

ACTIVITY REPORT
HOKKAIDO UNIVERSITY LIAISON OFFICE IN INDONESIA

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Data Period: April, May, June 2018



BOGOR AGRICULTURAL UNIVERSITY
INDONESIA
2018

I. PREFACE

Hokkaido University Liaison Office in Indonesia (LO Hokudai) was established in June 2017 and located in Bogor Agricultural University, Campus IPB Dramaga R-200, Bogor 16680, West Java, Indonesia (<https://goo.gl/maps/U6JaYoML5Eq>). LO Hokudai provides the information and services regarding Hokkaido University to the university students and academic staff from Indonesia. The office hours of the Office is every weekdays on 09.00 – 16.00 and closed on Saturdays, Sundays and Indonesian National Holidays.

II. ACTIVITY IN HOKKAIDO UNIVERSITY LIAISON OFFICE IN INDONESIA

Hokkaido University Liaison Office in Indonesia (LO Hokudai) provides the information and services regarding Hokkaido University. The international academic information such as research opportunities, summer school program, student exchange program, scholarship program, and other related academic program from Hokkaido University regarding the partnership with Bogor Agricultural University were informed through the LO Hokudai. Herewith are the activities of Hokkaido University Liaison Office in Indonesia. Recapitulation of LO Hokudai daily activity in Indonesia for 3 month from April-June 2018 as shown in Table 1.

Table 1. Activity of LO Hokudai Period of April – June 2018

No.	Month	Activity
1	April	Sent Double degree document to Hokkaido University
2		Website survey for Liaison office
3		Make the schedule for PARE summer meeting with Proff. Hanny
4		Updating news about JICA scholarship and registration for Hokkaido university graduation school to student of IPB
5	Mei	Borrowing Polycom for meeting between JICA scholarship student candidate with Hokkaido University teacher
6		Making article about HUSTEP
7		Subscribe newsletter LO

8	June	Update news info about short stay graduate program, Jasso for PARE (who got the scholarship)
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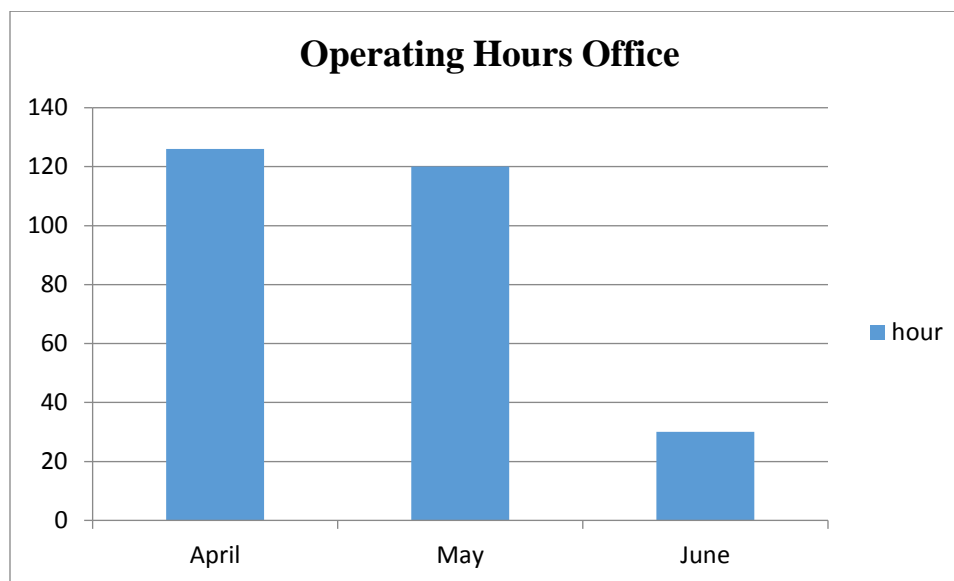
III. OPERATING HOURS OF THE OFFICE

The daily operation of Hokkaido University Liaison Office in Indonesia (LO Hokudai) is supported by the volunteers. The volunteers that are responsible in supporting the Office consists of Professor, graduate students and university employee. The composition of volunteer in LO Hokudai with each duty in supporting The Office as presented in Table 2.

