


# Handbook for International Student




Universitas  
Sumatera Utara




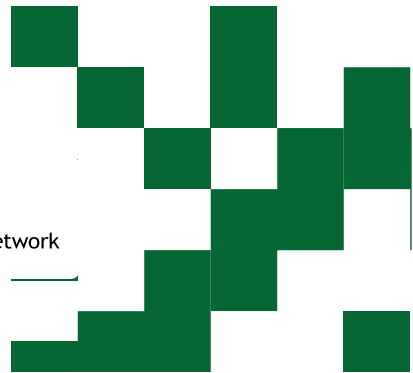


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 University of Sumatera Utara

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# Universitas Sumatera Utara





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It is with great pleasure that we extend a warm welcome to Universitas Sumatera Utara.

As the oldest and largest state university in North Sumatra, Universitas Sumatera Utara (USU) is dedicated to continuously striving for excellence, aiming to achieve recognition as an outstanding institution. With over 188,600 alumni holding pivotal positions in both public and private sectors, USU is well-positioned to realize this ambition.

The educational processes at USU are distinguished by academic integrity and excellence in teaching, research, and community development. USU graduates are expected to demonstrate moral integrity, intellectual discipline, adaptability, and innovation, aligning with the university's vision and values in contributing to local, national, and global development.

When embarking on studies away from home, careful preparation is essential, and certain matters must be addressed even before leaving your country. This handbook provides procedures and information on various issues, including study permits, visa regulations, stay permits, accommodation, financial planning, campus life, Medan City, and general details about USU.

We eagerly anticipate the opportunity to assist you in achieving your academic objectives, enhancing your study experiences, and providing support for your successful tenure at USU.

Best Regards,

Rector,

Prof. Dr. Muryanto Amin, S.Sos., M.Si.

Dear International Students,

Thank you for choosing Universitas Sumatera Utara (USU) for your educational pursuits. This handbook serves as a comprehensive resource, encompassing vital information on studying at USU, residing in Medan, and other essential details you may require. It is designed to assist you in navigating the basics of student registration, adapting to life in Medan, and understanding Indonesian culture. We trust that this handbook will effectively guide you in preparing for your studies.

Upon your arrival in Medan, we kindly request you to visit the International Affairs Office promptly to complete the new student check-in process and attend a mandatory international student orientation. This orientation will specifically focus on acquainting you with immigration regulations, paperwork procedures, and social and cultural adjustments.

The International Affairs Office acknowledges the challenges that may arise during your transition to a new environment. We are committed to providing unwavering support in every possible way to ensure your stay with us is both comfortable and fruitful.

Please feel free to reach out to us if you require any assistance. You can also contact us via email [iao@usu.ac.id](mailto:iao@usu.ac.id). Additionally, we recommend that you regularly visit the IAO website at <https://iao.usu.ac.id> and our Facebook page: “International Affairs Office of USU” for updates on immigration and academic activities. We eagerly anticipate the pleasure of meeting you at USU.

November 2023

Best Regards,

Prof. Dr. Rudy Sofyan, S.S., M.Hum  
Head of International Affairs Office



Universitas  
Sumatera Utara

# Handbook for International Student



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# 1 UNIVERSITAS SUMATERA UTARA AT A GLANCE

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## History



The Universitas Sumatera Utara (USU) is a state university situated in the city of Medan, North Sumatra, Indonesia. Renowned as one of the premier institutions on the island of Sumatra, it stands as the oldest state university outside Java Island. USU holds the distinction of being the first university on Sumatra Island to establish the Faculty of Medicine, marking its inception on August 20, 1952. The formal inauguration of USU took place on November 20, 1957, with the esteemed President of the Republic of Indonesia, Ir. Soekarno, presiding over the ceremony, thereby designating USU as the seventh state university in Indonesia. USU's journey towards excellence commenced with the establishment of the Faculty of Medicine, and over the years, it has solidified its standing as an outstanding university. In a significant development in 2003, USU transitioned from a Public University (PTN) to a Legal Entity-State Owned University (BHMN). Notably, USU became the fifth university to undergo this status change, following the University of Indonesia, University of Gajah Mada, Bandung Institute of Technology, and Bogor Institute of Agriculture (now Bogor Agriculture University), which had made similar transitions during the year of 2000. After a commendable 11-year tenure in its BHMN status, USU achieved a new milestone by attaining the status of an autonomous public legal entity (PTNBH) in 2014.



