



KEMENTERIAN AGAMA REPUBLIK INDONESIA
DIREKTORAT JENDERAL PENDIDIKAN ISLAM

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J A K A R T A

Nomor : 991/DJ.I/Dt.I.III.5/HM.00/03/2019
Sifat : Biasa
Lamp : 4 Lembar
Perihal : **Peserta Matchmaking Riset Kolaborasi/Terapan Global
pada Le Stadium Perancis**

18 Maret 2019

Kepada Yth.
Bapak/Ibu Rektor/Ketua PTKIN (Terlampir)

di-
Tempat

Assalamu'alaikum Wr. Wb.

Menindaklanjuti Surat Direktur PTKI nomor: 581/DJ.I.III/HM.00.01/02/2019 tertanggal 13 Februari 2019 tentang keikutsertaan para peneliti ke Perancis, berdasarkan hasil review bersama antara Direktorat PTKI dan Institut Francis Indonesia (IFI) dengan ini disampaikan sebagai berikut:

1. Nama peneliti yang dapat diikutsertakan ke Perancis tertera dalam lampiran;
2. Nama peneliti sebagaimana dimaksud pada huruf 1) agar segera mengurus visa dengan melengkapi beberapa dokumen terlampir dan diserahkan ke Direktorat PTKI selambat-lambatnya pada hari Jumat, 22 Maret 2019. Di samping itu, perlu segera mengurus izin perjalanan luar negeri kepada Sekretariat Negara sesuai ketentuan peraturan perundang-undangan yang berlaku;
3. Segala pembiayaan perjalanan, akomodasi dan pengurusan visa ditanggung masing-masing lembaga sesuai ketentuan yang berlaku. Khusus pengurusan izin perjalanan dinas dan visa sebaiknya dilakukan secara kolektif; Ketentuan pengurusan visa terlampir;
4. Perjalanan ke Perancis direncanakan berangkat pada hari Sabtu, 27 April 2019 dan tiba kembali di Indonesia pada hari Minggu, 5 Mei 2019. Kegiatan Pre-Departure akan diselenggarakan pada hari Jumat, 26 April 2019 dan Post-Departure di Syahida Inn UIN Syarif Hidayatullah Jakarta;
5. Saudara diharap membawa proposal riset yang sudah direview dan perlengkapan harian serta obat-obatan pribadi selama kegiatan berlangsung;
6. Narahubung kegiatan ini Kepala Seksi Penelitian dan Pengelolaan HKI Subdit Penelitian dan Pengabdian kepada Masyarakat Direktorat PTKI (HP/WA: 081213895021).

Demikian surat ini disampaikan, atas perhatian dan kerja samanya disampaikan terima kasih.

Wassalamu'alaikum Wr. Wb.

a.n. Direktur Jenderal
Direktur Pendidikan Tinggi Keagamaan Islam



M. Arskal Salim GP f

Tembusan:

Yth. Direktur Jenderal Pendidikan Islam (*sebagai laporan*)

Lampiran I

Nomor : 991/DJ.I/Dt.I.III.5/HM.00/03/2019

Perihal : Peserta Matchmaking Riset Kolaborasi/Terapan Global
pada Le Stadium Perancis

