



Kampus
Merdeka
INDONESIA JAYA

OUTBOND MOBILITY

SEKOLAH TINGGI ILMU KEPERAWATAN PPNI JAWA BARAT

2021





Kampus
Mendaki
KESEHATAN

STIKep PPNI Jawa Barat

APPROVAL OF THE OUTBOND MOILITY STIKep PPNI JAWA BARAT

Bachelor of Nursing and Nursing Profession Program

School of Nursing STIKep PPNI Jawa Barat

Bandung, December 2021

**Chairmant of
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VISION AND MISSION STIKEP PPNI JAWA BARAT

Vision:

To become a leading and professional institution in the field of nursing, based research, innovation, and technology, with competitive capabilities at both national and international levels.

Mission:

1. To offer educational programs that are research-based, incorporating technology and innovative curricula, teaching staff, and high-quality learning methods.
2. To conduct and develop innovative health research and information technology activities to support the enhancement of healthcare services.
3. To carry out community service based on research findings as a contribution to addressing health issues.
4. To implement good university governance supported by information technology.
5. To create a conducive environment for the administration of education, research, and community service.
6. To ensure that graduates of STIKep PPNI Jawa Barat are individuals of character, dignity, and integrity.
7. To facilitate cross-sectoral collaboration, both nationally and internationally, to support the execution of education, research, and community service.



VISION DAN MISSION

BACHELOR OF NURSING AND NURSING PROFESSION PROGRAM SCHOOL OF NURSING

Vision:

To become a nursing education program that is competent, independent, and professional, with excellence in the development of information and communication technology in nursing care, grounded in research and innovation, and capable of competing at both national and international levels.

Mission:

1. To implement a professional nursing education program in accordance with information and communication technology in nursing care, based on research and innovative curricula, teaching staff, and high-quality learning methods.
2. To conduct and develop innovative research activities in information and communication technology in nursing care to support the enhancement of healthcare services.
3. To perform community service based on research findings in information and communication technology in nursing care as a contribution to solving health issues.
4. To implement good university governance supported by information technology.
5. To create a conducive environment for the administration of education, research, and community service.
6. To support graduates of STIKep PPNI Jawa Barat in becoming individuals of character, dignity, and integrity.
7. To engage in cross-sectoral collaboration, both nationally and internationally, to support the execution of education, research, and community service.



VISION DAN MISSION DIPLOMA OF NURSING

Vision:

To become a vocational nursing education program that is competent, creative, and excels in the application of information and communication technology in holistic nursing, grounded in research and innovation, and competitive at both national and international levels

Mission:

1. To implement a vocational education program based on information and communication technology in holistic nursing, grounded in research, technology, and innovative curricula, teaching staff, and high-quality learning methods.
2. To apply research findings through the use of information and communication technology in holistic nursing creatively to support the improvement of healthcare services.
3. To conduct community service based on research findings with the application of information and communication technology in holistic nursing as a contribution to solving health issues.
4. To implement good university governance supported by information technology.
5. To create a conducive environment for conducting education, research, and community service.
6. To support graduates of STIKep PPNI Jawa Barat in becoming individuals of character, dignity, and integrity.
7. To engage in cross-sectoral collaboration, both nationally and internationally, to support the execution of education, research, and community service.



INTRODUCTION

This document outlines the procedures and guidelines for the outbound mobility programs at STIKep PPNI Jawa Barat, including student exchanges, internships, and short programs. It is designed to provide a comprehensive framework to ensure the effective implementation and management of these programs under the Merdeka Belajar-Kampus Merdeka initiative. The document covers various aspects, including the vision and mission of STIKep PPNI Jawa Barat and its programs, detailed procedures for managing outbound mobility, and the necessary documentation required for successful participation and credit transfer.

We hope this guide will serve as a valuable resource for students, faculty, and administrative staff involved in the outbound mobility programs, contributing to a productive and enriching experience for all participants.

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BACKGROUND

OUTBOND MOBILITY SEKOLAH TINGGI ILMU KEPERAWATAN PPNI JAWA BARAT

The outbound mobility programs at STIKep PPNI Jawa Barat are designed to enrich the academic and professional experiences of students through various international and cross-institutional opportunities. These programs include student exchanges, internships, and short-term engagements, which are integral to the institution's commitment to the Merdeka Belajar-Kampus Merdeka initiative.

