

❖ Universitas Indonesia graduate

## Working Experience on ITL field:

- ❑ A full time (non-teaching) staff at International Office of Universitas Indonesia for almost 15 year, since 2017.
- ❑ Taking the role as The Coordinator for International Mobility for almost 7 year, since 2015
- ❑ Projects & Responsibilities: Oversee the facilitation and the implementation of : Inbound and outbound mobilities program for students and staff; International Scholarship; UI participation on ITL HE Association; AUN-ACTS Secretariat; Immigration Services and ITL Students Services.

## ITL Internships and Trainings:

- Internship at International Office of Waseda University, Japan
- Participate on DAAD DIES-Training Course “Management of Internationalisation” from August 2017 – Sept 2018 at Leibniz Universitat Hannover, Germany and Manipal University, India
- AUA Staff Exchange at Asian Universities Alliance Secretariat at Tshinghua University, China on 2018
- Grant recipient of Erasmus+ staff mobility for training to Birmingham University, UK on 2019



# Alfrida E. M. HUTAPEA

**Full time (non-teaching) Staff**

Coordinator for International Mobility  
International Office Universitas Indonesia



UNIVERSITAS  
INDONESIA

*Veritas, Probitas, Iustitia*

KANTOR URUSAN  
INTERNASIONAL

# Increasing Awareness of Internationalization Program

at the University level

# INTERNATIONALIZATION

(one of the definition)

TAKE NOTE tht !!!



Intentional Process

PLANNED and HAVE OBJECTIVE



In order to enhance

creating a roadmap/strategy to achieved the objective/target



A collection of international activities is not a strategy

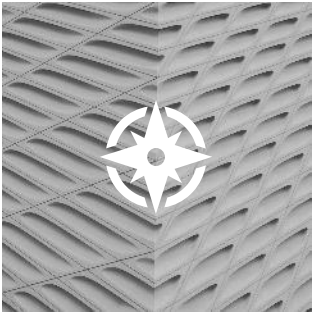


START TO DESIGN YOUR ITL PROGRAM

**“the INTENTIONAL PROCESS of integrating an international, intercultural or global dimension into the purpose, functions and delivery of post-secondary education, in order to enhance the quality of education and research for all students and staff, and to make a meaningful contribution to society.”**

(de Wit, Hunter, Egron Polak and Howard 2015)

# IDENTIFYING



## STEP 1

Identify which mission, or vision or The University Strategic Planning that can be achieved through ITL Program

THIS WILL BE THE ANCHOR of your IO ITL PROGRAM



## STEP 2

Identify if there any mandated goal(s) or target(s) to be accomplished by your IO



## STEP 3

Identify the role and function of your IO



## STEP 4

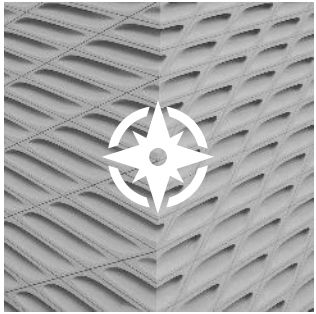
Map your IO SWOT [strength, Weakness , Opportunities and Threats]



## STEP 5

Map your University SWOT [strength, Weakness , Opportunities and Threats]

# DESIGNING



## STEP 1

Design your IO ITL program [including the budget] based on your IDENTIFYING process

Divide your IO ITL program into a long term & a yearly program



## STEP 2

Identify who will implement the ITL activities on your ITL Program

Not all of the ITL activities have to be hosted or implemented by IO.