USU attained the designation of a Legal Entity State University (PTN-BH) as outlined in Law Number 12 of 2012 on Higher Education, specifically articulated in Article 97 letter c, issued on August 10, 2012. Additionally, the Statute of USU was delineated in Government Regulation Number 16 of 2014, promulgated on February 28, 2014. This provision affords USU the requisite flexibility to confront challenges inherent in its vision, supported by the capacity to formulate strategic measures.

The educational landscape at USU involves 1,638 lecturers, with 81% possessing postgraduate educational backgrounds. Presently, USU encompasses 17 faculties, in various disciplines such as Medicine, Law, Agriculture, Engineering, Dentistry, Economics and Business, Cultural Sciences, Mathematics & Natural Sciences, Social & Political Sciences, Public Health, Pharmacy, Psychology, Nursing, Computer Science & Information Technology (IT), Forestry, Vocational Education, and the Postgraduate School. This diverse array caters to over 164 study programs.

Notably, health-focused study programs like Medicine, Dentistry, and Pharmacy hold significant appeal for international students, particularly those hailing from Malaysia. The Faculty of Mathematics and Natural Sciences and the Faculty of Agriculture spearhead various research activities and community services. The Ethnomusicology Study Program, within the ambit of the Faculty of Cultural Sciences, specializes in the exploration of diverse ethnic music and performances indigenous to Sumatra. Simultaneously, the Faculty of Law and the Faculty of Social and Political Sciences actively engage in the development of legal and administrative frameworks.

The steadfast commitment of all faculty members propels the continuous management and development of a robust quality assurance system, standing as a pivotal agenda in the concerted effort to produce high-flyer USU graduates.



## Vision

*“To be a barometer of an academic excellence and science development in a globally competitive higher education.”*

USU upholds its academic excellence in TALENTA which covers:

- Tropical science and medicine
- Agroindustry
- Local wisdom
- Energy (sustainable)
- Natural resource (biodiversity, forestry, marine, mining, tourism)
- Technology (appropriate)
- Art (ethnic)



## Mission

The vision is realized in two missions:

1 To organize higher education-based autonomy as an empowerment-based character and professionalism development with the spirit of democratization of education that recognizes plurality and is education-oriented that emphasizes alternative solutions to actual problems based on scientific studies, morality, and conscience.

2 To produce agents of change as the modernization forces in society who have scientific competence, relevance, competitiveness, and intellectual ethics, in enhancing academic quality by developing advanced science for a better society.

# 2 FACULTIES AND FACILITIES



## Study Programs

Universitas Sumatera Utara administers over 164 study programs across 17 faculties, encompassing a comprehensive range of academic pursuits. These programs span undergraduate, graduate, doctoral, professional education, and specialist levels, thereby presenting a diverse academic landscape. The study programs serve as organizational units, uniting university members dedicated to specific academic domains. Each program assumes responsibility for education, research, and community service within its designated field.

The information related to all the study programs at USU is available at <https://www.usu.ac.id/en/fakultas-sekolah?jenjang=>

## Faculty Members

USU engages a faculty of over 1,600 lecturers, of whom 81% possess postgraduate educational backgrounds, including 177 professors. With exemplary expertise in teaching and research, these educators orchestrate lectures, research projects, and community service activities that consistently embody the forefront of scientific and professional advancements. The lecturers provide adept professional supervision and guidance to fulfill the students' academic needs.





## Libraries

Each study program at USU is equipped with a dedicated library, providing resources such as books, journals, and online databases tailored to its specific academic discipline. Furthermore, USU boasts a central library that houses an expansive collection comprising books, journals, databases, videos, maps, building materials, and archival materials spanning all disciplines. This extensive repository encompasses a wide array of printed and electronic documents. The main library facilitates full-text access to all subscribed e-journal databases. Access to the main library is open to any student possessing a valid student ID.

## Auditorium

The auditorium is the largest building at USU with a capacity of more than 2,000 people. The auditorium is usually used for the graduation ceremony which is held four times a year. In addition, the auditorium is also used for other ceremonial activities such as commemorating USU's Anniversary, scientific conference, seminar, and so on.

## Student Hall

The student hall is situated on Jalan Universitas at the Padang Bulan Campus. This facility serves as a venue for diverse academic activities, including conferences, workshops, student registration, and other various student-related events.

## Language Center

The USU Language Center offers a range of language services to the academic community at USU, encompassing general English language training, TOEFL preparation, training in Bahasa Indonesia for non-native speakers, and translation services.

