

GUIDELINES

INTERNATIONAL RESEARCH FELLOWSHIP

SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY JAKARTA

I. INTRODUCTION

A. Background

In the era of higher education globalization, cross-institutional and international collaboration is a necessity in improving the quality of education, research, and community service. UIN Syarif Hidayatullah Jakarta, as one of the leading state Islamic religious universities in Indonesia, continues to encourage the strengthening of global academic networks as part of its efforts towards becoming a world-class university.

One strategic step taken is through the development of the International Research Fellowship scheme, a program that provides opportunities for international academics and researchers to actively contribute to the research and learning process within UIN Jakarta and encourages lecturers and researchers of UIN Syarif Hidayatullah Jakarta to enhance international collaborative research. This scheme not only enriches academic dynamics through the exchange of ideas and experiences but also strengthens the culture of collaboration and interdisciplinary innovation and contributes to the addition of Scopus documents under the name of UIN Syarif Hidayatullah Jakarta.

The active presence of International Research Fellows directly contributes to UIN Jakarta's position in the QS World University Rankings, currently at 122 by subject Theology, Divinity, and Religious Studies. Foreign lecturers involved in research or teaching for a minimum of three months can contribute to improving the assessment on the International Faculty Ratio indicator, which has a weight of 5%. With strategic and sustainable management, this scheme becomes an important factor in quantitatively and qualitatively boosting UIN Jakarta's international reputation.

With the active involvement of International Research Fellows, it is expected that there will be a transfer of knowledge and skills, an increase in the capacity and quality of research by lecturers and students, an increase in the quantity of internationally reputable article publications and international standard books, and the formation of an inclusive, productive academic ecosystem oriented towards the development of knowledge relevant to the needs of the nation.

B. Objectives

The International Research Fellowship scheme is expected to make a significant contribution to the development of the institution and academic resources of UIN Syarif Hidayatullah Jakarta through the following objectives:

1. To improve the quality and intensity of academic exchange across institutions and countries, especially in the field of research and publication.

2. To facilitate scientific research collaboration oriented towards reputable international publications and the development of multidisciplinary and interdisciplinary knowledge.
3. To expand the institution's international academic network, both in the form of program cooperation and collaborative research.
4. To support the internationalization process of UIN Syarif Hidayatullah Jakarta as a world-class Islamic university by increasing the institution's visibility and participation in global academic forums.
5. To provide space and opportunities for UIN lecturers and students to develop research capacity through active interaction with researchers from various academic and cultural backgrounds.

II. DEFINITION

The International Research Fellowship is an academic program designed to facilitate collaborative research and scholarly exchange between international academics and UIN Syarif Hidayatullah Jakarta over a specified period, through joint research initiatives and other supporting activities, which may be conducted remotely or through virtual collaboration. This program aims to strengthen international networks, enhance institutional capacity, and enrich the academic atmosphere through the exchange of global experiences and perspectives. Participants of the International Research Fellowship program, hereinafter referred to as Research Fellows, must be accompanied by a partner lecturer/researcher affiliated with UIN Syarif Hidayatullah Jakarta. Prospective research fellows will be selected through an administrative and substantive evaluation mechanism by a selection team comprising the Rector, Vice Rector for Academic Affairs and Vice Rector for Cooperation, Head of AAKK Department, Head of AUK Department, Head of the Institute for Research and Community Service (LP2M), and Head of the Quality Assurance Institute (LPM).

This program is managed by the Institute for Research and Community Service (LP2M) of UIN Syarif Hidayatullah Jakarta and the Faculty/Unit proposing the Research Fellow. Furthermore, this program is designed as a medium to long-term program, with a maximum appointment period of 3 (three) years, and is evaluated annually to ensure continuity of contribution and alignment with UIN Jakarta's strategic vision.

III. FORMS OF ACTIVITIES AND TERM OF OFFICE

A. *Forms of Activities*

The Research Fellowship program includes various forms of academic involvement aimed at strengthening the research ecosystem within UIN Syarif Hidayatullah Jakarta. The main forms of activities that can be carried out by research fellows include:

1. **Collaborative Research:** Actively participate in research activities with lecturers or research groups at UIN Jakarta, oriented towards joint publications in internationally reputable journals or other international standard scientific works.
2. **Thesis/Dissertation Supervision and Expert Examiner:** Involved in supervising and examining theses and dissertations, as well as according to their area of expertise.
3. **Scientific Forum:** Contribute to seminars, workshops, and panel discussions related to the development of research topics organized by faculties or other work units within UIN Syarif Hidayatullah Jakarta.
4. **Research Capacity Building for Civitas:** Provide training/workshops to lecturers in the field of research methodology.
5. **Research Dissemination:** Present collaborative research results conducted with the host during the Research Fellowship program to improve the research climate in the faculty/study program.

