Pedoman Format
Term of Reference

- Degree training
- Non-degree training
- Student grant
- Research grant
- Technical Assistant
- Policy study / Program Development
• **Aturan Umum (Degree Training)**

  – Diterima langsung pada program pascasarjana (tidak matrikulasi)
  
  – Tidak boleh di institusi sendiri
  
  – PT reputasi tinggi, **Program Reguler, terakreditasi** atau sudah berjalan lebih dari 2 tahun
  
  – Bidang sesuai dengan bidang studi dan sejalan dengan pengembangan SDM berdasarkan rencana pengembangan akademik
  
  – Rincian satuan biaya
    
    • BPPS
  
  – Prosedur ijin belajar dari Dikti.
TOR *Domestic Degree Training*

**Background**
Briefly describe the rationale why this degree training is needed to support the achievement of overall program objective
Describe the overall program that provides umbrella for this activity

**Objectives**
Describe the specific objectives of this activity (targeted degree, focus area of study program) as part of the overall program objective (e.g., improving the quality of education program in the area of...)

**Scope and coverage**
Describe the coverage of this scholarship, etc.

**Expected outputs**
Describe the expected time of degree award; six-monthly academic progress reports

**Training Provider**
Describe required competence/capacity/quality of the provider

**Schedule**
Describe the implementation schedule using the following Gantt chart, and should at least cover:

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*) Schedule for the following year should consist of monitoring and reporting

**Monitoring & Evaluation Mechanism**
Describe the mechanism for monitoring and evaluation for preparation and implementation of degree training

**Budget**
Describe scope and ceiling for cost coverage (2007 BPPS Standard)

**Participant Qualifications**
Describe the qualification needed to fulfill the candidacy (TOEFL, TPA/GRE/GMAT, prior degree, status: permanent/full-time staff, etc.)

**Person in charge**
• **Aturan Umum (Non-Degree Training)**

- Lembaga Training reputasi tinggi yang ditunjukkan dengan penerimaan dan rincian program
- Tidak boleh di institusi sendiri
- Bidang sesuai dengan bidang studi/keahlian dan sejalan dengan pengembangan SDM berdasarkan rencana pengembangan akademik/manajemen
- Rincian satuan biaya
  - Bench Fee (max. Rp 7.500.000,-)
  - Living Allowance Rp 2.000.000,-/month
  - Reporting Cost Rp 500.000,- (once)
  - Transportation (at cost, economy class)
- Prosedur ijin belajar dari Dikti >3 bulan.
**TOR Non-degree Training**

**Background**
Briefly describe the rationale why this non-degree training is needed to support the achievement of overall program objective
Describe the overall program that provides umbrella for this activity

**Objectives**
Describe the specific objectives of this activity (targeted competence/qualification, focus area of training program) as part of the overall program objective (e.g., improving the quality of education program in the area of…)

**Scope and coverage**
Describe the coverage of this non-degree training (duration, detailed cost coverage, etc.)

**Expected outputs**
Describe the expected competence and/or qualification, certificate of mastery in pertinent area of expertise and/or skill

**Training Provider**
Describe required quality/competency of provider

**Schedule**
Describe the implementation schedule using the following Gantt chart, and should at least cover:

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<th>Task:</th>
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<tr>
<td>Program Preparation (program development, selection of candidate)</td>
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</table>

**Monitoring & Evaluation Mechanism**
Describe the mechanism for monitoring and evaluation for preparation and implementation of training

**Budget**
Describe scope and ceiling for cost coverage (bench fees, living allowance)

**Participant Qualifications**
Describe the qualification needed to fulfill the candidacy (e.g., minimum competence, experience, position/rank, status: permanent/full-time staff)

**Person in charge**
Presents the person(s) responsible to carry out this activity.
• **Aturan Umum (Research & Teaching Grant)**
  
  – Dosen tetap,
  – Tingkat kompetisi 1:3
  – Melibatkan mahasiswa min 3 orang
  – Koordinasi dengan LP
  – Seleksi di tingkat program studi oleh reviewer (min satu dari luar Program Studi)
    • Kriteria
    • mekanisme
  – Rincian satuan biaya
  – Bersedia seminar hasil di tingkat nasional
TOR Teaching Grant

Background
Briefly describe the rationale why this grant is needed to support the achievement of overall program objective
Describe the overall program that provides umbrella for this activity

Objectives
Describe the specific objectives of this grant as part of the overall program objective (e.g., improving the quality of teaching / method of delivery)

Scope and coverage
Describe the coverage of this teaching grant (duration, detailed cost coverage, etc.)

Expected outputs
Describe in detail the expected output (e.g., report, model, SOP) and outcome of this grant (e.g. specific quality of teaching & learning)

Schedule
Describe the implementation schedule using the following Gantt chart, and should at least cover:

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<th>Task:</th>
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Mechanism for Selection of Proposal and Monitoring & Evaluation
Describe the mechanism for selection of proposal (competitive-based selection, 1:3 w/ max of 10% staff population), and monitoring & assessment of grant implementation

Budget
Describe scope and ceiling for cost coverage (incentives, consumables, travel expense, etc.)

