

**GUIDELINES FOR COOPERATION**

**LSPR Institute of Communication and**

**Business**



**LSPR Institute of  
Communication & Business**

The Leading Graduate School of Communication & Business | ASEAN Global Campus

# **PEDOMAN KERJA SAMA**

## **LSPR INSTITUTE OF COMMUNICATION & BUSINESS**



## TABLE OF CONTENTS

<b>I. INTRODUCTION .....</b>	1
1.1 Background .....	1
1.2 Legal Basis for Cooperation .....	1
1.3 Objectives of Cooperation .....	2
<b>II. SCOPE AND FORMS OF COOPERATION.....</b>	5
2.1 Scope .....	5
2.2 Forms of Cooperation .....	5
2.3 Criteria for Cooperation .....	6
2.4 Status of Cooperation .....	6
<b>III. DOMESTIC COOPERATION .....</b>	7
3.1 Objectives of Domestic Cooperation .....	7
3.2 Principles of Domestic Cooperation .....	7
3.3 Procedures for Domestic Cooperation .....	8
<b>IV. INTERNATIONAL COOPERATION .....</b>	9
4.1 Objectives of International Cooperation .....	9
4.2 Principles of International Cooperation .....	9
4.3 Procedures for International Cooperation .....	10
<b>V. COOPERATION DOCUMENTS .....</b>	12
5.1 Memorandum of Understanding (MoU) .....	12
5.2 Memorandum of Agreement (MoA) .....	12
5.3 Implementation Arrangement (IA) .....	13
5.4 Cooperation Implementation Report .....	13

<b>VI. CLOSING .....</b>	14
<b>APPENDICES .....</b>	15

# **I. INTRODUCTION**

## **1.1 Background**

LSPR Institute of Communication and Business, through its three faculties—Faculty of Communication, Faculty of Business, and Faculty of Global Education & Special Needs—implements the Tridharma of Higher Education through teaching, community service, and research. These activities aim to establish collaboration with various sectors such as education (both national and international), government institutions and State-Owned Enterprises (SOEs), as well as other industries.

Cooperation at LSPR Institute of Communication and Business encompasses both academic and non-academic activities. These collaborations involve faculty members, students, and educational staff.

Enhanced cooperation at LSPR aims to improve the quality of education, develop human resources—including competencies of lecturers and students—and promote continuous innovation by synergizing academia and industry. Increasing both the quantity and quality of cooperation at national and international levels is a priority. For this reason, each cooperation activity is evaluated with partners to gain insights and feedback on satisfaction. Study programs and supporting departments continue to expand their partnerships, necessitating a Cooperation Guideline to serve as a reference in managing cooperative activities.

Cooperation with partners is formalized through signed documents such as Memoranda of Understanding (MoU), Memoranda of Agreement (MoA), and Implementation Arrangements (IA). These documents are reported as evidence of the implementation of cooperation.

## **1.2 Legal Basis for Cooperation**

1. Regulation of the Minister of Education and Culture Number 14 of 2014 concerning Higher Education Cooperation.
2. Statute of LSPR Institute of Communication and Business.

## **1.3 Objectives of Cooperation**

Cooperation within LSPR Institute of Communication and Business is carried out with the objectives of:

- Enhancing the performance and quality of LSPR Institute of Communication and Business in general, and specifically its Faculties/Departments/Units.

- Building relationships with external parties at both national and international levels based on principles of equality, mutual respect, and mutual benefit.

## **II. SCOPE AND FORMS OF COOPERATION**

### **2.1 Scope of Cooperation**

Cooperative activities apply to the Tridharma of Higher Education (research, teaching, and community service) as regulated by the Regulation of the Minister of Education and Culture Number 14 of 2014.

### **2.2 Forms of Cooperation**

#### **2.2.1 Academic Cooperation:**

1. Joint curriculum development (planning learning outcomes, content, and teaching methods).
2. Providing project-based learning (PBL) opportunities.
3. Offering internships of at least one full semester.
4. Providing job opportunities for graduates.
5. Enriching learning with guest lectures by practitioners.
6. Providing training (upskilling and reskilling) for lecturers and instructors.
7. Sharing facilities and infrastructure resources.
8. Establishing teaching factories (TEFA) on campus.
9. Organizing double-degree or joint degree programs.
10. Conducting other Tridharma activities such as research partnerships or training for lecturers and instructors.
11. Other necessary forms of cooperation.

#### **Non-Academic Cooperation:**

- Community service activities.
- Internship placements in industry and government institutions.
- Cultural exchanges and extracurricular collaboration.
- Human resource development and capacity building.

