**REPORT OF**

**INTERNATIONAL JOINT COMMUNITY SERVICES**





**TITLE**

**TEAM MEMBER :**

**Leader**

(Name of team leader, salutation, NIDN)

**Member**

(Name of team member, salutation, NIDN)

**Partner Team Leader**

(Name of partner team leader, salutation)

**FIELD OF …………………**

**UNIVERSITAS MERCU BUANA**

**YEAR**

**APPROVAL FORM OF**

 **INTERNATIONAL JOINT COMMUNITY SERVICES**

| **1.** | **a. Title of Proposal** | : |  |
| --- | --- | --- | --- |
|  | **b. Title of Previous Research** | : |  |
| **2.** | **Team Leader** | : |  |
|  | a. Name (with designation) | : |  |
|  | b. NIDN | : |  |
|  | c. Academic Positions | : |  |
|  | d. Faculty/Department | : |  |
|  | e. Phone Number | : |  |
|  | f. E-mail | : | ………………….@mercubuana.ac.id |
|  | g. Bank Account Number | : | (Name of Bank – Bank Account Number) |
| **3.** | **Team Member (Lecturer)** | : |  |
|  | a. Name/NIDN of Member I (with salutation) | : |  |
|  | b. Name/NIDN of Member II (with salutation) | : |  |
|  | c. Name/NIDN of Member III (with salutation) | : |  |
|  | d. Name/NIDN of Member IV (with salutation) |  |  |
| **4.** | **Team Member (Student)** |  |  |
|  | a. Name/NIM of Student I | : |  |
|  | b. Name/NIM of Student II | : |  |
|  | c. Name/NIM of Student III | : |  |
|  | d. Name/NIM of Student IV | : |  |
| **5.** | **Location of Activity** | : |  |
| **6.** | **Partner** |  |  |
|  | Name of Partner Institution  | : |  |
|  | Name of Partner Team Leader | : |  |
|  | Email of Partner Team Leader | : |  |
| **7.** | **Duration of Implemetation** | : | …. Months |
| **8.** | **Source of Funding** |  |  |
|  |  Source from UMB | : | **Rp. 10.000.000,-** |
|  |  Source from Partner (*inkind*) Total | :: | **Rp.** **Rp.**  |

|  |  | Jakarta, Date-Month-Year |
| --- | --- | --- |
| Knowing, |  |  |
| Dean …………… |  | Team Leader |
|  |  |  |
| (Name and Designation) |  | (Name and Designation) |
| NIK |  | NIK. |
|  |  |  |
| Approve by, |
| Head ofResearch and Community Services(Dafit Feriyanto, ST., M.Eng., Ph.D)NIK. 118900633 |
|  |  |

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**FOREWORD**

| A logo with blue and green text  Description automatically generated | Substance of the Report**SCHEMA International Joint Cooperation – Community Services**Instructions: Applicants are only permitted to fill in the space provided in accordance with the filling instructions and are not permitted to modify the template or delete any sections. |
| --- | --- |

