




UMP

UNIVERSITAS
MUHAMMADIYAH
PURWOKERTO

Excellent, Modern, Islamic

INTERNATIONAL CLASS PROGRAM ACADEMIC GUIDANCE 2022



UNIVERSITAS MUHAMMADIYAH
PURWOKERTO
BPP_UMP

INTERNATIONAL CLASS ACADEMIC GUIDANCE 2022

PUBLISHING TEAM

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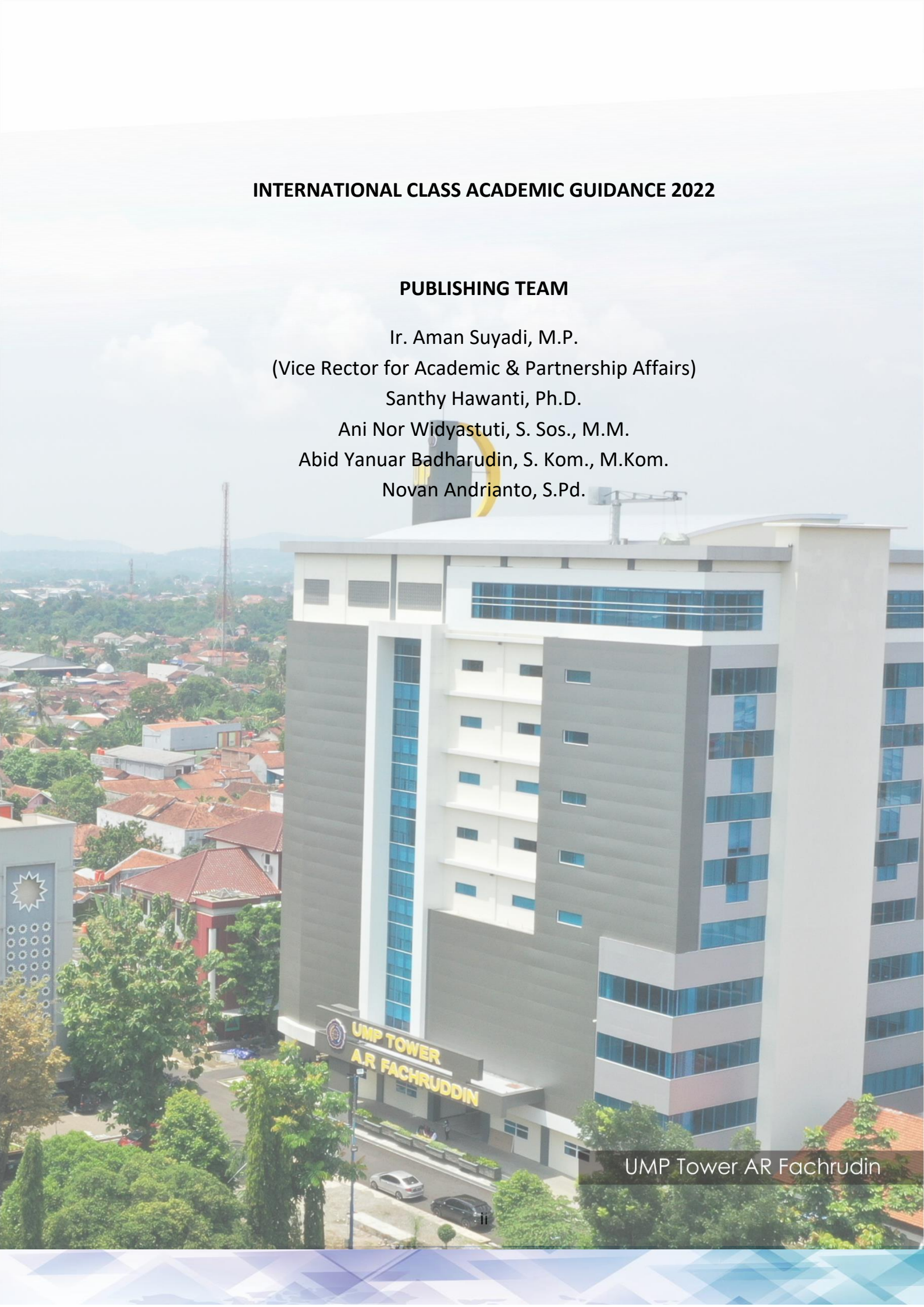
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PREFACE

Universitas Muhammadiyah Purwokerto (UMP) is one of Indonesia's private higher education institutions under the Central Board of Muhammadiyah, one of the most prominent Islamic organizations in the country. Our motto is to become an Excellent, Modern, and an Islamic university. UMP has been establishing partnerships with several domestic and international institutions that share the same vision to build a quality education and research. Most of the departments at UMP have received an "A" Accreditation from the National Board of Higher Education Accreditation of Indonesia and that some researchers have obtained patents for their research products opens opportunities to expand the cooperation.

Until 2021, international students from worldwide, e.g., France, the Netherlands, South Asian countries, China, South Korea, Bangladesh, Pakistan, Yaman, Turkey, Sudan, Morocco, and other African countries, have studied at UMP. To ensure the students get a remarkable study life at the university, UMP provides various facilities that will be explained in this book.

To enhance the quality of education, UMP launches international classes in several departments. They are the Bachelor of English Education, the Bachelor of English Literature, the Bachelor of Accounting, the Bachelor of Management, the Master of English Education, and the Master of Management. The presence of local and international students in the same class will enable the understanding of traditional and Indonesian culture to be learned faster. This guidebook is expected to be a source of information for the students, teachers, and parties who need it. Enjoy studying at UMP!

Purwokerto, February 2022
Rector,

Dr. Jebul Suroso, S.Kp., Ns., M.Kep.

