

Prepared by: IRPO	<b>Acquisition of New Partner University</b>	Date : March 4, 2020
Checked by: QA		Revision : 00
Approved by:	Doc. No.: sop-irpo/anpu/01/ikb/03/2020/00	Page : 01 of 03

## COVER STANDARD OPERATING PROCEDURE

### 1. Tujuan:

#### Objectives:

To explain and ensure about process and procedure of Acquisition of New Partner University in LSPR.

### 2. Ruang Lingkup:

#### Scope:

This following procedure is to explain the process of Acquisition of New Partner University and responsibility of respective department (IRPO, Deputy Director, Deans, and Academic Departments) in executing and evaluating Acquisition of New Partner University.

### 3. Tanggung Jawab:

#### Responsibility:

- a. International Relations and Partnership Office (IRPO):
  - Reviewing the subjects and program in the potential University Partner.
  - Making the Draft MOU and finalize the MOU.
  - Held a MOU signing event.
- b. Deputy Directors, Deans, and Academic Department:
  - Reviewing the subjects in the potential University Partner are it suitable with subjects in

LSPR.

### 4. Referensi:

#### Reference :

- List of the subjects and program in the potential University Partner.
- Curriculum in LSPR
- Draft MOU

### 5. Definisi:

#### Definition :

**Acquisition:** A process to develop/acquiring a new partnership with other international university.

**New partner university:** A potential university seen from the subject and program that can collaborate and strengthen academic activities in LSPR.



Approved by

Head department

QA/MR

Document Control

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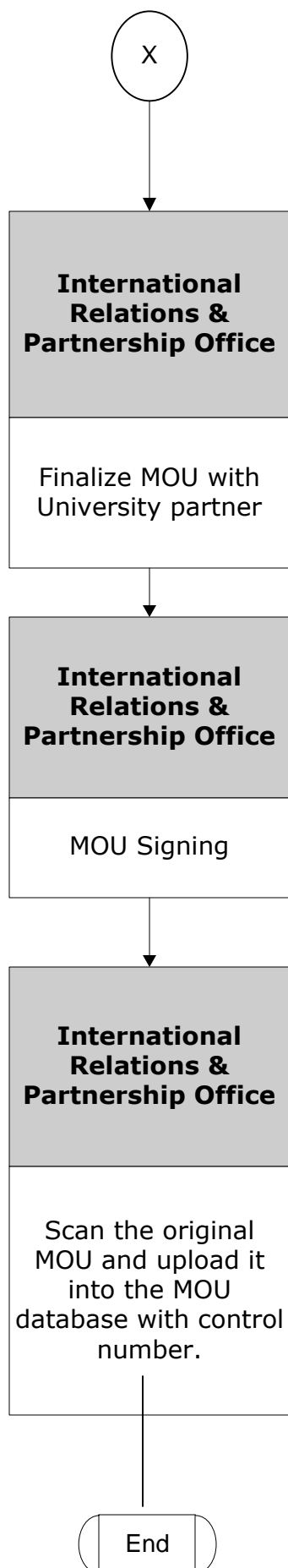
**STANDARD OPERATING PROCEDURE**



D o k u m e n	Referensi
- International potential collaboration Form	-Communication with potential university partner by email
University Partner Profile Form	
- Proposal - Curriculum of the potential university partner	
- Notes/Proposal - Curriculum of the potential university partner	
Draft MOU by IRPO	

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Dokumen	Referensi
Draft MOU by IRPO	- Communication with potential university partner by email
- Final Copy of the MOU approve by both parties	- IRPO held an MOU signing in LSPR or send the original copy signed by Ibu Prita to the partner
Hardcopy MOU complete signature	with Both parties must have an original copy of the MOU.