboration programs with partner universities abroad in the form of student exchanges (non-degree) and academic collaboration such as degrees joint degrees, double degrees and dual degrees. This academic collaboration will be very useful to improve ITS academic reputation in the international world, one of which is expected to be able to increase ITS position in international rankings such as QS or WUR. Apart from that, the academic collaboration between ITS and partner universities is intended to be able to provide international exposure to ITS students so they can feel the academic atmo-

sphere in partner universities, so as to increase the competitiveness of ITS students and graduates in the global world.

Even though ITS has been implementing these programs for a long time, in its implementation it is necessary to make regulation in the form of guidelines that can be used as the basis for implementing the program at ITS. Learning from the years of joint and double degree programs that have been implemented at ITS, it is deemed necessary for ITS to make the guidebook in question. This handbook contains several important aspects related to the implementation of academic cooperation programs, especially joint degrees and double degrees which can be used as a guide for study programs or related units in planning and implementing joint degree and double degree programs.

02. Joint Degree and Double Degree

This guidebook discusses the scope of academic collaboration in the form of joint degrees and double degrees. However, it is necessary to know the difference in understanding between the two programs.

Some of the material in this chapter is extracted from the academic manuscripts of the implementation of the Higher Education Collaboration Program in Indonesia with universities or other institutions at home and abroad.

2.1. The definition of cooperation and the underlying principles

The Higher Education Cooperation Program, hereinafter referred to as the Cooperation Program, are higher education programs developed by two or more universities through cooperation between domestic universities (PTDN) or between domestic universities (PTDN) and universities abroad (PTLN).



A. The principles of the Cooperation Program

1. The implementation of the Cooperation Program must comply with the provisions outlined in the administration of general higher education, the provisions of national law and applicable international law.
2. The implementation of the Cooperation Program is carried out based on 5 principles:
 - a. The interest of national development and contribution to increasing the competitiveness of the nation.
 - b. Equality and mutual respect; PTDN can collaborate with PTLN or PTDN with the aim of improving the performance of higher education programs; for that, cooperation can only be carried out if the PTLN has been registered and accredited by a recognized accreditation agency in the country and PTDN must be accredited at least B.
 - c. Added value for improving the quality of education; Cooperation should be built in an innovative, creative, synergistic, and complementary manner in order to provide added value in the form of improving the quality of national higher education.
 - d. Sustainable; cooperation should be able to provide equal benefits for the parties that cooperate and can be carried out in a sustainable manner; cooperation must also provide benefits to stakeholders and contribute to building regional, national and / or international peace; the cooperation should be extended to other parties;
 - e. Diversity; cooperation should take into account cultural diversity which can be cross-regional, national and / or international in nature.
3. Research by foreign researchers must be subject to the provisions of the applicable laws and regulations.
4. PTDN leaders are required to report the implementation of the Cooperation program to the Minister of National Education.

2.2. Cooperation Program Type

There are 2 types of programs in the Cooperation Program in the implementation of the degree programs discussed in this guide, namely:

- A. Joint Degree Program;
- B. Double Degrees or Dual Degree;

A. Joint Degree Program

1. The Joint Degree Program is carried out by at least two same study program and at the same level to produce one degree (degree) universities in the which is an acknowledgment of educational outcomes at the undergraduate (S-1) or strata 2 (S-2)
2. Program Joint Degrees must pay attention to the closeness of the fields of study being studied (allied fields);
3. Study programs implementing the Joint Degree Program must have an operational permit and accreditation of at least B;
4. PTLN conducting Joint Degree Program with PTDN must have good or excellent accreditation in their country;
5. The study load that must be taken by students participating in the Joint Degree program at partner universities, as well as copyright to the curriculum, IPR, legalization of diplomas, and other fundamental matters must be stated in a Cooperation Agreement (MOA) and mandatory follow the laws and regulations in force in Indonesia and in partner universities;
6. Students will get a Joint Degree if they have taken education with the total study load required for obtaining the related degree, or have taken a minimum study load of 50% of the total study load required at the original university;
7. Joint Degree Program graduates can obtain two diplomas (diplomas) issued by the originating university and partner universities for the same qualification level (degree) ;
8. Each diploma must be accompanied by a Diploma Supplementary Remarks or a Supplementary Diploma which can explain the process and outcomes of the Joint Degree.

B. Regular Dual Degree Program (Double Degree Or Dual Degree)

1. The Regular Program is carried out by two or more different study programs with the same level to produce two degrees universities in which is an acknowledgment of the results of education in the undergraduate (S-1) or strata2 (S-2)
2. Regular Dual Degrees Program can be implemented if the collaborating study programs have the same minimum 50% of the total study load;
3. Study programs that carry out the Regular Double Degree Program are required to have an operational permit and accreditation of at least B;
4. PTLN conducting Regular Double Degree Program with PTDN must have good or excellent accreditation in their country;
5. The study load that must be taken by students participating in the Regular Double Degree program at partner universities, as well as copyright to the curriculum, IPR, legalization of diplomas, and other fundamental matters must be stated in the Cooperation Agreement (Memorandum of Agreement, MOA) and obliged to follow the prevailing laws and regulations in Indonesia and in partner universities;
6. Students participating in the Regular Double Degree program cannot be determined at the start of students entering a lower level
7. Students who take the Regular Double Degree Program must have taken a minimum of 25% of the total credit load of the first study program at university A, with a minimum GPA of 3.51. Students who meet these requirements can apply for the acquisition of a second degree at university B. If the student has completed the entire credit load in study program II at university B, and has completed the remaining credit load in study program I at university A, then the student who concerned can earn two degrees in less time (see Figure 1).
8. Graduates of the Regular Dual Degree Program can obtain two degrees with two diplomas issued by university A and university B for the same qualification level (degree) ;
9. Two diplomas from the two degrees obtained are signed by the leadership of each university, and each diploma is equipped with a Diploma Supplement which can explain the process and outcomes of the Regular Dual Degree

NOTE

It should be noted that partners of universities abroad may have different definitions related to double degree or joint degree.

