

Appendix I: THE COVER OF VISITING FELLOW PROGRAM



DEPARTMANT
FACULTY/DIRECTORATE
(Month) 2018

APPENDIX II: VISITING FELLOW PROPOSAL

VISITING FELLOW PROPOSAL (Max. 8 pages)



1. Title of proposed Visiting Fellow project.
2. Objectives of project. The objectives which the applicant plans to achieve during or as a result of the proposed Visiting Fellow.
3. Description of project. Describe your research project or activities during the project below. Make clear the purpose of the project and explain its rationale. Provide enough detail on procedures, time schedule, and resources so that the plan can be judged for thoroughness of planning and for feasibility. The plan whereby you intend to achieve the objectives of project. Explain how you intend to allocate your time to the different tasks you plan to undertake.
4. Location of Project. State the principal location of your project. Indicate plans for travel and arrangements for use of libraries, laboratories, or work with colleagues at other institutions. If you plan to work at other libraries, archives, institutions, laboratories, or the like, please indicate whether you have yet secured permission to do so.
5. Supervisor's (at other Institution) Qualifications. Summarize your supervisor academic background and accomplishments related to this project and which bear upon its probable success. Attach a current curriculum vitae and other relevant data.
6. Sources and amounts of funds. List sources and amounts of funds in the form of grant, fellowship, allowance for expenses, or payment for services (include approved teaching) during the period of the Visiting Fellow. *Please indicate to what degree your visiting fellow program plan will be dependent on the availability of these funds, and how the visiting fellow program plan will be modified if the funds are unavailable.*
7. Expected Results. The expected results of the visiting fellow program, both for the individual and for the institution.
8. Dissemination of Information. Explain how you will disseminate the results of your research or creative activity or apply the knowledge gained during your visiting fellow.

APPENDIX III: APPLICATION FORM



A. PERSONAL DATA

1. Full name (capital letters) :
 (Last name) (First name)
2. Gender : Female Male
3. Place & date of birth :/...../.....
4. Home address & Phone no. :

 Post code: Tel.: (.....) Mobile:

5. E-mail address :
6. Marital Status : Married Single
7. Spouse's occupation :
8. Employment :
 University :
 Faculty :
 Department :
9. Employment data : NIK: NIDN:
10. Rank (Golongan) :

B. EDUCATION BACKGROUND

1. Please state your university, field of study, and year of degree obtained or non-degree training course(s) attended.

No.	Name of Institution	Year attended		Degree/ Certificate	Field of Study
		From	To		

2. English proficiency:

International (official) TOEFL/IELTS:

Score Year | obtained

Pre-TOEFL/IELTS:

Score | Year obtained

Institutional TOEFL:

Score | Year obtained

Please indicate (thick) your proficiency in foreign language(s):

	English			French			Chinese Mandarin			Japanese			Other (.....)		
	Fair	Good	Very good	Fair	Good	Very good	Fair	Good	Very good	Fair	Good	Very good	Fair	Good	Very good
Spoken															
Written															

C. ACADEMIC BACKGROUND

1. List of your research projects and your position at the projects mostly related to your proposed study (1. Principal investigator, 2. Member, 3. Consultant, 4. Enumerator, or 5. Other)

No.	Year	Project Title	Position
1			
2			
3			
4			
5			

2. List your recent scientific publications published in journals

No.	Year	Article Title	Journal's name and place of publication
1			
2			
3			
4			
5			

3. Write names of three academic referees (former advisors, direct academic advisors, etc.)

No.	Name	Relationship	Country
1			
2			
3			
4			
5			

D. PRESENT POSITION AND DUTIES

1. Teaching responsibilities. List name of courses taught in the past two years

No.	Course Titles
1	
2	
3	
4	
5	

2. Administrative or other responsibilities

Year	Position

E. PROPOSED ACTIVITIES OF VISITING FELLOW PROGRAM

- 1. Name of host university :
- Country :
- Name of host professor :
- 2. Length of proposed : months
- 3. Curriculum vitae : *Please attach separately*
- 4. Activities of proposal : *Please attach (separately)*

your activities of Visiting Fellow proposal that has been discussed with or approves by your prospective host professor. Please also provide or attach copies of your communication letters or email support that a communication with your prospective host professor has been carried out.

