



TERMS OF REFERENCE (TOR)

**VISITING PROFESSOR
NON-CIVIL SERVANT STAFF COST**

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

FISCAL YEAR 2023



UNIVERSITAS ANDALAS
PADANG

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

2023

TERMS OF REFERENCE
NON-CIVIL SERVANT STAFF COST
SUB-ACTIVITY: VISITING PROFESSOR

Background

Universitas Andalas aims to enhance its educational quality and become a World-Class University by developing high-quality Human Resources (HR). Outstanding HR will produce innovations that meet global demands, aligning with UNAND's goal of achieving World-Class University status. To support high-quality teaching and research, UNAND needs to broaden the international perspectives of its entire academic community. This includes offering opportunities to participate in the Visiting Professor program, which invites world-class professors from top 500 QS World University Rankings institutions to UNAND for a minimum of one week. With this Visiting Professor program, the following activities can be conducted:

- a. Teaching or becoming part of a teaching team for courses, or participating in UNAND's summer course program
- b. Delivering public lectures alongside a speaker and moderator
- c. Drafting joint research proposals
- d. Writing joint publications
- e. Conducting collaborative research
- f. Carrying out international community service projects
- g. Establishing implementation arrangement (IA) agreements, which can include memoranda of agreement (MoA) between the dean/director of the graduate school and the visiting professor's home faculty/school. If needed, memoranda of understanding (MoU) can be facilitated by UNAND's Directorate of Cooperation and Research Commercialization
- h. Co-supervising students to accelerate the completion of their studies
- i. Providing opportunities for UNAND lecturers/students to pursue further studies at the visiting professor's home institution
- j. Offering opportunities for international faculty exchange for UNAND lecturers to conduct research, teach, deliver public lectures, co-supervise students (especially those pursuing further studies from UNAND), propose joint/double degree collaboration programs, pursue international accreditation for study programs, co-author reputable international publications (including books), or develop joint proposals for international third-party funding
- k. Drafting and/or securing international patents

Additionally, at the end of the Visiting Professor program, it is mandatory to produce at least **one (1) scientific article that has been submitted to an indexed international journal**. By spending a minimum of one (1) week at UNAND, the Visiting Professor can be proposed as Adjunct Faculty. After returning to their home institution, the Visiting Professor can continue their activities as Adjunct Faculty through hybrid methods. This program is a strategy to increase the ratio of international faculty members at UNAND.

This initiative is expected to increase UNAND's scientific publications, the number of international patents, international collaborative research activities, the number of prototypes produced, and other performance outputs. The program is designed to support improvements in several key areas critical to global university rankings. These areas include academic reputation, employer reputation, faculty/student ratio, papers per faculty, research and publications, and internationalization.

Furthermore, as a State Higher Education Institution of Incorporated Legal Entity, UNAND must achieve the Key Performance Indicators (KPI) for Higher Education Institutions (HEI) as part of being a leading PTNBH. The KPIs for UNAND include KPI 1: graduates securing decent jobs, KPI 2: students gaining off-campus experiences, KPI 3: faculty engaging in off-campus activities, KPI 4: practitioners teaching on campus, KPI 5: faculty work utilized by the community, KPI 6: study programs collaborating with world-class partners, KPI 7: collaborative and participatory classes, and KPI 8: internationally standardized study programs. All these aspects can be achieved through various specialized programs and activities.

Enhancing UNAND's academic reputation can be achieved by providing substantial opportunities for foreign lecturers to participate in the Visiting Professor program at UNAND. This initiative can increase the number of international faculty members.

The presence of professors from universities worldwide can also enrich the academic culture and atmosphere on campus. Moreover, these researchers/professors can engage in research and community service activities during their collaborative period with UNAND faculty/researchers. The Visiting Professor program at UNAND can also support the achievement of KPI 4, KPI 5, and KPI 6, KPI 7, and KPI 8.

Objectives

The objectives of implementing the Visiting Professor Program are as follows:

1. Facilitate interaction between UNAND faculty/researchers and distinguished professors to enhance academic life, competencies, quality, and contributions to the development of science and technology (IPTEK).
2. Strengthen the innovation system to maximize the utilization of Indonesia's natural resources diversity and wealth for the welfare of the Indonesian people, as mandated by the Indonesian constitution.
3. Enhance UNAND's global reputation.