STIKep PPNI Jawa Barat has developed these outbound mobility programs to align with its vision of becoming a leading institution in nursing education and research. The programs aim to provide students with practical experience and exposure to diverse academic and cultural environments, thereby enhancing their competencies and global perspectives.

This document provides a detailed overview of the procedures and guidelines for outbound mobility programs at STIKep PPNI Jawa Barat, which encompass student exchanges, internships, and short programs. These programs are an integral part of the Merdeka Belajar-Kampus Merdeka initiative, aiming to enhance students' educational experiences by offering opportunities for international and cross-institutional engagement.

The primary goal of this guide is to establish a structured framework that ensures the effective implementation and management of these mobility programs. It includes comprehensive information on the vision and mission of STIKep PPNI Jawa Barat and its associated educational programs. The document outlines the procedural steps for managing outbound mobility, from application through to credit transfer, and details the necessary documentation required for successful participation.



We anticipate that this guide will be an invaluable resource for students, faculty, and administrative staff, facilitating a smooth and enriching experience for all involved in the outbound mobility programs.

1.1 Objectives

The outbound mobility program at Sekolah Tinggi Ilmu Keperawatan PPNI Jawa Barat aims to:

1. Enhance International Experience

Provide students with the opportunity to experience education and practice abroad, broadening their global perspectives and understanding diverse approaches in the field of nursing.

2. Improve Professional Skills

Facilitate students in acquiring relevant practical skills through internships and exchange programs at international partner institutions, enabling them to apply nursing knowledge in a global context.

3. Strengthen International Networks

Assist students in building professional relationships and networks with educational and practice institutions abroad, which can be beneficial for future collaborations and career opportunities.

4. Increase Academic and Cultural Competence

Enrich students' understanding of various health systems and cultures in other countries, enhancing their academic knowledge with international perspectives.

5. Support the Implementation of Merdeka Belajar-Kampus Merdeka

Comply with the Merdeka Belajar-Kampus Merdeka policy by providing flexible and interdisciplinary learning experiences abroad, supporting students' comprehensive personal development.



1.2 Target

The primary target for the outbound mobility program includes:

1. International Students

Students from foreign institutions who are participating in exchange programs or internships at Sekolah Tinggi Ilmu Keperawatan PPNI Jawa Barat.

2. International Nursing Students Seeking Practical Experience

Foreign nursing students who are looking to gain practical experience and exposure to different healthcare systems through international mobility programs.

3. International Students with Academic and Cultural Readiness

International students who have demonstrated academic preparedness and cultural adaptability to engage effectively in educational and professional settings abroad.

4. International Students with Strong Motivation for Global Experience

Foreign students who exhibit a high level of motivation to participate in international activities and are eager to leverage global experiences for their professional development.

5. International Students with Adequate Academic Performance

Students from partner institutions who meet academic performance criteria and are well-positioned to benefit from and contribute to the outbound mobility program.



International Opportunities

Student Exchange

Student exchange programs involving taking courses for a minimum of 1 semester at either partner or non-partner universities of STIKep PPNI Jawa Barat, at both national and international levels.

Duration: 1 to 2 semesters.

Important Note: It is mandatory to carry out credit transfer (SKS).

Short Program

Academic and non-academic activities at both and international levels. These can include cultural, academic, leadership, talent development, scientific, winter/summer programs, or global project based programs, from both partner and non-partner institutions of STIKep PPNI Jawa Barat.

Duration: 3 days to 1.5 months.

Important Note: Non-credit SKS activities or credit transfer for SKS may be allowed depending on the program

Student Internship

Exchange, internship, and research activities at both national and international levels conducted by students at partner institutions of STIKep PPNI West Java. The program may include research and internships at laboratories or research centers of both partner and non-partner institutions of STIKep PPNI West Java.

Duration: 1 to 6 months

Credit Transfer: Mandator



STANDARD OPERATING PROCEDURES FOR OUTBOUND STUDENT EXCHANGE

2.1 Objective

To provide guidance for the implementation of the Outbound Student Exchange Program under the Merdeka Belajar-Kampus Merdeka initiative.

2.2 Scope

This Standard Operating Procedure (SOP) covers the administrative process for the Outbound Student Exchange Program for students at STIKep PPNI Jawa Barat.