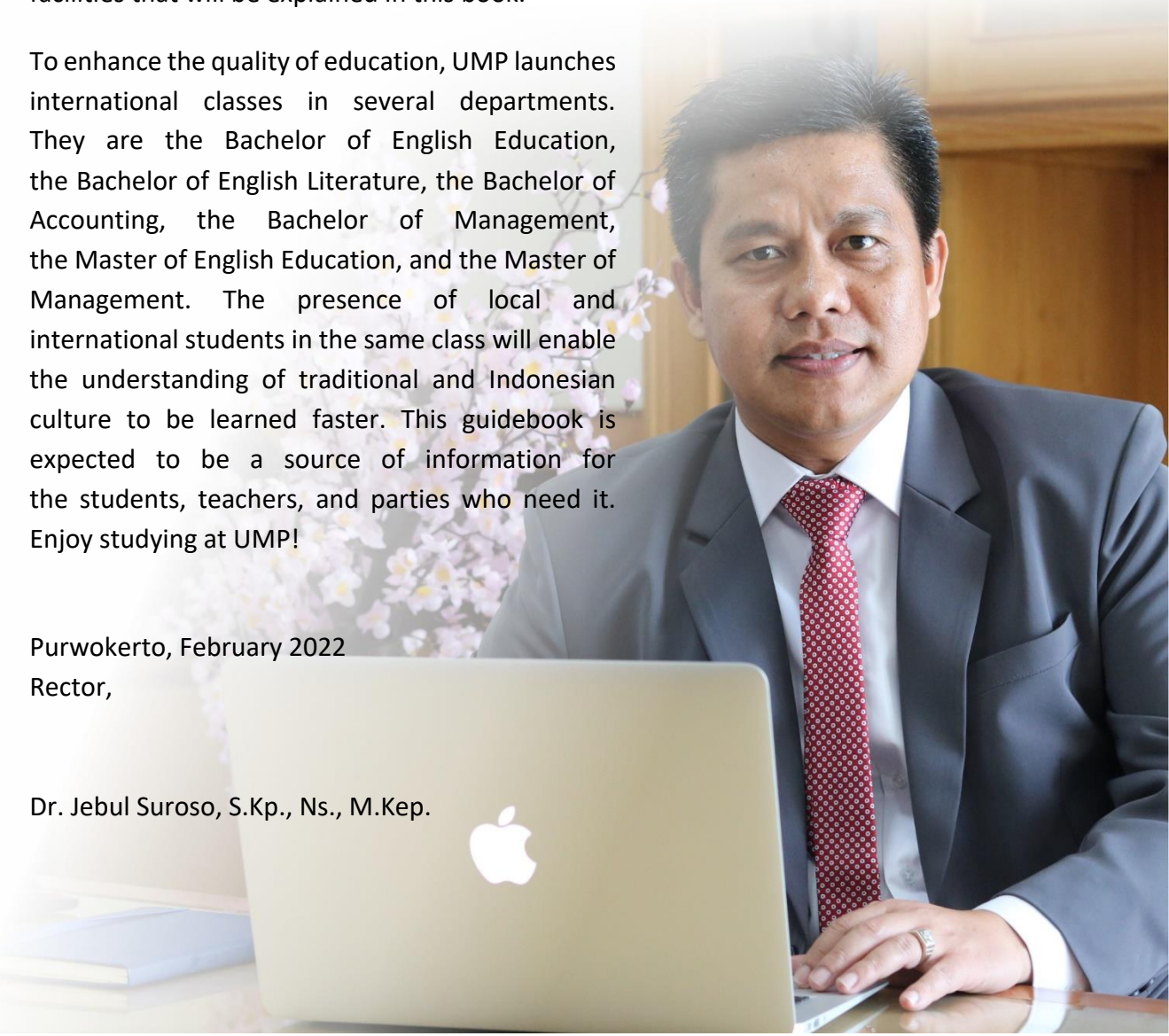


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CHAPTER I INTRODUCTION

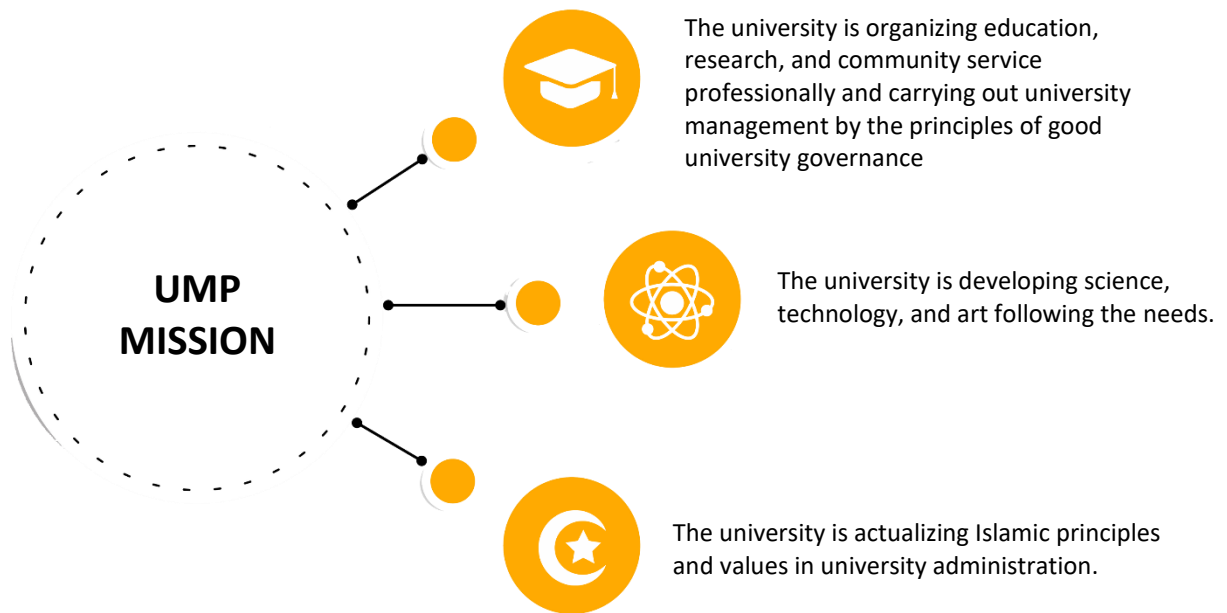
All praise and gratitude shall be addressed to Allah SWT for all of His mercy. It is grateful that the university can successfully present this Academic Guidebook as a reference for the International students' academic life. Overall, this book contains general information about the Education Management System of Universitas Muhammadiyah Purwokerto (UMP), an explanation of the educational administration process, and regulations regarding students' rights and obligations. Board of the university take this opportunity to express the sincere thanks to all parties involved in preparing this 2022 edition of the academic guidebook. Hopefully, this Academic Guidebook can be a helpful reference regarding implementing education to achieve the target of becoming a World Class University.

