



**STANDAR OPERASIONAL PROSEDUR  
KERJASAMA LUAR NEGERI**

**FAKULTAS PERTANIAN  
UNIVERSITAS MUSLIM BUTON**

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Fakultas Pertanian Universitas Muslim Buton		Disetujui Oleh Dekan
Revisi Ke :	Tanggal	
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## **STANDAR OPERASIONAL PROSEDUR KERJASAMA LUAR NEGERI**

### **A. PENGERTIAN**

Merupakan Kerjasama yang dilaksanakan oleh Universitas Muslim Buton dengan institusi dengan mitra kerjasama baik pemerintah maupun swasta yang berasal dari luar negeri

### **B. TUJUAN**

Standar Operasional Prosedur Kerjasama Luar Negeri ini bertujuan untuk :

1. Menjelaskan prinsip kerjasama luar negeri
2. Menjelaskan format naskah Nota Kesepahaman (MoU) dan Perjanjian Kerjasama (MoA) untuk luar negeri

### **C. RUANG LINGKUP**

Standar Operasional Prosedur Kerjasama Luar Negeri ini meliputi :

1. Prinsip kerjasama luar negeri
2. Format naskah Nota Kesepahaman (MoU) dan Perjanjian Kerjasama (MoA) untuk luar negeri

### **D. DEFINISI**

1. Kerjasama adalah kesepakatan kerja sama antara Universitas Muslim Buton dengan perguruan tinggi, dunia usaha tau pihak lain baik di dalam maupun di luar negeri.
2. Kerja Sama Luar Negeri adalah kerja sama anrata Universitas Muslim Buton dengan perguruan tinggi atau lembaga lain di lur negeri yang bersifat melembaga.
3. Prinsip Kerja Sama Luar Negeri adalah ketentuan yang digariskan dalam penyelenggaraan pendidikan tinggi, ketentuan hukum nasional dan hukum nasional yang berlaku.

### **E. PROSEDUR**

#### **1. Prinsip Kerjasama Luar Negeri**

- a. Mengutamakan kepentingan pembangunan nasional dan kontribusi pada peningkatan daya saing bangsa.
- b. Kesetaraan dan saling menghormati, artinya Universitas Muslim Buton dapat menjalin Kerja Sama dengan perguruan tinggi lain atau lembaga di luar negeri dengan tujuan meningkatkan kinerja program pendidikan tinggi. Oleh sebab itu, jalianan kerjasama hanya dapat dilaksanakan apabila perguruan tinggi luar negeri terseut telah diregistrasi dan diakreditasi oleh lembaga akreditasi yang diakui di negaranya.

- c. Nilai tambah dalam hal peningkatan mutu pendidikan, artinya kerjasama selayaknya dibangun secara inovatif, kreatif, bersinergi dan saling mengisi agar dapat memberikan nilai tambah dalam bentuk peningkatan mutu pendidikan tinggi di Universitas Muslim Buton.
- d. Keberlanjutan, artinya kerjasama sepatutnya memberikan manfaat setara bagi Universitas Muslim Buton dan pihak-pihak yang bekerja sama dan dilaksanakan secara berkelanjutan. Kerja sama juga harus memberikan manfaat bagi pemangku kepentingan dan kontribusi dalam pembangunan perdamaian nasional, dan/atau internasional. Selain itu, kerja sama juga selayaknya dapat diperluas ke pihak-pihak lainnya.
- e. Keberagaman, artinya kerjasama selayaknya mempertimbangkan keberagaman budaya yang dapat bersifat lintas daerah, nasional dan/atau internasional.

**2. Format Naskah Nota Kesepahaman (MoU) dan Perjanjian Kerjasama (MoA) untuk Luar Negeri**

**a. Format Naskah Nota Kesepahaman (MoU) untuk Luar Negeri**

**MEMORANDUM OF UNDERSTANDING**

Between

.....

.....

And

ISLAMIC UNIVERSITY OF BUTON

Indonesia

It is the desire of the parties named herein that a Memorandum of Understanding be formalised based on the headings set out below :

**1. Parties to the Understanding**

- 1.1 .....(Partner), located in ....., hereinafter referred to as.....Islamic University of Buton clocated in Buton, Indonesia, hereinafter.
- 1.2 referred to as UMU Buton

**2. Statement of Purpose**

- 2.1 ..... and SSU recognize that they have many interests in common and that there will be mutual benefits form collaboration and co-operation.
- 2.2 ..... and SSU wish to formalize and standardize the relationship between the two parties in order to provide consistency, and a focal point, for the preparation and administration of programmes for collaboration and co-operation.
- 2.3 This Memorandum provides the mechanism through which the expressed intent of the parties can be realized.

