



FACULTY
**BUSINESS ECONOMICS
AND POLITICS**

ACADEMIC GUIDELINES

UNIVERSITAS MUHAMMADIYAH KALIMANTAN TIMUR
CHARACTERED | INSIGHTFUL | PROGRESSIVE

More Info

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FOREWORD

Assalamualaikum Warahmatullahi Wabarakatuh

Praise and gratitude to the presence of Allah Subhanahu Wa Ta`Ala because thanks to His grace and guidance, finally the "**Academic Handbook of the Faculty of Business Economics and Politics**" can be completed properly. This academic handbook is an elaboration of university academic policies that guide the implementation of academic programs at the Faculty of Business Economics and Politics.

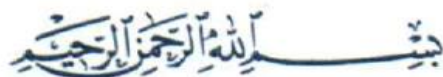
In general, this book is prepared in order to provide academic services to the academic community by disseminating information related to the academic field. Specific matters are further regulated in the Faculty Academic Handbook. With this guidebook, it is hoped that the teaching and learning process at the Faculty of Business Economics and Politics will be better, so that the vision can be realized, the mission can be carried out, and the goals can be achieved.

We hope that this guidebook will be useful for the academic community and all stakeholders in the implementation of the discipline of education at the Faculty of Business Economics and Politics. Constructive criticism and suggestions for improvement are highly expected. Finally, by asking for guidance and help from Allah, let us carry out this curriculum development program as well as possible with the aim of making the Faculty of Business Economics and Politics better.

Wassalamualaikum Warahmatullahi Wabarakatuh

Samarinda, February 22, 2022

Compilation Team



KEPUTUSAN
DEKAN FAKULTAS EKONOMI BISNIS DAN POLITIK
UNIVERSITAS MUHAMMADIYAH KALIMANTAN TIMUR
NOMOR: 083.1/KEP/FEBP/A.2/B/2022

TENTANG
BUKU PEDOMAN AKADEMIK
FAKULTAS EKONOMI BISNIS DAN POLITIK
UNIVERSITAS MUHAMMADIYAH KALIMANTAN TIMUR

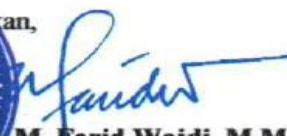
DEKAN FAKULTAS EKONOMI BISNIS DAN POLITIK

- Menimbang** : a. Bahwa untuk proses belajar mengajar dalam pelaksanaan perguruan tinggi serta meningkatnya efektifitas dan produktivitas dilingkungan Universitas Muhammadiyah Kalimantan Timur, maka perlu adanya pedoman akademik;
- b. Bahwa untuk maksud huruf a diatas, selanjutnya perlu ditetapkan Sistem Pendidikan Nasional
- Mengingat** : 1. Undang-Undang No. 20 Tahun 2003 tentang Sistem Pendidikan Nasional
2. Undang-Undang Republik Indonesia No. 12 Tahun 2012 tentang Pendidikan Tinggi
3. Keputusan Menteri Pendidikan Nasional No.232/U/2000, tentang Pedoman Penyusunan Kurikulum Pendidikan Tinggi dan Penilaian Hasil Belajar Mahasiswa
4. Peraturan Menteri Pendidikan dan Kebudayaan No.3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi.
5. Pedoman Pimpinan Pusat Muhammadiyah Nomor: 02/PED/I.0/B/2012 tentang Perguruan Tinggi Muhammadiyah
6. Surat Keputusan Kemenristekdikti Nomor 463/KPT/I/2017 tentang izin Penggabungan STIEM Samarinda dan STIKES Muhammadiyah Samarinda menjadi Universitas Muhammadiyah Kalimantan Timur yang diselenggarakan oleh Persyarikatan Muhammadiyah,
7. Keputusan Pimpinan Pusat Muhammadiyah Nomor: 1601/KEP/I.0/D/2021 tentang Penetapan Rektor Universitas Muhammadiyah Kalimantan Timur
8. Statuta Universitas Muhammadiyah Kalimantan Timur
- MEMUTUSKAN**
- Menetapkan** : KEPUTUSAN DEKAN FAKULTAS EKONOMI BISNIS DAN POLITIK UNIVERSITAS MUHAMMADIYAH KALIMANTAN TIMUR TENTANG PENETAPAN PEDOMAN AKADEMIK FAKULTAS EKONOMI BISNIS DAN POLITIK UNIVERSITAS MUHAMMADIYAH KALIMANTAN TIMUR
- Pertama** : Menetapkan Pedoman Akademik Fakultas Ekonomi Bisnis dan Politik Universitas Muhammadiyah Kalimantan Timur sebagaimana terlampir dalam surat keputusan ini.
- Kedua** : Pedoman Akademik merupakan acuan dalam penyelenggaraan proses belajar mengajar di Fakultas Ekonomi Bisnis dan Politik Universitas Muhammadiyah Kalimantan Timur
- Ketiga** : Keputusan ini berlaku sejak tanggal ditetapkan sampai dengan adanya perubahan dan apabila terdapat kekeliruan dalam penetapan keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan
Pada Tanggal