VISION, MISSION, GOALS, MOTTO, GRADUATE COMPETENCE, LOCATION, AND FACILITIES

A. VISION

1. *Excellent* university means that the university has competitive and comparative advantages in education, research, community service, and management.
2. *Modern* university means that the university is always at the forefront of the development of science and makes updates following the needs.
3. *Islamic* university means that the university is based on the principles and values of the Quran and As-Sunnah

B. MISSION



C. GOALS

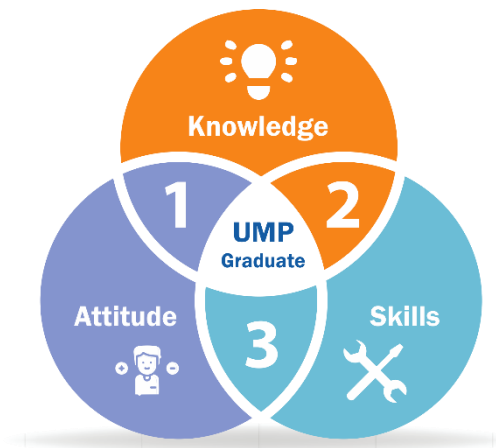
1. The university aims to create faithful, pious graduates and have noble character. Moreover, the graduates are expected to have competitive and comparative academic advantages and become professional in their fields following their needs.
2. The university aims to advance science, technology, and art through research activities, studies, and publishing scientific works that can contribute to the development of science, technology, and art in advancing Islam and improving the welfare of the people.
3. The university aims to optimize good university governance.

D. MOTTO

Excellent, Modern, Islamic

E. GRADUATE COMPETENCE

Graduates of UMP have graduate competency standards, namely the minimum criteria regarding the qualifications of graduate abilities, including attitudes, knowledge, and skills stated in the formulation of graduate learning outcomes.



Attitude is right and cultured behavior. It results from internalizing and actualizing values and norms reflected in spiritual and social life through the learning process, student work experience, research, and community service related to learning at UMP.

Knowledge is the systematic mastery of concepts, theories, methods, and/or philosophies of a particular field of science. It is obtained through reasoning in the learning process, student work experience, research and/or community service related to learning at UMP.

Skills are the ability to perform by implementing concepts, theories, methods, materials, and/or instruments. The skills are obtained through learning, student work experience, research and/or community service related to learning at UMP.

F. LOCATION & FACILITIES

1. Location



UMP is located on Jl. K.H. Ahmad Dahlan, Purwokerto, Central Java, Indonesia.

2. Facilities

UMP provides a range of support services to help domestic and international students succeed at the university

a. International Affairs Office

This unit is available to assist the international students with any visa requirements and support fitting themselves into their new life in Purwokerto. This unit also helps students to solve their problems if needed.

b. Career Center

Career Development Center (CDC) offers support for students to prepare themselves to be ready to start or develop their careers when they graduate. Various kinds of programs are designed to meet the students' needs. Information about recruitments from many companies is also accessible in this unit.

c. Student Advisory and Training Center

Student Advisory and Training Center (SATC) provides support and services both academic and non-academic, improve students' employability skills, and organizes a program to support students from their first time a year to their graduation. This unit works in counseling, mentoring, and personal development.

d. Language Center

The Language Development Center (LDC) of UMP provides language services for domestic and international students. Students (excluding the department of English Education and English Literature) will get a 2-year English enrichment program to enable them to possess good English skills to support their success after graduation. This unit also provides language services such as translation, testing (IELTS, TOEFL, TOEIC), and other languages training.

e. Health Center

UMP has a clinic on campus that provides 24-hour services. The students will get free services for minor illnesses. The general doctor, dentist, midwife, and medical specialist are always available to give their best service.

f. Library

UMP library is accredited A by the National Library Agency of Indonesia for its excellent services. The library is open from 7 am to 5 pm. The reading room provided is also convenient for the library visitors.

g. The Café and Open Space

Students of UMP can enjoy their leisure time in the area of UMP open space that provides several gazebos while surfing with the high-speed internet in the hotspot area. Students also may order some snacks or food from UMP Café or Canteen.

CHAPTER II CURRICULUM

A. COURSES OF UNIVERSITY

Students of any majors at UMP are obliged to take these compulsory subjects that the Indonesian National Curriculum mandates:

1. Islamic Religious Education
2. Pancasila Education
3. Civics Education
4. Indonesian Language

Besides the subjects mentioned above, students also must take the following courses that are the hallmark of UMP:

1. Ibadah, Akhlak, dan Mu'amalah (2 Credits)
2. Kemuhammadiyah (2 Credits)
3. Islam and Sciences (2 Credits)
4. Islamic Entrepreneurship (2 Credits)
5. Science-based Entrepreneurship (2 Credits)

B. COURSES OF FACULTIES

FACULTY OF ECONOMICS AND BUSINESS

1. Bachelor of Accounting

Semester 1

No	Code	Courses	Credits
1	2102031101	The Indonesian state ideology	2
2	2102032203	Islamic Entrepreneurship	2
3	2102033101	Islamic self-leadership	1
4	2102033102	Financial mathematics	3
5	2102033103	Business management	3
6	2102033104	Introduction to Economics	3
7	2102033105	Introduction to accounting	3
8	2102033106	Business English	3
TOTAL			20