**3. Objectives**

- 3.1 The Subject Areas

The Subject Areas for potential collaboration and co-operation have been identified as, but not limited to, the following activities :

- ) Exchange of staff members, undergraduate and graduate students
  - ) Staff development
  - ) Visiting professorship and scientific visits
  - ) Execution of joint research projects
  - ) Provision of lectures and seminars
  - ) Exchange of academic materials, publications and information and other mutually beneficial projects which may be defined from time to time.
- 3.2 Each mutually and agreed activity, shall be covered by a separate agreement which will be an annex to this Memorandum. The terms and conditions under which a specific programme and activity shall be undertaken under in writing by both parties prior to the initiation of the particular programme or ictivity.
- 3.3 The separate Agreements must have the formal approval of the President of ..... and the Rector of SSU

#### **4. Coordination of this Memorandum of Understanding**

- 4.1 The parties to this Memorandum on Understanding will, within three months from the signing of the Memorandum, each designate a key contact person who will take responsibility for development and achievement of the Objectives of this Memprandum, and when mutually agreed the development of the seprate Agreements mentioned in Clause 3.2 above. For ..... the key contact person will be ..... For SSU the key contact person will be the head of International Office or Vice Rector for Development and Collaboration.
- 4.2 Initiatives under this Memorandum for ..... will be coordinated through the ....., and for SSU through the International Office.
- 4.3 Key contact persons should serve a term similar to the term of this Memorandum, as specified in 5.1 below.

#### **5. Terms and Conditions of this Memorandum**

- 5.1 The term of this Memorandum shall be five (5) years from the date of the last signature, on the understanding that subject to revision or renewal it may be renewed upon each expiry by mutual agreement the signatories to the Memorandum, or their nominees.
- 5.2 Either party mey terminate this Memorandum at any time by giving not less than six months' notice in writing, though such oction will only be taken after mutual consultation at no less than Pro Vece-Chancellor/President/Rector level.

#### **6. Finacial Matters Relating to fhis Memorandum**

- 6.1 Unless otherwise agreed, each party shall be responsible for its own financial contributions during the implementation of this Memorandum.
- 6.2 In the case of ....., the financial responsibility will be under its own resources.
- 6.3 In the case of SSU, the financial responsibility will be under its own resources.

**7. Disclaimer**

- 7.1 Nothing shall diminish the full autonomy of either party, nor will any constraints or financial obligations be imposed by either party upon the other in carrying out this Memorandum.
- 7.2 The parties agree that this Memorandum will act only as an interim understanding until further Agreements are reached for the separate activities identified within this Memorandum.

**8. NOTWITHSTANDING** the signatories herein, the final acceptance of this Memorandum is subject to ratification by the Governing Bodies of the Parties

**IN WITNES WHERE OF** this memorandum of Understanding was executed on the date written below.

**Islamic University of Buton,** **for**  
 .....  
**Bau-Bau, Indonesia**

\_\_\_\_\_  
 \_\_\_\_\_  
**Dr. H. Sudjito, M.M**  
 .....  
**Rector of UMU Buton**

.....

**Date:** \_\_\_\_\_

**Date** \_\_\_\_\_

**b. Format Perjanjian Kerjasama (MoA) untuk Luar Negeri**

**MEMORANDUM AGREEMENT (MoA)  
ISLAMIC UNIVERSITY BUTON (UMU BUTON)**

**AND**

.....

**1. Parteis**

The parties to this Memorandum of Agreement (MoA) Partnership are :

- 1.1 Islamic University Buton of Bau-Bau, Indonesia hereafter referred to as “UMU Buton.
- 1.2 ....., hereafter referred to as “.....”

**2. Purpose**

- 2.1 The broad objectives of this Memorandum of Agreement (MoA) are to promote cultural, educational, research, internship and scholarly axchange; collaboration and technical interchange between the parties involved as educational partners.
- 2.2 Upon the mutual consent of the parties, ancluding the relevant academic management within the universities; subject to the availability of funds, collaboration may be carried out in, but not necessarily limited to, the following activities :
  - ) Visi ts between universities by lecturers, students and board management members.
  - ) Exchange of materials in education and research, publications and academic information.
  - ) Facilitate and accommodate of students exchange or internship program between the two universities.
  - ) Collaborative research and journal publication.
  - ) Joint organization of technical training, administrative or management programs.
  - ) joint development and delivery of short courses and programs.
- 2.3 Addenda to this document may identify specific projects, which will be undertaken within this overall Memorandum of Agreement (MoA), and the details of their manajement. Further Memorandum of Undestanding (MoU's) shall be developed for specific agreements based on the mutually agreed upon objectives and outcomes, at any time, but require the signatures of both Rectors (and axpressly designated delegates).