03. Mechanisms and Schemes for Joint Degree or Double Degree at ITS

In this chapter, several possible schemes are described in the framework of cooperation joint degree (JD) or double degree (DD) with overseas partners. To make it easier to remember the schema, an abbreviation is made, where: B = Bachelor, M = Master, D = Doctor. The existing schemes are based on the principle of equality and are in accordance with the applicable rules at ITS.

3.1. Joint or Double Degree Program Mechanism

Mechanism refers to the student registration period in a joint or double degree program. There are two mechanisms for implementing a joint degree or double degree, namely:

1. Students enrolled in the Joint degree or double degree program at ITS since entering as a new ITS students..
2. Students register for a joint degree or double degree program in mid-course at ITS.

3.2. Joint Degree or Double Degree Program Scheme

Program scheme relating to an agreement between the Program on ITS with overseas partners regarding education in ITS implementation period and at a partner university abroad (LN).

A. Undergraduate Program

There are several schemes for undergraduate double degree programs, namely the double degree full bachelor program and the lead to master double degree program. An undergraduate double degree program refers to a double degree program that is carried out until students get a bachelor's double degree. Meanwhile, the double degree bachelor lead to master program is a program specifically designed to obtain a double degree undergraduate and master on an ongoing basis.

A-1. Program Double Degree Full Bachelor

For full undergraduate double degree programs, the double degree program is designed since the first semester. That is, students from the initial entry are registered as a program students joint degree or double degree, unless there are special considerations. Below are some possible joint degree or double degree schemes:

1. Scheme B1 (2 + 2)

This scheme is the most common scheme used in JD-DD programs. Scheme B1 (2 + 2) means that ITS students take the first 2 (two) years of education at ITS, and continue with the next 2 (two) years at partner universities LN.

2. Scheme B2 (1+2+1)

Scheme B2 (1 + 2 + 1) means that ITS students take 1 (one) year at ITS, followed by 2 (two) years at partner universities LN then return to ITS to continue studying 1 (one) year remaining.

3. Scheme B3 (3+1)

Scheme B3 (3 + 1) means that ITS students take 3 (three) years at ITS, followed by 1 (one) year at partner universities LN. This scheme is somewhat rare, considering that usually partners also require that 50% of MK be taken at the original university. However, if the partners are willing, this scheme can be implemented in

4. Scheme B4 (1.5+2+0.5)

A-2. Double Degree lead to Master Program

This program is designed so that participants of the Double Degree program can immediately continue the double degree master program as a complete unified program. Some possible scheme options can be given as follows:

1. Scheme B5 (3+1½+½) or (3+1½+1)

This scheme still includes a scheme that allows ITS and LN partner universities, namely JD-DD for undergraduate students leading to S2. Scheme B5 (3 + 1½ + ½) means that ITS students take 3 (three) years at ITS for undergraduate education, followed by 1½ (one and a half) years at foreign partner universities to take S2 education and return to ITS to complete ½ (half) or the remaining 1 (one) year of S2 education.

Note: this scheme requires ITS and PT partner LN to provide S1 and S2 diplomas for students who pass the program.

2. Scheme B6 (3+1+1)

This scheme is quite unique, where ITS and partner universities agree to run the JD-DD program for undergraduate students leading to S2. So that with this scheme, students will get S1 and S2 diplomas. Scheme B4 (3 + 1 + 1) means that ITS students take 3 (three) years at ITS for undergraduate education, followed by 1 (one) year at LN partner universities to take S2 education and return to ITS to complete 1 (one) remaining years of postgraduate education.

Note: students of the B6 scheme double degree program get two undergraduate certificates (from ITS and PT partner LN) and 1 master certificate from ITS.

3. Scheme B7 (3+2)

This scheme also takes the concept of the JD-DD program for undergraduate students leading to S2. Scheme B6 (3 + 2) means that ITS students take 3 (three) years at ITS for undergraduate education, followed by 2 (one two) years at LN partner universities to take S2 education.

Note: students registered in the B7 scheme get two undergraduate certificates (from ITS and PT partner LN) and 1 master certificate from PT partner LN.

B. Postgraduate Program

Program The JD-DD program for the master program can be designed with two existing mechanisms, namely the program can be designed where students starting in semester 1 are registered as JD-DD students, or follow a program in the middle of lectures.

1. Scheme M1 (1+1)

This scheme is the most common scheme used in the JD-DD master program. The M1 (1 + 1) scheme means that ITS students take the first 1 (one) year of education at ITS, and continue with the next 1 (one) year at LN partner universities.

2. Scheme M2 ($\frac{1}{2}$ +1+ $\frac{1}{2}$)

This scheme is also a good scheme to offer to partners, although so far it is rarely applied. This M2 ($\frac{1}{2}$ + 1 + $\frac{1}{2}$) scheme means that ITS students take $\frac{1}{2}$ (half) first year of education at ITS, followed by another 1 (one) year at partner universities LN and the last $\frac{1}{2}$ (half) year students will do their thesis research at ITS.

C. Doctoral Degree Program

JD-DD Scheme for Doctoral programs vary widely in terms of student study duration, depending on the agreement with the partner. Some partners require that the program be carried out according to ITS standards, which is 3 years, but some partners may require that the program be designed for 4 years. For S3, the program is designed with the first mechanism in which students are registered as JD-DD students at the beginning of their university entry.

1. Scheme D1(2+1)

Scheme D1 (2 + 1) requires students to take the first 2 (two) years at ITS, and the last 1 (one) year at partner universities LN.

2. Scheme D2 (1+1+1)

Scheme D2 (1 + 1 + 1) means that students only undertake 1 year of research studies at partner universities LN, namely in the second year. Whereas the first 1 (one) year and 1 (last one year are conducted at ITS.