Additional forms of activities can be adjusted to the needs of the study program and the agreement between the research fellow and the program management.

B. Term of Office

The term of office for the research fellow program is flexible and adjusted to the agreed objectives and academic work plan between the research fellow and the program management unit. This scheme is divided into two main categories:

- A. **Long Term:** Maximum of 3 (three) years, with an annual comprehensive evaluation to assess performance, academic contribution, and program sustainability.
- **Short Term:** A minimum of 2 (two) semesters or equivalent to 12 (twelve) calendar months of academic year, focusing on active involvement in research activities and other academic forums.

More specific terms of office can be negotiated in accordance with the agreement between the research fellow and UIN Syarif Hidayatullah Jakarta, considering the needs of the faculty/study program, activity plans, and the availability of institutional resources.

IV. OBLIGATIONS AND RIGHTS

Each research fellow, partner lecturer, and program management unit have the following rights and obligations:

A. Obligations for Research Fellow

1. To carry out all activities in accordance with the approved proposal and cooperation agreement¹.
2. To fulfill the outcome of a minimum of 1 internationally reputable collaborative article publication within 1 year.
3. To comply with all academic and administrative provisions applicable within UIN Syarif Hidayatullah Jakarta.
4. To use the employment status of Research Fellow of UIN Syarif Hidayatullah Jakarta on publications and other academic forums.

5. Together with the lecturer, prepare and submit periodic activity reports and a final report to the program management unit.
6. To maintain the good name of the institution and uphold academic ethics during assignment period.

B. Rights of Research Fellow

1. To gain access to academic facilities such as libraries, workspaces, laboratories, and academic information systems.
2. To actively participate in campus academic and non-academic activities.
3. To receive administrative support for research, such as research permits, visas, stay permits, and other administrative necessities.
4. To be eligible to apply for internal UIN Syarif Hidayatullah Jakarta funding schemes, such as Research Grant, Travel Grant, and/or Visiting Fellowship Grant, in collaboration with UIN Jakarta lecturer/research partners (terms and conditions apply).
5. To be eligible to apply for external funding schemes with the affiliation of a research fellow of UIN Syarif Hidayatullah Jakarta.

C. Obligations of Partner Lecturer/Researcher

1. To accompany the research fellow throughout the program.
2. To carry out all activities in accordance with the approved proposal and cooperation agreement together with the research fellow, including conducting collaborative research with the research fellow.
3. To prepare and submit periodic activity reports and a final report to the program management unit together with the research fellow.
4. To fulfill the outcome of a minimum of 1 internationally reputable collaborative article publication within 1 year.

D. Rights of Partner Lecturer/Researcher

1. To apply for internal UIN funding schemes such as Research Grant, Travel Grant, and/or Visiting Fellowship Grant in the international collaboration category, with the fellow research (terms and conditions apply).
2. To be eligible to apply for external funding schemes with international collaboration schemes (or equivalent).
3. To collaborate with the research fellow in academic activities, such as thesis and dissertation supervision, seminars, and workshops.

E. Obligations of Program Management Unit

1. To provide administrative support for research, such as research permits, visas, stay permits, research recommendations, and other administrative necessities.
2. To run programs that have been approved and agreed upon by the research fellow and the partner lecturer.

3. To monitor the progress of research and programs that have been approved and agreed upon by the research fellow and the partner lecturer.
4. To evaluate the activity reports of the research fellow and partner lecturer periodically, as well as the final report.

F. Rights of Program Management Unit

1. To publish information on the employment status of the Research Fellow on UIN Syarif Hidayatullah Jakarta's information media, such as websites and other media.
2. To be the affiliation of the research fellow in the outcome of collaborative research publications with the partner lecturer.
3. To involve the research fellow in active campus academic activities.
4. To submit recommendations for the extension of the research fellow based on the evaluation results of periodic and final reports.

