

Prepared by: IRPO	<b>Study Tour and Mentorship Programmes</b>	Date : March 4, 2020
Checked by: QA		Revision : 00
Approved by:	Doc. No.: sop-irpo/stmp/02/ikb/03/2020/00	Page : 01 of 04

## COVER STANDARD OPERATING PROCEDURE

### 1. Tujuan:

#### Objectives:

To explain and ensure about process and procedure of Study Tour and Mentorship Programmes such as International Study Tour and Bali Workshop and Mentorship.

### 2. Ruang Lingkup

#### Scopes:

This following procedure is to explain the process of International Study Tour and Bali Workshop and Mentorship and responsibility of respective department (IRPO, Academics, MIS, and Career Centre) in promoting, executing and evaluating the programmes.

### 3. Tanggung Jawab:

#### Responsibility:

- a. Academics: Assisting the grade submissions of the students
- b. Accounting: Assisting the payment procedure
- c. Career Centre: Evaluate their mentorship for their internship score

### 4. Referensi:

#### Reference:

Proposal/Agreement of the Programmes

### 5. Definisi

#### Definition:

**Study Tour and Mentorship Programmes:**

**Bali Workshop and Mentorship Programme:**



Approved by

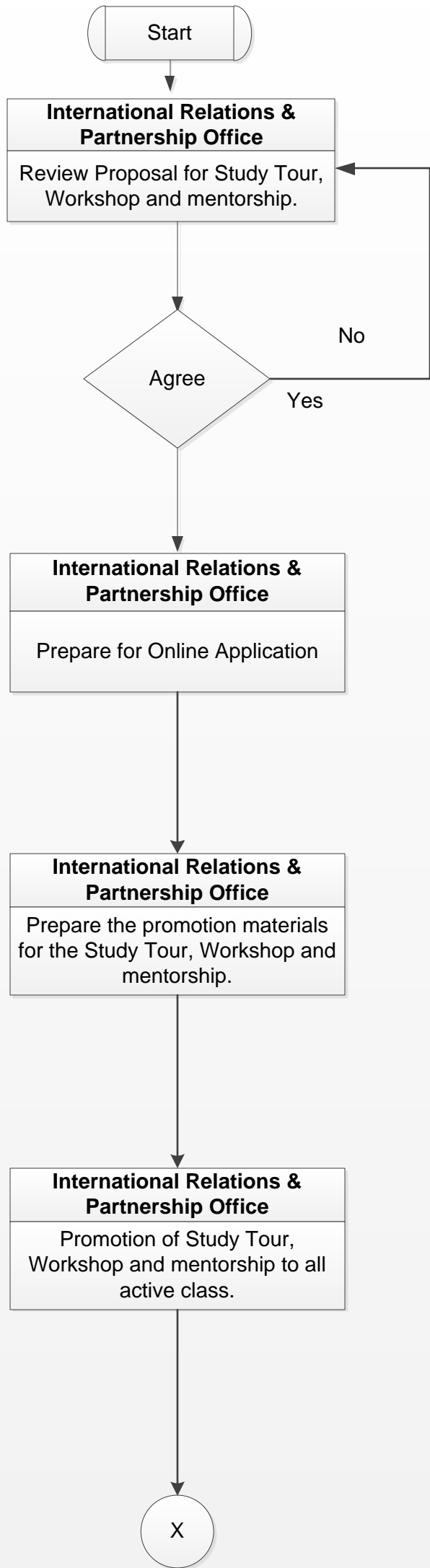
Head Department

QA/MR

Document Control

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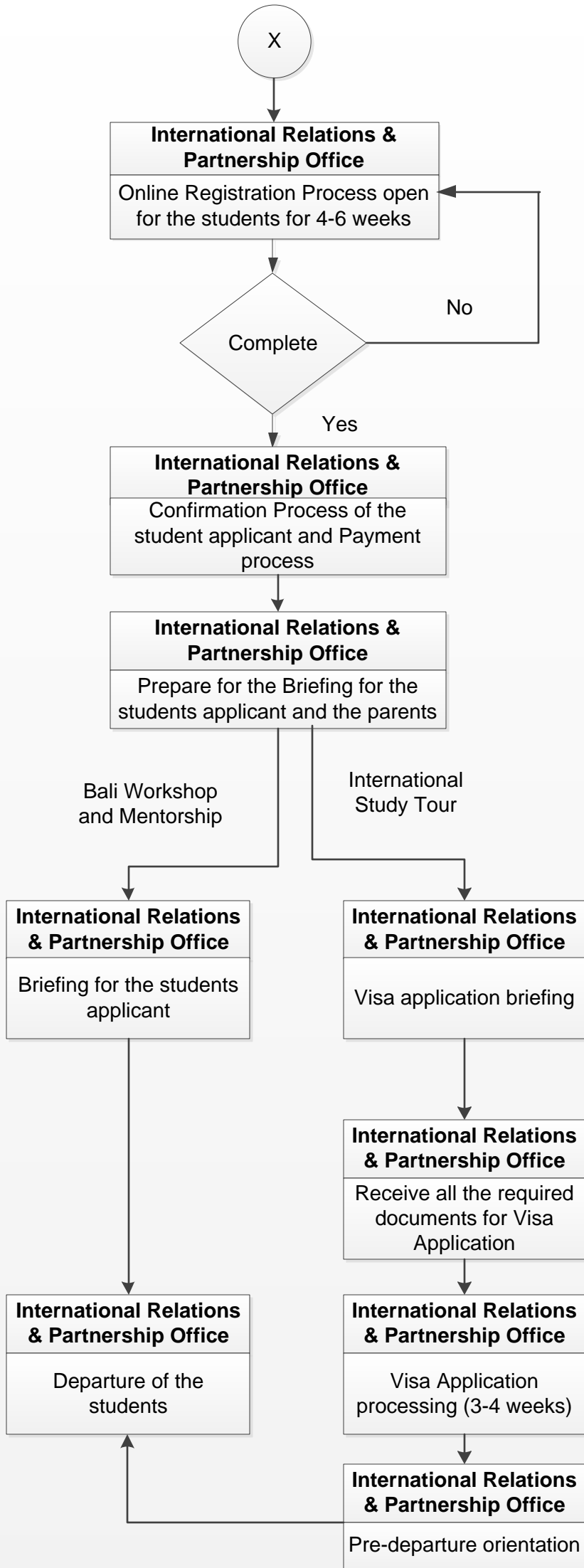