Semester 2

No	Code	Courses	Credits
1	2102031202	Religious education	2
2	2102031203	Civic education	2
3	2102031204	Indonesian Language	2
4	2102032204	Event Organiser Entrepreneurship	2
5	2102033207	Intermediate Financial Accounting 1	3
6	2102033208	Ms. Excel-based accounting	2
7	2102033209	Business Law	2
8	2102033210	Business Statistics	3
9	2102033211	International Economics	2
TOTAL			20

Semester 3

No	Code	Courses	Credits
1	2102032201	Worship, Morals, Muamalah	2
2	2102033112	Entrepreneurship of Selling	2
3	2102033113	Intermediate Financial Accounting 2	3
4	2102033114	Accounting information system	3
5	2102033115	Cost accounting	3
6	2102033116	Financial management	3
7	2102033117	Capital market	3
8	2102033118	Software Based Accounting	2
9		Elective courses*	2
TOTAL			23

Semester 4

No	Code	Courses	Credits
1	2102033219	Innovation and Product Legality Entrepreneurship	2
2	2102033220	Advanced Financial Accounting 1	3
3	2102033221	Government and Public Sector Accounting	3
4	2102033222	Taxation 1	3
5	2102033223	Management Information System	3
6	2102033224	System Analysis and Design	3
7	2102033225	Management Accounting	3
8		Elective courses*	2
9		Elective courses*	2
TOTAL			24

Semester 5

No	Code	Courses	Credits
1	2102033126	Product Promotion Entrepreneurship	2
2	2102033127	Management Control System	3
3	2102033128	Advanced Financial Accounting 2	3
4	2102033129	Sharia Accounting	3
5	2102033131	Auditing 1	3
6	2102033132	Taxation 2	3
7		Elective courses*	2
TOTAL			19

Semester 6

No	Code	Courses	Credits
1	2102033233	Retail and Product distribution channels Entrepreneurship	2
2	2102033234	Auditing 2	3
3	2102033235	Accounting Theory	3
4	2102033236	Research methodology	3
5	2102033237	Statistics Software Application	2
6	2102033238	Accounting Information Analysis	3
7	2102033239	Accountant Professional Ethics	2
8	2102033240	Auditing Practice	2
9		Elective courses*	2
TOTAL			22

Semester 7

No	Code	Courses	Credits
1	2102032202	Kemuhammadiyah	2
2	2102033141	Islam and Science	2
3	2102033142	Community Service Program	3
TOTAL			7

Semester 8

No	Code	Courses	Credits
1	2102033143	Thesis	6
TOTAL			6

Elective Courses*

No	Code	Courses	Credits
1	2102033144	International Accounting*	2
2	2102033145	Corporate Governance*	2
3	2102033146	Behavioral Accounting*	2
4	2102033147	Banking account*	2
5	2102033148	MSME and Cooperatives Accounting*	2
6	2102033149	Green Accounting*	2
7	2102033150	Portfolio Analysis and Investment*	2
8	2102033151	Local Government Accounting*	2
9	2102033252	Public Sector Auditing*	2
10	2102033253	Forensic Accounting and Investigative Audit*	2
11	2102033254	Islamic Financial Markets and Institutions*	2
12	2102033255	Audit and Governance of Islamic Financial Institutions*	2
13	2102033256	Islamic Economics*	2
14	2102033257	Digital Business*	2
15	2102033258	Business Feasibility Study*	2
16	2102033259	Business communication*	2

2. Bachelor of Management

Semester 1

No	Code	Courses	Credits
1	2102011103	Pancasila Education	2
2	2102013106	Business Management	3
3	2102013107	Business Mathematics	3
4	2102013108	Introduction To Accounting	3
5	2102013110	Business Communication	3
6	2102013101	Self-Leadership	1
7	2102013109	Economic Theory	3
8	2102012104	Islamic Entrepreneurship	2
TOTAL			20

Semester 2

No	Code	Courses	Credits
1	2102011202	Civic Education	2
2	2102011201	Islamic Education	2
3	2102011204	Indonesian Language Course	2
4	2102013211	Human Resource Management	3
5	2102013212	Financial Management	3
6	2102013213	Operation Management	3
7	2102013214	Marketing Management	3
8	2102012205	Business And Event Management	2
TOTAL			20

Semester 3

No	Code	Courses	Credits
1	2102012101	Worship, Morality, Muamalah	2
2	2102013115	Islamic Economics	3
3	2102013116	Digital Marketing	2
4	2102013117	Organizational Behaviors	3
5	2102013118	Consumer Behaviors	3
6	2102013119	Financial Statement Analysis	3
7	2102013203	Entrepreneurial Sales	2
8	2102013120	Business, Ethics, And Environment	2
9	2102013121	Banks And Financial Institutions	3
TOTAL			23

Semester 4

No	Code	Courses	Credits
1	2102013222	Company Budget	3
2	2102013223	Management Information System	3
3	2102013224	Business Statistics	3
4	2102013203	Entrepreneurship Innovation and Product Legality	2
5	2102013225	Management Accounting	3
6	2102013226	Business Modelling*	3
7	2102013227	Compensation And Performance Management*	3
8	2102013228	Supply Chain Management*	3
9	2102013229	Behavioral Finance*	3
10	2102013230	Relationship Marketing*	3
11	2102013231	Islamic Finance*	3
TOTAL			23

Semester 5

No	Code	Courses	Credits
1	2102013132	Business Law	2
2	2102013133	Islamic Financial Institutions	3
3	2102013134	Econometrics	3
4	2102013135	Service Marketing	3
5	2102013104	Entrepreneurial Marketing	2
6	2102013136	Strategic Management	3
7	2102013137	Research Methodology	3
TOTAL			19