## Center for Information System

The USU Center for Information Systems consolidates all information systems associated with both academic and non-academic activities. Additionally, it establishes, and advances information technology business units coordinated by the USU academic community.





## Sport Areas

USU is committed to providing comprehensive sports facilities, including a football field, futsal court, basketball court, badminton court, softball field, and fitness facility, all accessible to students and lecturers.

## Integrated Lab

The integrated lab at USU offers sustainable services, research, and development in the field of science and technology, aimed at producing high-quality research meeting national and international standards. Additionally, the lab accommodates research analysis, training, testing, and other laboratory analyses from both domestic and international agencies and industries.

## Dormitory

USU features two student dormitories, with the female dormitory located on Jalan Universitas and the male dormitory situated on Jalan Dr. T. Mansur at the Padang Bulan Campus. These dormitories, strategically positioned within the campus, facilitate students in carrying out their daily academic activities.

## USU Hospital

The USU Hospital delivers comprehensive health services, encompassing emergency room care, laboratory services, medical check-ups, intensive care, and other various medical services. Operating on a management system rooted in network information technology, the hospital is situated at Jalan Dr. Mansyur No. 66, Medan.

## Bus Service

USU offers a shuttle service within the campus area known as the LINUS (Lintas USU) line. This service operates regularly during specified times and routes. The LINUS program was inaugurated on March 9th, 2013, and is provided free of charge to the USU academic community. Operating hours for LINUS are Monday to Friday, from 8:00 AM to 5:00 PM.

## Student Activity Unit

Beyond academic pursuits, USU students have the opportunity to showcase their talents and interests through Student Organizations and Student Activity Units. These units cover a range of fields, including sports, self-defense, spirituality, organization, science and technology, creativity, arts, communication, community service, entrepreneurship, journalism, and information and communication technology innovation.

## Suara USU

Suara USU, established on July 1st, 1995, is a noteworthy Student Activity Unit focusing on journalism. As the sole unit managing press coverage for online news at the USU level, Suara USU regularly reports on academic activities, student achievements, and other academically related events. The unit serves as an essential source of information for students and the broader academic community, providing updates on academic performance, seminars, workshops, and various student extra-curricular activities.



## USU TV

USU TV is the broadcasting media of the Universitas Sumatera Utara, operating under the auspices of the University's Public Relations Department. The news production encompasses various formats, including audiovisual, text, and photography, featured in programs such as USU Flash News, Motion Graphic Info, Sapa Kampus, Reels News, and Fakta USU. Situated in the Faculty of Social and Political Sciences building, USU TV serves as a platform for USU students to hone their talents in the field of broadcasting. The dedicated team comprises individuals from various faculties across the Universitas Sumatera Utara.



**SUARA USU**  
— Media Interaksi Positif Insan KamPus

**USU TV**



# 3

## LIFE IN CAMPUS



### Admission/Registration

Each academic year consists of two semesters known as odd semester and even semester. All of study programs start in the odd semester of each year. Some of the study programs, especially master and doctoral programs, can accept new students twice a year, at odd and even semesters.

### Orientation

USU has an orientation program for new students, usually held in the last week of August. Each faculty has different activities in the orientation program, so please kindly check to your faculty what you ought to prepare in fulfilling the orientation program.

### Academic Calendar

The start of every semester is shown in the academic calendar accessible through the university website ([www.usu.ac.id](http://www.usu.ac.id)). Odd semester usually starts in September and ends in January. The even semester starts in February and ends in June. Semester breaks are in January and July-August.

### Arrival

Arrival date of international students is commonly in the mid of August or one month before the first semester starts. There are some activities to be prepared related to the academic requirements, such as arranging the Study Plan Card, getting the ID-Card, meeting with the supervisors, and other academic preparation.

### Student ID Card

The student ID-Card is an access card to the main library and other university units. The students will be asked at certain places to show their student ID-Card for certain purposes.



# 4 INTERNATIONAL AFFAIRS OFFICE (IAO)

The International Affairs Office (IAO) at Universitas Sumatera Utara operates under the Vice Rector for Research, Community Service, and Cooperation, offering specialized support and guidance for the formal international relations of the university. IAO plays a pivotal role in advancing the internationalization of the university by providing leadership and administrative support.

IAO actively facilitates international collaboration and coordinates various activities aimed at aligning the university with the shared vision of USU. This vision has garnered international acclaim for its excellence in research, education, and community service.

