

TERMS OF REFERENCE (TOR)

VISITING GRANT 2025

UIN SYARIF HIDAYATULLAH JAKARTA

BACKGROUND

UIN Syarif Hidayatullah Jakarta is committed to fostering international research collaboration and strengthening academic excellence through meaningful global partnerships. As part of this commitment, the university offers **Visiting Grant 2025**, a special initiative designed to support **registered International Research Fellows** in conducting collaborative research and contributing to the academic development of UIN Jakarta. This grant reflects UIN Jakarta's broader goal of facilitating long-term academic exchange while building the research capacity of its faculty and student community.

PURPOSE OF THE GRANT

The Visiting Grant aims to:

- Support international research fellows in carrying out **collaborative research projects** with UIN Jakarta faculty.
- Facilitate **knowledge exchange** and the **enhancement of research skills** among UIN's academic community.
- Encourage the production of joint academic outputs such as publications, policy briefs, or research proposals.
- Promote active participation in academic events such as seminars, workshops, and capacity-building sessions.

ELIGIBILITY CRITERIA

To be eligible for the Visiting Grant 2025, applicants must meet the following requirements:

1. Be a **registered International Research Fellow** of UIN Jakarta at the time of application.
2. Commit to a **physical research visit** in Indonesia lasting between **14 to 30 days**.
3. Complete the visit **no later than November 30, 2025**.
4. Actively participate in **academic activities** that support UIN Jakarta's research environment, such as:
 - Coaching clinics
 - Training sessions
 - Public lectures or seminars

GRANT SUPPORT AND COVERAGE

Selected fellows will receive comprehensive support, up to a **maximum of USD 6,500**, covering:

1. **One round-trip international airfare** (reimbursement)
2. **Accommodation and daily allowance** during the visit (14–30 days)
3. **Visa on arrival assistance**, if applicable
4. **Research costs and/or Article Processing Charges (APC)** related to **collaborative research** with UIN Jakarta faculty's members

All expenditures must comply with UIN Jakarta's financial regulations and reporting procedures.

ROLES AND RESPONSIBILITIES OF THE FELLOW

During the visit, the fellow is expected to:

1. Engage in **active research collaboration** with one or more UIN Jakarta faculty members.
2. Deliver **at least one academic activity** (seminar, workshop, or coaching clinic) that contributes to the university's research development.
3. Acknowledge UIN Jakarta affiliation in any resulting publication or research output.
4. Submit a **brief report** summarizing key activities, outcomes, and future collaboration plans within **14 days after the visit** or **no later than December 5, 2025**.

TIMELINE

- **Application deadline:** 14 days prior to departure
- **Visit period:** 14-30 days, must be concluded by **November 30, 2025**
- **Post-visit report submission:** No later than **December 5, 2025**

CONTACT AND FURTHER INFORMATION

For further inquiries or support during the application process, please contact:

Diamantin Rohadatul Aisy

Institute for Research and Community Service

UIN Syarif Hidayatullah Jakarta

Email: lp2m@apps.uinjkt.ac.id