3. Scheme D3 (1½ + 1½)

Scheme D3 (1½ + 1½) is the most common, where study time is balanced between studying at ITS and at partner universities LN.

4. Scheme D4 (2+2)

Some LN partners consider that as a consequence of obtaining two degrees, it is very natural that this collaboration program is designed with a study period of 4 years. The D4 (2 + 2) is also very common.

5. Scheme D5 (1+2+1)

This scheme is often applied to the JD-DD program.

Basically, the schemes that have been mentioned above are only a few of the schemes that have been implemented by study programs at ITS. However, it is possible to agree on another scheme with still adhere to the principles and in accordance with existing regulations.

04. Standard Operational Procedure (SOP) for Joint / Double Degree

4.1. Flowchart of SOP Academic Cooperation Program Joint Degree or Double Degree

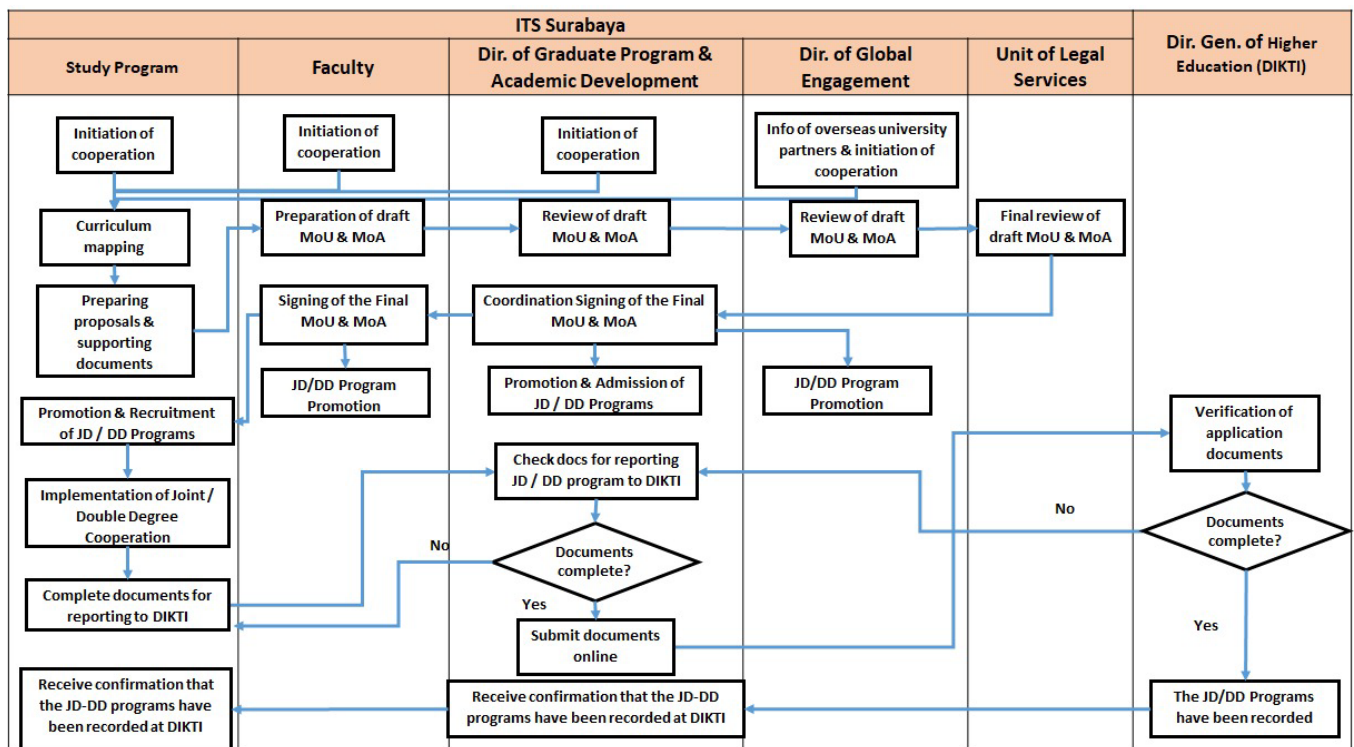


Figure 1. SOP of Academic Cooperation (JD-DD Program) at ITS

Detailed explanations of each important part of the flow chart above will be explained in chapter 4.2 below.

4.2. Details of the Cooperation Management Procedure Joint Degree or Double Degree Program

4.2.1. Initiation Procedure Cooperation Program Joint Degree or Double Degree

- Initiation academic cooperation JD-DD program can be done by the Studies Program, Faculty, Directorate of Post and Academic Development and Partnerships Directorate Global
- If the initiation of academic cooperation program JD- DD is done by Apart from the Study Program concerned, these other parties must coordinate with the Study Program concerned.

Cooperation Initiation Mechanism (specifically for new initiations online):

1. Study programs / departments / faculties identify the quality of potential partners in foreign countries, as well as check the status of the MoU at the Directorate of Global Partnerships. If the MoU between ITS and potential partners in foreign countries does not yet exist, then the Study Program coordinates with DKG to initiate the MoU.
2. The study program / department / faculty sends an initial email to the intended partner (adjusts the level of the email sender at ITS) containing the following main points:
 - a. Introduction (if you have never contacted before) by stating the status of the MoU between ITS and partners.
 - b. Briefly explain the programs owned at ITS
 - c. Interest or desire to develop JD or DD programs with partners
 - d. Open opportunities for further discussion
3. Conduct follow-up on partner email answers, and coordinate with the sub-directorate Academic cooperation related to several important points such as schemes, matching curriculum (coordinated with the sub-directorate of academic development), financing and so on.

