

DECREE OF
RECTOR OF *INSTITUT TEKNOLOGI BANDUNG*
NUMBER: 197/SK/I1.A/PP/2012
ON
GUIDELINES FOR THE IMPLEMENTATION OF TWINNING PROGRAMS
(JOINT DEGREE AND DOUBLE DEGREE) AT *INSTITUT TEKNOLOGI BANDUNG*

RECTOR OF *INSTITUT TEKNOLOGI BANDUNG*,

- Considering :
- a. that the implementation of the educational programs at ITB can be carried out in collaboration with other universities within or outside of the country in the form of twinning programs;
 - b. that the implementation of the twinning programs shall potentially improve the image of the internationalization and build a broader and more qualified academic network for ITB;
 - c. that the implementation of the twinning programs has proven to increase cross-cultural understanding among those involved, both institutions and students;
 - d. that with respect to Points a. through c. above, ITB deems it necessary to issue a decree of Rector on the Twinning Programs (Joint Degree and Double Degree) Implementation Guidelines at ITB.

- Referring to :
1. Act of the Republic of Indonesia No. 20 as of 2003 on National Education System;
 2. Government Regulation of the Republic of Indonesia No. 66 as of 2010 on Amendment of Government Regulation No. 17 on the Management and Operation of Education;
 3. Presidential Regulation No. 44 as of 2012 concerning the establishment of ITB as a Higher Education Institution organized by the Government;
 4. Decree of the Minister of Education and Culture of the Republic of Indonesia No. 169/MPK.A4/KP/2012, on the Appointment of the Rector of ITB for the Period of 2010 to 2014;
 5. Circular of the Director General of Higher Education No.152/E/T/2012 on the Publication of Scientific Works;
 6. Regulation of the Minister of National Education of the Republic of Indonesia No. 26 as of 2007 on Collaboration between Higher Education in Indonesia and Overseas Universities or other institutions;
 7. Decree of ITB Academic Senate No. 01/SK/K01-SA/2009 on *Institut Teknologi Bandung* as a Research University;
 8. Decree of Rector of ITB No. 024/SK/K01/PL/2011 on the Code of Conduct for Research Integrity of *Institut Teknologi Bandung*.

HEREWITH DECIDES

Stipulating
Firstly

- (a) To set forth the Implementation Guidelines for the Twinning Program

(Joint Degree and Double Degree) at *Institut Teknologi Bandung*.
(b) To specify an Appendix as the foundation of the Twinning Program (Joint Degree and Double Degree) Implementation Guidelines at *Institut Teknologi Bandung*.

Secondly

This decision is effective from the date specified by the provisions and will be revised if there are mistakes found in it.

Stipulated in Bandung on 08 August 2012
Rector,

Signed

Prof. Akhmaloka, Ph.D.
NIP 196102011987031001

cc:

1. Chair of Board of Trustee,
2. Chair of Academic Senate,
3. Chair of the Board of Professors,
4. Vice Rectors,
5. Deans of Faculties/Schools,
6. Chair of Quality Assurance Unit,
7. Chair of Internal Control Unit,
8. Head of Offices and Directors,
9. Heads of Technical Implementation Units and USDI

APPENDIX OF DECREE OF ITB RECTOR
Number: 197/SK/I1.A/PP/2012
Date 08 August 2012

DECREE OF
RECTOR OF *INSTITUT TEKNOLOGI BANDUNG*
NUMBER: 197/SK/I1.A/PP/2012
ON
GUIDELINES FOR THE IMPLEMENTATION OF TWINNING PROGRAMS
(JOINT DEGREE AND DOUBLE DEGREE) AT *INSTITUT TEKNOLOGI BANDUNG*

A. Definitions

1. The learning process and the completion of a course of study for Undergraduate, Master's or Doctorate Programs at ITB may involve or be performed in collaboration with other parties outside of ITB, either within the country or abroad.
2. The collaboration may involve Colleges, Schools, Departments, or Study Programs at a legal or an accredited institution of higher education pursuant to the rules of the country of the university, or according to the international accreditation board recognized by the Quality Assurance Unit at ITB (SPM).
3. The twinning program is an educational program on the same level or stage of education that involves two or more universities having mutual recognition in terms of rights and obligations of each party through a formal written legal agreement.
4. The Joint Degree Program is a twinning program which is an integrated program (or major) whose implementation involves ITB and one or more other universities.
5. The Double Degree Program is a twinning program which consists of two different programs (or majors) co-organized by ITB and one or more other universities, preferably producing two or more theses or dissertations.
6. The Memorandum of Agreement (MoA) of a Joint Degree Program or a Double Degree Program is a document of agreement of collaboration between each party written in details and at least includes Program Educational Objectives (PEO) or equivalent, Student Outcomes (SO) or equivalent, curriculum with equivalence and total credit hours (SKS) of each party, the distribution of the credit hours on each party, length of time of study, intake requirements, registrations, tuition fees, the processes and methods of learning, the processes of supervisory, theses or dissertations, diplomas, degrees and their mentions, the rights over the publications to be produced, patent rights that may be generated, program termination procedures, and dispute resolutions.

B. Objectives

1. To provide opportunities for ITB students to gain learning and cross-cultural experiences in other places, especially overseas.
2. To develop and strengthen scientific fields in accordance with the vision and mission of ITB.
3. To build networks in the educational programs and research.
4. To increase the capacity of research and publications through joint research and publications.