## Vision

*"To be a professional service unit in supporting USU internationalization program"*



## Mission



- 1 To mobilize the internationalization of education and research through provision of professional services.
- 2 To maintain and develop network with other international education and research institutions.
- 3 To establish network with international business industry and community in promoting USU.
- 4 To establish an efficient and professional service relating to international activities in education and research.



### Objectives:

- 1 To promote the performance and reputation of USU to be a World Class University.

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- 2 To enhance the interest and number of international students and researchers in conducting further education and joint research at USU.

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- 3 To support students and staff mobility program between USU and other international universities/higher education institutions.

## Organization Structure









## Working Hours

Monday - Friday  
9 am - 4 pm  
(Breaktime: 12 pm - 1 pm)

## Location and Mailing Address

Jalan Universitas No 46 A  
Kampus USU, Medan.

Phone (+62) 61 8219768  
E-mail [iao@usu.ac.id](mailto:iao@usu.ac.id)



# 4 CAMPUS MAPS



## Padang Bulan Campus (Main Campus)

The main campus of USU is situated in Padang Bulan, a verdant expanse covering 1,160,000 square meters in the heart of Medan City. The address is Jalan Dr. T. Mansur Number 9, Padang Bulan, Medan 20155, North Sumatra, Indonesia.



## Kwala Bekala Campus



Owing to a surge in student enrollment, a second campus is currently under construction in Kwala Bekala, situated 15 km from Padang Bulan, boasting a sprawling campus area spanning 300 hectares. The land earmarked for this new campus has been enclosed by brick walls and now serves various purposes, including functioning as an educational forest-arboretum, an oil palm nursery, a flower and horticultural garden, an animal breeding facility, and a dam. The Faculty of Forestry conducts its academic activities at the Kwala Bekala Campus.



The campus is designed to accommodate all academic, social, and industrial activities including:

1. Integrated Laboratory and Academic Zone.
2. Supporting Zone (Club House, Commercial, Public, and Social Facilities).
3. Educational Forest-Arboretum Zone.
4. Oil Palm Nursery Zone.
5. Animal Breeding Zone.



The Kwala Bekala Campus has an Architectural and Environmental Design Plan (RTBL) incorporated into the master plan, serving as a framework for guidance and control to ensure the efficient development and utilization of space. This plan enables easy monitoring without compromising the quality of the environment.

## Tambunan Campus

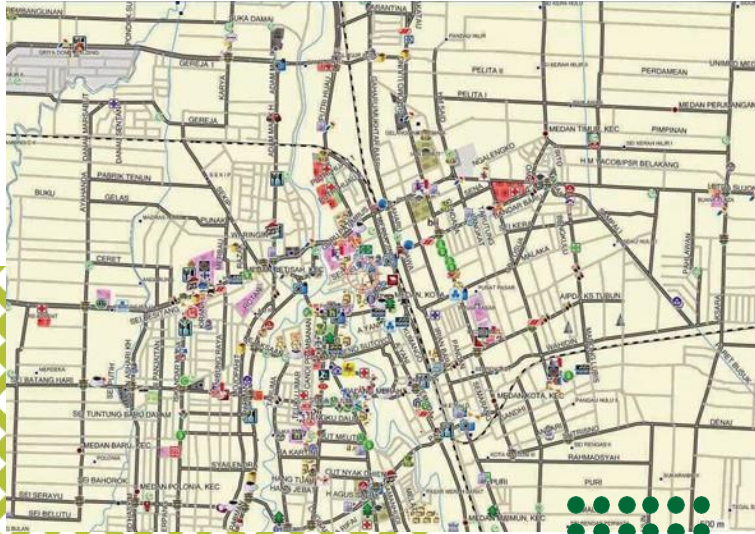
The USU Tambunan Campus is situated in Tambunan Village, Salapian Sub-District, Langkat Regency, approximately 70 kilometers from Medan City. This campus serves as an experimental garden, providing a practical environment for student exercises and research. Additionally, it serves as a facility for community service, offers employment opportunities for the local community, and serves as a hub for innovation in agricultural and plantation technology.





# 5

## LIFE IN MEDAN



City Map



### Public Transportation

All flights to Medan City arrive at Kualanamu International Airport (KNO), while ship passengers dock at Belawan Seaport. Both Kualanamu Airport and Belawan Seaport serve as visa-free and visa-on-arrival points.