Table 2. The Composition of Volunteer in LO Hokudai

No.	Name	Position	Status	Duty
1	C. Hanny Wijaya	Professor	Head of LO Hokudai	Manage the stability of LO Hokudai
2	Ira Septiawati	University Employee	Volunteer	The office's inventory
3	F. Irena Napitupulu	Graduate Student	Volunteer	Treasury
4	Febriana Purba	Graduate Student	Volunteer	Merchandise inventory
5	Mutiara Utami	Graduate Student	Volunteer	Volunteer Schedule
6	Refa Yulianingsih	Graduate Student	Volunteer	IT
7	Ria Hayatun Nur	Graduate Student	Volunteer	Administration
8	Dewi M	Graduate Student	Volunteer	External Communication

Each of volunteers shifted in different schedule as attached in Attachment 1 (*Attachment 1. Attendance Schedule for Volunteer in LO Hokudai*). The overall operating hours of Hokkaido University Liaison Office in Indonesia period of April – June 2018 as shown in Picture 1.



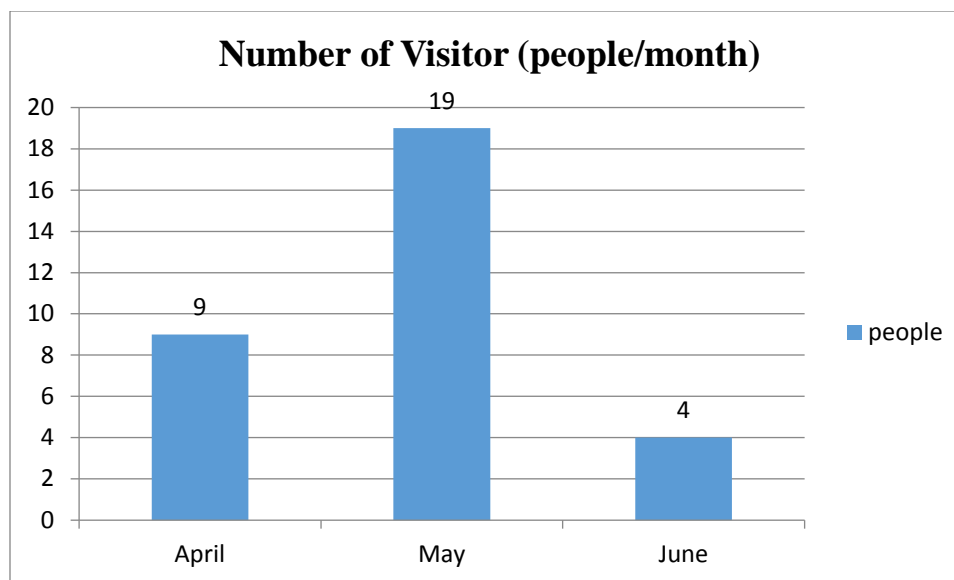
**Picture 1. Operating Hours of Hokkaido University Liaison Office
Period of April – June 2018**

For the operating hours, April and May 2018 had the 126 hours and 120 hours operating hours office respectively. In contrast, for June 2018 had 30 hour/month. It was also because of holiday in Bogor Agricultural University. The office closed from 11 June 2018 till 22 June 2018 and it reopened on 23 June 2018. The attendance schedule of LO Hokudai's volunteer as attached on Attachment 1.

IV. VISITOR OF LO HOKUDAI

The visitor of Hokkaido University Liaison Office (LO Hokudai) usually consist of student, academic, and alumni of Hokkaido University that were enthusiast for the information from Hokkaido University.

Picture 2 shows the number of visitor of Hokkaido University Liaison Office for period of April – June 2018.



**Picture 2. Number of Visitor of Hokkaido University Liaison Office in Indonesia
Period of April – June 2018**

From the number of visitor (people/month) picture, it can be seen clearly that almost 19 students visited Hokkaido University Liaison Office in Indonesia on May. In another hand, the lowest visitor of Hokkaido University Liaison Office was on June. It was because of the holiday, particularly Ied Mubarak celebration.