D o k u m e n	Referensi/ Keterangan
- Proposal of the Study Tour, Workshop and mentorship.	- Review The Study Tour, Workshop and mentorship with department involved (Academic, Career Centre, and Student Affairs)
- Online Application Form - Payment procedure for the registration fee	- In the Online application Form in Google Drive that will be option for the students to chose for the program (International or Bali)
- Presentation file contain information about payment fee, requirements, registration process, type of program and criteria, quota, etc	
	- Class visit for promote Study Tour, Workshop and mentorship to all active class. - Obtain list of class schedule from Academic Department - Obtain list of class presidents and their contact (Class, Line, WA, Email) & Class Email - Send the copy of presentation file as reference to the class president or class email



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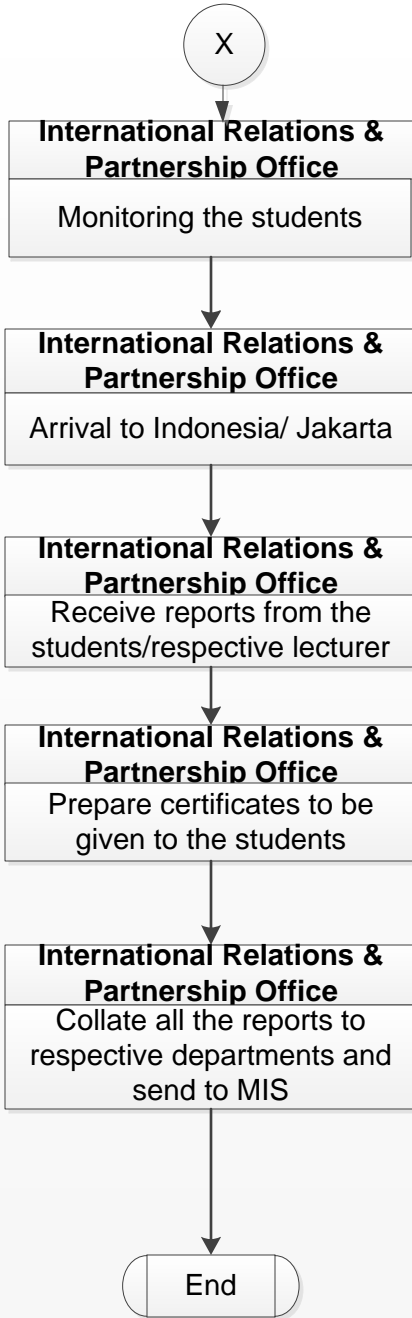
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D o k u m e n	Referensi/ Keterangan
<ul style="list-style-type: none"> <li>- Student Registration List</li> <li>- Student need to send the required documents below to IRPO:</li> <li>- Online Application Form copy</li> <li>- Proof of payment from the applicant</li> <li>- Passport passphoto</li> <li>- Copy of Passport</li> <li>- Priority List Form</li> </ul>	<ul style="list-style-type: none"> <li>- Student apply online</li> <li>- Payment of registration fee</li> <li>- IRPO will compile the data profile list of applicants</li> </ul>
<ul style="list-style-type: none"> <li>- Presentation file about itinerary and benefit</li> </ul>	<ul style="list-style-type: none"> <li>- Students applicant need to submit the required documents to IRPO (scanned copy of Id card (KTP) or Passport)</li> </ul>
<p>Bali Workshop and Mentorship:</p> <ul style="list-style-type: none"> <li>- Presentation file about itinerary and benefit</li> <li>- Dos and Don'ts</li> <li>- Report Submission</li> </ul>	
<p>International Study Tour:</p> <ul style="list-style-type: none"> <li>- Presentation file about itinerary and benefit</li> <li>- Visa application requirements</li> </ul>	
<p>International Study Tour:</p> <ul style="list-style-type: none"> <li>- Evidence of Study</li> <li>- Copy of passport</li> <li>- passport photo</li> <li>- Medical statement</li> <li>- Proof of bank account</li> </ul>	<ul style="list-style-type: none"> <li>- Students applicant need to submit the required documents for Visa application to IRPO for International Study Tour program</li> </ul>
<p>International Study Tour:</p> <ul style="list-style-type: none"> <li>- Presentation file about itinerary and benefit</li> <li>- Dos and Don'ts</li> <li>- Report Submission</li> </ul>	

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D o k u m e n	Referensi/ Keterangan
- Contact List	- Monitor the students about their daily itinerary - Check for their safe arrival
- Certificates	- Follow up with the students/ representative lecturer for the reports/final grades - Follow up with the students about their Report submissions
- List of the grades	