4.2.2. Procedure for Preparation of Cooperation Support Documents (MoU) for Joint Degree or Double Degree Programs

After getting a positive response from partners, and several important points have been agreed upon, it is necessary to prepare an MoA related to the program in cooperation. The flow of the preparation of the MoA is as follows:

1. **Study Program together with the Faculties** coordinate with the **Sub-directorate for Academic Cooperation** to prepare the MoA draft (see example in Attachment-1). The draft MoA can also follow the template used by the partners. The cooperation contract documents (MoA), may at least contain:
 - Degree to be received by graduates
 - Number of diplomas that graduates will receive
 - Diploma Signers
 - Rights and obligations of both parties
 - Ownership of Curriculum Copyright, IPR, Legalization
 - Certificate / Diploma
 - Duration of cooperation
 - Exchange or equal cooperation (Reciprocal mechanism)
 - Continuity of cooperation
 - Attachment in the form of a list of matching curriculums.
2. **Study Program** undergo active communication with partners, while providing a copy of the information to the sub-division academic collaboration and faculty
3. **Academic Cooperation Sub-Directorate and the Directorate of the Global Partnership** to review the draft MoA approved by Prodi and General
4. **Academic Cooperation Sub-Directorate** will forward the reviewed draft of MoA documents to the Legal Services Unit for a final review.
5. **The Legal Service Unit** approves the draft MoA document and the document is submitted to the Sub-directorate for Academic Cooperation to be signed by the authorized official.
6. **Faculties or Authorized Officials** sign the MoA. The MoA document by default is signed by the Faculty. However, some partner universities may have other policies related to officials signing the MoA. In cases like this, ITS can adjust, but the level must be above the Dean.

4.2.3. Promotion, Admission and Recruitment of a Joint Degree or Double Degree

1. Program Promotion of a Joint Degree or Double Degree program is carried out jointly by the Study Program, Faculty, Sub-directorate for Academic Cooperation and the Global Partnership Directorate.
2. Admission to the Joint Degree or Double Degree program is coordinated by the Directorate of Postgraduate and Academic Development in accordance with a predetermined academic schedule.

3. Selection of prospective students Joint Degree or Double Degree is carried out by the Study Program and the results are reported to the admissions department at the Directorate of Postgraduate and Academic Development.

4.2.4. Student Registration Process for Joint or Double Degree Programs

Broadly speaking, the SOP for registration is divided into two according to the mechanism organized by the Study Program.

1. **Mechanism 1:** Students are registered for the Double or Joint degree program at ITS since new students
 - Study Programs opens JD-DD registration through smits.its.ac.id, by submitting an application letter for the opening of the JD-DD program to ITS (Academic Directorate for undergraduate, Directorate of Postgraduate and Academic Development for Postgraduate).
 - **Study Programs** submits standard fees to the Vice Chancellor II.
 - **Students** register via smits.its.ac.id, with the flow and conditions that have been written in smits.its.ac.id. Especially for undergraduate study programs that are opened through the national selection route, the registration process follows the provisions of the national selection.
 - **Students** complete the requirements requested by partners to be registered as JD-DD students in the partner (with study program guidance)
 - **Study Programs** conducts student selection. In many cases, this program involves joint selection between the ITS selection team and foreign PT partners (according to the agreement in the MoA).
 - **ITS or the party authorized to** issue admissions decree as JD-DD students.
 - **Partners** publish LoA as a JD-DD program student at partners.
 - **Students** who are accepted do re-register as regulated by ITS.
2. **Mechanism 2:** Students register for a Joint Degree or Double Degree program in mid-course.
 - **Study program** promotes the opening of the JD-DD program registration between study and partners
 - **Students** register for the program.
 - **Study Programs** conducts a selection process following the agreement in the MoA. In many cases, study programs at ITS make a selection and send several names of potential candidates, which are then re-selected by PT LN partners according to the agreed (or offered) quota.
 - **Students** get an LoA from partners.

4.3. Joint / Double Degree Implementation Procedure

After students complete the registration process and obtain LoA, the following is the program implementation flow.

- **Students** take part in the orientation organized by the DKG before departure.
- **The study program or department** submits an application for JD-DD status to the Directorate of Postgraduate and Academic Development (for postgraduate students) and the Directorate of Education (for undergraduate students)
- **The Directorate** submits an application for adjustment of tuition payments to the Vice Rector II. The amount of SPP adjustment follows the cost standard set in the ITS Chancellor's Regulation.
- **Students** coordinate with **guardian lecturers** to carry out guardianship
- **Lecturer guardians** enter the equivalent of MK names taken in partners
- **Students** conduct lectures at the partner according to the chosen MK
- Every semester **students** report their learning outcomes for credit transfer processes
 - Grade sent to study program, study program submits a grade transfer application to the directorate, the directorate enters the grade.
 - In the event that there are activities outside the academic that want to be proposed as SKEM, the student submits the SKEM conversion to the guardian lecturer during guardianship.
- **Students** complete the JD-DD program at partner universities.
- **Students** through study report back to ITS and fulfill their obligations as ITS students (judiciary, etc.)

NOTE

- By default ITS does not provide scholarships / assistance for students. The provision of assistance is entirely the policy of the department.
- Students who have graduated from the joint degree program and get an LN diploma MUST do the equivalent diploma at the Directorate General of Higher Education, which is done independently by graduates. Depending on the format of the diploma issued by the partner, if the certificate mentions the JD-DD program, the permit to implement the JD-DD program can be one of the documents that must be attached. For that, students can ask for a copy of the administration permit in the related study program. Requirements and procedures for equalizing diplomas can be seen in attachment-3.

4.4. Procedure for Reporting Joint / Double Degree Program to the Directorate General of Higher Education

In accordance with existing regulations, all JD-DD programs held by PT Indonesia must obtain permission from the Directorate General of Higher Education. However, ITS status as PTNBH only needs to do program reporting. Reporting is done centrally using the ITS account, but documents are prepared by the study program. **Reporting documents MUST be completed by the study program no later than 6 months after the program is implemented.** If the study program does not complete the reporting documents within 6 months, an official report is required containing a statement that the study program is not yet willing to complete the reporting documents. For the record, the reporting process to the Directorate General of Higher Education can be done in parallel with program implementation. The most important thing is that the program has been reported when the program produces its first graduates.