Verified by Head of Study Program

Date:

..... Signature of the candidate

.....

.....

..... NIP/NIK.

NIP/NIK.

.....

Approved by Dean/Director

..... NIP/NIK.

.....

APPENDIX IV: CONTRACTUAL AGREEMENT

KOP UNIVERSITAS

CONTRACTUAL AGREEMENT

On this day: ..., (date), ..., (month) ..., (year), ..., We the undersigned below:

1. **Prof. Dr. Achmad Nurmandi, M.Sc** : Vice Rector for International Affairs and Cooperation of Universitas Muhammadiyah Yogyakarta. Hereinafter referred to as the **First Party**.
2. : As the person in charge of **Visiting Fellow Program 2018** at ... (Department), ... (Faculty) of Universitas Muhammadiyah Yogyakarta. Hereinafter referred to as the **Second Party**.

The **First Party** and the **Second Party** have agreed to bind themselves in an implementation agreement of **Visiting Fellow Program 2018** with the following terms and conditions:

- a. The **First Party** gives permission to the **Second Party** to run the **Visiting Fellow Program 2018** offered by Universitas Muhammadiyah Yogyakarta.
- b. The **Second Party** should make a report on the activity result referred to in the point “a” above.
- c. The **First Party** provides the first phase of funding assistance of 60% (Sixty Percent), and the second phase is 40% (Forty Percent) of the total funds of the **Visiting Fellow Program 2018**. The second phase of fund will be granted after the **Second Party** collects the report on the activity result referred to in the point “a” above.
- d. If the **Second Party** does not enforce the provisions in the point “b”, the **Second Party** should return all funds as mentioned in the point “c” above which has been received to the **First Party**.
- e. The matters which are not covered in this agreement should be stipulated together in the deliberations.

Yogyakarta, 2018

The First Party

The Second Party

(Prof. Dr. Achmad Nurmandi, M.Sc)

(.....)

NIP. 19631130199104 163 012

NIP./NIK.

**APPENDIX V: CONTOH SURAT PENGANTAR PROPOSAL PROGRAM VISITING FELLOW
KOP FAKULTAS**

No :
Tanggal :
Hal : Surat Pengantar Pengajuan Program Visiting Fellow
Lampiran :

Kepada Yth.

Rektor
u.b. Wakil Rektor V
Universitas Muhammadiyah Yogyakarta

Assalamu 'alaikum w.w.

Dengan hormat,

Bersama surat ini, kami sampaikan proposal **PROGRAM VISITING FELLOW** dari Program Studi : dengan data sebagai berikut :

Nama :
NIP/NIK. : Pangkat/Gol./Jafung :
Prodi/Fakultas :
Institusi Mitra : (Rangking QS 2015:)

Demikian surat pengantar pengajuan Program Visiting Fellow ini disampaikan atas perhatiannya, kami ucapkan terima kasih.

Wassalamu 'alaikum wr.wb.

(.....)
Ketua Program Studi

(.....)
Dekan Fakultas

APPENDIX V: CONTOH SURAT PERNYATAAN DAN TANGGUNG JAWAB



No :
Tanggal :
Hal : Pernyataan Komitmen dan Tanggung Jawab
Lampiran:

Kepada Yth.
Rektor
u.b. Wakil Rektor V
Universitas Muhammadiyah Yogyakarta



Dengan ini saya menyatakan bahwa:

1. Seluruh informasi yang kami sampaikan dalam usulan program Visiting Researcher yang berjudul:
..... atau lampirannya adalah absah dan sah.
2. Menjamin terselenggaranya program ini sesuai dengan ketentuan yang berlaku di Universitas Muhammadiyah Yogyakarta.

Demikian surat pernyataan ini dibuat dengan penuh kesadaran, semoga Allah SWT. meridhoi. Amiin.

Hormat kami,

(.....)
Ketua Program Studi

(.....)
Dekan Fakultas