Semester 6

No	Code	Courses	Credits
1	2102013238	Cooperative Management and Small and Medium Enterprise	3
2	2102013239	Business Feasibility Study	3
3	2102013240	Computer Data Analysis	2
4	2102013205	Retail Entrepreneurship and Product Distribution	2
5		Academic Major	9
TOTAL			19

Semester 7

No	Code	Courses	Credits
1	2102012102	Islam and Muhammadiyah	2
2	2102012103	Islam and Science	2
3	2102013153	Taxation	3
4	2102013154	Community Service/Internship	3
5	2102013155	Decision-Making Theory	3
TOTAL			11

Semester 8

No	Code	Courses	Credits
1	2102013256	Thesis	6
TOTAL			6

**ACADEMIC MAJOR
FINANCE MANAGEMENT**

NO	Code	Courses	Credits	Prerequisite
1	2102013241	Portfolio Theory and Investment Analysis	3	2102013212 with a minimum score of B
2	2102013242	International Financial management	3	2102013212
3	2102013243	Seminar of Financial management	3	2102013119 2102013137
TOTAL			9	

3. Master of Management

Semester 1

No	Code	Courses	Credits
1	172020101	Advanced Human Resource Management	3
2	172020102	Advanced Marketing Management	3
3	172020103	Advanced Finance Management	3
4	172020104	Advanced Operational Management	3
5	172020105	Ethics and Business Law	3
TOTAL			15

Semester 2

No	Code	Courses	Credits
1	172020106	Business Research Method	3
2	172020107	Seminars and Case Study	3
TOTAL			6

Semester 3

No	Code	Courses	Credits
1	172020108	Managerial Economics and Business Strategy	3
2	172020109	Entrepreneurship and Business Plan	3
3	172020110	Leadership and Islamic Management	3
4	172020111	Information System and Decision Making	3
5	172020112	Al-Islam and Kemuhammadiyah	2
TOTAL			14

Semester 4

No	Code	Courses	Credits
1	172020113	Thesis	6
TOTAL			6

Elective Courses

The elective courses can be taken in semester 2

Human Resources

No	Code	Courses	Credits
1	172020114	Job Analysis	3
2	172020115	Performance Assessment	3
TOTAL			6

Marketing Management

No	Code	Courses	Credits
1	172020116	Consumer Behaviour Analysis	3
2	172020117	Advanced Marketing Strategic	3
TOTAL			6

Finance Management

No	Code	Courses	Credits
1	172020118	Invest Analysis and Decision Making	3
2	172020119	Business Risk Management Syariah	3
TOTAL			6

Hospital Management

No	Code	Courses	Credits
1	172020120	Medical Service Management	3
2	172020121	Medical Support Management	3
TOTAL			6

FACULTY OF TEACHER TRAINING AND EDUCATION**4. Bachelor of English Language Education****Semester 1**

No	Code	Courses	Credits
1	1901052101	Introduction to Education	2
2	1901051104	Indonesian Language	2
3	1901052103	Educational Profession	2
4	1901051101	Pancasila Education	2
5	1901054106	English Sound Recognition and Production	2
6	1901054101	Basic Sentence Structure	2
7	1901054109	Speaking for General Communication	2
8	1901054113	Listening for Daily Communication	2
9	1901054117	Reading for General Information	2
10	1901054123	Simple Text Writing	2
TOTAL			20

Semester 2

No	Code	Courses	Credits
1	1901051203	Islamic Education	2
2	1901051202	Civic Education	2
3	1901052204	Educational Management	2
4	1901052202	Development of Students	2
5	1901054202	Pre-Intermediate Structure	2
6	1901054108	Speaking for Social Intercultural Communication	2
7	1901054214	Listening for Information and Enjoyment	2
8	1901054218	Reading for Enjoyment	2
9	1901054224	Report Writing	2
10	1901054231	Word Formation	2
TOTAL			20

Semester 3

No	Code	Courses	Credits
1	1901051105	Aqidah, Akhlak, and Muamalah	2
2	1901054142	Classroom Observation 1 (Development of Teacher Attributes)	1
3	1901054115	Listening for Professional Contexts	2
4	1901054119	Reading for Literary Appreciation	2
5	1901054125	Creative Writing	2
6	1901054103	Intermediate Structure	2
7	1901054110	Speaking for Public Communication	2
8	1901054132	Introduction to Linguistics	2
9	1901054107	Phonetics	2
10	1901054130	Vocabulary Development	2
11	1901054144	Fieldwork Study	1
TOTAL			20

Semester 4

No	Code	Courses	Credits
1	1901051206	Muhammadiyah Study	2
2	1901053201	TEFL	2
3	1901054204	Pre-advanced Structure	2
4	1901054211	Speaking in Professional Communication	2
5	1901054216	Listening for Academic Purposes	2
6	1901054220	Reading for Academic Purposes	2
7	1901054226	Essay Writing	2
8	1901054233	Introduction to Literature	2
9	1901053202	Curriculum and Material Development	2
10	1901054235	Sociolinguistics	2
TOTAL			20

Semester 5

No	Code	Courses	Credits
1	1901051107	Islam and Science	2
2	1901054137	Prose	2
3	1901054112	Speaking in Academic Communication	2
4	1901054127	Scientific Writing	2
5	1901054105	Advanced Structure	2
6	1901054221	Advanced Listening	2
7	1901054222	Advanced Reading	2
8	1901055101	Introduction to Research in LT	2
9	1901053104	Language Learning Assessment	2
10	1901054128	English-Indonesian Translation	2
TOTAL			20