The reporting flow is explained as follows:

1. **The Study Program** must prepare supporting documents for academic collaboration, including: Program Eligibility, Academic Paper and Cooperation Contracts (MoU and MoA). Reporting templates can be seen in attachment-2. The completed documents are submitted to the Sub-directorate for Academic Cooperation.
 - a. The Program Feasibility Document at least contains:
 - Program mission, program
 - Target,
 - Explanation of the basis for selecting cooperation partners,
 - Principles of cooperation, benefits
 - and challenges of program implementation,
 - Readiness of each study program in implementing cooperation programs related to human resources and infrastructure.
 - b. The academic paper at least contains:
 - Cooperation objectives
 - Identity of collaborating parties
 - Description of the cooperation program in detail which at least contains:
 - curriculum (learning outcomes, learning process, learning load, evaluation and judiciary) and the implementation system
 - number of credits which is cooperated between 2 universities and recognized courses or credits;
 - facilities and infrastructure that will be used from the original university and arther university
 - place for implementing the cooperation program which explains the place where each
 - participant is required to take all the study load to obtain one Joint Degree or two Double Degrees

- Matters which must be contained in Additional Information Diploma (Diploma Supplement):
 - Program target,
 - Input criteria and recruitment process
 - Parameters for the success of implementing cooperation programs
 - Coordinating system for implementing cooperation programs
 - Financing scheme
 - Program continuity for further study
- 2. Sub directorate for academic cooperation reviews the reporting documents that have been filled in completely by the Study Program. The sub-directorate for academic cooperation will notify the Study Program to complete any deficiencies or revisions to the submitted documents, if any.
- 3. The reporting officer from the sub-directorate for academic cooperation fills in the cooperation reporting sim, and monitors the progress of the process.
- 4. The Directorate General of Higher Education processes the proposal report from ITS. After it is approved, a program permit document will be issued and sent to ITS.
- 5. The sub-directorate of academic cooperation provides a copy of the operating license to the study program.



05. Frequently Asked Questions

For Study Programs

1.

Question

If I as the Head of want to build cooperation with partners at PT A, what should I do first?

Answer

Check whether ITS has an MoU or not with the university through www.xxxxxxx. Next, follow the cooperation initiation guide above.

2.

Question

How can we determine the amount of tuition fees for the JD or DD programs that we open?

Answer

Study programs can do calculations by still referring to the service standards and tuition fees that apply at ITS. If there are difficulties, you can consult with the Directorate of Planning and Development (Ditrembang) -ITS

For Students

1.

Question

What are the requirements that we must prepare to be able to register in the DD or JD program?

Answer

Program requirements follow the provisions in each study program.

2.

Question

I am registered as a student of the Fastrack program or a freshgraduate scholarship, can I join the JD or DD program mechanism 2?

Answer

Yes

3. Question

Is the JD or DD program free (no need to pay tuition fees at partners)?

Answer

Mostly so. However, more details need to be confirmed to the study program because it is related to the agreement in the MoA.

4. Question

Can I take another subject other than that specified in the DD or JD curriculum during my partner studies? Can it be recognized as a credit transfer?

Answer

Absolutely fine. The courses submitted for credit transfer will be reviewed or evaluated by the study program whether they can be transferred or not. So far, most of it is transferable.

MEMORANDUM OF AGREEMENT FOR DOUBLE DEGREE PROGRAM



BETWEEN



**INSTITUT TEKNOLOGI SEPULUH NOPEMBER
SURABAYA, INDONESIA**

AND

**MOKPO NATIONAL UNIVERSITY
JEOLLANAM-DO, REP. OF KOREA**

This Memorandum of Agreement (MoA) is made on 4th of April 2018 between Mokpo National University in Jeollanam-do (South Korea) and Institut Teknologi Sepuluh Nopember in Surabaya (Indonesia), hereinafter referred to as “MNU” and “ITS”, respectively. This Agreement is established based on the Agreement for the Academic and Cooperation between ITS and MNU dated on 16 November 2017 of which both parties desire to promote and develop cooperation in academic, research and administrative conditions concerning the implementation of the double degree program. The aim of this agreement is to allow participating students to receive the bachelor degree from both MNU and ITS.

1. Double Degree Program

This program requires that the participating students spend at least eight semesters to complete the undergraduate program in both participating institutions. Only the qualified participating students, up to a maximum of 80 for each academic year, will be accepted into the program and will be selected by both institutions. The participating students from ITS will attend the first six semesters at ITS and the last two semesters at MNU. The participating students will be required to complete a total of 145 credit semesters, or the equivalent to those credits, in which 82 credits are provided by ITS and 63 credits provided by MNU. Both participating institutions agree to recognize and transfer the courses and credits earned by participating students from each institution.

2. Duration of the Program

This Agreement shall take effect from the date first executed and continue for a period of five years thereafter. It shall be subject to revision, modification or improvement after a proper

evaluation by mutual written agreement by both institutions. Either institution may terminate this agreement earlier upon 90 days prior written notice to the other. Reasons for termination may include, but not be limited to, the academic performance, graduation rate and financial accountability of participating students. Students enrolled as of the date of termination will be permitted to complete their studies. An evaluation of this agreement will be initiated by both institutions at least one year prior expiration to make sure that the program will be continued, modified or terminated.

3. Qualification for Participating Students

The potential candidates will be tested and selected for eligibility for the admission as Double Degree candidates by both institutions. The qualified candidates will be granted to having an acceptance letter to enroll as students at both ITS and MNU. MNU will assist students in the visa application process.

