**PIHAK JURUSAN/*PROGRAM***

**Jurusan/*Program* :**

**Penandatangan/*Signatory* :**

**Jabatan/*Position* :**

**Penanggungjawab/*Person in Charge* :**

**PIHAK MITRA/*COUNTERPART***

**Perguruan Tinggi/*HEI Institution* :**

**Alamat lengkap /*Complete Address* :**

**Penandatangan/*Signatory* :**

**Jabatan/*Position* :**

**Penanggungjawab/*Person in Charge* :**

**Proposal Kerjasama/*Collaboration***

***Proposal*\* :** [Ada/*Available*] [Tidak ada/Not *available*]

**Draft Perjanjian/*Agreement Draft\** :** [Ada/*Available*] [Tidak ada/*Not available*]

**RENCANA PROGRAM KERJASAMA/*PROGRAM COLLABORATION PLAN***

|  |  |
| --- | --- |
| **Jenis Kegiatan/*Type of Activity*** |  |
| **Jadwal Kegiatan/*Schedule of Activity*** |  |
| **Durasi Kegiatan/*Duration of Activity*** | [ ] Tahun/*Year* [ ] Bulan/*Month* [ ] Hari/*Day* |
| **Manfaat bagi Jurusan/*Benefit to Program*** |  |
| **Proposal Anggaran/*Budget Proposal\**** | [Ada/*Available*] [Tidak ada/*Not available*] |
| **Lampiran Proposal Anggaran/*Budget Proposal Attachment\**** | [Ada/*Available*] Harap dilampirkan/*Please attach the proposal*  [Tidak ada/*Not available*] |
| **Persetujuan Anggaran oleh Dean/*Budget Approval by Dean\**** | [Belum/*Not yet*] [Sudah/*Approved*] |

**HAK PIHAK JURUSAN/*THE RIGHTS OF BINUS***

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| --- |
| 1.  2.  3.  4.  5. |

**KEWAJIBAN PIHAK BINUS/*THE OBLIGATIONS OF BINUS***

|  |
| --- |
| 1.  2.  3.  4.  5. |

**HAL-HAL YANG HARUS DIPERSIAPKAN OLEH JURUSAN/*THINGS NEED TO BE PREPARED BY FACULTY***

|  |
| --- |
| 1.  2.  3.  4.  5. |

**Catatan/*Notes* :**

* Informasi yang dicantumkan sudah diketahui oleh Kepala Program/Jurusan.

*This Information should be acknowledged and approved by Head of Faculty and Program.*

* Form ini harus diserahkan kepada BCC dua (2) bulan sebelum kegiatan dilaksanakan untuk proses peninjauan dan pembuatan dokumen kerjasama oleh Finance dan Legal.

*This form should be shared to BCC two (2) months before the activity being conducted for review and document making process by Finance and Legal.*

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| **REKOMENDASI BCC/*RECOMMENDATION FROM BCC :*** |

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| --- |
| **REKOMENDASI LEGAL & FINANCE/*RECOMMENDATION FROM FINANCE and LEGAL :*** |

**Jakarta, dd/mm/yy**

Approved By,

(Dean/Manager)

Dean/Manager

Acknowledged By,

(Theodora Subyantoro)

BINUS Collaboration Center Manager

Prepared By,

(PIC)

PIC