Semester 6

No	Code	Courses	Credits
1	1901054234	English Syntax	2
2	1901054138	Drama	2
3	1901054239	CCU	2
4	1901054229	Indonesian-English Translation	2
5		Elective Course 1	3
	1901054246	1. <i>TEYL</i>	
	1901054248	2. <i>Innovative Teaching</i>	
	1901054250	3. <i>Interpreting</i>	
	1901054253	4. <i>Journalistic Writing</i>	
6	1901053203	Instructional Planning and Media	2
7	1901055202	Research Proposal Writing	2
8	1901053205	Micro Teaching	2
9	1901054236	Seminar on ELT	2
TOTAL			19

Semester 7

No	Code	Courses	Credits
1	1901054143	Classroom Observation 2 (Reinforcement of Academic Competencies)	3
2		Educational Student Study Service	3
3	1901054141	Thesis	6
4		Elective Course 2	3
5		Elective Course 3	3
	<i>1901054147</i>	<i>1. Business English</i>	
	<i>1901054149</i>	<i>2. Tourism Guiding</i>	
	<i>1901054151</i>	<i>3. Translation</i>	
	<i>1901054152</i>	<i>4. CALL</i>	
	<i>1901054154</i>	<i>5. Secretaryship</i>	
TOTAL			11

Semester 8

No	Code	Courses	Credits
1	1901054145	Non-English Language: Chinese, Japanese, German	3
2	1901054240	Entrepreneurship	4
TOTAL			7

FACULTY OF LETTERS**5. Bachelor of English Literature****Semester 1**

No	Code	Courses	Credits
1	2109011101I	Pancasila Education	2
2	2109011116I	Extensive Reading	3
3	2109011141I	Sociology And Anthropology	2
4	2109011110I	Grammar In Spoken Discourse	3
5	2109011114I	Extensive Listening	3
6	2109011103I	Indonesian Language For Translation	2
7	2109011125I	Cross-Cultural Understanding	2
8	2109011123I	English Morphology And Phonology	3
TOTAL			20

Semester 2

No	Code	Courses	Credits
1	2109012217I	Academic Reading	3
2	2109012204I	Religion Education	2
3	2109012202I	Civic Education	2
4	2109012215I	Academic Listening	3
5	2109012211I	Grammar In Written Discourse	3
6	2109012218I	Academic Writing	3
7	2109012212I	Academic Speaking	3
TOTAL			19

Semester 3

No	Code	Courses	Credits
1	2109011313I	Public Speaking	3
2	2109011319I	Critical Writing	3
3	2109011320I	American Literature And Culture	2
4	2109011331I	Digital Literacies	3
5	2109011332I	Principles And Methods Of Translation	2
6	2109011308I	Islamic Entrepreneurship	2
7	2109011305I	<i>Ibadah, Akhlak, Muamalah</i>	2
8	2109011326I	Introduction To Linguistics	2
9	2109011324I	Introduction To Literature	2
TOTAL			21

Semester 4

No	Code	Courses	Credits
1	2109012421I	British Literature And Culture	2
2	2109012422I	Systemic Functional Linguistics	2
3	2109012430I	World Literature	3
4	2109012435I	Subtitling	3
5	2109012428I	Classical And Contemporary Prose	3
6	2109012434I	Literary Productions	3
7		Elective Courses* (Minimum 4 Credits)	
8	2109012468I	Indonesian Tourism	2
9	2109012469I	Indonesian Literature And Culture	2
10	2109012470I	Indonesian Folklore	2
	2109012471I	Indonesian Folksongs	2
TOTAL			20

Semester 5

No	Code	Courses	Credits
1	2109011527I	Classical And Contemporary Poetry	3
2	2109011533I	Semiotics	2
3	2109011536I	Interpreting	3
4	2109011537I	Media Translation	3
5		Elective Courses* (Minimum 4 Credits)	
6	2109011572I	Javanese Language And Culture	2
7	2109011573I	Javanese Traditional Songs	2
8	2109012875I	Foods And Culture	2
9	2109011573I	Ethnomusicology	2
TOTAL			15

Semester 6

No	Code	Courses	Credits
1	2109012629I	Classical And Contemporary Drama	3
2	2109012638I	Critical Discourse Analysis	2
3	2109012657I	Internship	3
		Courses For Linguistics Major	
4	2109012642I	Applied Linguistics	3
5	2109012643I	Research Methods On Linguistics	3
6	2109012644I	Pragmatics	3
7	2109012645I	Sociolinguistics	3
		Courses for Literature Major	
4	2109012649I	Feminist and Gender Studies	3
5	2109012650I	Modern Critical Theories	3
6	2109012651I	Research Methods on Literature	3
7	2109012652I	Travel Literature	3
TOTAL			20

Semester 7

No	Code	Courses	Credits
1	2109011756I	Community Services	3
2	2109011706I	<i>Kemuhammadiyah</i>	2
3	2109011707I	Islam And Science	2
4	2109011709I	Major-Based-Entrepreneurship	2
5	2109011740I	Seminar Of Research Proposal	3
		Courses For Linguistics Major	
6	2109011746I	Linguistic Landscape	3
7	2109011747I	Language Ecology	3
8	2109011748I	Forensic Linguistics	3
		Courses for Literature Major	
6	2109011753I	Film and Media Studies	3
7	2109011754I	Literature For Young Adults	3
8	2109011755I	Children's Literature	3
TOTAL			21

Semester 8

No	Code	Courses	Credits
1	2109012839I	Thesis/Portfolio/Project	6
2		Elective Courses* (Minimum 2Credits)	
	2109011576I	Javanese Puppet Arts	2
	2109011577I	Javanese Batik Arts	2
TOTAL			8

POSTGRADUATE PROGRAM

1. Master of English Education

Semester 1

No	Code	Courses	Credits
1	2120105101	Islamic Studies and Kemuhammadiyah	2
2	2120105102	Advanced Academic Grammar	2
3	2120105103	Philosophy of Language	2
4	2120105104	Reading for Scholarly Publication	2
5	2120105105	Second Language Acquisition in ELT	2
6	2120105106	Writing for Scholarly Publication	2
7	2120105107	English Language Policy and Planning: Critical Perspectives	2
TOTAL			14