Kualanamu Airport offers a convenient train service to Medan City, located approximately 40 kilometers outside the city center. Taking the train is currently the easiest and fastest option, with a travel time of around 30 minutes. Train tickets can be purchased using cash, debit/credit cards from select national banks, and Visa. Online bookings are also available through the official website <https://www.railink.co.id/>. Alternatively, the most economical transport to the city is the "Damri" bus, departing every 15 minutes between 05:00 am and 11:00 pm. Bus fares range from IDR 15,000 to IDR 40,000, depending on the distance and bus type. Taxis are also available, offering a pricier option but providing a comfortable ride through the toll road.







A taxi ride to the USU campus typically takes 1-2 hours, depending on traffic conditions.



For local transportation, residents of Medan primarily use minibuses, locally referred to as "sudako" or "angkot," operated by around 11 private transport companies. The routes of these minibuses are identified by printed numbers ranging from 1 to 267. Additionally, Medan is connected by rail to other urban areas on the eastern coast of Sumatra, including Tanjung Balai, Rantau Prapat, Siantar, and Binjai. Trains are available in executive, business, and economy classes.

Another mode of transportation is the becak, also known as trishaws or pedicabs. It is advisable to negotiate the fare before taking a ride. Alternatively, you can opt for online motorbike services such as GrabBike Maxim, inDrive or Gojek, which typically offer more reasonable prices.

## Tourist Attractions

As the Capital of North Sumatra, Medan undoubtedly has many charming tourist attractions you can enjoy.





Discover captivating historical and cultural attractions that set North Sumatra apart from other regions in Indonesia. Beyond Medan, the various areas in North Sumatra boast scenic beauty, ranging from mountains and lakes to waterfalls. The tourist destinations in Medan City and its surrounding areas are as follows:



01 Explore a piece of Medan's history  
in Tjong A Fie Mansion



02 Pay a visit to the Mesjid Raya Al Mashun



03 Marvel the sights at Istana Maimoon



04 Indulge in natural hot spring Lake Linting, Deli Serdang





05 Discover all the best rides in Mikie Funland, Berastagi



06 Meet orangutans in Bukit Lawang, Langkat



07 Join elephant bathing moment in Tangkahan, Langkat





08 Enjoy the charm of Sipiso Piso Waterfall, Lake Toba





## 09 Go on a fun tour to Taman Simalem Resort, Lake Toba



### Language and Culture

Being part of Indonesia, all local residents speak Bahasa Indonesia. However, the Chinese ethnic can often be heard speaking a localized variant of Hokkien known as Medan Hokkien, which is almost identical to Penang Hokkien spoken across the Strait of Malacca.

Medan has a very high level of education, and many younger people speak English very well.

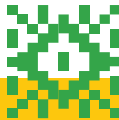
If you find yourself stuck, just tell the person you need someone who speaks English to help and there will be someone to do so. Speaking English well is a highly regarded skill by the local residents, so anyone who does so is well known and can be found quickly.



Bahasa Indonesia is also a straightforward language to learn, so acquire a phrasebook and familiarize yourself with a few simple expressions.



The more you attempt to speak the language, the more accomplished you'll feel. It is both easy and enjoyable, and the locals will genuinely appreciate your efforts.



## Weather

The climate in Medan is characterized by its hot and humid conditions. Throughout the year, temperatures generally range from 23°C to 32°C, with rare occurrences of temperatures falling below 21°C or exceeding 34°C. Medan typically experiences two seasons: a rainy season from September to December and a dry season from February to June.

According to the beach/pool score, the optimal time for engaging in hot-weather activities in Medan is from late December to mid-March.





## Local Neighborhood Office



Although no document is required, once you have established yourself in your place of residence you must report your presence to the Local Neighborhood Head. You will undoubtedly have contact with him/her in the future regarding various community matters, such as garbage collection and security, so it is important that he/she knows your presence in the community.



It is advisable to securely retain copies of all relevant immigration documents. Periodic foreign checks are relatively common, with authorities verifying document eligibility for staying, studying, or working. Illegal immigrants may face deportation after certain penalties. Moreover, when seeking an extension for your KITAS (Limited Stay Permit Card). It is a type of identification document issued to foreign nationals residing in Indonesia with a restricted stay permit. This card encompasses various types of stay permits, including those for work, study, or specific reasons approved by the Indonesian government. The KITAS allows its holder to stay in Indonesia for a specified period, in accordance with the type of permit granted. You will need to provide a domicile letter from the Head of the Local Neighborhood to process this letter, bring copies of your passport, previous KITAS, and USU ID-Card.



