

**INTERNSHIP REPORT
EMBASSY OF THE REPUBLIC OF INDONESIA (KBRI)
KUALA LUMPUR**



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**UNDERGRADUATE PROGRAM IN SOCIOLOGY
FACULTY OF SOCIAL AND POLITICAL SCIENCES
STATE UNIVERSITY OF SURABAYA
2024**

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2. Institusi Magang : Kedutaan Besar Republik Indonesia (KBRI) Kuala Lumpur
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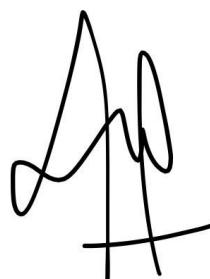
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Kuala Lumpur, 23 September 2024

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PREFACE

All praise and gratitude are due to Allah SWT for His endless mercy and blessings, which have enabled us to complete this internship report successfully. This report is prepared as one of the requirements for the final assignment of the internship program at the Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur, particularly in the Consular Function.

We would also like to extend our heartfelt appreciation to all parties who have supported and contributed to the smooth process and completion of this internship report. Our sincere thanks are addressed to:

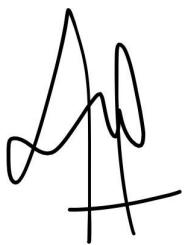
1. Mr. Imam and Mrs. Leni, the authors' parents, for their unwavering support throughout the internship program from beginning to end.
2. Dr. Agus Machfud Fauzi, M.Si, Coordinator of the Undergraduate Sociology Program at UNESA, for his guidance and support.
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6. Mr. Yoshi Iskandar, Minister Counsellor for Protocol and Consular Affairs (Protection Division), for his advice, direction, and for sharing his knowledge with us.
7. Mrs. Octavin Dewi Zulaicha, Minister Counsellor for Protocol and Consular Affairs (Service Division), for her guidance, suggestions, and for sharing her insights with us.
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9. Mr. Werry Kusyanto, Staff of the Education and Cultural Attaché at the Indonesian Embassy and our mentor, for facilitating, guiding, and advising us throughout the internship program.
10. Mr. Fachrurizal Ubaidillah Karis from the Education and Cultural Attaché and Mr. Reyhan Berizki Akbar from the Consular Function, as our mentors, for their accompaniment, direction, and suggestions during the internship.
11. Our fellow interns of the September 2024 batch, for sharing both joyful and challenging moments throughout the internship journey.

The author acknowledges that this internship report is still far from perfect and may contain shortcomings. Therefore, we sincerely welcome any constructive criticism and suggestions from all parties to help improve future internship reports. It is our hope that this report may offer valuable insights and contribute to the body of knowledge in its respective field.

Finally, the author wishes to extend heartfelt apologies for any errors, whether intentional or unintentional, found in the writing of this report. May Allah SWT forgive all our mistakes and guide us to the right path. May goodness and blessings always be with us wherever we are.

Kuala Lumpur, 23 September 2024

Author,

A handwritten signature in black ink, appearing to read "Baiq Nisrina Lydya". The signature is fluid and cursive, with a prominent peak on the left and a smaller loop on the right.

Baiq Nisrina Lydya

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FORM PENILAIAN MAGANG MAHASISWA

Dengan ini menyatakan mahasiswa magang berikut:

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Universitas : Universitas Negeri Surabaya

Dengan ini, saya menyatakan bahwa:

Laporan magang ini merupakan hasil kegiatan magang saya selama **Empat Minggu** terhitung dari tanggal 2 September 2024 di Fungsi Protokol dan Konsuler dan mendapatkan penilaian sebagai berikut:

No.	Indikator Penilaian	Nilai Angka	Nilai Huruf
1	Etika dan Kepribadian		
2	Penguasaan Materi dan Pekerjaan		
3	Kerjasama Tim		
4	Kreativitas		
5	Kedisiplinan		
6	Kemampuan Lain (Bahasa asing, Teknologi, Informasi, dll)		
7	Pelaksanaan dan tanggung jawab atas pekerjaan yang dilakukan		
8	Kemampuan melakukan inisiatif dalam pekerjaan		