: Di Samarinda
: 03 Ramadhan 1443 H
04 April 2022 M



Dekan,

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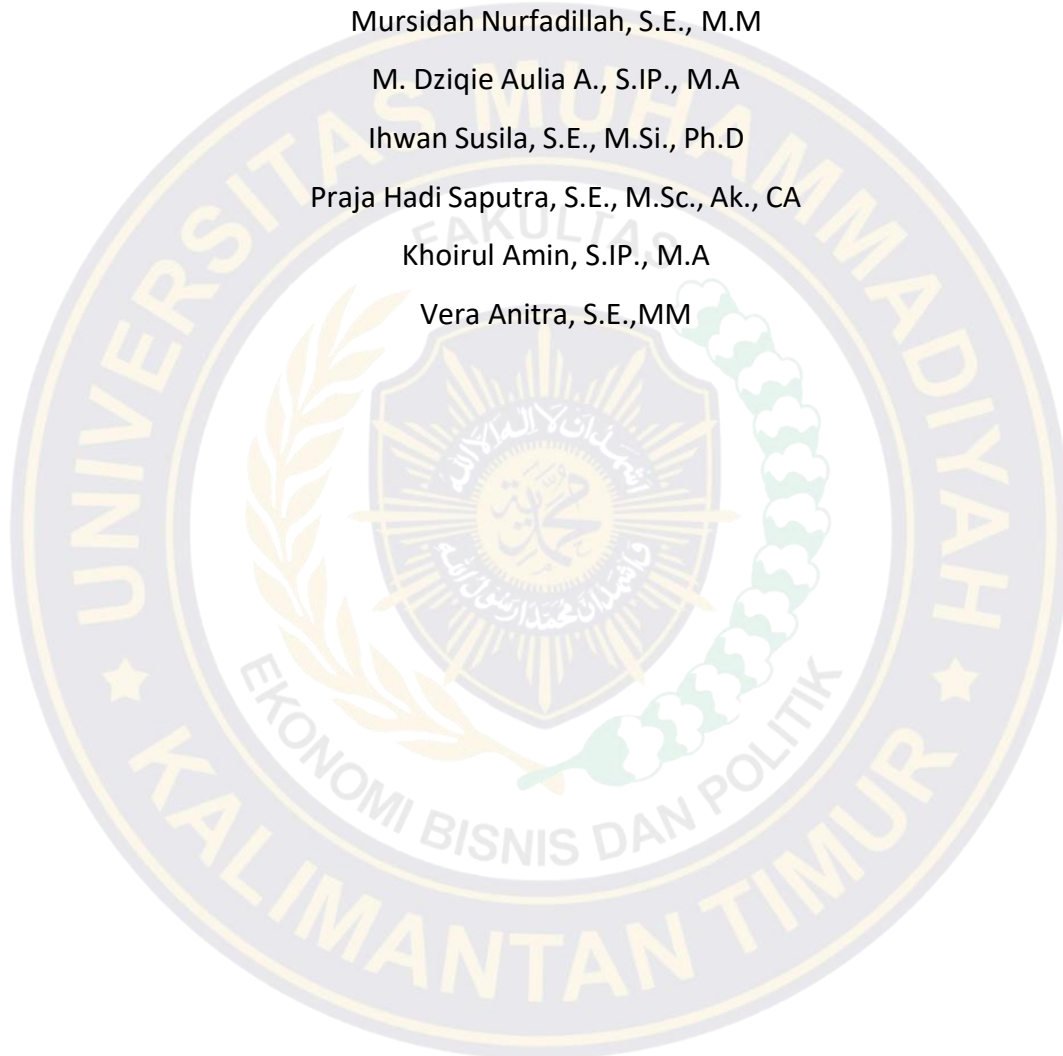