2.4 The purpose of this Memorandum of Agreement (MoA) is to outline an academic and management framework between the two parties, designed to promote internationalization at both institutions.

The parties do not intend to be legally bound to each other, and this Memorandum of Agreement (MoA) does not impose legal obligations on either party.

### **3. Joint Managers, Administrative Officers and Working Parties**

3.1 Each University Dean party to this Memorandum of Agreement (MoA) will appoint one person to act as a Joint Manager in the execution of this letter.

3.2 The Deans may appoint Administrative Officers or Working Parties to manage the details of particular activities, research and curriculum or program development, as specified in the addenda to this Letter of Intent for Educational Partnership.

### **4. Publicity and Advertising**

The parties agree that each may publish or advertise the existence and nature of activity under this Letter of Intent for Educational Partnership. Nothing in this Letter of Intent shall be construed as confidential.

### **5. Duration of Letter Of Intent**

5.1 This Letter of Intent for Educational Partnership will be effective upon signature by each University Dean's (or an expressly designated delegate) for a period of three (5) years.

### **6. Other Terms**

6.1 Activities commenced under this letter shall be construed and take effect in accordance with the domestic law where the activities would be conducted. Any dispute(s) occur during the cooperation shall be solved with good willingness and win-win solution for both parties.

6.2 Each party shall keep supporting each other and create conducive environment and relationship for sustainability of this cooperation.

6.3 This letter is made in duplicate, and both parties shall hold one original letter.



**Signed for and on behalf of:**

**ISLAMIC UNIVERSITY OF BUTON  
(UMU Buton)**

.....

.....  
.....

**DEAN  
Islamic University Of Buton**

**DEAN**

.....

Date :

Date:

## F. DIAGRAM ALIR

No	KEGIATAN	PELAKSANA			MUTU BAKU	
		Rektor	Institusi Luar Negeri	Bagian Kerjasama	Dokumen	Waktu
1	Melakukan penjajakan kerjasama	1		2	Sutar permohonan kerjasama	Maksimal 7 hari
2	Menentukan kerjasama yang akan dikembangkan		3	3		Maksimal 6 hari
3	Membaut draft kerjasama			4		Maksimal 4 hari
4	Menandatangani MoU kerjasama	6	5		Draft kerjasama	1 hari
5	Melakukan monitoring kerjasama			7		Maksimal 4 hari

## G. INSTRUKSI KERJA

1. Koordinasi kepada Kepala Bagian Kerjasama.
2. Koordinasi dengan Wakil Rektor Bidang Kerjasama dan Sistem Informasi.
3. Pembahasan materi kerjasama dengan calon mitra yang berasal dari Luar Negeri.
4. Pembahasan rencana kerja sama dengan pejabat terkait (wakil rector bidang kerjasama dan sistem informasi).
5. Menuju tahap pengesahan kerjasama.
6. Substansi isi MoU harus dibicarakan terlebih daahulu oleh penggagas (Fakultas, Lembaga, Pusat, Unit Pelaksana Teknis, tim dan invidu) dengan mitara kerja yang Berasal dari Luar Negeri.
7. Butir-bitir kesepakatan selanjutnya dibuat dalam daftar MoU
8. Draft MoU selanjutnya dikirimkan kepada Kepala UPT Kerjasama dan selanjutnya diteruskan kepada Wakil Rektor Bidang Kerjasama dan Sistem Informasi untuk dipelajari.
9. Masukan/hasil koreksi dari Wakil Rektor Bidang Kerjasama dan Sistem Informasi oleh Kepala UPT Kerjasama dikirmkan kembali untuk dikomunikasikan ulang dengan pihak mitra kerja.
10. Jika draft sudah disepakati bersama oleh unit dan mitra kerja, selanjutnya dikonsultasikan ke pimpinan universitas untuk dipelajari ulang perihal butir-butir/isi draft MoU dan/atau perjanjian kerjasama.

11. jika ada koreksi, segera diperbaiki oleh Kepala UPT Kerjasama
12. Jika disetujui naskah MoU yang sudah diparaf oleh pejabat terkait atau Rektor.
13. Naskah MoU yang sudah diparaf oleh pejabat terkait, selanjutnya di sampaikan ke Rektor sebagai laporan.
14. MoU yang sudah mendapatkan persetujuan, dibuat rangkap dua masing-masing dilengkapi dengan materai untuk ditandatangani oleh Rektor dan pihak mitra kerja pada hari pelaksanaan pendatangan.

#### **H. BORANG/LEMBAR KERJA**

1. Surat Permohonan Kerjasama (Lol)
2. Draft MoU
3. Draft MoA