



TERMS OF REFERENCE (TOR)

**INTERNATIONAL STUDENTS EXCHANGE (INBOUND)
INTERNATIONAL PARTNERSHIP IN EDUCATION**

**ENHANCING QUALITY EDUCATION FOR INTERNATIONAL
UNIVERSITY RECOGNITION (EQUITY) PROJECT**

BUDGET YEAR 2023



UNIVERSITAS ANDALAS
PADANG

**Directorate General of Higher Education, Research, and Technology
Ministry of Education, Culture, Research, and Technology
2023**

TERMS OF REFERENCE
INTERNATIONAL PARTNERSHIP IN EDUCATION
SUB ACTIVITY: INTERNATIONAL STUDENTS EXCHANGE (INBOUND)

Background

Globalization as an economic, political, and social force has propelled higher education in the 21st century towards greater international engagement. Globalization has also generated demands for higher education institutions to enhance competitiveness. Through the Enhancing Quality Education for International University Recognition (EQUITY) Project, UNAND strives to meet these demands through the process of internationalization.

Important elements of globalization related to higher education include: a) knowledge society, b) Information and Communication Technologies (ICTs), c) market economy, d) trade liberalization, e) governance. These elements have a dual position, serving as both causes and effects related to their implications for the education sector, especially the internationalization of higher education. Globalization is not a linear process. Therefore, these five elements of globalization must be understood as interrelated elements in internationalization.

Several significant environmental changes shape responses and actions related to internationalization programs such as curriculum internationalization in learning, student, faculty, and staff mobility, cross-border education program implementation, foreign language studies, research collaboration, and other internationalization programs according to the needs of UNAND, which are crucial to achieving global reputation.

Moreover, the goals of Andalas University (UNAND) in implementing internationalization are in line with the Strategic Plan and Vision of UNAND and are aligned with internationalization policies in Indonesia as outlined in the Long-Term Strategy for Higher Education. The Strategic Plan of the Ministry of Research, Technology, and Higher Education 2015-2019 states that internationalization of higher education is seen as a means to enhance national competitiveness, measured through the international ranking of world universities as one of the guidelines for evaluating higher education performance. Therefore, UNAND, as a university that is part of the global community, is expected to actively contribute to realizing national education plans and aspirations. In order to achieve these aspirations, UNAND will facilitate strengthening cooperation and international networking through the International Students Exchange (Inbound) program.

The International Students Exchange (Inbound) is a program that provides opportunities for foreign students to study at UNAND (Inbound). Foreign students are

given the opportunity to engage in student activities at UNAND, originating from UNAND's partner universities abroad in the Asia Pacific region. Additionally, international students coming to UNAND may also come from various foreign universities such as: ASEAN, Asia Pacific, America, Africa, and Europe.

The International Students Exchange (Inbound) program is organized to provide experiences for UNAND students and international students to integrate classroom learning, research, and field practice activities. Thus, participants (UNAND students and international students) not only gain scholarly insights in their respective disciplines through classroom learning, but also acquire international learning experiences at UNAND. Furthermore, through the International Students Exchange (Inbound), it is hoped that the cooperation that has been established between UNAND and its foreign partner universities will further improve.

Furthermore, UNAND as a PTNBH also needs to achieve *Indikator Kerja Utama* (IKU) as part of its distinguished PTNBH status. Through the implementation of the International Students Exchange Program (Inbound), the IKU that UNAND can achieve are IKU 2, which is students gaining experience outside the campus, and IKU 6, which are departments collaborating with world-class partners.

Objectives

The objectives of facilitating the implementation of the International Students Exchange (Inbound) Program includes:

1. Enhancing collaboration (especially within departments) with world-class partner universities in the development of education and research.
2. Providing incentives for the implementation of International Students Exchange (Inbound) to attract international students to study interdisciplinary knowledge at UNAND.
3. Offering new learning experiences to UNAND students and the lecturers through the involvement of international students in the classroom learning process.

Output

The outcomes of the activities are as follows:

1. The implementation of 46 international students participating in the Inbound activities at UNAND.
2. A report on the International Student Exchange (Inbound) program activities.
3. Coverage in mass media and social media.
4. The issuance of a Rector Decree for International Students Exchange (Inbound) as UNAND's foreign students sent to PDDIKTI.

