PARAHYANGAN CATHOLIC UNIVERSITY

INTERNATIONAL OFFICE
GUIDE TO COLLABORATE

THROUGH WEBSITE
Referring to our internationalization strategy, UNPAR is open for possible cooperation and partnership with our partners in both national and international levels. The plausible cooperation and partnership would be depicted by the signing of Memorandum of Understanding (MOU) and/or Memorandum of Agreement (MOA). Therefore we provide mechanism’s guideline which could be used by our foreign partners as well as internal use.

There will be a step-by-step mechanism for both MOU and MOA that you may follow in accordance to UNPAR’s framework. International Office will be responsible to review all the proposed documents by our partners.

INTERNAL USE

International Office supports the internationalization activities which exercised by the unit through facilitating the MOU. Hereby, we attached the guideline for creating MOU that could be used in accordance to UNPAR system.
Diagram Flow MOU / MOA

UNIT

Propose draft MOU / MOA. Template could be downloaded here: http://io.unpar.ac.id/?p=3899

INTERNATIONAL OFFICE

Review the MOU / MOA

BAR

Receive the number for draft MOU / MOA

UNIT

Submit the draft to be review later on by the Unit

SIGNING

- IO receive the original draft MOU / MOA
- IO archive the copy of draft MOU / MOA
- IO prepare for the signing process of the MOU / MOA

Has not completed yet / Need to be completed
## Responsibility

<table>
<thead>
<tr>
<th>International Office</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Providing number of the MOU</td>
<td>- Completing draft MOA and MOU</td>
</tr>
<tr>
<td>- Facilitating the signing of the draft MOU with Rector (including providing power of attorney if signing by the Unit)</td>
<td>- Maintain correspondence with partners</td>
</tr>
<tr>
<td>- Receive the original draft MOU</td>
<td>- Providing the copy of MOA for IO</td>
</tr>
<tr>
<td>- Archive the copy of draft MOA</td>
<td>- Appoint PIC</td>
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</table>
MOU
Memorandum of Understanding
1st STEP

Open the official website of International Office
1st STEP

International Office official website
2\textsuperscript{nd} STEP

Click “Collaborating with UNPAR”
3rd STEP

Click “How to Collaborate”
4th STEP
Download Template for MOU

OUR FOREIGN PARTNERS
Referring to our internationalization strategy, UNPAR is open for possible cooperation and partnership with our partners in national and international levels. For further information on the possible cooperation please contact us through io@unpar.ac.id and we will get back to you with available mechanism we can offer.

INTERNAL USE
Bapak & Ibu, Kantor Internasional mendukung aktivitas internasionalisasi unit melalui bantuan fasilitasi MoU. Bersama ini kami lampirkan Alur Pengajuan MoU, Deskripsi Pengajuan serta Template MoU yang digunakan dalam kerangka UNPAR.

Flow Diagram/ Alur MOU dan MOA

Description Flow Diagram

Template MOU
Klik Disini Untuk Mengunduh Template (Versi Indonesia)

Click Here to Download The Form (English Version)
5th STEP

Fulfill the MOU directly
6th STEP
Submit the MOU

After both partners and unit agreed on the content of the MOA, the MOA could be send to our e-mail for further review through io@unpar.ac.id

Please note that:
• It is not an obligatory template of the MOU that we have provided, it is also possible to drafting MOU with our partner’s preference template which would be adjusted to UNPAR’s system later on.
• It is a compulsory to add Person in Charge’s contact in the MOU.
• Everything regarding financial or funding need to be discussed further with UNPAR.
2nd Document

MOA

Memorandum of Agreement
1st STEP

Open the official website of International Office
1st STEP

International Office official website
2nd STEP

Click “Collaborating with UNPAR”
3rd STEP
Click “How to Collaborate”
4th STEP
Download Template for MOA

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Template MOA
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5th STEP
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Thanks!

Any questions?

You can find us at:
io@unpar.ac.id