C. Principles

1. Equality, mutual respect, mutual recognition and mutual benefit.
2. No conflict with academic requirements at ITB, national laws and international laws.
3. Non-disturbance to the development of the nation and the state policy, defense and national security.

D. Procedures

1. Any proposal of a Double Degree or a Joint Degree Program must be based on a Memorandum of Understanding (MoU) at the university level and has a Memorandum of Agreement (MoA) at the Faculty or School levels with the parties involved.
2. In the case that an MoU is not available, a Dean may propose a general MoU to the Rector through the International Relations Office of ITB; the implementation of the signing of the MoU shall not exceed the schedule for the implementation of the signing of the MoA.
3. In a certain condition, a Memorandum of Agreement (MoA) may be created ahead of a Memorandum of Understanding (MoU) and for this circumstance the nominating faculty or school must provide some kind of compelling reasons.
4. The Dean is responsible for the nomination of a Joint Degree or a Double Degree Program and may establish a team assigned to draft the text of MoA together with all the parties involved.
5. MoA draft shall be written in English for those that collaborate with overseas parties, and shall comply with the principles in Section C and hence no harm to ITB.
6. The Dean submits a copy of MoA draft to the Vice Rector of Academic Affairs or WRAM to obtain his/her considerations and to the Faculty Senate for review prior to their granting consent taken into considerations based on at least those principles in Section C.
7. After receiving considerations from the Vice Rector of Academic Affairs or WRAM and approval from the Faculty Senate, the Dean signed the MoA together with the parties involved.
8. Following the signing of the MoA, the Dean may establish a team for implementing the Joint Degree or Double Degree Program in accordance with the prevailing regulations at ITB.
9. The Dean reports the Double Degree Program through the Graduate School to the Directorate General of Higher Education through Directorate of Institutions and the Directorate of Learning and Student Affairs.
10. The Faculty or School provides a copy of the Memorandum of Agreement (MoA) to the Directorate of Partnerships and International Relations.

E. Provisions for Joint Degree Program

1. A Joint Degree Program has only a single-statement of Program Educational Objectives (PEO) and Student Outcomes (SO) or equivalent which is at least equal to the PEO and SO of the Study Programs at ITB.
2. A Joint Degree Program may provide one or more certificates with each different degree recognized by all parties involved.
3. Conformance in terms of fields of science or skills of the parties involved in a Joint Degree Program must be explicitly reflected in the description of the Program Educational Objectives and Student Outcomes (or equivalent).

4. In the case that the total course credit hours in each program are considered in-equivalent to those prevailing at ITB, it is deemed necessary to conduct equivalence adjustments in details and shall be an integral part of the MoA.
5. Lectures from the university partners can be held at ITB through distance learning scheme.
6. Study requirements excluding thesis imposed by each party should be equal; each party prioritizes its distinctive courses that characterize either party's excellence.
7. The writing of thesis or dissertation shall mainly involve supervisors from all parties concerned.
8. Rights to the scientific papers writing, patent or other intellectual property rights in any other form resulting from the research in a Joint Degree Program shall be co-owned pursuant to the contributions of each party as outlined in the agreement.
9. Faculties/Schools at ITB that organizes Joint Degree Programs shall develop a detailed SOP of the implementation that does not conflict with the MoA and shall be consulted to the Directorate of Education of ITB for approval and dissemination.
10. Arrival of the attending foreign students of a Joint Degree Program shall be communicated to the Directorate of Partnerships and International Relations.

F. Provisions for Double Degree Program

1. A Double Degree Program has a double-statement of the Program Educational Objectives (PEO) and Student Outcomes (SO) or equivalent according to the characteristics of each party, or at least equal to the PEO and SO of the Study Program at ITB.
2. A Double Degree Programs generates acknowledgement of two or more degrees, each uses a degree recognized by all parties involved and mentioned in the diploma issued by the parties involved.
3. In the case that the course credit hours in each program are considered in-equivalent to those prevailing at ITB, it is deemed necessary to conduct equivalence adjustments in details and shall be an integral part of the MoA.
4. Study loads acknowledged by each party should be prioritized on the courses that contribute to the distinctive features that characterize either party's excellence.
5. Total course credit hours in each party shall be pursuant to the regulations of each party involved.
6. Lectures from the partners can be held at ITB through distance learning scheme.
7. Writing of a thesis or a dissertation as well as conducting research and supervisory should be done by all parties independently, but there is no restriction on the use of some of the results of the research or done by one party for the benefit of others.
8. Rights to the scientific papers writing, patent or other intellectual property rights in any other form resulting from the research in a Double Degree Program shall be co-owned pursuant to the contributions of each party as outlined in the agreement.
9. Faculties/Schools at ITB that organizes Double Degree Programs shall develop a detailed SOP of the implementation that does not conflict with the MoA and shall be consulted to the Directorate of Education of ITB for approval and dissemination.
10. Arrival of the attending foreign students of a Double Degree Program shall be communicated to the Directorate of Partnerships and International Relations.

Stipulated in Bandung on 08 August 2012
Rector,

Signed

Prof. Akhmaloka, Ph.D.
NIP 196102011987031001

cc:

1. Chair of Board of Trustee,
2. Chair of Academic Senate,
3. Chair of the Board of Professors,
4. Vice Rectors,
5. Deans of Faculties/Schools,
6. Chair of Quality Assurance Unit,
7. Chair of Internal Control Unit,
8. Head of Offices and Directors,
9. Heads of Technical Implementation Units and USDI