Semester 2

No	Code	Courses	Credits
1	2120105208	Language Curriculum and Materials Development in ELT	2
2	2120105209	Quantitative Research Methodology in English Language Education	2
3	2120105210	Qualitative Research Methodology in English Language Education	2
4	2120105211	Language Testing and Assessment in ELT	2
5	2120105212	Thesis Proposal Writing	2
6	2120105213	Methodology in TESOL	2
TOTAL			12

Semester 3

No	Code	Courses	Credits
1	2120105314	English Language Teacher Professional Development	2
2	2120105315	Digital literacies in English Language Education	2
3	2120105316	TEYL	2
4	2120105317	Translation	2
5	2120105318	Critical Discourse Analysis in English Language Education	2
TOTAL			10

Semester 4

No	Code	Courses	Credits
1	2120105419	Thesis	6
TOTAL			6

CHAPTER III ACADEMIC ORGANIZATION

A. ACADEMIC GUIDANCE

1. Study Period

The maximum time limit for the study period is explained as follows:

- a. The maximum period of study according to the regular curriculum for the third diploma program is 5 (five) academic years;
- b. The maximum period of study according to the regular curriculum for undergraduate, four-diploma, or applied undergraduate programs is 7 (seven) academic years;
- c. The maximum period of study according to the regular curriculum years for professional programs is 3 (three) academic years, after completing the undergraduate program or four diploma/applied undergraduate programs;
- d. The maximum period of study according to the regular curriculum years for a master's program, applied for master's program, or specialist program is 4 (four) academic, after completing a bachelor's program or four diploma/applied for bachelor's program;
- e. According to the regular curriculum for doctoral programs applied for postgraduate programs or sub-specialist programs, the maximum period of study is 7 (seven) academic years after completing the master's program, applied master's program, or specialist program.

2. Lecture

- a. The lecturing activities can be divided into theoretical lectures, practicum, and fieldwork.
- b. The theoretical lectures aim to examine and master a field of study's theories, concepts, and principles.

- c. The practical lectures aim to produce theory in limited situations and conditions, such as laboratories, classes, workshops, etc.
- d. Fieldwork lectures aim to apply theory in the form of actual work in the field.
- e. The lectures consist of face-to-face learning, structured learning, and independent learning.
- f. Face-to-face learning is scheduled learning, where lecturers and students directly communicate in the form of lectures, discussions, questions and answers, seminars, or other academic activities.
- g. Structured learning is non-scheduled learning activities. Students carry out tasks under the supervision of lecturers in the form of assignments, reports, papers, research, or other similar activities.
- h. Independent learning is students' learning activities. It is to enrich students' knowledge to support structured activities. This activity includes studying in the library, interviewing people, or other similar activities.

3. Lecture Attendance

- a. Lecturing activities in one academic year are given in two semesters, namely odd and even semesters. In particular, students are also allowed to take remedial courses.
- b. The lectures are carried out for a minimum of 16 weeks in one semester on a scheduled basis, including the mid-term and final tests.
- c. The final test can be carried out after 14 face-to-face lectures of the predetermined schedule.

Students must attend at least 80% of face-to-face lectures for theoretical and 100% for practical courses unless there is an excuse to leave the courses.

B. ASSESSMENT STANDARD

1. The types of student learning assessments consist of: assignments, performance, Mid-term test, Final Test, Comprehensive Examination and/or Resurrection Examination, and Final Examination/Thesis/Dissertation.
2. The required components of the final grade of the courses consist of:
 - a. midterm test;
 - b. tasks;
 - c. presentation of papers/performances;
 - d. final test.
3. The grading system of the assignment component covers at least 20% of the total score. Meanwhile, the grading system of the other components is regulated by the lecturer in charge of the course.

C. FINAL GRADE OF THE COURSE

1. The grading score of the course is displayed using these grades: A, A-, B+, B, B-, C+, C, D, and E.
2. The conversion of the standard-referenced assessment for the final scores mentioned above (number 1) is explained as follows (the rating score is from 0 to 100):

GRADING SCORE

No	The Rating	Grade	Conversion
1	$86 \leq \text{SCORE} \leq 100$	A	4,00
2	$81 \leq \text{SCORE} < 86$	A-	3,67
3	$76 \leq \text{SCORE} < 81$	B+	3,33
4	$71 \leq \text{SCORE} < 76$	B	3,00
5	$66 \leq \text{SCORE} < 71$	B-	2,67
6	$61 \leq \text{SCORE} < 66$	C+	2,33
7	$56 \leq \text{SCORE} < 61$	C	2,00
8	$41 \leq \text{SCORE} < 56$	D	1,00
9	$\text{SCORE} < 41$	E	0,00

If a student has not completed one of the components of the final grade of a course with valid reasons, then the score of the student's course is declared incomplete or lacking (K). Furthermore, the student concerned is given the opportunity to complete the final grade component no later than one week after the final grade is uploaded online. If the students still can not meet the requirement and the specified time limit cannot be met, "K" changes to a D value. In the second academic year, the students of diploma and bachelor with good academic achievement (GPA > 3.25 and fulfilling academic ethics) are capable of taking the maximum credits of the following semester (24 credits).

D. FINAL PROJECT OF THE COURSE

1. Students of the undergraduate program, four-diploma program, or applied bachelor program can do the thesis after they meet the following requirements:
 - a. The students have taken a minimum of 110 credits of the study with a GPA of 2.00;
 - b. The students have passed the prerequisites regulated by the study program.
2. Master program students can take a thesis if they meet the following requirements:
 - a. The students have taken a minimum of 24 credits of study with a GPA of 2.76;
 - b. The students have passed the prerequisites regulated by the study program.