4. Scholarship

Each university will offer qualified students scholarships up to and including full tuition fee.

5. Courses, Exams and Final Project

All courses offered by both institutions will be recognized and transferred as equivalence credit semester unit.

The participating students should take a minimum of 82 credit semester units provided by ITS and a minimum of 63 credits provided by MNU. MNU faculties should give lectures to 1st – 3rd year students at the ITS campus, or provide online education for several classes.

Examinations will be performed at each institution where the course has been taken and will follow the local regulations. Research for the final project should be conducted at MNU.

The proposed curriculum model is as follows:

E DEGREE PROGRAM CURRICULUM FORNAVAL ARCHITECTURE PROGRAM STUDYITS AND MNU

Semester I					
No	Code	Subject	Credits		
			Total	ITS	MNU
1	xxx	Mathematics I	3	3	0
2	xxx	Physics I	4	4	0
3	xxx	Chemistry	3	3	0
4	xxx	Pancasila	2	2	0
5	xxx	English	2	2	0
6	xxx	Introduction to Marine Technology	2	2	0
7	xxx	Engineering Drawing	2	2	0
Sub Total			18	18	0

Semester II					
No	Code	Subject	Credits		
			Total	ITS	MNU
1	xxx	Mathematics II	3	3	0
2	xxx	Physics II	3	3	0
3	xxx	Religion	2	2	0
4	xxx	Nation Building	2	2	0
5	xxx	Bahasa Indonesia	2	2	0
6	xxx	Fluid Mechanics	3	3	0
7	xxx	Basic Ship Theory I	3	3	0
Sub Total			18	18	0

Semester III					
No	Code	Subject	Credits		
			Total	ITS	MNU
1	xxx	Computer Programming (Summer Vacation 20 June)	3	0	3
2	xxx	Computer-Aided Drawing (Summer Vacation 20 June)	3	0	3
3	xxx	Korean Language 1 (Online)	0	0	0
4	xxx	Basic Ship Theory II	3	3	0
5	xxx	Mechanics of Materials I	3	3	0
6	xxx	Material Science and Mechanics	3	3	0
7	xxx	Ship Structure and Strength I	3	3	0
Sub Total			18	12	6

Semester IV					
No	Code	Subject	Credits		
			Total	ITS	MNU
1	xxx	Mechanics of Materials II	3	3	0
2	xxx	Ship Structure and Strength II	3	3	0
3	xxx	Ship Resistance	2	2	0
4	xxx	Welding Technology	3	3	0
5	xxx	Lines Plan	2	2	0
6	xxx	Marine Engineering	2	2	0
Sub Total			15	15	0

Semester V					
No	Code	Subject	Credits		
			Total	ITS	MNU
1	xxx	Knowledge and Application of Technology	3	3	0
2	xxx	Korean Language 2 (Online)	0	0	0
3	xxx	Principle Design of Ships (Summer Vacation 20 June)	3	0	3
4	xxx	Construction Engineering (Summer Vacation 20 June)	3	0	3
5	xxx	Statutory Regulation	2	2	0
6	xxx	Ship Design	3	3	0
Sub Total			14	8	6

Semester VI					
No	Code	Subject	Credits		
			Total	ITS	MNU
1	xxx	Technopreneurship	2	2	0
2	xxx	Production Engineering (Summer Vacation 20 June)	3	0	3
3	xxx	Special Issues in NAOE (Summer Vacation 20 June)	3	0	3
4	xxx	Ship Dynamics	3	3	0
5	xxx	Ship Structure Design	3	3	0
6	xxx	Ship Hydrodynamics	3	3	0
Sub Total			17	11	6

Semester VII					
No	Code	Subject	Credits		
			Total	ITS	MNU
1	xxx	Structural Analysis	3	0	3
2	xxx	Production Design of Ship Structures	3	0	3
3	xxx	Production Design of Outfitting	3	0	3
4	xxx	Special Issues in Marine Hydrodynamics	3	0	3
5	xxx	Experiment for Materials and Welded Joints	3	0	3
6	xxx	Vibration and Noise	3	0	3
7	xxx	Yard Practice for Ship Design (Winter Vacation)	3	0	3
8	xxx	Yard Practice for Ship Production (Winter Vacation)	3	0	3
Sub Total			24	0	24


Semester VIII					
No	Code	Subject	Credits		
			Total	ITS	MNU
1	xxx	Capstone Design	6	0	6
2	xxx	Production Management and Quality Control	3	0	3
3	xxx	Process Design in Ocean Engineering	3	0	3
4	xxx	Propeller Design	3	0	3
5	xxx	Ocean Energy Engineering	3	0	3
6	xxx	Sail Yacht Design	3	0	3
Sub Total			21	0	21

GRAND TOTAL			145	ITS 82	MNU 63
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6. Degree

Participating students who complete the four year program will receive double degrees from both institutions. They will earn Sarjana Teknik (ST.) from ITS and Bachelor in Engineering (B.Eng) from MNU. Graduation assessments will be performed by both MNU and ITS.

7. Financial & Additional Responsibilities



The tuition fee will be determined by each university. Students in 1st – 3rd year will pay their tuition fee to ITS, whereas 4th year students should pay the tuition fee to MNU. The first three years of tuition fee that are paid by students to ITS shall be transferred to MNU as much as 20% for each year. This amount of tuition will be used for accommodation, transportation, and living expenses for MNU faculties visiting ITS, workshop for technical exchange and scholarship for students.

All participating students will be responsible for any fees not covered by scholarships or waivers, including but not limited to room and board, activities, and services fees, insurance, books, supplies and personal expenses.

Each institution will require participating students to bear the cost of the minimum mandatory coverage for medical/health insurance.

Participating students studying at MNU shall be subject to the same rules and regulations as local students at ITS.

8. Transcript Issuance

Each institution will warrant that official transcripts or written assessments of the students completed work will be sent to other institution in a prompt and timely manner before the beginning of the next academic semester.