V. INFORMATION PROVIDED TO VISITOR

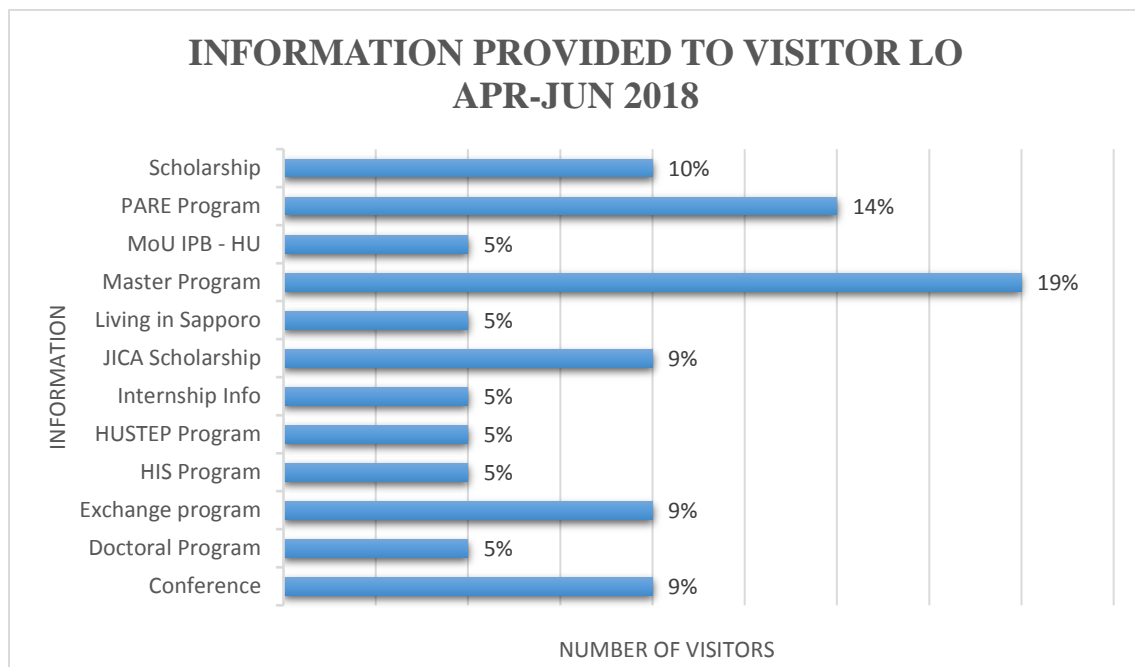
Hokkaido University Liaison Office in Indonesia (LO Hokudai) provided several information related to Hokkaido University and its cooperation with universities in Indonesia, such as:

1. Exchange program
 - Hokkaido Summer Institute Program
 - PARE Program
 - HUSTEP Program
 - Special Research Student
2. Internship Opportunity
3. Scholarship
 - JICA Scholarship
 - LPDP Scholarship (from the government of the Republic of Indonesia)

- Scholarship provided by Hokkaido University
4. Postgraduate Enrollment
 - Master Program
 - Doctoral Program
 5. Conference held by Hokkaido University in near time
 6. Living in Sapporo
 7. MoU between Hokkaido University and Institut Pertanian Bogor

These information were the information which asked by the visitors. As a compliment LO Hokudai also provided information for the regular program, testimony from alumni who joined the program in the last period, and greetings for the students who enrolled in HU program. These information were printed and put in the bulletin board in front of the office.

The information that provided and asked by the visitor of LO Hokudai for period of April, May, and June 2018 as shown in Picture 3.



Picture 3. Information Provided to Visitor of Hokkaido University Liaison Office in Indonesia, Period of April, May, June 2018.

For period of April, May, June 2018, the visitor of LO Hokudai were enthusiast in getting the information about: Master Program in Hokkaido University (19%); PARE Program (14%); Scholarship availability (10%); JICA Scholarship, Exchange Program, Conference (9%); MoU Between IPB and HU, Living in Sapporo, Internship Information, HUSTEP Program, Hokkaido Summer Institute (HSI) Program, and Doctoral Program (5%).