Catatan Penilaian:

A = 81 – 100	B = 71 – 80	C = 61 – 70	D = 51 – 60	E = <50
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Kuala Lumpur, 21 September 2024

Pembimbing,
Fungsi Protokol dan Konsuler
KBRI Kuala Lumpur

Yoshi Iskandar
Minister Counsellor Fungsi Protokol dan Konsuler

CHAPTER I

INTRODUCTION

1.1 Background

The close historical and territorial ties between Indonesia and Malaysia have fostered frequent bilateral cooperation in various sectors, including economics, culture, politics, defense, education, and other important areas. However, the proximity of the two countries also brings about a number of unresolved issues, which remain challenges to this day. as outlined in the Revised Strategic Plan of the Indonesian Embassy (KBRI) in Kuala Lumpur for the years 2015–2019, such issues include unresolved border demarcation, protection of Indonesian migrant workers (BMI), cultural claim sentiments, and anti-Malaysian sentiments among segments of Indonesian society. In response to these dynamics, the Indonesian Embassy in Kuala Lumpur serves as Indonesia's diplomatic mission in Malaysia and carries out functions as outlined in Article 3 of the Vienna Convention of 1961, which include Representing, Protecting, Negotiating, Gathering and Interpreting Information, and Promoting Friendly Relations. Therefore, in practice, the Embassy plays a crucial role as the frontline institution, especially in safeguarding the interests and welfare of Indonesian citizens residing in neighboring Malaysia.

One of the diplomatic functions, namely Promoting Relations, aligns with Article 3, Paragraph 1, Letter (e) of the Vienna Convention on Diplomatic Relations of 1961, which emphasizes the enhancement of friendly relations between the receiving State and the sending State, as well as the development and expansion of economic, cultural, and scientific relations. In practice, the Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur supports this function by offering internship opportunities for Indonesian students studying in both Indonesia and Malaysia, from various universities, for the purpose of strengthening scientific cooperation. education, as an effective and easily implementable form of bilateral cooperation, serves as one of the background factors for the implementation of the internship program. A concrete example of this is the FISIPOL International Student Mobility (FISM) program, organized by the Faculty of Social and Political Sciences (FISIPOL) and the Office of International Affairs of Universitas Negeri Surabaya. This program involves sending student interns to KBRI Kuala Lumpur with the goal of serving as a promotional platform for both KBRI Kuala Lumpur and Universitas Negeri Surabaya

to enhance future educational partnerships on an international scale. Moreover, beyond institutional benefits, the internship program also offers significant value for the student participants. Through direct involvement in diplomatic activities at KBRI Kuala Lumpur, students are able to internalize and disseminate diplomatic values, thus contributing to efforts in soft diplomacy. Interns also gain practical experience that is expected to enrich their international exposure and strengthen their competitiveness in the global job market.

1.2 Program Objectives

The objectives of implementing this Internship Program are as follows:

- To broaden the knowledge and practical experience of students in performing tasks that align with their respective areas of expertise, while producing outcomes relevant to the needs of the professional work environment.
- To enhance students' understanding of the connection between theoretical knowledge acquired in higher education and its practical application, thereby equipping them with essential competencies for entering the workforce.

1.3 Program Benefits

For Students

- To serve as a platform for enhancing practical skills that are essential for navigating the realities of the professional workforce.
- To provide insights and in-depth knowledge on the practical implementation of Sociology in societal life.
- To build professional networks that can support future career opportunities.
- To foster professionalism, independence, and self-confidence in facing real-world work situations.

For Internship Partners

- To serve as a means of collaboration between educational institutions and both academic and non-academic organizations.
- To gain fresh perspectives and innovative ideas from student interns.
- To cultivate a more professional, disciplined, and adaptive attitude in dealing with future work challenges, while also helping to mentally prepare students for entering the workforce.

For the Sociology Study Program

- To establish cooperative relationships with partner institutions through internship programs.
- To support the implementation of standardized competencies for university graduates.
- To observe and evaluate the quality potential of human resources, particularly that of participating students, through direct involvement in the internship activities.