## 2.3 Criteria for Partners

No.	Type of Partner	Definition
1	<b>Multinational Companies</b>	Companies that operate in more than one country (excluding global technology companies).
2	<b>High-Standard National Companies</b>	Companies that have branches operating in more than two provinces, proven by branch offices in at least two different provinces, or companies listed on the Jakarta Stock Exchange (JSX).
3	<b>Global Technology Companies</b>	Companies listed in the <i>Forbes Top 100</i> published during the reporting year.
4	<b>Startup Technology Companies</b>	Startup companies engaged in technology development that possess an active Business Identification Number (NIB) and have been operating for a minimum of 2 years and a maximum of 5 years.
5	<b>World-Class Non-Profit Organizations</b>	Non-profit organizations that operate in more than one country.
6	<b>Multilateral Institutions/Organizations</b>	Multilateral institutions or organizations recognized by the Government of Indonesia.
7	<b>Universities Listed in the QS200 by Subject</b>	Study programs that collaborate with universities included in the <i>Top QS200 University Rankings</i> or <i>Top QS200 by Subject</i> published at the time of signing the cooperation document. The cooperation may be conducted with a QS200-ranked program or other study programs within the same university.
8	<b>Government Institutions, State-Owned Enterprises (SOEs), and/or Regional SOEs</b>	Ministries, high state institutions, provincial and local governments, state-owned enterprises, and regionally-owned enterprises.
9	<b>Hospitals</b>	Hospitals holding Class A, B, C, or D licenses issued by the Ministry of Health.
10	<b>Government, Private, National, and International Research Institutions</b>	National research institutions owned by the government or the private sector, and international

No.	Type of Partner	Definition
11	<b>National or Reputable Cultural Institutions</b>	<p>research institutions owned by the government or the private sector.</p> <p>Public or legally recognized institutions acknowledged by the government that promote the development of arts, culture, education, science, and community welfare.</p>

## 2.4 Status of Cooperation

The status of cooperation is determined based on the type of agreement and its scope.

<p style="text-align: center;"><b>Aktif / Active</b></p> <p style="text-align: center;"><b>Dokumen Kerja Sama tengah dilaksanakan, baik sebagian maupun secara keseluruhan.</b></p> <p style="text-align: center;">The Cooperation Document is currently being implemented, either partially or in full.</p>
<p style="text-align: center;"><b>Kadaluwarsa / Expired</b></p> <p style="text-align: center;"><b>Dokumen Kerja Sama telah habis masa berlakunya dan tidak atau belum dilakukan upaya perpanjangan.</b></p> <p style="text-align: center;">The Cooperation Document has passed its validity period and no renewal efforts have been made.</p>
<p style="text-align: center;"><b>Dalam Perpanjangan / In Renewal</b></p> <p style="text-align: center;"><b>Dokumen Kerja Sama telah habis masa berlakunya dan saat laporan disampaikan sedang dilakukan upaya perpanjangan.</b></p> <p style="text-align: center;">The Cooperation Document has expired, and at the time of reporting, renewal efforts are underway.</p>
<p style="text-align: center;"><b>Tidak Aktif / Inactive</b></p> <p style="text-align: center;"><b>Dokumen Kerja Sama masih berlaku tapi tidak atau belum ada upaya tindak lanjut.</b></p> <p style="text-align: center;">The Cooperation Document is still valid but no follow-up action has been taken.</p>

### **III. DOMESTIC COOPERATION**

#### **3.1 Objectives of Domestic Cooperation**

Domestic cooperation programs aim to optimize LSPR's role as a center for education, research, and community service. They strengthen synergies between universities, industries, government, SOEs, and NGOs.

#### **3.2 Principles of Domestic Cooperation**

Domestic cooperation follows regulations set by the government and higher education authorities and is implemented based on the following principles:

1. Refers to partner criteria and government-determined activities.
2. Promotes innovative, creative, and mutually beneficial collaboration to improve educational quality at LSPR.
3. Ensures sustainability and provides mutual benefits for LSPR and its partners.

#### **3.3 Procedures for Domestic Cooperation**

1. Exploration of cooperation by the initiating department/program.
2. Joint review of the scope and content of cooperation.
3. Drafting of cooperation documents.
4. Signing of cooperation documents.
5. Implementation of cooperation.
6. Evaluation of cooperation.
7. Termination or extension of cooperation duration.

The Exploration of Cooperation is the initial stage of the collaboration mechanism carried out by the respective department, faculty, or study program. This stage is conducted with the knowledge of the LSPR Cooperation Office. After the signing of the cooperation agreement, the department, faculty, or study program that initiated the cooperation must submit the relevant cooperation documents to the LSPR Cooperation Office.