NO.	NAMA	JUDUL PENELITIAN	BIDANG KEILLMUAN	INSTANSI
1	Muhammad Taridi	Evaluasi Program: Assesment And Communicative English Language Learning With CIPP among One State Islamic University in Indonesia and Hasan II Universuty Casablanka Morocco	Evaluasi Pendidikan	UIN Sultan Thaha Saifuddi Jambi
2	Dr. M. Khusna Amal, S.Ag, M.Si	Islamist Populism and Indonesian Democratic Problems in Pot-New Oroer Era: A Perspective of Indonesianist and Indonesian Muslim Intelectuals	Sosiai-Humaniora	IAIN Jember
3	Dr. Fajar Hardoyono, S.Si., M.Sc	Development of Rapid and Low Cost Halal Authentication Technique Using Electrochemical DNA Sensor	Fisika Instrumentasi Sensor	IAIN Purwokerto
4	Dr. Elis Ratna Wulan, S.Si., MT	The Error Minimization of The Nonliner Production Funcion Using Newton Raphson Methode	Natural Science	UIN Sunan Gunung Djati Bandung
5	Dr. Cut Muthiadin, S.Si., M.Si	Develompmental Toxicology of Tuak an Fermented Wine From Palm Sap (Borassus Flabellifer Linn) in Living Emb_ryos of Zebrafish UsingMicrobotic System	Genetika	UIN Alauddin Makassar
6	Dr. H. Lalu Supriadi bin Mujib, Le., MA	At-Ta'ayush ai-Silmi Baina ai-Adyan: Dirosah Muqaranah Baina Lumbuk wa Baris	Islamie Studies	UIN Mataram
7	Dr. Harris Simaremare, ST,MT	Routing And Sensor Deployment Optimazion In Internet OfThings	Teknik Komputer dan Elektronika	UIN Sultan Syarif Kasim Riau
8	Oki Dermawan	LIFELONG LEARNING MANAGEMENT in FINLAND (Qualitative Case Study in Helinsky School of Business and University of Eastern Finland)	Sosiai-Humaniora	Raden Intan Islamic University Lampung

Lampiran II

Nomor : 991/DJ.I/Dt.I.III.5/HM.00/03/2019

Perihal : Daftar Persyaratan Pengurusan Visa Peserta Matchmaking Riset
Kolaborasi/Terapan Global pada Le Stadium Perancis

NO.	KETERANGAN
1	Pas foto berwarna 3,5 cm x 4,5 cm = 2 lembar background putih dan wajah 80%
2	Kartu Keluarga (KK) copy = 1 lembar
3	Rekening koran 3 bulan terakhir atas nama yang bersangkutan
4	Pasport asli dan fotocopy 1 lembar
5	Asuransi perjalanan (bisa kolektif)
6	Booking hotel (bisa kolektif)
7	Invitation Letter (disediakan oleh IFI)
8	Surat keterangan terlampir dan diterjemahkan ke dalam bahasa Inggris
9	Form biodata terlampir

SURAT KETERANGAN

Yang bertanda tangan di bawah ini, Rektor/Ketua
menerangkan bahwa:

Nama Lengkap :
Tempat/Tanggal Lahir :
NIP :
NIDN :
Alamat Rumah :
.....
.....
Nomor HP/WA :
Email :
Pekerjaan :
Unit Kerja (PTKIN) :
Alamat Kantor :
.....
.....
Mulai Bekerja Tahun :

Demikian surat keterangan ini dibuat untuk dapat digunakan sebagaimana
mestinya.

_____, _____ 2019
Rektor/Ketua

Before you start: Five basic principles for a good CV

1. Concentrate on the essentials

- Employers generally spend less than one minute reading a CV before deciding to reject it, or to shortlist it for detailed consideration. If you fail to make the right impact, you missed your chance.
- If applying for an advertised vacancy, always ensure that you comply with any application process entirely. The vacancy notice might specify: how to apply (CV, application form, online application), the length and/or format of the CV, whether a covering letter is required, etc.
- Be brief: two A4 pages are usually more than enough, irrespective of your education or experience. Do not exceed three pages. If you hold a degree, include your secondary school qualifications only if relevant to the job in question.
- Is your work experience limited? Describe your education and training first; highlight volunteering activities and placements or traineeships.

2. Be clear and concise

- Use short sentences. Avoid clichés. Concentrate on the relevant aspects of your training and work experience.
- Give specific examples. Quantify your achievements.
- Update your CV as your experience develops. Don't hesitate to remove old information if it does not add value for the position.

3. Always adapt your CV to suit the post you are applying for

- Highlight your strengths according to the needs of the employer and focus on the skills that match the job.
- Do not include work experience or training which is not relevant to the application.
- Explain any breaks in your studies or career giving examples of any transferable skills you might have learned during your break.
- Before sending your CV to an employer, check again that it corresponds to the required profile.
- Do not artificially inflate your CV; if you do, you are likely to be found out at the interview.