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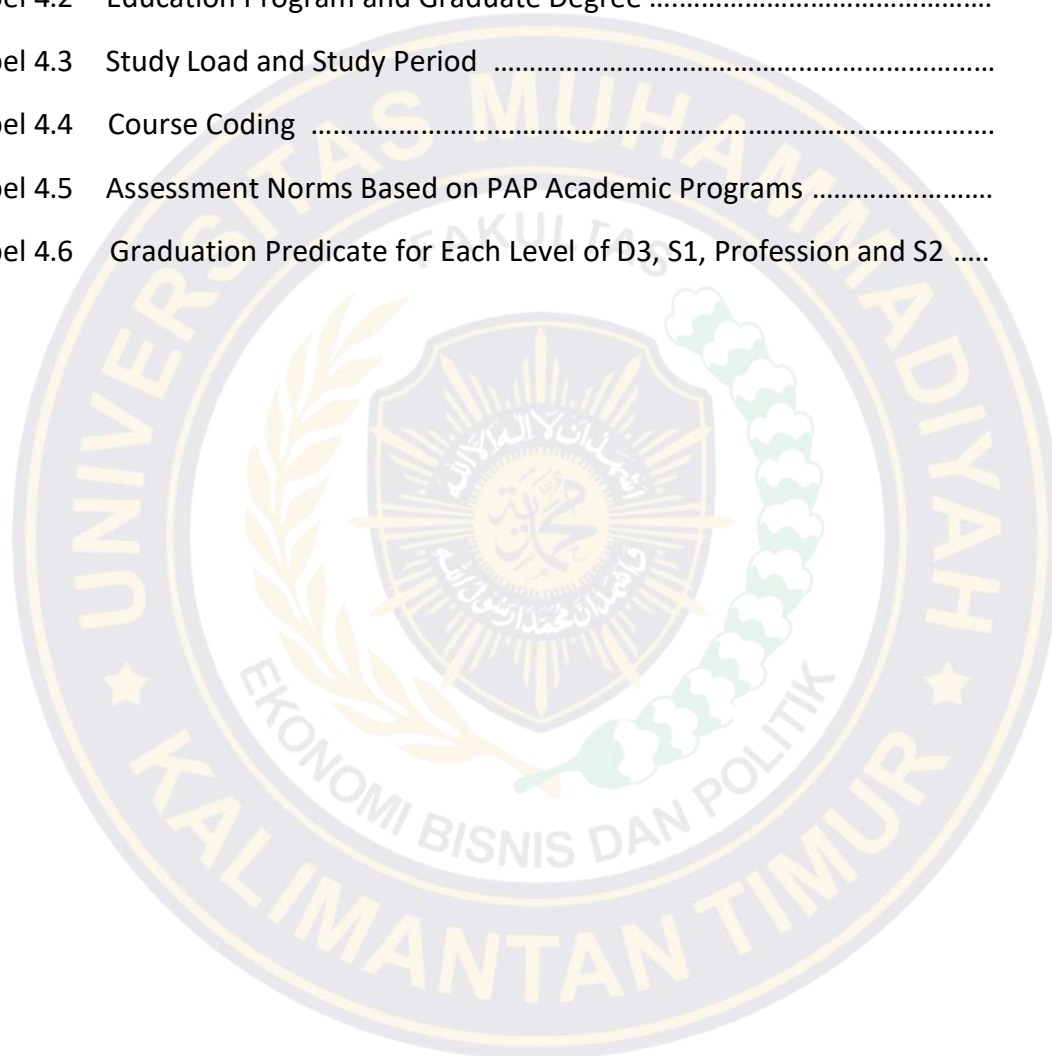
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CHAPTER I