1.4 Location and Duration of Internship Implementation

This Internship Program was carried out at the following institution:

- Institution Name: Embassy of the Republic of Indonesia (KBRI) Kuala Lumpur
- Institution Address: No. 233, Jalan Tun Razak, Imbi, 50400 Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia
- Duration: 2 September 2024 – 27 September 2024

CHAPTER II

INSTITUTIONAL PROFILE

2.1 Institutional Profile



Picture 2.1 The official emblem of the Embassy of the Republic of Indonesia in Kuala Lumpur.

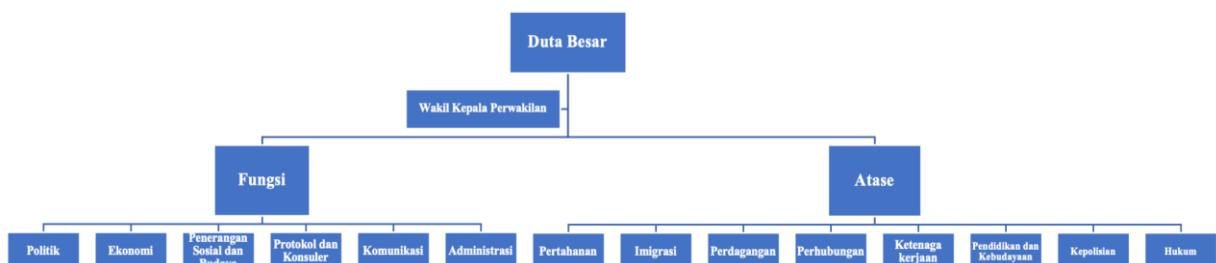
As Indonesia's diplomatic mission in Malaysia, the presence of the Indonesian Consulate in the Federation of Malaya dates back to 1953, before Malaysia gained independence. After Malaysia declared its independence from the United Kingdom in 1957, the Government of Indonesia established an official Embassy in Kuala Lumpur to mark the formal diplomatic relations between the two nations and to strengthen bilateral cooperation in various sectors such as the protection of Indonesian citizens (WNI), immigration, education, law, economy, and socio-cultural affairs. One example of bilateral cooperation between Indonesia and Malaysia is the migration program, which involves the movement of people from one location to another, either domestically or internationally, due to economic, social, political, or cultural reasons. The geographical proximity between Indonesia and Malaysia is a key factor that makes Malaysia—a country often referred to as the “Neighboring Country”—one of the main destinations for Indonesian citizens to work, pursue education, or reside temporarily. To this day, Malaysia remains the country with the highest concentration of Indonesian citizens abroad, with the population exceeding 3 million individuals (Marzuqoh, 2024). This figure aligns with the statement made by Ambassador Dato' Indera Hermono during the commemoration of the 71st Immigration Service Day, where he noted that the Indonesian Embassy in Kuala Lumpur handles the busiest immigration services in the world. given the large number of Indonesians in Malaysia, the diplomatic function of KBRI Kuala Lumpur is essential in providing protection and services to Indonesian nationals residing in the country.

As Indonesia's diplomatic mission in Malaysia, led by Ambassador Dato' Indera Hermono, the Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur encompasses a wide range of functions and attachés. The functions under the authority of the Ministry of Foreign Affairs include: Political Affairs, Economic Affairs, Public Diplomacy and Socio-Cultural Affairs, Protocol and Consular Affairs, Communications, and Administrative Affairs. Meanwhile, the attachés at KBRI Kuala Lumpur, operating under their respective ministries, include: the Defense Attaché, Immigration Attaché, Trade Attaché, Transportation Attaché, Manpower Attaché, Education and Cultural Attaché, Police Attaché, and Legal Attaché. All functions and attachés at KBRI Kuala Lumpur play crucial roles in fostering and maintaining bilateral cooperation between Indonesia and Malaysia.