## **IV. INTERNATIONAL COOPERATION**

### **4.1 Objectives of International Cooperation**

International cooperation is implemented in accordance with the Tri Dharma of Higher Education (Education, Research, and Community Service). Collaboration through international partnerships encompasses cooperation with foreign universities or institutions, government bodies, and non-governmental organizations (NGOs).

1. International Cooperation is defined as a formal partnership between the LSPR Institute of Communication and Business and foreign universities or other institutions established on an institutional basis.
2. To enhance the quality of education at LSPR in ways that benefit both lecturers and students.
3. To contribute to building a knowledge-based society capable of entering the international job market with additional multilingual skills, communication and negotiation abilities, as well as an understanding of intercultural norms, political developments, legal frameworks, and socio-cultural dynamics.
4. To generate a significant global impact and strengthen LSPR's academic reputation at the international level.

### **4.2 Principles of International Cooperation**

The implementation of International Cooperation Programs must comply with the provisions established for higher education administration, as well as the applicable national and international laws.

The implementation of International Cooperation Programs is carried out based on five (5) principles:

They are guided by the following principles:

1. Refers to government-determined partner criteria and activities.
2. Promotes innovative and mutually beneficial collaboration.
3. Ensures sustainability and benefits for LSPR and partners.

### **4.3 Procedures for International Cooperation**

The stages carried out in the procedure for implementing International Cooperation are as follows:

1. Exploration of cooperation by the initiating department/program.
2. Joint review of cooperation content.
3. Drafting of cooperation documents.
4. Signing of documents.

5. Implementation of cooperation.
6. Evaluation of cooperation.
7. Termination or extension of cooperation duration.

The Exploration of Cooperation is the initial stage of the collaboration mechanism carried out by the respective department, faculty, or study program. This stage is conducted with the knowledge of the LSPR Cooperation Office. After the signing of the agreement, the department, faculty, or study program that initiated the cooperation must submit the relevant cooperation documents to the LSPR Cooperation Office.

## **V. COOPERATION DOCUMENTS**

### **5.1 Memorandum of Understanding (MoU)**

Based on the Indonesian Civil Code (KUH Perdata) Article 1338 paragraph (1), which states that “All legally made agreements shall apply as law for those who make them,” it can be concluded that in carrying out cooperation, it is permissible to establish agreements either individually or institutionally. Furthermore, Article 1320 of the Civil Code, which regulates the legal requirements of an agreement—particularly those related to mutual consent—also serves as the basis for a Memorandum of Understanding (MoU). This is because an MoU is assumed to be an agreement founded on mutual consent, and such consent makes it binding. In addition, Law No. 24 of 2000 concerning International Agreements may also serve as a legal foundation for the establishment of a Memorandum of Understanding. MoU is a general cooperation framework signed by the Rector/Vice Rector/Foundation Chairperson. It serves as a legal basis for subsequent agreements and is numbered through the Corporate Reputation Department.

### **5.2 Memorandum of Agreement (MoA)**

A Memorandum of Agreement (MoA) is a Cooperation Agreement that outlines the technical aspects of implementing the collaboration previously stated in the Memorandum of Understanding (MoU). It can be regarded as a contract that holds binding legal force upon the parties involved or the signatories. The MoA is established to continue the cooperation at the Faculty or Department level within LSPR, with the signatory being the Dean, Head of Department, or Department Director. The MoA document and its numbering are managed by the respective department that initiates the cooperation.

### **5.3 Implementation Arrangement (IA)**

The Implementation Arrangement (IA) is carried out at the Study Program level, with the signatory being the Head, Deputy Head, or Secretary of the Study Program. The IA document number is issued by the respective Study Program, corresponding to the lecturers or students involved in the cooperation activity.

The IA outlines the implementation of cooperation activities that have been previously stated in the MoU and MoA. It serves as evidence of the cooperation that has been executed between LSPR and its partners, as it represents the implementation at the study program level. The Study Program may encourage the department that initiated the cooperation to create an IA as a form of concrete activity involving lecturers and students.

#### **5.4 Cooperation Implementation Report**

Cooperation activities that have been carried out must be reported in the Cooperation Implementation Report as official documentation and evidence of the partnership's execution. The Cooperation Implementation Report must also be signed by both collaborating parties. The signatories include the person in charge of the cooperation activity, the Head of Study Program/Head of Department/Department Director of LSPR, along with the representative of the partner institution.