2.3 Definitions

The Outbound Student Exchange Program involves exchange, internships, and community service activities conducted by students outside STIKep PPNI Jawa Barat, either through collaboration schemes with a duration of 3 months up to a maximum of 2 semesters. Academic activities outside STIKep PPNI Jawa Barat that fall under the Merdeka Belajar-Kampus Merdeka initiative include student exchanges at both national and international levels with partner or non-partner institutions.

2.4 References

- a) Ministerial Regulation of the Republic of Indonesia Number 49 of 2014 concerning National Higher Education Standards.
- b) Ministerial Regulation of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards.
- c) Regulation of the Chairperson of STIKep PPNI Jawa Barat regarding the Implementation of the Merdeka Belajar-Kampus Merdeka Program at STIKep PPNI Jawa Barat.

2.5 General Provisions

- a) Second-year students in the Diploma III Nursing and Bachelor of Nursing programs at STIKep PPNI Jawa Barat are registered learners at STIKep PPNI Jawa Barat.
- b) Foreign Higher Education Institutions are universities abroad that serve as destinations for the student exchange program.
- c) The draft timeline for activities must be consulted with the academic authorities at STIKep PPNI Jawa Barat before students proceed with the application process.



- d) The Vice Chairperson I refers to the Vice Chairperson for Academic and Student Affairs.
- e) The Vice Chairperson II refers to the Vice Chairperson for Planning, Finance, and Facilities

2.6 Detailed Procedures

Procedures for Managing the Outbound Student Exchange Program

- a) Program Management Procedures
 - Program Offering

Foreign institutions offer programs to STIKep PPNI Jawa Barat students through the collaboration department, which will then be coordinated with the academic department. These programs may include student exchanges or study abroad opportunities from both partner and non-partner institutions of STIKep PPNI Jawa Barat.

- Academic Department Coordination

The academic department, in conjunction with the collaboration department, ensures the details of the student exchange program are accurately communicated to the Merdeka Belajar-Kampus Merdeka (MBKM) team, who will then disseminate this information to the students of STIKep PPNI Jawa Barat.

- Approval and Eligibility

Students from STIKep PPNI Jawa Barat must obtain approval from their study program, in the form of a statement letter from the Head of the Study Program, indicating that the offered program aligns with 80% of the Course Learning Outcomes (CLOs).

- Application and Selection

Students register and submit the required documents. STIKep PPNI Jawa Barat must then undergo a selection process conducted by the MBKM team and the academic department.

- Document Verification and Selection Results



The MBKM team verifies the completeness of documents, performs the selection, and informs the students of the selection results.

➤ Notification of Selection Results

Students receive notification of the selection results for the student exchange program.