9. Integration

This Agreement constitutes the entire understanding of the institution, and any change or modification shall be in writing and signed by both parties.

This Agreement has been executed by each of the parties as of the date first written above.

Prof. Ir. Daniel M. Rosyid, Ph.D.

Dean, Faculty of Marine Technology
On behalf of the Rector of
Institut Teknologi Sepuluh Nopember,
Indonesia

Prof. Ha Cheol Song

Dean, Industry-Academic Cooperation Foundation
On behalf of the President of
Mokpo National University,
Republic of Korea

Date: April 4th, 2018

Date: April 4th, 2018

Attachment-2: Reporting Templates for a Joint Degree / Double Degree Program to the Directorate General of Higher Education

BAB I. PROFIL PERGURUAN TINGGI

PROFIL PERGURUAN TINGGI DALAM NEGERI

Nama PT: Institut Teknologi Sepuluh Nopember

Alamat PT: Kampus ITS Keputih Sukolilo, Surabaya 60111

Izin Operasional PT: Unggah berkas (maks. 2 MB) – (tidak perlu diisi)

Status Akreditasi PT: Unggah berkas (maks. 2 MB) – (tidak perlu diisi)

PROFIL PERGURUAN TINGGI LUAR NEGERI

Nama PT:

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Alamat PT:

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Negara:

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Izin Operasional PT: *jika ada. mohon berkas dilampirkan (maks. 2 MB)

Status Akreditasi Institusi: *jika ada. mohon berkas dilampirkan (maks. 2 MB)

Peringkat Internasional: *jika ada.

PROFIL PROGRAM STUDI

A. DALAM NEGERI

Nama Prodi:

Akreditasi Prodi:

SK Akreditasi: mohon berkas dilampirkan (maks. 2 MB)

B. LUAR NEGERI

Nama Prodi:

Akreditasi Prodi: *jika ada

SK Akreditasi: *jika ada. mohon berkas dilampirkan (maks. 2 MB)

BAB II. DOKUMEN KERJA SAMA

II. A. RINGKASAN MOU (maks. 250 KATA)

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II. B. NO. MOA

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III. DESKRIPSI SINGKAT MOA (maks. 250 KATA)

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TANGGAL

Tanggal dimulai MOA:

Tanggal berakhir MOA:

UNGGAH MOA

Unggah berkas MOA (maks. 2 MB)

MISI PROGRAM KERJA SAMA (maks. 250 KATA)



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TARGET PROGRAM KERJA SAMA (maks. 250 KATA)

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ALASAN PEMILIHAN MITRA (maks. 250 KATA)

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PRINSIP KERJA SAMA (maks. 250 KATA)

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MANFAAT KERJA SAMA (maks. 250 KATA)

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TANTANGAN PELAKSANAAN KERJA SAMA (maks. 250 KATA)

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KEPEMILIKAN HAK CIPTA DAN ATAU PATEN (maks. 250 KATA)

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MEKANISME RESIPROKAL

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KEBERLANJUTAN KERJA SAMA

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HAK DAN KEWAJIBAN (MAKS. 250 KATA)

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APAKAH HAK DAN KEWAJIBAN PT TERCANTUM DALAM MOA?

- ☐ YA
- ☐ TIDAK

BAB III. KESIAPAN KERJA SAMA

A. KESIAPAN KERJA SAMA DARI SEGI SDM

a. Deskripsi Singkat Kesiapan SDM

1. PT DALAM NEGERI

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2. PT LUAR NEGERI



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B. Jumlah Dosen yang Terlibat

1. PT DALAM NEGERI

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2. PT LUAR NEGERI

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**C. DAFTAR DATA DOSEN YANG TERLIBAT SESUAI FORMAT TERLAMPIR
(Dalam MS Excel)**

1. PT DALAM NEGERI

Mohon berkas dilampirkan (maks. 2 MB)

2. PT LUAR NEGERI

Mohon berkas dilampirkan (maks. 2 MB)

**C. KESIAPAN KERJA SAMA DARI SEGI SARANA
DESKRIPSI SINGKAT PT. DALAM NEGERI (Maks. 500 kata)**

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DESKRIPSI SINGKAT PT. LUAR NEGERI (Maks. 500 kata)

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LAMPIRKAN DATA SARANA DAN PRASARANA YANG DIMILIKI

1. PT Dalam Negeri. Mohon berkas dilampirkan (maks. 2 MB)
2. PT Luar Negeri. Mohon berkas dilampirkan (maks. 2 MB)

BAB 4. RENCANA PELAKSANAAN KERJA SAMA

1. JENIS KERJA SAMA

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2. RENCANA PELAKSANAAN PEMBELAJARAN (Maks. 1000 KATA)

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3. DESAIN KURIKULUM



- A. Kurikulum Prodi PT Dalam Negeri (Mohon berkas dilampirkan, maks. 500 KB)
- B. Kurikulum Prodi PT Luar Negeri (Mohon berkas dilampirkan, maks. 500 KB)
- C. Kurikulum Gabungan (Mohon berkas dilampirkan, maks. 500 KB)

4. JUMLAH IJAZAH YANG AKAN DITERBITKAN

**5. PENANDATANGANAN IJAZAH
PT DALAM NEGERI**

NAMA: (tidak perlu diisi)

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JABATAN: (tidak perlu diisi)

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PT LUAR NEGERI

NAMA:

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JABATAN:

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6. KRITERIA MAHASISWA (maks. 500 KB)

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7. PROSES SELEKSI (maks. 500 kata)

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8. SKEMA PEMBIAYAAN (maks. 500 KB)

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9. PENJADWALAN (Mohon berkas dilampirkan maks. 2 MB)

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10. SURAT KETERANGAN PENDAMPING IJAZAH (SKPI) – Mohon berkas dilampirkan. 2 MB)

11. KEBERLANJUTAN UNTUK STUDI LANJUT (DESKRIPSI)

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12. APAKAH HAL TERSEBUT TERCANTUM DALAM MOA?