FACULTY OF BUSINESS ECONOMICS AND POLITICS

A. Brief History

University of East Kalimantan which is a union between the Muhammadiyah Samarinda College of Health Sciences (STIKES) and the Muhammadiyah College of Economics (STIEM) Samarinda. Before becoming FEBP, this faculty was named Faculty of Economics Law Politics and Psychology (FEHPP) which has four study programs namely Management, Psychology, Law and International Relations. Of the four study programs, the management study program is an old study program (from STIE Muhammadiyah Samarinda) while the other three study programs were formed after becoming Muhammadiyah University of East Kalimantan.

The faculty is led by the Dean Prof. Dr. H.M. Wahyuddin, MS and assisted by the Dean Secretary in the operation of its activities. Over time, especially after all study programs under FEHPP received B accreditation in its first accreditation. There is an urgency from the university leadership to break up several study programs in FEHPP to become independent faculties. So to be precise in 2020, the Law study program and the Psychology study program developed themselves into their own Faculties while the International Relations study program and the Management study program turned into the Faculty of Business Economics and Politics (FEBP) which was still led by Dean DR.

H.M. Wahyuddin, MS and by appointing Deputy Dean I, namely Mursidah Nurfadillah, S.E. M.M and Deputy Dean II Mohamad Dzikie Aulia Al Farauqi S.IP., M.A.

Equipped with reliable resources in their fields and supported by complete facilities and infrastructure, the Faculty of Business Economics and Politics is determined to produce a superior generation by prioritizing Islamic values based on information technology. Graduates are equipped with scientific practices so as to produce graduates who are professional and competent in their fields. The study programs held at FEBP include S1 Management, S1 International Relations, S2 Management, S1 Accounting, and S1 Digital Business:

Tabel 1.1 Study Programs in FEBP

NO	PRODI	DEGREE	NO SK ESTABLISHMENT AND DATE
1.	Management	S1	463/KPT/I/2017, August 28, 2017
2.	International Relations	S1	463/KPT/I/2017, August 28, 2017
3.	Management	S2	93/E/O/2021, April 5, 2021
4.	Accounting	S1	428/E/O/2022, June 10, 2022
5.	Digital Business	S1	428/E/O/2022, June 10, 2022

B. Philosophy, Vision, Mission, and Goals Philosophy:

Character, Insight, and Progress

1. Character means honesty, commitment to the truth, respect for others and parents.
2. Insightful means understanding micro and macro issues.
3. Progress means modernity, information technology literacy, and the ability to apply information technology to various fields of study. FEBP me

Vision: In 2037 to become a Faculty of Business Economics and Politics that excels in organizing education and developing Islamic Business Economics and Politics based on information technology and contributing to the solution of social and environmental problems.

Mission

Based on the vision set, the mission is operationally set as follows:

1. Organizing Islamic higher education in the field of business economics and politics based on information technology.
2. Developing research in the field of business economics and politics that is useful for the development of science and solving social and environmental problems.
3. Developing community service in the field of business economics and politics that contributes to solving social and environmental problems.
4. Realizing the main community that progresses both on a national and global scale through cooperation in the fields of economy, business and politics.

Objectives: Objectives are derived from the vision and mission and are evaluated and reviewed periodically to match the direction of current and future economic and business developments. The statement of purpose of the Faculty of Business

Economics and Politics is derived from the Vision and Mission, according to the duties and functions of organizing the Tridharma of higher education as follows

1. Producing graduates who are competent and able to apply information technology in the field of business economics and politics.
2. Producing science and technology products in the field of business economics and politics based on information technology and environmental insight.
3. Realizing an empowered and progressive society in the field of business economics and politics.
4. Establish strategic cooperation in the field of business economics and politics with stakeholders both at home and abroad.

