


Prepared By: IRPO	International Lecturer Exchange (outbound)	Date: 01 March 2020	
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Purpose: Working Instruction for Outgoing Lecturer Exchange.			
Scope: International Student Exchange (outward), Dual Degree, and Study Abroad Programme			
1. Procedural Steps			
No	Procedural steps and Description	PIC	Forms
1	Receive intercom from Ibu Prita for lecturer assign.	IO	Intercom, name of the lecturer assign.
2	Send the nominated lecturer to Host University for their confirmation.	IO	Email
3	Receive the confirmation from the Host University and request them for accommodation details.	IO	Email
4	Inform the lecturer assign about the Visa processing regulations, Host university, and the subject/s to teach.	IO	Email
5	Receive the required documents for visa processing: <ul style="list-style-type: none"> • Copy of passport (good for 2 years) • Passport photo • Letter of Employment • Copy of the bank account book 	IO and PIC for Visa processing	Copy of passport (good for 2 years), Passport photo, Letter of Employment, Copy of the bank account book
6	Visa processing	IO and PIC for Visa processing	
7	Introduce the lecturer to the Host University so they can start coordinating with the teaching schedule and other activities. IO will mediate the process.	IO, lecturer, and host university.	Email
8	Arrange flights and budget for PKG approval.	IO	Intercom
9	Once Visa is approve, final travel itinerary will be provided to the lecturer.	IO	Timetable, flight tickets, travel allowance.
10	Coordinate with Host University about the arrival schedule and airport pick up.	IO	Email
11	The lecturer is obliged to give updates about their daily activities to IO. Request for photos and videos documentation.	IO and Lecturer.	Email or WhatsApp.
12	The lecturer will submit the post event report about the exchange programme to IO	IO and lecturer.	Post event report
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