

Prepared by: IRPO	International Lecturer Exchange (Outbound)	Date : March 19, 2020
Checked by:		Revision :
Approved by:		Doc. No.:sop-irpo/intlec-otb/07/ikb/03/2020/00

STANDARD OPERATING PROCEDURE

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

To explain and ensure about process and procedure of International Lecturer Exchange – outward..

2. Ruang Lingkup:

Scope:

This following procedure is to explain the process of International Lecturer Exchange and responsibility of respective department (IRPO, Deputy Director, Deans, and Academic Departments) in executing and evaluating International Lecturer Exchange – outward.

3. Tanggung Jawab:

Responsibility:

- a. International Relations and Partnership Office (IRPO):
 - Correspondencing with the Partner University and exchange lecturer
 - Prepare itinerary and budget
- b. Deputy Directors, Deans, and Academic Department:
 - Reviewing the class and subjects to be teach by the exchange lecturer.

4. Referensi:

Reference :

- MOU
- Class schedule and subject

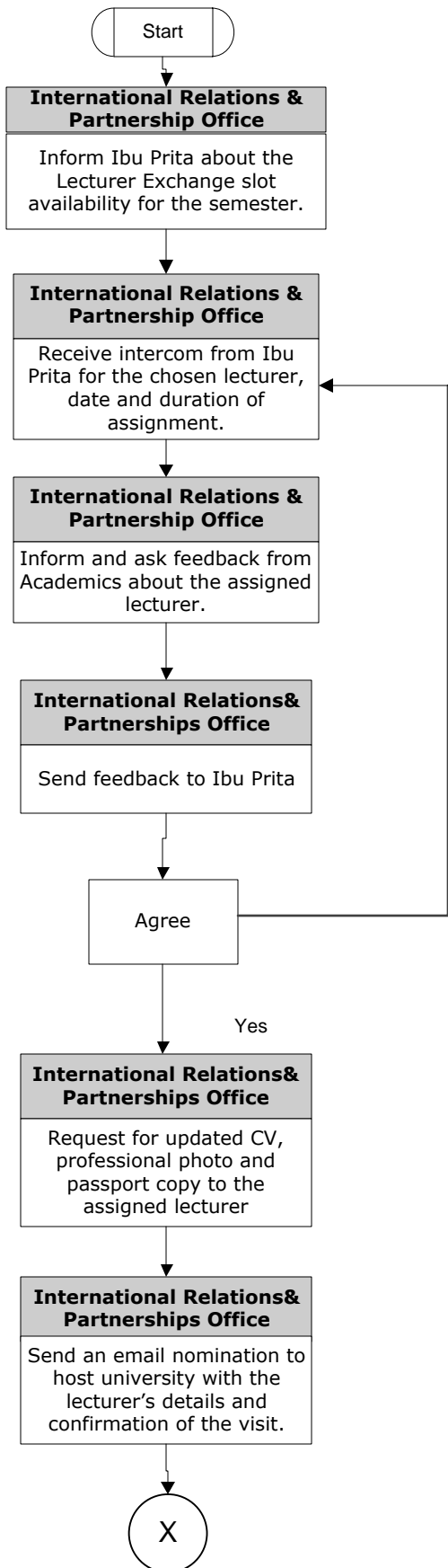
5. Definisi:

Definition :

Lecturer Exchange - Outward: A programme between LSPR and partner universities abroad where LSPR or/and the partner universities will send a lecturer to teach in the LSPR campus or partner universities.

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Dokumen	Referensi/ Keterangan
Intercomm from Ibu Prita Kemal Gani	Intercom, name of the lecturer, date and duration of assignment
Intercomm from Ibu Prita Kemal Gani	
- Updated CV - Professional photo - Passport copy	Communicate by Email
- Updated CV - Professional photo - Passport copy	Communicate by Email

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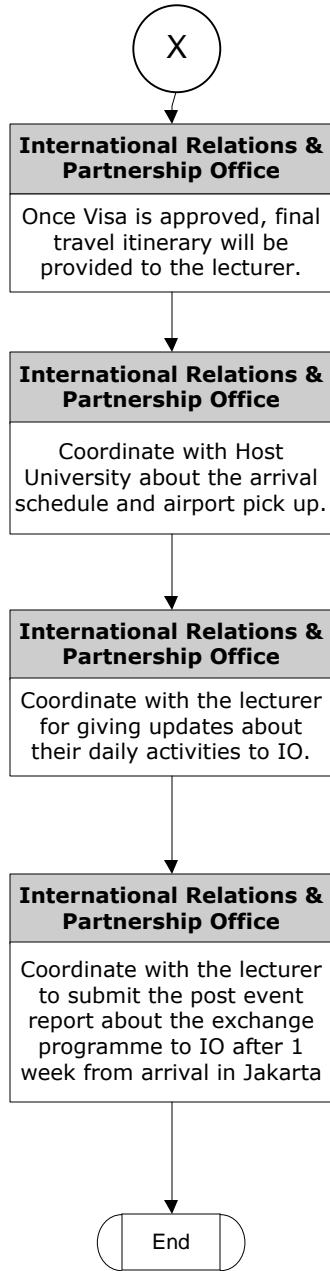
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Dokumen	Referensi/ Keterangan
Request to the Host University: - Accommodation details/ recommendation (if applicable) - Subjects to be taught - Draft itinerary for the LSPR lecturer.	Communicate by Email
- Accommodation details/ recommendation (if available) - Subjects to be taught - Visa processing procedure	
- Accomplished visa application form from the embassy - Copy of passport (good for 2 years) - Passport photo - Letter of Employment - Copy of the bank account book - Others (depending in the destination country's requirements)	
- Teaching content and schedule and other activities.	
- Intercomm from Ibu Prita for the approval	

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D o k u m e n	Referensi/ Keterangan
Final travel itinerary	Communicate by Email
Request for photos and videos documentation	Communicate by Email
Post Event Report	