C. Emblem and Flag

The UMKT emblem is the identity of the University. The UMKT emblem is attached to various university attributes, such as letterheads, stamps, flags, websites and other attributes that represent the university. The UMKT emblem as stated in Statute Article 8 concerning the UMKT Emblem, is presented as shown in Figure 1.1 below:



Figure 1.1 below:

The emblem of Muhammadiyah University of East Kalimantan has meaning:

- a. The emblem of Muhammadiyah University of East Kalimantan has meaning:
- b. The circle symbolizes that Muhammadiyah University of East Kalimantan is a unity.
- c. The writing of Muhammadiyah University of East Kalimantan, as an identity.
- d. The five-cornered shield symbolizes a protective tool in achieving goals. Shield has a shape similar to the symbol of East Kalimantan province to show UMKT's concern and role in the development of East Kalimantan.
- e. Rice and cotton images symbolize that Muhammadiyah University of East

- Kalimantan provides benefits for the prosperity and welfare of the nation and state.
- f. The rice image has 19 buds, while the cotton has 12 buds, symbolizing the year Muhammadiyah was born, 1912.
 - g. The Muhammadiyah emblem means that UMKT carries out the vision and mission of the Muhammadiyah Association;
 - h. The emblem of Muhammadiyah University of East Kalimantan has a dark blue base color.
 - i. Figure 1.2 FEBP Coat of Arms

The UMKT emblem becomes the core component of the University and Faculty flags, the only difference is the color of the flag cloth. The description of the color of each flag cloth is as follows:



Table 1.2 Faculty Fabric Colors

No	Description	Flag Cloth Color
1.	Faculty of Business Economics and Politics	Bright Red

CHAPTER II

ORGANIZATION AND WORKING PROCEDURES OF THE FACULTY

A. Academic Senate

The Academic Senate is the highest normative and representative body at the University. The Academic Senate of the Faculty consists of the Dean, Vice Dean and Head of Study Program (ex- officio), active professors, and lecturer representatives.

B. Faculty Leaders

1. Dean: Dr. M. Farid Wajdi, M.M., Ph.D.
2. Vice Dean for Academic and Student Affairs : Mursidah Nurfadillah, S.E., M.M.
3. Vice Dean for Finance, Research and Service: M. Dzikie Aulia A., S.IP., M.A : Dr. M. Farid Wajdi, M.M., Ph.D

C. Study Program of the Faculty of Business Economics and Politics (FEBP)

Head of Study Program)

S1 Management	: Ihwan Susila, S.E., M.Si., Ph.D S1
International Relations	: Khoirul Amin, S.IP., M.A
Master of Management	: Ihwan Susila, S.E., M.Si., Ph.D
S1 Accounting	: Praja Hadi Saputra, S.E., M.Sc., Ak., CA
S1 Digital Business	: Praja Hadi Saputra, S.E., M.Sc., Ak., CA

D. UMKT Campus

UMKT has two main campuses with an area of about 15 ha. UMKT Campus 1 is located in the Muhammadiyah College Complex, Jl. Ir. H. Juanda No. 15 and UMKT Campus 2 is located on Jl. Pelita Mahakam Charm Complex. The implementation of education at UMKT is supported by very adequate learning facilities, ranging from representative classrooms, complete laboratories, and information technology-based libraries. The Faculty of Business Economics and Politics is located in Building E, 4th floor.

BAB III CHAPTER III

ACADEMIC FACILITIES

1. Quality Assurance Institute
2. Academic Administration Section
3. Laboratory Unit
4. International Affairs Office
5. Library Unit
6. AIK and MKDU Institute
- 7.