Implementation Method

1. The implementation method of the International Students Exchange (Inbound) activities is carried out as follows:
 - A. Reason for Proposal
 - B. Program Benefits for Study Programs (achievement of IKU)
 - C. Program Objectives
 - D. Program Targets
 - E. Name of International Student Exchange, country of origin, level of study
 - F. Home University (included in QS WUR 500), home study program, contact person at the Home University (Phone and email)
 - G. Certificate of English Proficiency with minimum scores:
 - a. TOEFL ITP : 500
 - b. TOEFL PBT/IBT : 61
 - c. TOEIC : 500
 - d. IELTS : 5,5
 - H. Academic Work of International Student Exchange (if any)
 - I. UNAND Study Program/Department for Placement of International Student Exchange
 - J. Program Coordinator at the Study Program/Faculty
 - K. Schedule Plan of International Student Exchange Activities
 - L. Attachments (CV of International Student Exchange, Commitment Letter, Supporting Letter, evidence that the home institution of International Student Exchange is within the TOP 500 QS WUR)
2. After obtaining approval from the rector and the EQUITY Program coordinator, the proposer must:
 - A. Schedule the arrival of International Student Exchange.
 - B. Send invitations to International Student Exchange.
 - C. Appoint a coordinator for each International Student Exchange.
 - D. Welcome the arrival of International Student Exchange.
 - E. Implement International Student Exchange activities.
 - F. Provide Activity Reports to the EQUITY Program coordinator.
 - G. Fulfill the requirements for funding disbursement.
3. International Student Exchange (Inbound) is required to stay at UNAND Dormitories. Any accommodation outside of these dormitories is not the responsibility of UNAND.
4. Activity evaluation is conducted by the EQUITY Program coordinator.

Requirements for International Student Exchange (Inbound):

In organizing the International Student Exchange (Inbound) Program, Foreign Students are targeted to come from Foreign Universities ranked within the QS WUR 500 ranking (see link: <http://unand.net/QSWUR500>) with the following requirements:

2.								
....								
Etc..								

Format Supporting Letter

SUPPORTING LETTER

Dear Rector/Dean of Universitas Andalas

I am delighted that our students [Students Full Name], visit the [Faculty] of Universitas Andalas as International Students Exchange from [Date].

We support our student [Students Full Name], who has been selected as an International Students Exchange at Universitas Andalas. [Students Full Name] is a distinguished member of our faculty.

We appreciate the opportunity for collaboration between our institutions and believe that our students will represent [Your University's Name] with distinction during [his/her] time as an International Students Exchange at Universitas Andalas.

Sincerely,

[Dean Full Name]

[Your Faculty/College Name]

[Your University's Name]

[Your Contact Information]

Format commitment Letter

LETTER OF COMMITMENT

MMM-DD-YYYY

To : Rector of Universitas Andalas
Institution : Universitas Andalas
Address : Rectorate Building, Universitas Andalas, Limau Manis Padang –
25163

This letter is my written commitment to participate in Universitas Andalas (UNAND) Equity Program, namely **International Student Exchange (Inbound)**. I hereby agree to conduct the activities below along with the program in UNAND, as follow:

1. Upholding the good reputation of UNAND.
2. Participating in all activities related to the International Students Exchange.
3. Willing to be assigned to the program specified by UNAND.
4. Willing to adhere to the rules and regulations set by UNAND throughout the duration of this program.
5. Willing to create a promotional video showcasing the International Student Exchange activities.
6. Giving my consent to become respondent for UNAND, to any survey or inquiry from any international ranking related to university/academic global reputation.

With this letter, I agree to perform those activities in Universitas Andalas (UNAND) at least for 14 consecutive days (two weeks). This letter is made without any constraint, for stating my commitment.

Sincerely yours, (DD-MMM-YYYY)

Signature

(Full Name and Title)
(University/Institution)

Activities Report Format

INTERNATIONAL STUDENT EXCHANGE (INBOUND) ACTIVITY

REPORT

**ENHANCING QUALITY EDUCATION FOR INTERNATIONAL UNIVERSITY
RECOGNITION (EQUITY) PROJECT**



(The Faculty Proposer)
UNIVERSITAS ANDALAS
PADANG

**Directorate General of Higher Education, Research, and Technology
Ministry of Education, Culture, Research, and Technology
2023**

Activity Report Format

1. After conducting the International Student Exchange (Inbound) activities, the Program Coordinator at the Study Program/Faculty shall submit the activity report along with the necessary evidence (attached format) and financial report no later than 5 (five) working days after the activity to the EQUITY Management Team of UNAND, and it must be received by the EQUITY Management Team of UNAND by July 15, 2024 at the latest.
2. The activity report shall be prepared in both hard copy and soft copy, including:
 - a. Analysis of Activity Implementation Achievement;
 - b. Objectives;
 - c. Recapitulation of Resources Used;
 - d. Activity realization;
 - e. Success Indicators (explaining the achievement of indicators); and
 - f. Follow-up Plan
3. The activity report shall be accompanied by attachments such as:
 - a. Evidence of Coverage in UNAND Social Media;
 - b. Activity Photos.
4. The activity report shall be attached with an endorsement page by the Dean (report format and endorsement page format attached).
5. The activity report shall be bound with a Yellow cover. Two (2) copies of the report shall be submitted to the EQUITY Management Team of UNAND, 4th Floor, Rectorate Building, and the soft copy of the report shall be sent to wcu@unand.ac.id.
6. The financial report shall not be bound and shall be submitted directly to the EQUITY Management Team, including:
 - a. Original tickets and boarding passes (Arrival and departure).
 - b. Copy of Passport.
 - c. Copy of visa (arrival and departure stamps).
 - d. Original payment receipt of Insurance.
 - e. LoA for International Student Exchange (Inbound) activities.
 - f. Other necessary documents.