The Consular Function, where the author carried out the internship, is divided into two main sections. The first is the Service Counter (Consular Front Desk), which handles the initial processing of service requests from Indonesian citizens (WNI) or foreign nationals (WNA). This includes requests for various documents such as the Certificate of Birth Registration (SBPK), Passport, Emergency Travel Document (Surat Perjalanan Laksana Paspor or SPLP), Certificate of No Impediment to Marriage, Business and Non-Business Legalizations, among many other services. The second section is Protection, which deals directly with the protection and handling of complaints involving Indonesian nationals. This includes cases such as unpaid wages by employers, physical abuse by employers, and various other critical situations that require intervention and protection from the Embassy. The Protocol and Consular Function thus serves as a direct implementation of one of the key diplomatic objectives—Protecting—as outlined in the Vienna Convention.

2.1.1 **Organizational Structure of the Institution**

The Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur has a diverse organizational structure comprising various attachés and functional divisions, each with its own specific duties and areas of focus. The organizational chart of KBRI Kuala



2.1.2 Vision and Mission of the Embassy of the Republic of Indonesia (KBRI) Kuala Lumpur

- Vision

"To establish the Indonesian Mission as the front line in upholding the nation's diplomatic authority and national identity as a maritime country for the benefit of the people"

The vision of the Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur is formulated into six key aspects aimed at achieving ideal conditions through diplomatic roles that bring tangible benefits to the people. These aspects include:

Front Line: KBRI functions as the forefront of all diplomatic activities in the accredited country.

Upholding Diplomatic Authority: Indonesia maintains a respected and esteemed relationship with Malaysia in the eyes of the international community, due to its active engagement and leadership in various international collaborations.

National Identity: The unique characteristics that define the identity of the Indonesian nation, distinguishing it from other nations around the world.

Fulfillment of People's Interests: Meeting the needs and aspirations of the people for the general welfare of the nation and state. In the context of Indonesia-Malaysia relations, this is expected to be achieved through optimal services and protection for Indonesian citizens (WNI) and Indonesian diaspora (BHI), improved welfare of Indonesian Migrant Workers (BMI), resolution of border issues to ensure Indonesian sovereignty, and enhanced national prosperity through beneficial economic and trade relations.

Maritime Nation: A country whose territory largely consists of waters, managing its maritime domain to uphold sovereignty, increase prosperity, and develop a comprehensive marine-based economy by sustainably utilizing marine resources, and strengthening maritime connectivity and defense.

Indonesian Representation in Malaysia: KBRI Kuala Lumpur serves as the organizational unit of Indonesia's diplomatic mission carrying out diplomacy within the accredited territory of Malaysia.

- **Mission**

- a. To strengthen Indonesia–Malaysia relations through inclusive and participatory diplomacy.
- b. To establish a capable organizational structure and competent human resources.

2.2 Internship Placement Location

Picture 2.2 Internship Location



The internship placement was located at the Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur, No. 233, Jalan Tun Razak, Imbi, 50400 Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia.

CHAPTER III

IMPLEMENTATION AND ACTIVITIES OF THE INTERNSHIP PROGRAM

3.3 Activities of the Internship Program

No	Activities	Week -			
		1	2	3	4
1	Introduction to the work environment				
2	Internship Implementation (Consular Front Desk)				
3	Internship Implementation (Consular Protection Division)				
4	Data Collection				
5	Report Preparation				

Table 2.3 Internship Activity Recapitulation

The activities carried out during the internship at the Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur included processing data entry for service requests, preparing collection letters, attending shelter case review meetings, interviewing Indonesian citizens (WNI), drafting and completing various types of consular letters, escorting shelter residents from Kuala Lumpur Hospital, assisting with the repatriation of WNI from the Malaysian Immigration Detention Depot at Kuala Lumpur International Airport (KLIA), as well as participating in events under the Information and Socio-Cultural Attaché, such as the Inauguration of the Indonesian Muslim Intellectuals Association (ICMI) at the KBRI Kuala Lumpur Hall and the 2024 Japanese Film Festival (JFF) at The Exchange TRX Mall.

3.3.1 Work Orientation by the Education and Cultural Attaché of KBRI Kuala Lumpur for Students

Picture 3.3.1 Taking a group photo with the staff of the Education and Cultural Attaché and all internship participants on the first day.