### **VI. CLOSING**

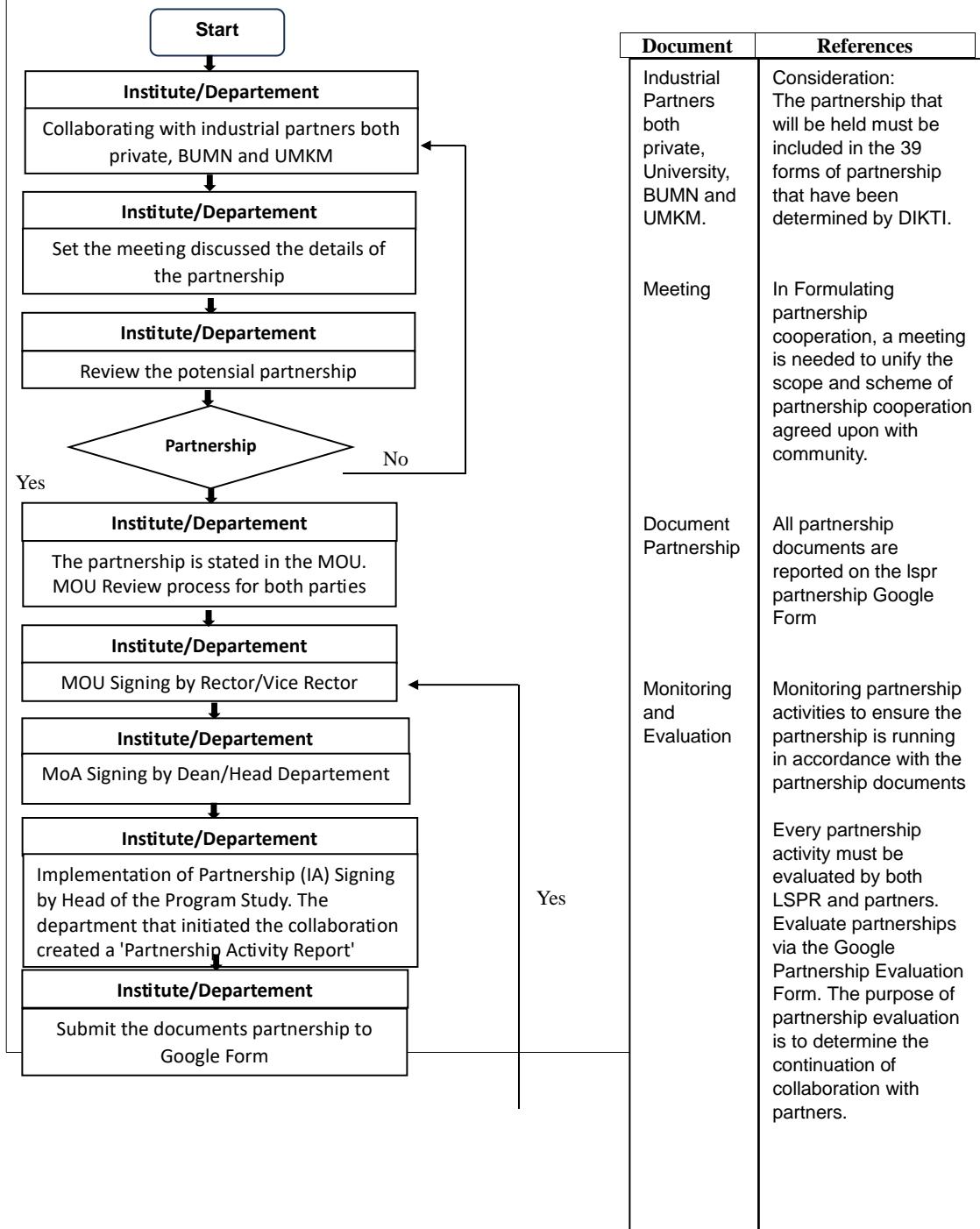
This guideline is effective as of Rector's Decree 021-20/PAKS/LSPR/AI/AY/CABC concerning Guidelines for Cooperation between LSPR Institute of Communication and Business and external parties. Should new government regulations on higher education cooperation be issued, this guideline will be adjusted accordingly.

It is expected that these guidelines will increase both the quantity and quality of cooperation between LSPR and its partners, including universities and industries, in order to enhance the achievement of LSPR's vision and mission.

# APPENDIX

Prepared By: Deputy Head of Partnership	LSPR Partnership	Date:
Checked By: Vice Rector 4		Revision:
Approval By:	Doc No:	Page:

## Standar Operating Procedure



## LSPR PARTNERSHIPS



<https://linktr.ee/lsprpartnership>



# **LSPR Institute of** Communication & Business

The Leading Graduate School of Communication & Business | ASEAN Global Campus