

International Cooperation Guidebook



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Semarang City, Central Java



**Agung Putra
University**

Introduction

In realizing its vision of becoming an outstanding international university, Agung Putra University (APU) is committed to enhancing the quality of education, research, and community engagement through the advancement of science, technology, and international collaboration.

This guidebook is developed to ensure that partnerships are implemented effectively, strategically, and mutually beneficially, and to serve as a reference for overseas institutions seeking to establish collaboration.



Lead. Discover. Transform.

Sincerely,
International Office
Agung Putra University





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Goals

- ✓ To ensure that the implementation of partnerships complies with established standards and meets the expectations of various stakeholders.
- ✓ To provide guidance on the procedures, steps, and requirements for establishing collaboration with overseas partners.
- ✓ To assist in the preparation of cooperation documents, including Lol, MoU, and MoA.





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PRINCIPLES OF COOPERATION

- ✔ Upholding the principles of equality and mutual respect in building sustainable cooperation that provides mutual benefits for every parties
- ✔ Prioritizing accountability in the implementation of cooperation based on compliance with applicable laws and regulations.
- ✔ Contributing to national interests and the enhancement of higher education quality to support global competitiveness





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SCOPE

- ✓ Education
- ✓ Health
- ✓ Research
- ✓ Technology and Information
- ✓ Conference/Seminar
- ✓ Staff/Student Exchange

IMPLEMENTATION

- ✓ Internship Program
- ✓ Joint Research
- ✓ Dual Degree
- ✓ Community-based Program
- ✓ Workshop and Capacity Building
- ✓ Joint Publication
- ✓ International Webinar/Seminar
- ✓ Other Programs



COLLABORATION PROCESS FLOW

In general, the process for establishing collaboration is as follows:

Alur Kerjasama International APU

Flow Partnership



1. Initiation

The initiation of cooperation may be proposed by internal or external parties through the following mechanism:

- Cooperation initiatives may be proposed by APU, its Work Units, or individuals within APU, as well as by prospective partner institutions.
- The proposal shall be submitted to the Vice Rector IV through the Partnership/Cooperation Division.
- The Partnership Division shall conduct a preliminary review and identification of:
 - the substance and scope of the proposed cooperation, and
 - the credibility and background of the prospective partner institution.
- If the proposal is considered relevant to APU's strategic needs and priorities, it will be forwarded to and reviewed by the Vice Rector IV.

COLLABORATION PROCESS FLOW

In general, the process for establishing collaboration is as follows:

2. Discussion and Drafting of MoU, Lol, and/or MoA

The preparation of cooperation documents shall be conducted through the following stages:

- APU, through the Global Engagement and Partnership Division, may conduct discussions regarding the substance and scope of the cooperation with the prospective partner.
- The MoU, Lol, and/or MoA shall outline the definition, objectives, and mutual agreement of cooperation between APU, SCCR, and the partner institution.
- The cooperation is conducted on a University-to-University (UtoU) basis, while acknowledging and complying with the general provisions governing international cooperation.
- The draft MoU, Lol, and/or MoA shall be submitted to the SCCR Legal Team for review and legal feedback.
- After the legal review process, the document will be forwarded to the Foundation for further consideration and approval.
- The reviewed draft MoU, Lol, and/or MoA shall then be returned to the partner institution through the Partnership Division.
- Discussions and communication regarding:
 - the substance of the cooperation, and
 - the technical arrangements for the signing ceremony,
 - may be conducted through electronic communication or face-to-face meetings.

COLLABORATION PROCESS FLOW

In general, the process for establishing collaboration is as follows:

3. Signing of MoU, Lol, and/or MoA

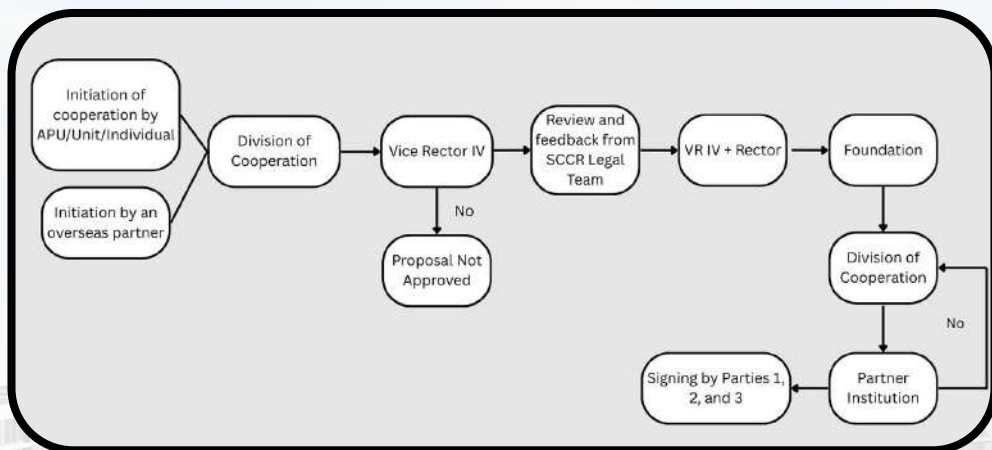
The signing process shall follow these provisions:

- The MoU, Lol, and/or MoA shall be signed by:
 - the Leadership of APU (Rector or Vice Rector), and
 - the Leadership of SCCR (Founder).
- The document shall be prepared in three (3) original copies, each to be retained by:
 - APU
 - SCCR
 - the Partner Institution
- Technical arrangements for the signing, including:
 - date,
 - venue, and
 - signing procedures,
 - shall be mutually agreed upon by all parties.



COLLABORATION PROCESS FLOW

In details, the process for establishing collaboration is as follows:



LOI, MOU AND MOA

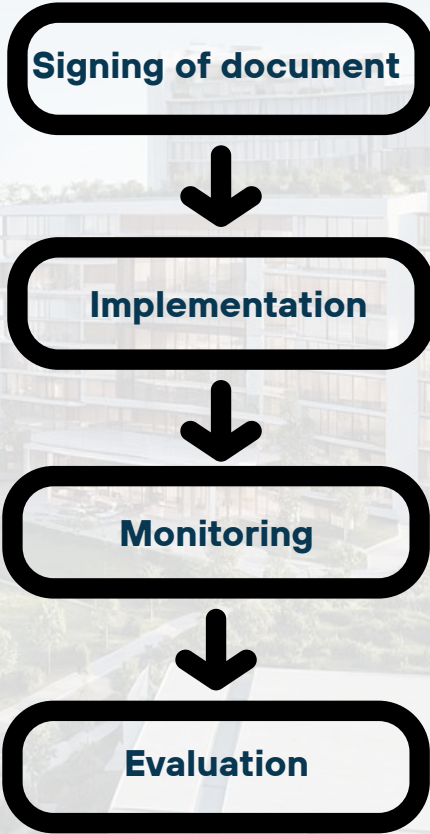
	LoI	MoU	MoA
Main Function	Statement of intent	Institutional umbrella agreement	Specific implementation agreement
Scope	May be unit-based or sectoral	University-to-university	Specific program/activity
Signing	University/Unit Head (with approval)	Rector/Vice Rector	Rector/Vice Rector or Unit Head



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IMPLEMENTATION

After the signing of the document, the next step is to proceed with implementation, followed by monitoring and evaluation.



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graph TD; A[Signing of document] --> B[Implementation]; B --> C[Monitoring]; C --> D[Evaluation];
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Signing of document

Implementation

Monitoring

Evaluation