The visitor who were curious for the information of master program in Hokkaido University and HUSTEP Program mostly comes from undergraduate students. The volunteer gave the Master Program information based on the official website of Hokkaido University, brochure, pamphlet, and magazine from Hokkaido University. The visitor who asked for the information about PARE Program, usually delivered to the information about HSI Program as the main program. The visitor who enthusiast about scholarship information, JICA scholarship, exchange program, doctoral program, and conference usually were the graduate students. The visitor who were asked about living in Sapporo usually comes from the students that already accepted as the student or will participate in academic program from Hokkaido University. The visitor who were enthusiast in information about MoU between IPB and Hokkaido University usually comes from the academic.

VI. INFORMATION THAT CONTRIBUTES TO IMPROVEMENT OF THE OPERATION OF LIAISON OFFICES

The Hokkaido University Liaison Office in Indonesia (LO Hokudai) will continue giving more information regarding to Hokkaido University that can be accessed by academic community in Bogor Agricultural University and other academic institution in Indonesia.

The upcoming projects that will be organized by LO Hokudai such as:

1. Hokudai Day (academic event organized by LO Hokudai in Indonesia supported by fellow academic from Hokkaido University),
2. Hokkaido University Liaison Office in Indonesia Website Development,
3. Participating in academic or university expo in Indonesia.

In order to broaden the information of Hokkaido University to academic community in Indonesia, LO Hokudai was participating in The Indonesia International Education & Training Expo (IETE) 2018. IETE 2018 is the largest exhibition of higher education and training in Indonesia featuring top universities from within and abroad the country. The event was held in Jakarta, 22nd – 25th February 2018 where LO Hokudai were collaborating with I3L (Indonesia International Institute for Life Sciences) in presenting the academic information of Hokkaido University.

Thus, cooperation and collaboration with more Faculty/Department/Stakeholders related to academic from Hokkaido University and the universities within Indonesia is needed to support the main function of the Hokkaido University Liaison Office in Indonesia.

Attachment 1. Attendance Schedule for Volunteer in LO Hokudai

Day	Time	Volunteer	Note
Monday	09.00 – 10.00	Ira / Prof. Hanny	Optional
	10.00 – 11.00	Ira / Prof. Hanny	Optional
	11.00 – 12.00	Ira / Prof. Hanny	Optional
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	Mutiara Utami	
	14.00 – 15.00	Mutiara Utami	
	15.00 – 16.00	Mutiara Utami	
Tuesday	09.00 – 10.00	Refa Yulianingsih	
	10.00 – 11.00	Refa Yulianingsih	
	11.00 – 12.00	Refa Yulianingsih	
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	Dewi M	
	14.00 – 15.00	Dewi M	
	15.00 – 16.00	Dewi M	
Wednesday	09.00 – 10.00	Ira / Prof. Hanny	Optional
	10.00 – 11.00	Ira / Prof. Hanny	Optional
	11.00 – 12.00	Ira / Prof. Hanny	Optional
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	F. Irena R. Napitupulu	
	14.00 – 15.00	F. Irena R. Napitupulu	
	15.00 – 16.00	F. Irena R. Napitupulu	
Thursday	09.00 – 10.00	Ira / Prof. Hanny	Optional
	10.00 – 11.00	Ira / Prof. Hanny	Optional
	11.00 – 12.00	Ira / Prof. Hanny	Optional
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	Febriani Purba	
	14.00 – 15.00	Febriani Purba	

	15.00 – 16.00	Febriani Purba	
Friday	09.00 – 10.00	F. Irena R. Napitupulu	
	10.00 – 11.00	F. Irena R. Napitupulu	
	11.00 – 12.00	F. Irena R. Napitupulu	
	12.00 – 13.00	<i>Break</i>	
	13.00 – 14.00	Ria Hayatun Nur	
	14.00 – 15.00	Ria Hayatun Nur	
	15.00 – 16.00	Ria Hayatun Nur	