Qualifications
Describe the qualification needed for proposal submission (e.g., teaching experiences, permanent/full-time staff)

Person in charge
TOR Research Grant

**Background**
Briefly describe the rationale why this grant is needed to support the achievement of overall program objective.
Describe the overall program that provide umbrella for this activity.

**Objectives**
Describe the specific objectives of this grant as part of the overall program objective (e.g., improvement of research quality, etc.)

**Scope and coverage**
Describe the coverage of this research grant (duration of grant, scope of research area, etc.)

**Expected outputs**
Describe in detail the expected output (e.g., report, seminar, publication) and outcome of this grant (e.g., quality and capacity of research)

**Schedule**
Describe the implementation schedule using the following Gantt chart, and at least covers:

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**Mechanism for Selection of Proposal and Monitoring & Evaluation**
Describe the mechanism and criteria for selection of proposal (competitive-based selection 1:3 for max. of 10% staff population; selection by panel of reviewers w/ at least 1 from outside study program; selection criteria), and monitoring & assessment of grant implementation.

**Budget**
Describe scope and ceiling for cost coverage (incentives, consumables, travel expense, seminar, etc.)

**Requirements**
Describe the requirement needed for proposal submission (e.g., mandatory inclusion of at least 3 students; and/or collaboration w/ others; dissemination in national seminar and/or accredited scientific journal; coordination w/ research center); qualification (full-time staff)

**Person in charge**
• **Aturan Umum (Student Grant)**

  – Mahasiswa tahun akhir terutama yang tidak mampu ekonomi
  – Tingkat kompetisi 1:3
  – Seleksi di tingkat program studi oleh reviewer (min satu dari luar PS)
    • Kriteria
    • mekanisme
  – Rincian satuan biaya (tidak ada honor pembimbing)
TOR Student Grant

**Background**
Briefly describe the rationale why this grant is needed to support the achievement of overall program objective
Describe the overall program that provide umbrella for this activity (e.g., part of outreach program)

**Objectives**
Describe the specific objectives of this grant as part of the overall program objective (e.g., shorten thesis duration, etc.)

**Scope and coverage**
Describe the coverage of this student grant (duration, detailed cost coverage, etc.)

**Expected outputs**
Describe in detail the expected output (e.g., report, thesis) and outcome of this grant (e.g. length of preparing thesis)

**Schedule**
Describe the implementation schedule using the following Gantt chart, and at least covers:

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**Mechanism for Selection of Proposal and Monitoring & Evaluation**
Describe the mechanism and criteria for selection of proposal (competitive-based selection by panel of 3 reviewers w/ at least 1 from outside study program, selection criteria, level of competition 1:3), and monitoring & assessment of grant implementation

**Budget**
Describe scope and ceiling for cost coverage (incentives, consumables, travel expense, etc. → no incentive for supervisor/advisor)

**Qualifications**
Describe the qualification needed for proposal submission (e.g., GPA, min. eight semester students, priority for economically disadvantage students, etc.)

**Person in charge**
TOR Technical Assistant

Background
Briefly describe the rationale why this TA is needed to support the achievement of overall program objective. Describe the overall program that provide umbrella for this activity

Objectives
Describe the specific objectives of this TA as part of the overall program objective (e.g., improvement of research quality, etc.)

Scope and coverage
Describe the coverage of this TA assignment (duration, detailed task coverage, etc.)

Expected outputs
Describe in detail the expected output (e.g., report, seminar, workshop) and outcome of this TA

Schedule
Describe the implementation schedule using the following Gantt chart, and should at least cover:

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Facility Provided
Describe the facilities provided for by the HEI, eg., work station, computer, local telephone, internet, etc.

Budget
Describe scope and ceiling for cost coverage (incentives, consumables, travel expense, seminar, workshop, etc.)

Qualifications
Describe the qualification needed for candidate TA (e.g., reputation, skill and/or expertise.)

Person in charge
• **Aturan Umum (Policy Study)**

  – Kontrak atau swakelola
  – TOR jelas dan rinci
  – Kontrak:
    • Tidak dengan institusi sendiri
    • Proses lelang (jasa)
  – Swakelola
    • TIM punya keahlian dan reputasi
    • Diangkat oleh rektor
    • Output menjadi ukuran
    • Biaya sesuai ketentuan I-MHERE
**TOR Policy Study atau Program Development**

**Background**
Briefly describe the rationale why this study is needed to support the achievement of overall program objective
Describe the overall program that provide umbrella for this activity

**Objectives**
Describe the specific objectives of this study as part of the overall program objective (e.g., improvement of research quality, etc.)

**Scope and coverage**
Describe the coverage of this study (detailed scope of study, seminar, workshop, duration etc.)

**Expected outputs**
Describe in detail the expected output (e.g., report,) and outcome of this study (e.g. general guideline for recruitment)

**Schedule**
Describe the implementation schedule using the following Gantt chart, and should at least cover:

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<tr>
<th>Task:</th>
<th>Month of the first implementation year</th>
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<td>Preparation</td>
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<td>Task 1</td>
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<td>Workshop</td>
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<td>Report</td>
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**Budget**
Describe scope and ceiling for cost coverage (incentives, consumables, travel expense, seminar, workshop, etc.)

**Qualifications**
Describe the qualification needed for this study (e.g., competence, capacity of personnel, etc)

**Person in charge**