➤ Learning Agreement and Administrative Procedures

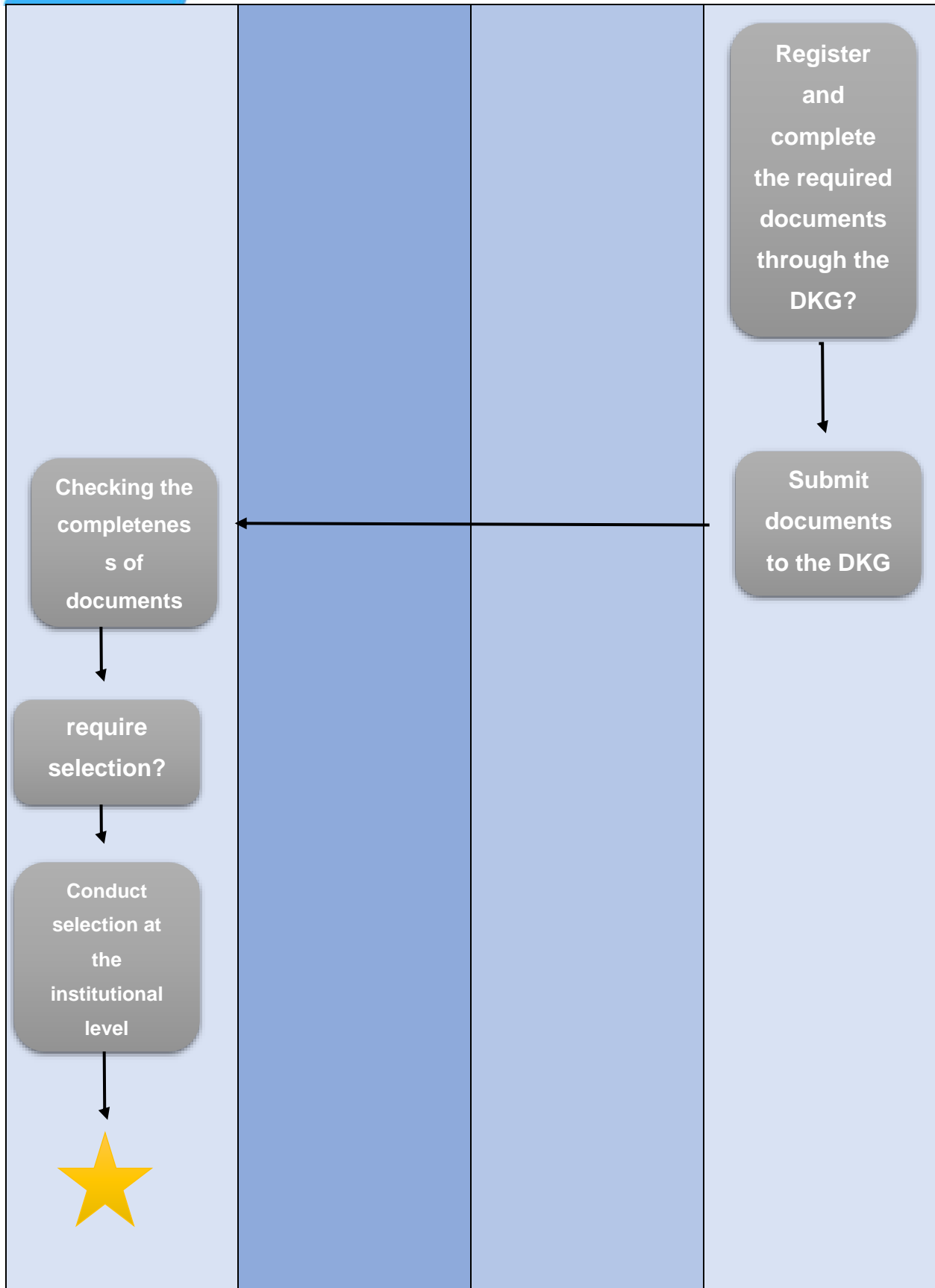
Students proceed with the arrangement of the learning agreement. Matters concerning credit transfer and other administrative details are managed by STIKep PPNI Jawa Barat.