- ☐ YA
- ☐ TIDAK

LAMPIRAN YANG HARUS DIUNGGAH:

BAB I PROFIL PERGURUAN TINGGI

- I. IZIN OPERASIONAL PT LUAR NEGERI
- II. STATUS AKREDITASI PT LUAR NEGERI
- III. SK AKREDITASI PROGRAM STUDI DALAM NEGERI
- IV. SK AKREDITASI PROGRAM STUDI LUAR NEGERI

BAB II DOKUMEN KERJA SAMA

- I. UNGGAH MOU
- II. UNGGAH MOA

BAB III. KESIAPAN SUMBER DAYA

- I. DAFTAR DATA DOSEN PT DALAM NEGERI YANG TERLIBAT
- II. DAFTAR DATA DOSEN PT LUAR NEGERI YANG TERLIBAT
- III. DATA SARANA PRASANA PT DALAM NEGERI
- IV. DATA SARANA PRASARAN PT LUAR NEGERI

BAB IV. RENCANA PELAKSANAAN KERJA SAMA

- I. KURIKULUM PRODI PT DALAM NEGERI
- II. KURIKULUM PRODI PT LUAR NEGERI
- III. KURIKULUM GABUNGAN
- IV. PENJADWALAN
- V. SURAT KETERANGAN PENDAMPING IJAZAH (SKPI)

Attachment-3: Procedure for Equalizing Diploma

Berikut ini, persyaratan dan alur proses penyetaraan ijazah perguruan tinggi luar negeri yang ada di Kementerian Riset, Teknologi, dan Pendidikan Tinggi:

Persyaratan Wajib:

- Scan Ijazah asli dan berwarna. Jika tidak dalam Bahasa Inggris, wajib dilengkapi dengan scan terjemahan ijazah asli dan berwarna oleh penerjemah tersumpah dalam Bahasa Indonesia dan Bahasa Inggris.
- Scan transkrip akademik asli dan berwarna. Jika tidak dalam Bahasa Inggris, wajib dilengkapi dengan scan terjemahan transkrip akademik asli dan berwarna oleh penerjemah tersumpah dalam Bahasa Indonesia dan Bahasa Inggris.
- Scan seluruh halaman passport, termasuk halaman kosongnya yang digunakan selama masa studi, disusun berdasarkan nomor halaman dalam satu file. Bagi lulusan program research based dan program sandwich, visa studi dapat diganti dengan visa kunjungan.
- Scan Ijazah asli jenjang pendidikan sebelumnya atau SK penyetaraan jenjang pendidikan sebelumnya.
- Informasi mengenai program yang diambil (kurikulum dan silabus)

Persyaratan Khusus:

- Disertasi lengkap bagi jenjang doktoral
- Tesis lengkap bagi jenjang master dengan riset
- CDGDC dalam Bahasa Inggris oleh penerjemah tersumpah bagi lulusan dari negara Cina
- Artikel ilmiah yang dimuat di jurnal internasional bagi jenjang doktor atau minimal dimuat pada proceeding bagi lulusan program master dengan riset atau surat keterangan dari perguruan tinggi apabila program tersebut tidak mensyaratkan publikasi artikel ilmiah

Persyaratan Tambahan

Merupakan persyaratan yang dapat diminta sewaktu-waktu jika diperlukan, meliputi:

- Progress report yang ditandatangani penyelia yang berisi catatan-catatan pada saat melakukan bimbingan selama riset
- Surat tugas belajar yang dikeluarkan oleh sekretariat negara bagi PNS
- Bagi lulusan program double degree wajib melampirkan ijazah dan transkrip akademik perguruan tinggi dalam negeri pada program studi yang ditempuh dan dokumen MoU antar perguruan tinggi
- Bagi lulusan program joint degree wajib melampirkan dokumen MoU antar perguruan tinggi
- Bagi pemohon yang perguruan tingginya belum terdaftar dalam aplikasi penyetaraan ijazah, wajib melampirkan surat pengakuan terhadap perguruan tinggi tersebut dari pemerintah setempat atau badan akreditasi atau kantor perwakilan RI setempat
- Bagi pemohon yang memperoleh ijazah melalui program daring, dapat dipertimbangkan untuk disetarakan apabila perguruan tinggi penyelenggara bereputasi tinggi dan program daring tersebut diakui oleh pemerintah setempat sebagai program pendidikan formal yang sah
- Kronologi proses pembelajaran dari universitas yang bersangkutan dan surat keterangan full time student
- Resident card atau resident permit

- Kartu mahasiswa
- Apabila paspor dan visa hilang, wajib melampirkan: surat keterangan hilang dari kepolisian, surat keterangan dari universitas yang menerangkan bahwa pemohon pernah melakukan studi dan lulus dari universitas tersebut, dan surat keterangan dari KBRI yang menerangkan bahwa pemohon pernah tinggal dan studi di negara tersebut.

Alur Proses

- Buat akun IjazahLN dan isi data pribadi pengusul. Pastikan data diisi dengan benar dan lengkap.
- Pengusul melampirkan data dan/atau dokumen yang dipersyaratkan. Pastikan data dan/atau dokumen yang dilampirkan benar dan sesuai dengan ketentuan
- Tim Verifikator memeriksa data dan/atau dokumen yang dilampirkan Pengusul. Proses ini memerlukan waktu sekitar 10 hari kerja.
- Pengusul mengambil SK yang telah selesai diproses dengan datang langsung ke Kemenristekdikti atau dapat diwakilkan dengan menyertakan surat kuasa bagi yang mewakili

**DIRECTORATE OF POSTGRADUATE AND ACADEMIC DEVELOPMENT
INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

2020