## STEP 3

Identify the audience for each for your ITL program and set up your promotion strategies to reach out to each audience



## STEP 4

Set up the TARGET for each for your IO ITL program, including the target for your long term & yearly program

If there is no target, then you can not really measure how is your IO performance



## STEP 5

Breakdown your yearly target into a shorter term target (e.g. breakdown a yearly target into a quarterly target)

This is a tool to monitor the success rate of your IO into achieving your yearly target

# INTERNATIONALIZATION ALERT!!!



Internationalization  
Does Not Belong To  
1 Office, But Its  
Belong To THE  
WHOLE  
UNIVERSITY

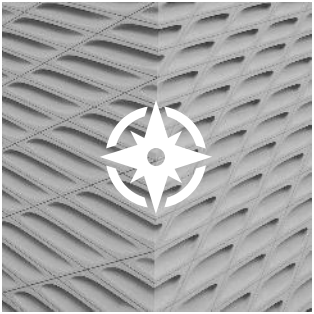
INVITE and  
INVOLVE ALL  
ACTORS or  
STAKEHOLDERS

What motivates  
people to engage with  
internationalization?

What causes them to  
resist?

AGREEING THE  
DESTINATION with  
the  
actors/stakeholders

# BUILDING AWARENESS of ITL Program at the University Level



## STEP 1

COMMUNICATE and GET THE APPROVAL for IO ITL PROGRAM Plan, from the direct University Top Leader's that supervise your IO



## STEP 2

COMMUNICATE your designed IO ITL Program (activities, budget and targets) to all of your IO team.  
We need all the IO team to have the knowledge, understand how to execute the program and determined to achieved the target



## STEP 3

With the support of the direct University Top Leaders that supervise your IO, designing how IO will communicate the ITL Program to the other University Top Leaders.  
So ITL Program can be known, supported and immersing as THE UNIVERSITY PROGRAM



## STEP 4

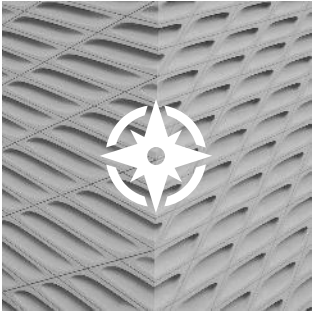
COMMUNICATE your ITL Program to others units at the University level. So it can be known, supported and complementing programs from other units too.  
ITL Program and activities, surely need supports from all the others units at the university



## STEP 5

Make a periodic meetings and discussion, with the other units at the University Level (especially if the implementation of certain ITL activities is collaborated)

# COMMUNICATE, BUILDING AWARENESS and FACILITATE FACULTIES



## STEP 1

COMMUNICATE the ITL PROGRAM, ACTIVITIES

Also includes the cascade ITL targets (if any) and available budget for the faculty (if any) to the Faculty Top Leaders.

So the Faculty Top Leaders will have the information, aware and support



## STEP 2

Conduct socialization and periodic coordination meetings with smaller units at the faculty

Give information about IO ITL activities and activities that can be participated by the faculty or the students from each faculty



## STEP 3

Conduct socialization and periodic coordination meetings with smaller units at the faculty

Give information about ITL activities (and the available budget if any) that the implementation will be done by the faculty



## STEP 4

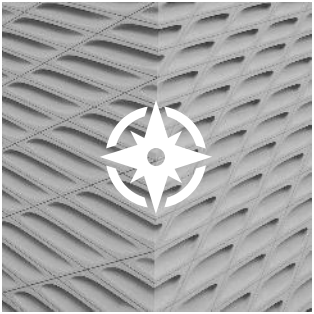
KEEP HEARING from the FACULTY, SUPPORT and FACILITATE their ITL activities



## Budget 5

REMIND the faculties the importance of keeping a good database and updating periodically and submit to IO their ITL data periodically (if this is also the university arrangements)

# MONITORING & EVALUATION



## STEP 1

Monitor and evaluate with your IO Team the quarterly achieved target of your ITL Program

Based on this quarterly monitoring & evaluation, make necessary action if needed to make sure your yearly target can be achieved



## STEP 2

Monitor and evaluate the usage of your yearly budget



## STEP 3

Monitor and evaluate with faculties, ITL activities that implemented by the faculties



## STEP 4

REMIND the faculties to submit to IO their ITL data based on given schedule (if this is also the university arrangements)



## STEP 5

Conducting end of the year evaluation with your IO team member and faculties.

Feedback from this evaluation should be inserted for the upcoming ITL program

# Thank You

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