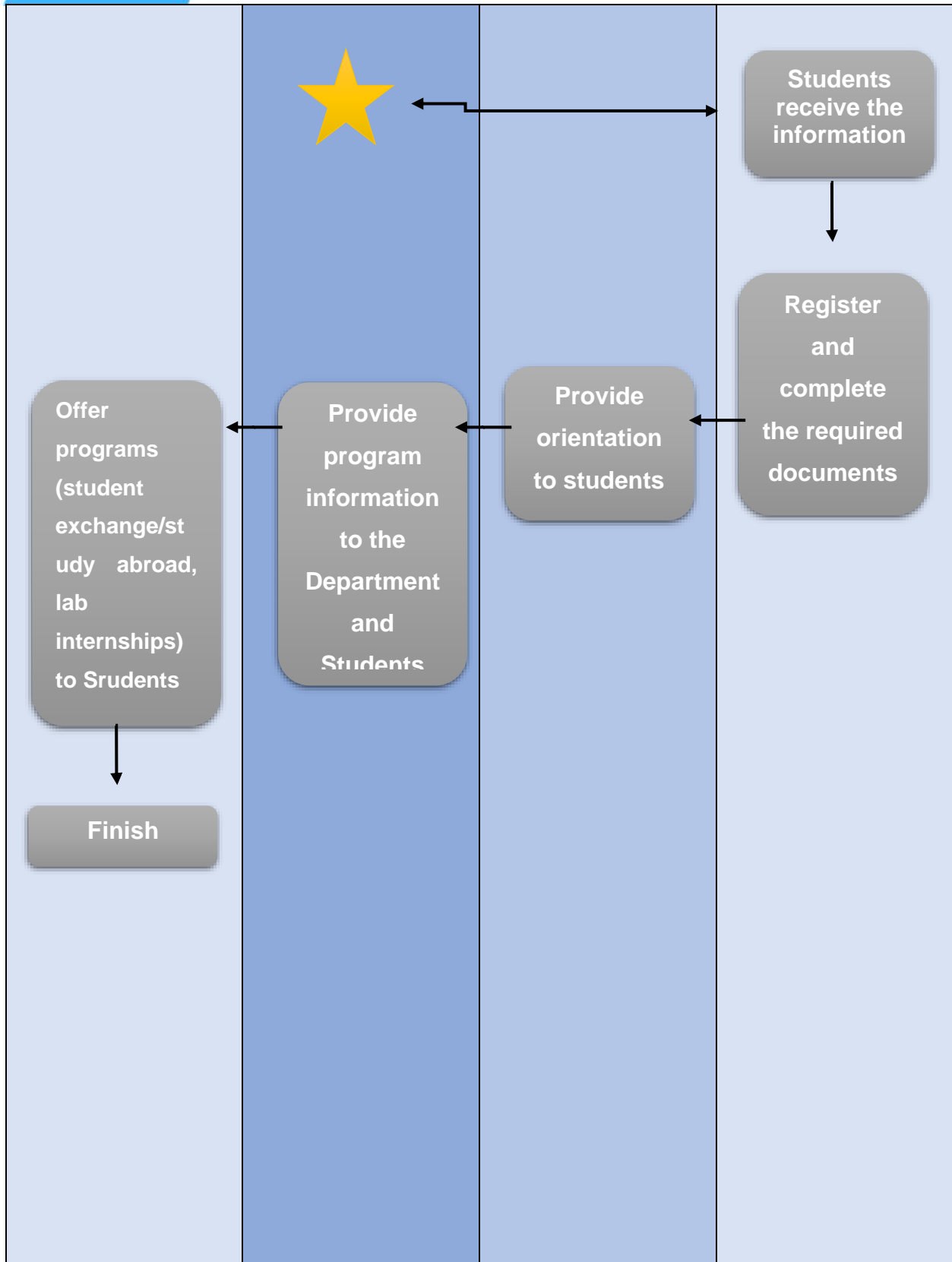
➤ Letter of Acceptance

Students receive a Letter of Acceptance (LoA) as confirmation of their acceptance into the program.

➤ Reporting and Administrative Facilitation

The MBKM team reports the successful students to the Head of the Study Program. This is necessary to facilitate further administrative processes, including the issuance of a task letter for funding application, student permit letter, confirmation of selection, and visa application letter.







Academic Administration Process for Student Exchange

3.1 Objectives

To provide guidance on the implementation of academic administration for student exchange participants.

3.2 Scope

This Standard Operating Procedure (SOP) covers the administrative process for student exchange programs and the credit transfer into the credit system (SKS) of STIKep PPNI Jawa Barat.

3.3 Definitions

Academic administration for student exchange includes the administrative processes that occur after students are accepted into an outbound program and up to the credit transfer process.

3.4 References

- a) Ministerial Regulation of the Republic of Indonesia Number 49 of 2014 concerning National Higher Education Standards.
- b) Ministerial Regulation of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards.
- c) Regulation of the Chairperson of STIKep PPNI Jawa Barat regarding the Implementation of the Merdeka Belajar-Kampus Merdeka Program at STIKep PPNI Jawa Barat.

3.5 General Provisions

- a) STIKep PPNI Jawa Barat Students: Refers to learners who are registered and studying at STIKep PPNI Jawa Barat.
- b) Domestic and International Institutions: Refers to partner and non-partner institutions of STIKep PPNI Jawa Barat.
- c) Vice Chairperson I: Refers to the Vice Chairperson for Academic and Student Affairs.
- d) Vice Chairperson II: Refers to the Vice Chairperson for Planning, Finance, and Facilities.



3.6 Detailed Procedures

Procedures for Managing Student Exchange Administration and Credit Transfer

a. Administration and Credit Transfer Procedures

➤ Initial Steps

The process begins with the student receiving a Letter of Acceptance (LoA) as confirmation that they have been accepted into the student exchange program.