The orientation session was conducted by the staff of the Education and Cultural Attaché at KBRI Kuala Lumpur with the aim of providing guidance to students regarding the internship they would undertake. This briefing was delivered directly to the students on the first day of the internship. The orientation covered various topics such as workplace ethics, behavior, communication, restrictions, rules, and other essential guidelines to be followed throughout the internship at KBRI Kuala Lumpur.

3.3.2 Processing Service Request Data Input at the Consular Front Desk



Picture 3.3.2 Konsuler Loket

The consular front desk, located on the ground floor of KBRI Kuala Lumpur, is responsible for assisting Indonesian citizens (WNI) and foreign nationals (WNA) with administrative and official documentation needs. Serving as the frontline interface between the public and the Indonesian government, the consular front desk handles a wide range of requests, including the issuance of passports, Emergency Travel Documents (Surat Perjalanan Laksana Paspor or SPLP), Police Clearance Certificates (SKCK) for both WNI and WNA, National Identification Numbers (NIT), Certificates of Birth Registration (SBPK), visas, affidavits, certificates for the repatriation and burial of deceased individuals in Malaysia, certificates of Indonesian nationality, replacement letters for Indonesian driver's licenses, birth registration of children born to Indonesian citizens in Malaysia, certificates for marriage in Malaysia or with foreign nationals, legalization of marriage certificates or excerpts, reports of divorce, reconciliation certificates, business and non-business document legalizations, seen signatures for photocopied documents, and Certified True Copies. Many other official document services are also processed through this front desk.

Various types of service requests are handled based on a queue number taken by applicants from the ticketing machine starting at 8:00 AM MYT. The number of applicants served at the consular front desk is limited to 100 per day. Applicants are called to the counter one by one, where they undergo an interview and have their data entered into the system. This includes the applicant's personal information and the type of service requested. The collected data is then stored and recorded in the Ministry of Foreign Affairs' system.

3.3.3 Preparing Document Pick-Up for Service Requests



Picture 3.3.3 Basket containing completed service request documents

The next stage after the data input process is the handling and processing of requests according to the procedure for each type of service. Once the documents are completed and ready for collection, they are placed into two separate baskets: the first basket contains Certificates of Birth Registration (SBPK), while the second basket holds all other documents, such as Replacement Letters for Indonesian Driver's Licenses, Certified True Copies (CTC), Seen Signatures (SS), legalizations, and many other types of documents. To collect the completed documents, applicants must come on the date specified on their pick-up receipt and submit it at Counter 1. The officer at Counter 1 will then call the applicant's name to collect their completed documents at the counter.

3.3.4 Shelter Case Review Meeting

Picture 3.3.5 Implementation of the Shelter Case Review Meeting with all Consular staff.



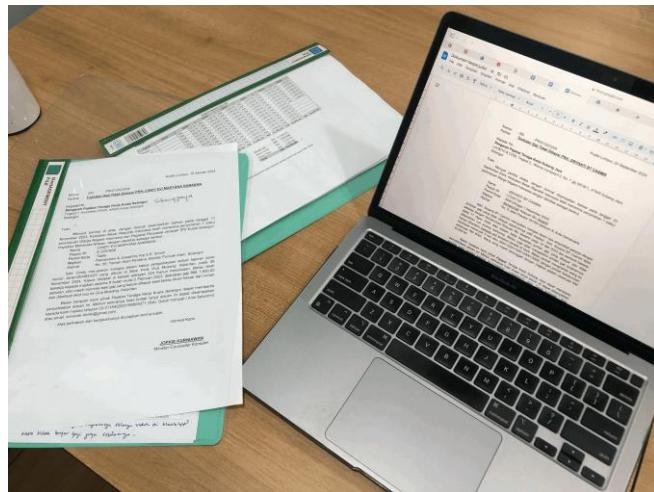
As part of the implementation of one of KBRI Kuala Lumpur's core diplomatic functions—protecting—the Embassy operates a special shelter facility designed to accommodate and protect Indonesian citizens (WNI) facing various challenges in Malaysia. These include individuals who have experienced abuse by their employers, unpaid or underpaid wages, severe illness, mental health issues, and other serious cases requiring protection. The presence of this shelter within the KBRI compound serves as a safe haven for these individuals to recover and receive assistance. As of September 21, 2024, a total of 50 individuals were residing in the shelter, each with different types of cases. To ensure that each case receives appropriate attention, Shelter Case Review Meetings are held biweekly. These meetings are attended by the Heads of the Consular Function, First, Second, and Third Secretaries, and other relevant staff members, as well as the Third Secretary for Consular Affairs, the Shelter Doctor, and all consular protection staff. The purpose of this meeting is to provide a forum where the consular protection team can collaboratively discuss and share updates regarding each shelter resident's case. Through this discussion, the team aims to identify and implement the most appropriate and effective protection solutions for every Indonesian citizen currently residing in the shelter.

