

Prepared By: Assistant PGP Director	Guest Lecturers	Date: 28 December 2020
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WORKING INSTRUCTION

1. Objective

2. Person In Charge

Department in Charge (DIC)

3. Phase of Process

No	Description and Phase of Process	PIC	Document
1.	<p>Academic notify the Lecturer rules and procedures invited Guest Lecturer</p> <p>a. Each class gets a guest lecturer 1x / semester / subject</p> <p>b. Guest lecturer honorarium determined by the Director of PGP</p>	Academic Staff	Lecturer Handbook
2.	Lecturers who teach fills Guest Lecturer Request Form which has been prepared by an academic at least 1 week prior to guest lecturers come	Academic Staff	Guest Lecturer Request Form
3	Guest Lecturer send CV to the academic team (1 week prior the class start)	Academic Staff	CV Guest Lecturer

4	<p>Academic provide CV Guest Lecturer to the Program Director / Director for discussion.</p> <p>If approved, then immediately academic follow up Guest Lecturer, if it does not agree then Academic tell the class lecturer</p>	Academic Staff & PD	<p>Approval/Not approve dari Program Director/Director.</p> <p>Guest Lecturer Request Form</p>
5.	Academic ask a guest lecturer to fill a guest lecturers book.	Academic Staff	Guest Lecturer Book