| **TITLE** |
| --- |
| Write the title of the report |
| …………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| 1. **SUMMARY**
 |
| A summary of no more than 300 words containing urgency, goals, and targeted outputs. |
| …………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| **KEYWORDS** |
| Keywords maximum 5 words, separated by semicolon marks (;) |
| …………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| 1. **Introduction**
 |
| Introduction of no more than 1,500 words containing **an analysis of the partner's situation and problems** to be resolved. The description of the situation analysis is made comprehensively in order to fully describe the condition of the partner. The situation analysis is explained based on the existing conditions of the partner/community to be empowered, supported by partner profiles with informative data and images. Especially for partners who are engaged in economics and learn entrepreneurship. The existing conditions are made completely upstream and downstream of its business. The purpose of the activity and its relation to MBKM, IKU, and the focus of service need to be described. **The next 5 years community services roadmap** is outlined and reviewed the compatibility between the community services proposal and the UMB Community Service Master Plan (RIPkM), especially in terms of the community services roadmap. The implementers determines the areas of excellence and topics relevant to the roadmap. Thus, the proposed community services can explain the synergy between community service groups to produce solutions to problems that exist in the community. |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| 1. **Problems and Solutions**
 |
| **C.1. Priority Problems** |
| The maximum priority problem consists of 500 words containing a description that will be handled at least 2 (two) fields / aspects of activity. For economically productive communities and prospective new entrepreneurs include the fields of production, business management and marketing (upstream downstream of business). For non-productive community groups (the general public), the problems are in accordance with the needs of these groups, such as improving services, increasing community peace, improving / assisting service facilities in all fields, such as social, cultural, economic, security, health, education, law, and various other problems comprehensively. The priority of the problem is made specifically. The purpose of the activity and its relation to IKU and the focus of service need to be described. |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| **C.2. Solution** |
| **The solution to the problem** consists of a maximum of 1,500 words containing a description of all solutions offered to solve the problem at hand. The full description of the problem solution section contains the following.1. Write down **all solutions offered** to solve problems faced by partners systematically according to the priority of the problem. Solutions must be closely related to partner priority problems.
2. Write down **the output targets** that will result from each of these solutions both in terms of production and business management (for productive economic partners / leading to a productive economy) or according to specific solutions to problems faced by partners from economically / socially unproductive community groups.
3. Each solution has its own **output completion target / achievement** indicator and as much as possible measurable or can be quantified and put in the form of a table.
4. **The description of the research results of the proposer team or researchers related to** the activities to be carried out will have added value.
 |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| 1. **Method**
 |
| The implementation method consists of a maximum of 1,500 words that describe the stages or steps in implementing the solutions offered to overcome partner problems. Complete description of the implementation method section to solve the problem according to the following stages.1. For Partners engaged in a productive economy and leading to a productive economy, the method of implementing activities is related to stages in at least 2 (two) different problem areas that are handled by partners, such as:
2. Problems in the field of production.
3. Problems in the field of management.
4. Problems in the field of marketing, and others.
5. For partners who are not economically / socially productive at least 2 (two) problem areas, **state the stages or steps for implementing the service** taken to implement solutions to specific problems faced by partners. The implementation of these solutions is made systematically which includes health services, education, security, social conflicts, land ownership, clean water needs, illiteracy and others.
6. Describe how partners participate in program implementation.
7. Describe how to evaluate program implementation and program sustainability in the field after the activity is completed.
8. Describe the roles and duties of each team member according to their competence and student assignments.
9. Describe the potential recognition of credits for students involved.
 |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| 1. **Results of Activity Implementation**
 |
| Write down briefly the results of the implementation of PKM that have been achieved according to the year of implementation. The presentation includes documentation of activities containing data, discussion of PKM activities related to program implementation, evaluation of the results and explanation of their relationship with learning and output achievements (mandatory and or additional). |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| 1. **Output Status**
 |
| Write down the type, identity and status of achievement of each promised mandatory outcome. The type of output is in the form of videos, mass media publications and journals / IPR. The description of the status of the output must be supported by evidence of progress in achieving the output in accordance with the promised output. |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| 1. **Partner Roles**
 |
| Write down the realization of cooperation and partner contribution in-cash (proof of transfer to Menara Bhakti Foundation). Supporting evidence of the realization of cooperation and the realization of partner contributions is reported in accordance with actual conditions |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| 1. **Constraints on Activity Implementation**
 |
| Write down the difficulties or obstacles faced while conducting the community services and achieving the promised outcomes, including an explanation if the implementation of the PKM and research outputs are not as planned or promised |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |
| 1. **Bibliography**
 |
| The bibliography is organized and written according to the number system (Vancouver style) according to the order of citation. Only libraries cited in community service proposals are listed in the Bibliography. |
| …………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. |

* **Attachment 1 Bio of Leader, Members and Partners**

(that has been signed using the Higher Education format)

* **Attachment 2 Implementation Arrangement (IA)**

(A formal agreement made between two or more parties to establish the details of the implementation or implementation of an activity)

* **Attachment 3 Photos of activity implementation**

(Photo documentation during community service activities, photos that can be inserted in the form of JPG / PNG)

* **Attachment 4 Activity Implementation Video**

(Documentation video link during the implementation of community service activities related to research and learning, with a minimum duration of 5 minutes, uploaded to the official PPM YouTube channel)

* **Attachment 5 Attendance List of Partners/Event Participants**

(List containing attendance information of activity participants)

* **Attachment 6 Certificate of Activity**

(Documents as a form of appreciation for the achievements of participants and the work of the activity organizing committee)

* **Attachment 7 Questionnaires and Results of Community Service activities**

(Instrument document containing a list of questions along with the results of assessments conducted by activity participants)

* **Attachment 8 Mass Media Publications**

(Reporting of activities published in newspapers, magazines, or the internet)

* **Attachment 9 Output**

(Output can be Journal Articles ((Aceppted for Internal Journal of UMB/Submitted ofr External Jurnal of UMB) / Proceedings / Intellectual Property Rights))

* **Attachment 10 Proof of Bank Transfer Form Partner**