3.3.5 Interviewing Indonesian Citizens (WNI) Seeking Protection from KBRI

Indonesian citizens (WNI) who come to the Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur seeking protection must first undergo an interview process. This interview serves as the initial step for KBRI to gather in-depth information about the problems the individual is facing. A complete chronology of events provided by the WNI plays a crucial role in helping the Embassy determine the appropriate course of action to offer protection. The information collected during the interview includes detailed personal data (such as name, age, occupation, passport details, permit/visa status, and address), as well as a comprehensive account of the case—from the time the individual migrated to Malaysia up to the moment they sought help from KBRI Kuala Lumpur.

3.3.6 Drafting and Completing Various Types of Consular Letters

Picture 3.3.6 Issuance of Unpaid Wage Claim Letter



In the process of protecting Indonesian citizens (WNI), various documents are issued by the Protocol and Consular Function depending on the nature of the case and the type of protection required. Some examples of these documents include unpaid wage claim letters, salary calculations for Indonesian migrant workers (TKI), the completion of official statement forms (*borang kenyataan*), and many other relevant documents.

3.3.7 Escorting a Shelter Resident from Kuala Lumpur Hospital

Picture 3.3.7 Hospital Kuala Lumpur



All Indonesian citizens (WNI) residing in the shelter at KBRI Kuala Lumpur are entitled to various forms of protection provided by the Embassy, fully funded by the Indonesian

government. One such form of assistance includes covering the medical expenses for WNI undergoing inpatient care at Kuala Lumpur Hospital. One of the cases the author was involved in was escorting a shelter resident, referred to by the initial (M), a 56-year-old WNI who had been hospitalized for 17 days and was scheduled to return to the shelter. This individual was found abandoned at a waste disposal site, with a wound on his lower back, and was later diagnosed with spinal tuberculosis. He was admitted to Kuala Lumpur Hospital on August 30, 2024, for further treatment. As his recovery progressed, the individual was cleared to be discharged and returned to the shelter. On September 18, he was also included in the Check Out of Memo (COM) and Nota Dinas (Nodin) process for eventual repatriation to Indonesia.

3.3.8 Assisting with the Mass Repatriation of Indonesian Citizens (WNI) from the Malaysian Immigration Detention Depot at Kuala Lumpur International Airport (KLIA)

Picture 3.3.6 Malaysia Taking a group photo with the Consular Staff of KBRI Kuala Lumpur and the Malaysian Immigration Officers



The mass repatriation program for Indonesian citizens (WNI), organized by KBRI Kuala Lumpur in collaboration with the Malaysian Immigration Department, is designed to facilitate the return of WNI who have been detained by Malaysian immigration authorities due to violations of official regulations, such as visa or permit violations, overstays, undocumented status, and other related infractions. This program aims to ensure the safe return of detained WNI from the Malaysian Immigration Detention Depot back to Indonesia.

3.3.8 Attending the Inauguration of the Ikatan Cendekiawan Muslim Indonesia (ICMI) Malaysia Board for the 2024–2029 Term

Picture 3.3.7 Taking a group photo with the ICMI board members and the Ambassador of Malaysia.



Under the supervision of the Information and Socio-Cultural Affairs Function, all internship participants had the opportunity to take part in the inauguration ceremony of the Indonesian Muslim Intellectuals Association (ICMI) Malaysia Board for the 2024–2029 term. The event took place on September 5, 2024, at the Auditorium of the Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur.