Outputs

The outputs of the Visiting Professor Program are as follows:

1. Implementation of 35 Visiting Professors in the year 2023/2024.
2. Activity and financial reports of the Visiting Professor program.
3. Coverage in mass media and social media.
4. Production of one scientific article submitted to a reputable international journal.
5. An official decree from the rector recognizing the visiting professor as a non-permanent faculty member at UNAND.

Implementation Methods

The methods for implementing the Visiting Professor program include:

1. A Visiting Professor is proposed by a faculty or graduate school through a letter to the UNAND rector, including:
 - a. Reason for Proposal
 - b. Benefits of the Program for the Study Program
 - c. Objectives of the Program
 - d. Target Audience of the Program
 - e. Name of the Visiting Professor along with Academic Titles
 - f. Home University
 - g. Competencies of the Visiting Professor
 - h. Academic Works of the Visiting Professor

- i. Courses to be Taught by the Visiting Professor
- j. Program Coordinator
- k. Planned Schedule of Activities for the Visiting Professor
- l. Attachments (CV of the Visiting Professor, Commitment Letter, Supporting Letter, proof that the visiting professor's home institution is within the TOP 500 QS WUR)
2. After obtaining approval from the rector and the EQUITY Program coordinator, the proposer is required to:
 - a. Schedule the arrival of the Visiting Professor.
 - b. Send out invitations to the Visiting Professor.
 - c. Appoint a coordinator for each Visiting Professor.
 - d. Welcome the Visiting Professor upon arrival.
 - e. Execute the planned activities.
 - f. Submit an activity report to the EQUITY Program coordinator.
 - g. Fulfill the requirements for disbursement of funds.
3. The Visiting Professor is required to stay at a hotel designated by UNAND. Any other accommodation is outside UNAND's responsibility.
4. The proposer must submit an activity and financial report within a minimum of 5 working days after the Visiting Professor program concludes.
5. The evaluation of activities is conducted by the EQUITY Program coordinator.

Targeted Speakers/Experts

In the implementation of the Visiting Professor Program, the speakers/experts are targeted to come from **Foreign Universities listed in the QS WUR 500** with the following requirements:

1. The proposer must hold a title or academic position of Professor/Associate Professor, Emeritus Professor, or Indonesian Diaspora Professor.
2. They should have expertise and qualifications relevant to the needs of Universitas Andalas.
3. A Commitment Letter to assist in enhancing UNAND's global reputation (attached format).
4. Minimum H-index of 7 for fields of science and technology, or minimum H-index of 5 for fields of social sciences and humanities, or hold at least 1 granted international patent.
5. Proficiency in oral and written communication in English.
6. Affiliation with a university, supported by a Supporting Letter from the head of the home institution.
7. Provide a Commitment Letter stating:
 - a. Willingness to commit to a specific period of 7 days.
 - b. Offer facilities at the visiting professor's home institution if UNAND faculty visit their home institution.
 - c. Agreement to be listed as a co-author in joint publications/patents/international monumental works.
 - d. Tentative title for joint publications/patents/international monumental works.
 - e. Commitment to submitting joint publications/patents/international monumental works and following their progress until they are under review or registered.

Participants

In the implementation of the Visiting Professor Program, participants are targeted to come from Faculty Members, Students, Academic Community of Universitas Andalas, and the general public.

Funding Components

1. Travel (round-trip economy flight tickets) up to a maximum of Rp. 25,000,000.
2. Accommodation/Hotel for a maximum of 9 nights (10 days), up to Rp. 1,300,000 per night.
3. Visiting Professor's activities for a maximum of 10 days.
4. Speaker's honorarium for a maximum of 12 hours (Rp. 1,700,000 per hour).
5. Assistance for insurance or visa fees up to a maximum of (at cost) Rp. 4,000,000.

All Visiting Professor activities must conclude by July 15, 2024.