# 6 MISCELLANEOUS INFORMATION

## Useful Addresses

USU Hospital	Jalan Dr. Mansyur No.66, Merdeka, Kec. Medan Baru, Kota Medan 20154.
Immigration Office of Polonia	Jalan Mangkubumi No. 2, A U R, Kec. Medan Maimun, Kota Medan 20151.
Medan Baru Sub-District Police Office	Jalan Nibung Baru No. 1, Petisah Tengah, Kec. Medan Petisah, Kota Medan 20111.
National Search and Rescue Agency	Jalan Letjen Jamin Ginting No. 99, Sidomulyo, Medan Tuntungan, Kota Medan 20137.
Medan Resort Police Office	Jalan H.M. Said No. 1, Kelurahan Sidorame Barat I, Kecamatan Medan Perjuangan, Kota Medan 20236.

## Useful Phone Numbers

Medan Electricity Call Center	123	
Medan Resort Police Office	061 452 0348, SMS Center: 0813 7551 1110	
Medan Baru Sub-District Police Office	061 452 3141	
USU Hospital	061 821 8928	
Immigration Office of Polonia	061 453 3117	
National Search and Rescue Agency	061 456 5777	
Ambulance	061 453 5981	

# Checklist

## Before Leaving Home

- ✓ Passport (including a copy of the page with your photo and personal details).

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- ✓ Visa (if required).

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- ✓ Confirmation of Registration at USU Medan, Indonesia.

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- ✓ Health Insurance Card.

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- ✓ Letter from your health insurance company verifying your coverage and detailed documentation of that coverage.

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- ✓ Letter of parents in which they confirm that they will support you financially (not applicable for exchange students).

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- ✓ Passport photos (can be used for your residence permit and other administration processes).

## After Arriving in Medan

- ✓ Report to the USU International Affairs Office.

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- ✓ Register at the appropriate city district office (within 8 days of arrival).

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- ✓ Take out health insurance.

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- ✓ Register online for your courses.





# 6 INTERNATIONAL ACCOMMODATION

In addition to dormitories, USU offers accommodation in the form of guest houses for international students and strives to assist them in finding comfortable living arrangements in Medan during their studies. Opting to stay in on-campus guest houses can greatly enhance your university experience, providing opportunities to interact and communicate with fellow international students and engage in campus activities. These accommodations are available at an affordable price, with the important note that the cost typically excludes meals. Residents can utilize kitchen facilities in the guest houses to prepare their own meals or explore nearby cafes and restaurants.

Guest houses generally offer either private or shared bathrooms. Alternatively, you may choose to reside off-campus, with numerous guest houses offering amenities and convenient access to the campus at affordable rates. Options are available on Jalan Jamin Ginting, Jalan Dr. Mansyur, Jalan Berdikari, or Jalan Setia Budi.

Concerns about laundry need not be a worry, as there are many laundromats around the campus providing this service at reasonable prices.



Picture 1.  
International Guest House  
Located on Jalan Universitas No 26 Kampus USU



Picture 2.  
USU Guest House 1  
Located on Jalan Universitas No 4 Kampus USU



Picture 4.  
Student Guest House  
Located on Jalan Dr Sofyan No 100 Kampus USU





Picture 3.  
USU Guest House 2  
Located on Jalan Dr Sofyan No 12 Kampus USU



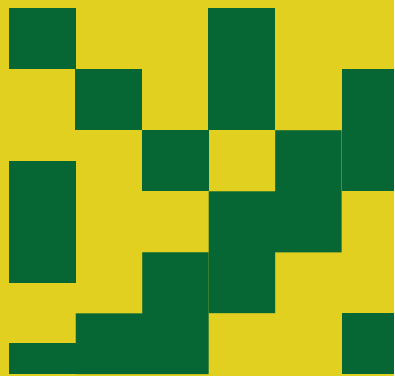
Picture 5.  
Female Dorm  
Located on Jalan Universitas No 20 Kampus USU



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Photos courtesy of:

- 1 Inclusive and Sustainable Palm Oil Summer Course 2022.
- 2 Agrarian Politics, Food Sovereignty, and Peasants' Rights Summer Course 2022.
- 3 The 1st TALENTA: Agricultural Summer Course 2022 on SDG's.
- 4 Global Connectivity in Animal Production for Sustainable Community Welfare Summer Course 2022.
- 5 Understanding One Health Issues in Southeast Asia Summer Course 2022.





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