V. REQUIREMENTS, SELECTION MECHANISM, APPOINTMENT, AND EXTENSION

A. Research Fellow Requirements

Prospective research fellows who will participate in the International Research Fellowship program at UIN Syarif Hidayatullah Jakarta must meet the following requirements:

1. **Academic Qualification:** Possess a Doctoral (S3) degree from an accredited and/or reputable institution nationally or internationally.
2. **Academic Track Record:** Have relevant scientific publications in reputable journals or verifiable research experience in their field of expertise.
3. **Home Institution:** Provide proof of the prospective research fellow's affiliation status from their home institution.
4. **Activity Plan:** Submit a proposal for academic activities to be conducted during the fellowship period, which includes a research proposal and a proposal for other contributing programs related to enhancing the research capacity of lecturers/researchers at UIN Syarif Hidayatullah Jakarta.
5. **Commitment to Academic Ethics:** Be willing to comply with the academic code of ethics, institutional regulations, and scientific integrity values applicable within UIN Syarif Hidayatullah Jakarta.
6. **Additional Requirements:** Additional requirements may be applied based on the needs of specific faculties or study programs, including administrative provisions such as visas, stay permits, or other legal documents in accordance with applicable regulations in Indonesia.

B. Partner Lecturer/Researcher Requirements

Lecturers/researchers accompanying the research fellow during the program, who are based in Units/Faculties within UIN Syarif Hidayatullah Jakarta, must meet the following requirements:

1. **Permanent Lecturer:** The partner lecturer/researcher must be a permanent lecturer affiliated with a unit/faculty within UIN Syarif Hidayatullah Jakarta.
2. **Academic Qualification:** Possess a Doctoral (S3) degree from an accredited and/or reputable institution nationally or internationally.
3. **Academic Track Record:** Have relevant scientific publications in reputable journals or verifiable research experience in their field of expertise.
4. **Collaborative Research Experience:** Have experience in collaborative research with prospective research fellow.
5. **Commitment to Responsibility:** The partner lecturer/researcher is responsible for pre- to post-activity coordination, covering planning collaborative research, planning joint work programs, and periodic reporting on the research fellow's contribution to the host institution.
6. **Additional Requirements:** Additional requirements may be applied based on the needs of specific faculties or study programs, including administrative provisions such as H-Index, functional positions, or other provisions inherent to the lecturer/researcher profession.

C. Selection Mechanism

The selection of prospective research fellows is conducted openly, transparently, and based on academic qualifications and program suitability with institutional needs¹³. The selection mechanism involves several stages as follows:

1. **Registration:** Prospective participants submit registration documents through the official website or email address of the program management unit¹⁴. Required documents include a complete CV, activity proposal, and other supporting documents.
2. **Administrative Evaluation:** The program management team verifies the completeness of documents and administrative compliance.
3. **Substance Assessment:** An academic panel from the relevant faculty/study program will assess the proposal based on scientific quality, potential academic contribution, and relevance to the study program or host institution.
1. **Interview (If Necessary):** Online or offline interviews may be conducted to delve into the motivation, communication skills, and readiness for academic collaboration of prospective participants¹⁸.
2. **Final Decision:** The Rector or appointed official will determine the selection results based on the recommendation of selection team. The selection results are final and cannot be contested. Information on the selection results will be officially communicated to applicants within the specified time.

D. Appointment Mechanism

After being declared qualified, program participants will undergo an administrative employment process in accordance with the provisions applicable at UIN Syarif Hidayatullah Jakarta:

1. The Research Fellow will receive and agree to the offer letter sent by the program management unit.
2. Research Fellows who pass the selection will be appointed as Non-Lecturer Academic Staff, non-salary, in accordance with the employment procedures of UIN Syarif Hidayatullah Jakarta.
3. The appointment process is carried out through the General Administration and Personnel Department, including (a). Signing of the Rector's Decree and Offer Letter; (b). Issuance of Personnel Number; (c). Determination of Research Fellow status at UIN Syarif Hidayatullah Jakarta
4. The term of office and administrative rights are adjusted to the agreed program duration.

E. Extension Mechanism

The extension of employment status, assignment letter, and cooperation agreement will be done, if necessary, after going through several evaluation stages:

1. **Research Dissemination:** The research fellow together with the host presents the progress of collaborative research and reports activity outcomes in accordance with the approved proposal and cooperation agreement.
2. **Substance Evaluation:** The academic panel of the faculty/study program will evaluate the progress of collaborative research carried out, based on its impact and academic contribution to the program management unit.
3. **Administrative Evaluation:** The program management team verifies the competence of documents and administrative compliance, related to personnel and immigration documents.

VI. CLOSING

These guidelines serve as a reference for the implementation of the International Research Fellowship Program. Further provisions regarding the implementation will be outlined in the cooperation agreement document between the Visiting Fellow, host lecturer, and the program management unit.