Contact Person (CP): Vonny Indah Mutiara (0813-6598-4332) Mita Handayani (0821-6916-4790)

Email: wcu@unand.ac.id

Format of 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

Reference – Visiting Professor Commitment

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

1. Giving lecture/participating in team teaching in some courses or summer course program in UNAND
2. Delivering public lecture, accompanied by speakers and moderator from UNAND
3. Preparing joint research proposal
4. Conducting joint researches
5. Preparing manuscript for joint publication
6. Conducting international community service
7. Signing implementation agreement (IA) and/or Memorandum of Agreement (MoA) for both parties
8. Provide joint student supervision for accelerate of study
9. Provide opportunity for lecturers/students of UNAND to continue their study or become visiting professor in my university/college
10. Provide opportunity for UNAND lecturers in doing *international faculty exchange* as visiting professor in my university/college
11. Apply for international joint patent

With this letter, I agree to perform those activities in Universitas Andalas (UNAND) at least 7 consecutive days (one week). This letter is made without any constraint, for stating my commitment.

Sincerely yours, (DD-MMM-YYYY)

Signature

(Full Name and Tittle)
(University/Institution)

Sample of Format of Commitment Letter



School of Health Professions Education (SHE)

your reference

our reference
414.B24.001

direct line
+31 43 3885726

Maastricht
9 January 2024

Dear Professor Afriwardi,

I am delighted that Professor E.W. Driessen will visit the Faculty of Medicine of Universitas Andalas as a Visiting Professor from 15-17 January 2024.

We support Professor E.W. Driessen's Visiting Professorship, and we look forward to future collaboration between the Faculty of Medicine of Universitas Andalas and the Faculty of Health, Medicine and Life Sciences of Maastricht University.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Pim Teunissen', is written over a light blue circular stamp.

Professor Dr Pim Teunissen
School of Health Professions Education
Faculty of Health Medicine and Life sciences
Maastricht University

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6229 ER Maastricht

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IBAN: NL47 INGB 0657 6254 18
BIC: INGBNL2A

Postal address
P.O. box 616
6200 MD Maastricht
The Netherlands

VAT identifier EU
NL0034.75.268.B01

Activity Report Format

**VISITING PROFESSOR ACTIVITY REPORT
ENHANCING QUALITY EDUCATION FOR INTERNATIONAL UNIVERSITY
RECOGNITION (EQUITY) PROJECT**



(Proposing Faculty)
UNIVERSITAS ANDALAS
PADANG

**Direktorat Jenderal Pendidikan Tinggi, Riset, dan Teknologi
Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi
2023**

Activity Report Format

1. After conducting the visiting professor activities, the proposing faculty member submits an activity report accompanied by necessary evidence (attached format) and a financial report no later than 20 (twenty) working days after the activity's completion to the EQUITY Management Team at UNAND.
2. The activity report is prepared in hard copy and soft copy formats, including:
 - a. Analysis of Activity Implementation Achievement;
 - b. Objectives;
 - c. Recapitulation of Resources Used;
 - d. Activity realization;
 - e. Success Indicators (indicating the achievement of indicators); and
 - f. Follow-up Plan.
3. The activity report is supplemented with attachments including:
 - a. Journal article resulting from joint writing between the proposing faculty member and the partner faculty member from a foreign university;
 - b. Proof of submission indicating at least "under review" status to an internationally indexed Scopus journal;
 - c. Evidence of social media coverage;
 - d. Activity photos.
4. The activity report is attached with an endorsement page by the Dean (attached report format and endorsement page).
5. The activity report is bound with a Green cover. Two (2) copies of the report are submitted to the EQUITY Management Team at UNAND, 4th Floor of the Rectorate Building, and the soft copy is sent to wcu@unand.ac.id.
6. The financial report is not bound and is submitted directly to the EQUITY Management Team, containing:
 - a. Original payment/expenditure receipts;
 - b. Original tickets;
 - c. Original arrival and departure boarding passes;
 - d. Passport photocopy;
 - e. Arrival visa photocopy;
 - f. Departure visa photocopy;
 - g. Original receipt of insurance or visa assistance fee;
 - h. Activity flyers (2 activities);
 - i. Presentation materials such as PowerPoint and others (2 activities);
 - j. Seminar activity minutes (2 activities);
 - k. Activity rundown (2 activities);
 - l. Activity invitations (2 activities);
 - m. Other necessary documents.