3.3.10 Attending the Opening Ceremony of the Japanese Film Festival 2024

Picture 3.3.8 (1)



Picture 3.3.8 (2)



Picture 3.3.8 (1) Taking a photo together with the interns at the Japanese Film Festival 2024.

Picture 3.3.8 (2) The Ambassador of Japan to Malaysia, Takahashi, along with the Japanese Film Festival team.

The Japanese Film Festival (JFF) 2024 is an annual event held in various countries, including Malaysia. Organized by The Japan Foundation, Kuala Lumpur, the festival serves as a platform to promote Japanese culture through a curated selection of outstanding Japanese films screened at selected Golden Screen Cinemas across the country. In Malaysia, JFF 2024 will take place from October 12 to October 20, 2024, in several major cities. The Opening Ceremony of JFF Malaysia was held on October 12, 2024, at The Aurum Theatre, The Exchange TRX Mall, Kuala Lumpur. The event was attended by the Ambassador of Japan to Malaysia, Mr. Takahashi, and Mrs. Takahashi, representatives from the Ministry of Tourism, Arts and Culture of Malaysia, and many other distinguished guests. The ceremony commenced at 7:00 PM MYT and concluded at 11:00 PM MYT, featuring a series of welcoming speeches followed by the screening of one of Japan's most acclaimed films, *Godzilla Minus One*, which was originally released on November 3, 2023.

CHAPTER IV

CONCLUSION

4.1 Conclusion

The FISIPOL International Student Mobility (FISM) internship program is one of the implementations of the vision and mission of the Bachelor of Sociology Program through students' direct engagement in real-world work experiences within institutions, industries, or other relevant organizations. This program provides students with a golden opportunity to develop their personal skills, competencies, and overall human resource quality in preparation for future professional environments. I have completed a one-month internship under this program, which will be converted into a total of 10 academic credits. Our internship took place at the Embassy of the Republic of Indonesia (KBRI) in Kuala Lumpur, Malaysia. During the program, I was assigned to the Consular Function, where I assisted the KBRI staff in delivering services and protection to Indonesian citizens in Malaysia and actively participated in various diplomatic events held by the embassy. This internship program has provided valuable benefits, particularly in aligning with my academic background in Sociology. It enabled me to apply the knowledge and theories learned during my studies to practical, real-world situations encountered throughout the internship.

CHAPTER V

CLOSING

5.1 Internship Approval Letter from the Embassy of the Republic of Indonesia in Kuala Lumpur



Kuala Lumpur, 21 Agustus 2024

Nomor : SD.485/DL/08/2024/14
Perihal : Surat Persetujuan Magang Mahasiswa Fakultas Ilmu Sosial Dan Ilmu Politik, Universitas Negeri Surabaya, Periode 2 – 27 September 2024

Kepada Yth.
Prof. Dr. Madlazim, M.Si.
Wakil Rektor Bidang Pendidikan, Kemahasiswaan dan Alumni
Universitas Negeri Surabaya

Berdasarkan surat nomor B/78983/UN38.i/TU.00/2024 mengenai permohonan penempatan magang 3 orang mahasiswa Fakultas Ilmu Sosial Dan Ilmu Politik, sebagai berikut :

No	Nama	Program Studi	Periode Magang
1	Baiq Nisrina Lydy	Sosiologi	2 hingga 27 September 2024
2	Ahmad Bahrul Ulum	Ilmu Komunikasi	2 hingga 27 September 2024
3	Abidah Hapsari	Ilmu Komunikasi	2 hingga 27 September 2024

Dengan hormat disampaikan bahwa kami atas nama Kepala Perwakilan Republik Indonesia di KBRI Kuala Lumpur, menyampaikan persetujuan magang bagi mahasiswa yang bersangkutan dengan catatan bahwa pihak KBRI Kuala Lumpur tidak memberikan insentif selama program magang pada periode tersebut.