4. Pay attention to the presentation of your CV

- Present your skills and competences clearly and logically, so that your advantages stand out.
- Put the most relevant information first.
- Pay attention to spelling and punctuation.
- Print your CV on white paper (unless you are asked to send it electronically).
- Retain the suggested font and layout.

5. Check your CV once you have filled it in

- Correct any spelling mistakes, and ensure the layout is clear and logical.
- Have someone else re-read your CV so that you are sure the content is clear and easy to understand.
- Do not forget to write a cover letter.

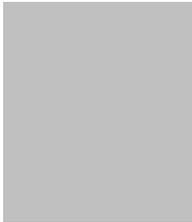
All CV headings/fields are optional. Remove any fields left empty.

PERSONAL INFORMATION

Replace with First name(s) Surname(s)

If you have more than one first name, start with the one you usually use. Example:

John Smith



Insert picture only if required.

-  Replace with house number, street name, city, postcode, country. Choose the postal address at which you can be contacted quickly. Example: 32 Reading Rd., Birmingham B26 3QJ, United Kingdom
-  Replace with telephone number.  Replace with mobile number. Choose the number at which you can be contacted quickly, most likely your mobile phone. Example: +44 7871 330 1234
Separate groups of digits in accordance to national convention, to ensure your telephone number is easy to read. Example: +<CountryCode> <AreaCode> <LocalNumber>
-  **State e-mail address**
Choose the e-mail address at which you can be contacted quickly, preferably your personal e-mail address. Avoid fancy or silly addresses. Example: John.smith@hotmail.com
-  **State personal website(s)**
Be sure it is relevant to the position and it does not hinder your application. Example: www.sample.com
-  Replace with type of IM service / Replace with messaging account(s).
Be sure it is relevant to the position and it does not hinder your application. Example: AOL Instant Messenger (AIM) john.smith

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

Complete only if required. Check local legal provisions regarding data such as sex, age, nationality, etc. on a CV. Example:

Sex Male | Date of birth 01/04/1973 | Nationality Spanish

STUDIES APPLIED FOR

STUDIES APPLIED FOR

Postgraduate Applied Economics

WORK EXPERIENCE

- Focus on the work experience that gives added weight to your application.
- Add separate entries for each experience. Start with the most recent.
- If your work experience is limited:
 - describe your education and training first;
 - mention volunteering or (paid/unpaid) work placements which provide evidence of work experience.
- If you are applying for a position you have no prior experience of, underline skills gained from previous jobs relevant for the position. For example if you apply for a managerial position but have never worked as manager, emphasise that your previous position involved significant responsibility and decision-making duties (delegation, coordination, training staff, etc.)

Replace with dates (from - to)
Example:
September 2007 - Present

Replace with occupation or position held.

Examples:

Maintenance technician / Receptionist / Ice Hockey Volunteer Coach

Replace with employer's name and locality (if relevant, full address and website).

Example:

Anderson and Dobbs Ltd., 12 Highland Road, Edinburgh EH3 4AB, United Kingdom

Indicate telephone, fax, e-mail or Internet address only if required. Example:

Tel.: (44-31) 123 45 67 - Fax (44-31) 123 45 68 - E-mail: J.Robinson@andes.co.uk

<http://www.anderdobbs.co.uk>

Replace with main activities and responsibilities.

Examples:

- maintenance of computers
- relations with suppliers
- coaching a junior Ice Hockey team (10 hours/week)

If necessary, quantify your responsibilities (percentage of working time, length of time spent on each occupation, etc.).

Business or sector Replace with type of business or sector.

Use only if required. Examples:

Business or sector Transport and logistics / Auditing / Manufacturing of motor vehicle parts

EDUCATION AND TRAINING

Add separate entries for each course. Start from the most recent.

Replace with dates (from - to)

Example:

September 2004 - June 2007

Replace with qualification awarded.

Example:

National Vocational Qualification (NVQ) Level 2: Bakery Service

Avoid using abbreviations on their own (e.g. NVQ).