➤ Finalizing Course Plan

The student finalizes the list of courses they will take during the exchange program and reports this plan to the department. The course plan is documented in the Learning Agreement (credit transfer form).

➤ Verification and Documentation

The Head of the Study Program receives the report from the student and verifies the final Learning Agreement. The department then prepares additional documentation, including a letter requesting notification of the student's participation in the student exchange program and a request for a 10% reduction in tuition fees. This letter is addressed to the Vice Chairperson I with copies to the Vice Chairperson II and the Directorate of Education.

➤ Approval for Tuition Reduction

If Vice Chairperson I approves the request, they will forward the disposition to Vice Chairperson II for the tuition fee reduction.

➤ Financial Processing

Vice Chairperson II's approval is forwarded to the Finance Department. Once the student's tuition fee status is updated (which can be checked in the student integration system), the student can proceed to pay the reduced 10% tuition fee.

➤ Participation in the Program

After completing the initial administrative steps, the student participates in the student exchange program at the designated institution.



➤ Completion and Reporting

Upon completing the student exchange program, the student submits a report of their return to the MBKM Team and reports to the Head of the Study Program with their academic transcript for credit transfer.

➤ Credit Transfer Verification

The Head of the Study Program verifies the student's grades for credit transfer. During this verification process, the department has full authority to determine the methods or criteria for evaluating the student's grades.

➤ Request for Credit Transfer

After verification, the Head of the Study Program submits a request to Vice Chairperson I for the credit transfer process.

➤ Approval and Processing

Vice Chairperson I approves the credit transfer request and provides instructions to the Academic Administration Office (BAAK) for processing.

➤ Credit Transfer Entry

BAAK enters the credit transfer data into the student integration system.

➤ Final Credit Transfer Report

The student receives the results of their credit transfer, which are reflected in their transcript and can be verified.



REQUIRED DOCUMENTATION

4.1 Credit Transfer Form (Learning Agreement)

Name:

Student ID Number:

Department:

declare my interest in participating in the program [please insert program name], which will take place on [insert date], with the following conditions:

1. I have read and understood all the rules and regulations associated with the program.
2. I am willing to cover any costs associated with the program (if applicable).
3. If selected as a participant, I will assume full responsibility for the rights and obligations as a participant in the program.

Should any violations of this declaration occur in the future, I am prepared to accept sanctions according to the applicable regulations. This statement is made voluntarily and is intended for the purpose it is meant for.

Signed in Surabaya, [insert date]

[Head of Study Program]

[Applicant]

Please have the Head of the Study Program write and sign this statement, along with the department's official seal.

Please include the applicant's name and signature.



Standard Operating Procedures for Outbound Student Short Program

5.1 Objectives

To provide guidance on the implementation of the Outbound Student Short Program within the Merdeka Belajar-Kampus Merdeka framework.

5.2 Scope

This Standard Operating Procedure (SOP) covers the administrative processes for the Outbound Student Short Program for students at STIKep PPNI Jawa Barat.

5.3 Definition

The Outbound Student Short Program is an academic and non-academic activity conducted by students outside of STIKep PPNI Jawa Barat, either through cooperative schemes or individually, lasting from 3 days to 1.5 months, with topics related to academics, leadership, culture, interests, and other issues. Academic activities that fall under the Merdeka Belajar-Kampus Merdeka framework include short programs at national and international levels organized by STIKep PPNI Jawa Barat internally, or by universities/colleges/organizations/government agencies in Indonesia, or partners and non-partners of STIKep PPNI Jawa Barat.

5.4 References

- a) Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 on National Standards for Higher Education.
- b) Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education.
- c) Regulation of the Head of STIKep PPNI Jawa Barat on the Implementation of Merdeka Belajar-Kampus Merdeka Activities at STIKep PPNI Jawa Barat.

5.5 General Provisions

- a) Students of STIKep PPNI Jawa Barat are those who are officially enrolled and studying at STIKep PPNI Jawa Barat.
- b) Foreign Higher Education Institutions refer to universities abroad that serve as destinations for student exchange programs.



- c) Draft timelines for activities must be consulted with the academic department of STIKep PPNI Jawa Barat before students proceed with the application process.
- d) Vice Chairman I is the Vice Chairman for Academic Affairs and Student Affairs.
- e) Vice Chairman II is the Vice Chairman for Planning, Finance, and Facilities.