Kami beritahukan lebih lanjut bahwa mahasiswa dikehendaki mengatur sendiri keperluan akomodasi, transportasi, dan asuransi kesehatan selama berada di Kuala Lumpur, dengan menggunakan visa kunjungan sosial 30 hari yang diberikan oleh Pemerintah Malaysia kepada WNI pada saat kedatangan di Malaysia.

Untuk pertanyaan dan koordinasi selanjutnya terkait keperluan tersebut selama magang, dapat menghubungi Sdr. Werry Kusyanto di +60163058429.

Demikian kami sampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.



Tembusan Yth:
Kepala Perwakilan RI

No. 233 Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia
Tel : +(603) 2116 4122 / 2116 4123 Fax : +(603) 2144 5528 / 2141 7908
E-mail : atdikbud.kl@kemdikbud.go.id / atasedik.kbrikl@gmail.com

5.2 Internship Permission Request Letter from State University of Surabaya



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
RISET DAN TEKNOLOGI
UNIVERSITAS NEGERI SURABAYA
FAKULTAS ILMU SOSIAL DAN ILMU POLITIK
Kampus Ketintang, Jalan Ketintang, Surabaya 60231
Website : <https://fisipol.unesa.ac.id>, email: fisipol@unesa.ac.id

Nomor : A/55178/UN38.4/HM.00.05/2024

09 September 2024

Hal : Permohonan Ijin Magang

Yth. Kepala Atase Pendidikan Kedutaan Besar Republik Indonesia (KBRI)
Jalan Tun Razak No. 233, Kuala Lumpur, Malaysia

Sehubungan dengan adanya magang mahasiswa Program Studi S1 Sosiologi Fakultas Ilmu Sosial dan Ilmu Politik Universitas Negeri Surabaya, maka bersama ini kami mohon Bapak/Ibu mengizinkan mahasiswa kami melakukan **magang** di:

Lokasi Magang : KBRI Kuala Lumpur

Alamat : No. 233, Jln Tun Razak, Imbi, 50400 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

Waktu Magang : 2 September - 27 September 2024

Contact Person : 081218530280

Adapun nama mahasiswa yang akan melakukan magang (**terlampir**).

Demikian atas perhatian dan kerjasamanya disampaikan terima kasih.

Tembusan:
Koordinator Program Studi S1 Sosiologi

#SATULANGKAHDIDEPAN

Lampiran Surat Nomor A/55178/UN38.4/HM.00.05/2024

Tanggal 09 September 2024

Perihal : Permohonan Ijin Magang

Daftar Nama Mahasiswa yang melakukan Magang

No.	NIM	Nama	Prodi
1.	22040564070	Baiq Nisrina Lydya	S1 Sosiologi
2.	21041184058	Abidah Hapsari	S1 Ilmu Komunikasi

■■■#SATULANGKAHDIDEPAN

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RUBRIK PENILAIAN
INSTRUMEN EVALUASI DAMPAK PROYEK MAGANG MAHASISWA

Nama Mahasiswa : **Baiq Nisrina Lydya**

Nomor Induk : **22040564070**

Penilaian DPL mitra

Tujuan: Menilai kontribusi dan dampak proyek mahasiswa dari sisi instansi/mitra.

Aspek Penilaian	Bobot (%)	Skor (1-5)
Pemahaman terhadap tugas proyek	15%	5
Kualitas hasil kerja	25%	5
Inovasi dan pemecahan masalah	20%	4
Dampak proyek terhadap divisi/organisasi	25%	5
Sikap kerja dan profesionalisme	15%	5
Total Skor	100%	4,8

Skala:

1 = Sangat Kurang, 2 = Kurang, 3 = Cukup, 4 = Baik, 5 = Sangat Baik

RUBRIK PENILAIAN
INSTRUMEN EVALUASI DAMPAK PROYEK MAGANG MAHASISWA

Saran dan masukan Dosen:

- Logbook sudah terisi semua baik deskripsi data maupun foto, hanya ada 1 hari yang belum dilampiri foto dokumentasi kegiatan
- Belum membuat paper sebagai tugas dari prodi

REVISI:

- Melengkapi semua foto dokumentasi laporan
- Menyusun laporan akhir magang sesuai format yang ditentukan oleh kampus