Replace with name and locality of education or training organisation (if relevant, country).

Example:

South Wales Technical College, Cardiff

Replace with a list of principal subjects covered or skills acquired.

Examples:

General

- English, Welsh, Mathematics, Spanish
- physical education

Occupational

- occupational techniques (making of standard breads, fancy breads, cakes and pastries)
- science applied to food and equipment (microbiology, biochemistry, hygiene)
- occupational technology (basic principles, hygiene and safety)
- knowledge of business and its economic, legal and social context.

Focus on the occupational skills which would be an asset if you were appointed.

Replace with EQF level if relevant

Example:

EQF level 3

PERSONAL SKILLS

Remove any fields left empty.

Mother tongue(s)

Replace with mother tongue(s).

Example:

English

Do not overestimate your level, which may be checked if you are interviewed!

Other language(s)

Replace with language.

Example:

Spanish

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Example: C1	Example: C1	Example: B2	Example: B2	Example: B1
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Replace with name of language certificate. Enter level if known.

Example:

Certificado de Español: Lengua y Uso

Replace with language.

Example:

French

Example: B2	Example: B2	Example: B1	Example: B1	Example: A2
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Replace with name of language certificate. Enter level if known.

Example:

Diplôme d'études en langue française (DEL F) B1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

Common European Framework of Reference for Languages

When describing your personal skills:

- Use simple words and clear, unambiguous language.
- Avoid jargon and clichés (e.g. I am a team player) without context-based evidence of skills.
- Be succinct: take time to understand what skills are important for the position you are applying for.
- Specify in what context they were acquired (through training, work, seminars, voluntary or leisure activities, etc.).

Communication skills Replace with your communication skills. Specify in what context they were acquired.

Examples:

- good communication skills gained through my experience as sales manager
- excellent contact skills with children gained through my experience as ice hockey volunteer coach

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired.

Examples:

- leadership (currently responsible for a team of 10 people)
- good organisational skills gained as secretary of the History Society, responsible for booking speakers and promoting events
- good team-leading skills gained as ice hockey volunteer coach

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.

Examples:

- good command of quality control processes (currently responsible for quality audit)
- mentoring skills (as senior nurse, I was responsible for the training and induction of new nursing staff)

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Example: Basic user	Example: Independent user	Example: Independent user	Example: Proficient user	Example: Proficient user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificates
 Example:
 State certificate: office suite - Independent user

Replace with your other computer skills. Specify in what context they were acquired.

Examples:

- good command of office suite (word processor, spread sheet, presentation software)
- good command of photo editing software gained as an amateur photographer

Other skills Replace with other relevant skills.

Use only if these bring added value to your application and have not been already mentioned. Specify in what context they were acquired. Example:

- first aid: certified in providing first aid, as part of my scuba diving training

Just mentioning personal interests such as reading, walking, cinema, etc. does not bring any added value. On the contrary, giving examples of activities undertaken would suggest an outgoing, proactive individual who likes to help others. Examples:

- reading: passionate reader, I help younger pupils with reading difficulties twice a week
- mountaineering: experienced climber, active member of the local Hiking and Climbing club

Driving licence Replace with driving licence category/-ies.

Example:

B

ADDITIONAL INFORMATION

Publications	Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references and citations.
Presentations	
Projects	Remove headings not relevant in the left column. Examples:
Conferences	Publication
Seminars	▪ How to write a successful CV, New Associated Publishers, London, 2002.
Honours and awards	Where appropriate, provide a brief description; specify the type of document (article, report, presentation, etc.).
Memberships	Project
References	▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
Citations	Membership
Courses	▪ Member of the University's Film-Making Society
Certifications	References
	Unless the vacancy specifically requests referees, write "References are available on request."

ANNEXES

Replace with list of documents annexed to your CV (copies of degrees and qualifications, testimonial of employment or work placement, publications or research).

Examples:

- copy of degree in engineering

Attach only documents relevant to the position. Do not attach long documents such as publications; better list them under 'Additional information' with a hyperlink if relevant.