5.6 Procedure Details

Details of the Outbound Student Short Program Management Procedure

a) Procedure for Managing the Outbound Student Internship Program

- Foreign Higher Education Institutions/Local Higher Education Institutions/International Organizations/Government Agencies, hereafter referred to as the Organizer, offer programs to STIKep PPNI Jawa Barat students or vice versa through the cooperation department. The programs may include cultural activities, academic activities, leadership activities, talent and interest programs, scientific programs, winter or summer programs, global project-based programs, from both partner and non-partner institutions of STIKep PPNI Jawa Barat.
- The cooperation department ensures the format of the short program offer and provides program information to the Head of Study Program and students of STIKep PPNI Jawa Barat.
- STIKep PPNI Jawa Barat students obtain approval from the Head of Study Program in the form of a recommendation letter.
- Students register and complete the required documents with the MBKM Team.
- The MBKM Team checks the completeness of the documents, conducts the selection, and informs the students of STIKep PPNI Jawa Barat about the selection results.
- Students receive notification of the results of the exchange program selection.
- Policies regarding credit transfer for short programs and related administrative matters are regulated by each respective study program.



Standard Operating Procedure for Outbound Student Internship

6.1 Objectives

To provide guidance on the implementation of the Outbound Student Internship Program within the Merdeka Belajar-Kampus Merdeka framework.

6.2 Scope

This Standard Operating Procedure (SOP) covers the administrative processes for the Outbound Student Internship Program for students at STIKep PPNI Jawa Barat.

6.3 Definition

The Outbound Student Internship Program involves exchange, internships, and research activities conducted by students at partner universities of STIKep PPNI Jawa Barat, either through cooperative schemes or individually, with durations ranging from 1 month up to a maximum of 6 months. Academic activities outside STIKep PPNI Jawa Barat that fall under the Merdeka Belajar-Kampus Merdeka framework include international research and internship activities.

6.4 References

- a) Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 on National Standards for Higher Education.
- b) Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education.
- c) Regulation of the Head of STIKep PPNI Jawa Barat on the Implementation of Merdeka Belajar-Kampus Merdeka Activities at STIKep PPNI Jawa Barat.

6.5 General Provisions

- a) Students of STIKep PPNI Jawa Barat are individuals who are officially enrolled and studying at STIKep PPNI Jawa Barat.
- b) Foreign Higher Education Institutions refer to universities abroad that serve as destinations for student exchange programs.
- c) Draft timelines for activities must be consulted with the academic department of STIKep PPNI Jawa Barat before students proceed with the application process.



- d) Vice Chairman I is the Vice Chairman for Academic Affairs and Student Affairs.
- e) Vice Chairman II is the Vice Chairman for Planning, Finance, and Facilities.

6.6 Details of Procedures

Details of the Outbound Student Exchange Program Management Procedure

a) Procedure for Managing the Outbound Student Exchange Program

- Foreign Institutions offer programs to STIKep PPNI Jawa Barat students through the cooperation office, which will then be coordinated with the academic department. The program may include student exchanges/study abroad opportunities from both partner and non-partner institutions of STIKep PPNI Jawa Barat.
- The academic department, through the cooperation office, ensures the format of the student exchange program offer and provides information about the program to the MBKM team for dissemination to STIKep PPNI Jawa Barat students.
- STIKep PPNI Jawa Barat students who receive approval from their study program, evidenced by a letter from the Head of the Study Program stating that the offered program aligns with 80% of the Course Learning Outcomes (CLO), can proceed.
- Students register and complete the required documents, then STIKep PPNI Jawa Barat must undergo a selection process by the MBKM team and the academic department.
- The MBKM team checks the completeness of the documents, conducts the selection, and informs the results to the students of STIKep PPNI Jawa Barat.
- Students receive notification of the selection results for the student exchange program.
- Students will then proceed with the learning agreement process. Matters related to credit transfer and other administrative issues are managed by STIKep PPNI Jawa Barat.



- Students receive a Letter of Acceptance (LoA) as confirmation of their acceptance into the program.
- The MBKM team reports the successful students to the Head of the Study Program. This is necessary to facilitate further administrative processes, including issuing a duty letter required for funding applications, issuing a student permit letter, providing a letter confirming the selection result, and a visa recommendation letter.