E. GRADUATION PREDICATE

Graduate predicates of students of undergraduate and master programs are stated as follows:

1. A student is declared to have graduated with a satisfactory predicate if the student reaches a grade point average (GPA) of 2.76 (two point seven six) to 3.00 (three points zero);
2. A student is declared to have graduated with a very satisfactory predicate if the student reaches a grade point average (GPA) of 3.01 (three-point zero one) to 3.50 (three-point five-zero); or
3. A student is declared to have graduated with honors if they achieve a grade point average (GPA) of more than 3.50 (three-point five-zero).

F. STUDY LEAVE

A student is considered an active student after study leave if they participate in academic activities after or before the academic leave period ends according to the predetermined time limit.

Academic leave application requirements:

1. Students have attended continuous education in faculties/departments/study programs for at least 2 (two) semesters.
2. Students are not dropping out of studies due to the faculty/study program (not due to dropping out).
3. The Dean will approve the study leave of the Faculty/Head of Study Programs after attaching:
 - a. Student Card
 - b. Statement of the claim of tuition fees of the latest semester
 - c. Certificate of Free Book Borrowing for Central Library and Faculty Library
 - d. Course result from semester I to the last semester before study leave

CHAPTER V
INFORMATION TECHNOLOGY SERVICE

No	Type of Services	Websites
1	New Student Registration	online.pmb.ump.ac.id
2	Students' Event Registration	sim-bka.ump.ac.id
3	Students' Course Selection Form and Course Result	sia.ump.ac.id
4	International Affairs Office	kui.ump.ac.id
5	Academic Information Portal	baa.ump.ac.id
6	E-Learning Portal	onclass.ump.ac.id
7	Community Service Registration	sim-kkn.ump.ac.id
8	Diploma Supplement (Academic and Non-Academic Record)	ekk-online.ump.ac.id
9	Graduation Portal	wisuda.ump.ac.id

CHAPTER VI VISA ARRANGEMENT

Students wishing to study in Indonesia must first receive a university admission letter and prepare the necessary documents for entry into the country. You must then obtain a visa from the Directorate General of Immigration of the Republic of Indonesia. International students who will pursue a standard degree must receive a C316 visa. Excluding extraordinary circumstances, all international students must first obtain a study permit from the Ministry of Education, Culture, Research, and Technology of Indonesia before applying for a visa.

A. OBTAINING STUDY PERMIT

All international students must first receive the Letter of Acceptance from the Center of Admission of UMP to apply for a Permit.

1. Requirements of New Study Permit

- a. Letter of Acceptance from UMP
- b. Scan of passport (All pages)
- c. Curriculum Vitae (template provided by UMP)
- d. Coloured Photo (Formal & red/blue background)
- e. Scan of Latest Academic Transcript and Diploma
- f. Scan of Health Certificate (no older than 30 days)
- g. Scan of Letter of Financial Support
- h. Scan of Letter of Compliance to the regulations of Indonesia (template provided)

2. Procedure

- a. The students submit all required documents to the International Office of UMP by e-mail at iao@ump.ac.id with the e-mail subject STUDYPERMIT_YOUR NAME_FACULTY

- b. The international office will complete the rest of the documents
- c. International office applies for Study Permit to the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia.
- d. Once the Study Permit is approved, the International Office will send the letter to the students.

3. Extension of Study Permit

- a. All requirements are the same as those in point 1 (Requirements of New Study Permit) + Scan of Limited Stay Permit (ITAS), Latest Semester Academic Transcript (KHS), and Police Report Certificate ***(Surat Keterangan Laporan Diri)***.
- b. The student must propose to extend the Study Permit at least two (2) months before the date of expiry of ITAS by contacting the International Office of UMP.

4. Duration of Study Permit Process

The study Permit application can take up to two (2) weeks after submission. Therefore, the students must prepare all requirements and documents as early as possible.

5. Length of Study Permit

The student may choose to apply for one year or two-year Study Permit. Later on, the length of your Visa and ITAS will be based on this study Permit.

**B. APPLYING A VISA TO STUDY IN INDONESIA
(DURING THE MITIGATION OF THE SPREAD OF CORONAVIRUS DISEASE 2019)**

1. Requirements:

- a. Study Permit from Minister of Education, Culture, Research and Technology.
- b. (UMP will apply this Study Permit for you provided all required documents are complete);
- c. Color Scan of passport (ID page & the page in front of it) with a minimum validity of 18 months;
- d. Cover page of passport;
- e. Letter of Application and Sponsor (from UMP);
- f. A valid declaration of Polymerase Chain Reaction (PCR) with a Covid-19 negative result (Max 2 days before departure);
- g. Evidence of having received the complete dose of COVID-19 vaccine (Moderna, Sinovac, Pfizer, AstraZeneca, Jhonson, Sinopharm);
- h. A signed declaration letter willing to comply with all applicable health protocols in Indonesia and agree to do self-quarantine (7 days) upon arrival in Indonesia;
- i. A signed declaration letter willing to do first PCR Test upon arrival and second PCR Test after self-quarantine in Jakarta and continued by seven (7) days of self-quarantine upon arrival in Purwokerto;
- j. Evidence of having health insurance/travel insurance which includes health financing and/or a declaration letter willing to pay all medical expenses independently if contracted by COVID-19 while in Indonesia;
- k. The Designated Immigration Control opened is in the Soekarno-Hatta International Airport, Indonesia.

***The Minister can prohibit and deny entry to Foreign Nationals from certain countries with a high spread of COVID-19**

***The Directorate General of Immigration of the Republic of Indonesia still limits the number of visa applications received and strictly verifies all applications.**

C. APPLYING FOR A LIMITED STAY PERMIT

Once you obtain Student Visa, you will need to apply for a Limited Stay Permit at the Immigration Office of Cilacap maximum of 30 days after your arrival/ 7 days for an on-shore visa. International Office will assist you regarding this matter.

Please contact the international affairs office via e-mail: iao@ump.ac.id to arrange your study permit, visa, and limited stay permit.



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