**IMPLEMENTATION ARRANGEMENT**



**BETWEEN**

Partner’s Logo

**…DEPARTMENT**

**…FACULTY**

**OF**

**UNIVERSITAS MERCU BUANA**

**AND**

**…DEPARTMENT/UNIT**

**OF**

**…INSTITUTION NAME …**

**REGARDING**

**INTERNATIONAL JOINT COMMUNITY SERVICES**

**Number** (*First Party*) : (Number of UMB from the Community Services Center)

**Number** (*Second Party*) : …………………………………………………..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| 1. **BACKGROUND** | | | | |
| 1. *Memorandum of Understanding* (MoU) between Universitas Mercu Buana (UMB) and *...(Partnering institution)……, number..(UMB) and ...number (Partner)…* date: …………..;\* 2. *Memorandum of Agreement* (MoA) between Faculty of ………… of Universitas Mercu Buana and *...(Partnering institution)……, number..(UMB) and ...number (Partner)…* date: ………………………..;\*   *\*Choose one or both* | | | | |
| 1. **PURPOSE** | | | | |
|  | | | | |
| 1. **SCOPE OF ACTIVITY** | | | | |
| **Project Title** | **:** | | | |
| **Project Partner**  (*Institution name*) | **:** | | | |
| **UMB’s Project Leader**  **National ID number** | **:**  **:** | | | |
| **Member of Project (min 1 max 2) from UMB**  **National ID number** | **:**  **:** | | | |
| **Partner’s Project Leader**  **National ID number** | **:**  **:** | | | |
| **Member of Project (min 1 max 2) from Partnering institution**  **National ID number** | **:**  **:** | | | |
| **Project Summary**  (*Maximum 500 words*) | **:** | | | |
| **References** | **:** | | | |
| **Role of UMB and partner** | **:** | | | |
| **Output form the project** | **:** | | | |
| 1. **ACTIVITY LOCATION** | | | | |
| **Location of project** | **:** | | | |
| 1. **ACTIVITY TIMELINE** | | | | |
| **Project duration**  (not more than 6 months, please attach the schedule of the project) | **:** | | | |
| 1. **EQUIPMENTS/FACILITIES** | | | | |
| **Use of facilities:**   1. Existing facilities 2. Suplementary facilities | **UMB** | | **Partner** | |
|  | |  | |
| 1. **BUDGETING** | | | | |
| **Planned Total Project Cost from UMB and Partners** | **:** | | | |
|  | | **TOTAL (RP)** | | |
| **COST SPECIFICATIONS** | | **UMB** | | **PARTNER** |
| 1. Salary and wages (Max. 30%) **:** | |  | |  |
|  | |  | |  |
| 2. Non-durable goods and equipments(30–40%) **:** | |  | |  |
|  | |  | |  |
| 3. Travel (15–25%) **:** | |  | |  |
|  | |  | |  |
| 4. Publications, seminars, reports, others (specify) (Max. 15%) **:** | |  | |  |
|  | |  | |  |
| 5. Others : laboratorium, meeting room, etc (specify) **:** | |  | |  |
|  | |  | |  |
| **Sub Total** | |  | |  |
| **GRAND TOTAL**  **(UMB’s sub total + Partner’s sub total)** | |  | | |
| 1. **CLOSING** | | | | |
| Thus, the implementation of this partnership arrangement was made and will be effective immediately once it is signed. | | | | |

|  |  |  |
| --- | --- | --- |
|  |  | City, Date-Month-Year |
|  |  |  |
| **Head of ….. Department** |  | **Chief/Head of ….** |
| **………..Faculty** |  | **………….Departement/Unit** |
| **Universitas Mercu Buana** |  | **…Intitution Name..** |
| **Signature** |  | **Signature** |
| Name and title(s) |  | Name and title(s) |
| NIK |  | NIP/NIK |