Table 3.7 Course Codes and MKDU as Implementation of MBKM

No	Course	Code	SKS	Study Program Supervisor
1	Humanity and Faith	UNI1013	2	Law
2	Worship, Morals and Muamalah	UNI1023	2	Law
3	Islam and Science and Technology	UNI2013	2	Civil Engineering
4	Muhammadiyah	UNI2023	2	Psychology
5	Arabic Language	UNI1033	2	English Education
6	Pancasila	UNI1043	2	Law
7	Citizenship	UNI2033	2	International Relations
8	Indonesian Language	UNI1053	2	English Education
9	Life Skill	UNI3013	2	Management
10	Introduction to Environmental Science	UNI2043	2	Environmental Health
11	English	UNI1063	2	English Education
12	Computer Applications	UNI1073	2	Informatics Engineering
13	Introduction Technology Information	UNI1083	2	Informatics Engineering
14	CMS-Based Web Program	UNI2053	2	Informatics Engineering
	Total credits		28	
	Islamology I	UNI1093	2	

	Islamology II	UNI1113	2	
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Grade Standards and Determination of Passing MKDU Subjects

Based on the UMKT statute, the minimum passing grade standard for MKDU subjects is B or 70 with the following grad:

Table 3.8 Grade Standards and Determination of MKDU Graduation

Grade	Symbol
80	A
75-79	AB
70-74	B
66-70	BC
60	C
>50-59	D
< 50	E

Non-curricular AIK Development for Students

- 1) Mentoring Jamaah Dakwah Jamaah Movement (GJDJ) Weekly Study with mentors
 - a. Semester 1 Mentoring AIK 1 Development of Aqidah, Worship and Muamalah and 9 golden Habits
 - b. Semester 2 Mentoring AIK 2 Development of the ability to read the Koran (BBAQ), Memorization of Juz 30 and
 - c. Graduation certification
- 2) Baitul Arqom for new students and graduates (prerequisite for certificate collection)

Graduate Target

- 1) Pass the MKDU course with a minimum grade of B
- 2) Able to carry out worship correctly as evidenced by Passing Mentoring by having an AIK 1 Mentoring certificate
- 3) Al-Quran reading certification with at least Grade B
- 4) Juz 30 Surah Memorization Certification Minimum Grade B
- 5) Baitul Arqom Certificate

Grade Al-Quran Reading Ability:

- A : If able to read fluently with correct tajweed and makhroj.
- B : If you are able to read fluently with the correct short length but the makhroj is not yet correct all correct
- C : If you are able to read but the length and shortness of the letters are not correct.
- D : If you are able to read with no fluency and have not been able to assemble letters
- E : Can't read the Quran

Memorization Grade:

- A : Memorized more than 25

Surahs

- B : Memorized 22-25 surahs
- C : Memorized 16-21 surahs
- D : Memorize 10-15 surahs
- E : Memorize 1-9 surahs

- 7. Student Affairs Administration
- 8. Career Center
- 9. Information Technology Department
- 10. Financial Administration Section
- 11. General Administration Section
- 12. Institute of Research and Community Service
- 13. Scientific Publication Development Center

CHAPTER IV

ORGANIZING CREDIT SYSTEM-BASED EDUCATION

A. Semester Credit System

1. Definition

- a) Credit system is a system of organizing education by using semester credit units (credits) to express student study loads, lecturer workloads, learning experiences, and program implementation loads.
- b) Semester is a unit of time for an effective learning process consisting of 14 to 16 weeks of lectures or other scheduled activities, along with related activities, including midterm and final exams.
- c) Semester credit unit (credits) is a measure of learning activity time charged to students per week per semester in the learning process through various forms of learning or the amount of recognition of the success of student efforts in following curricular in a study program.
- d) The Semester Credit System is learning that uses semester credit units (credits) as a student's learning load, study load for study program units, and lecturer's workload in learning.
- e) The Semester Credit System uses semester time units in one academic year consisting of odd semester, even semester, and intermediate semester.

2. General Purpose

The implementation of the credit system is intended to provide opportunities for each university to present a varied and flexible education program so as to provide wider opportunities for students to choose programs towards the professional level they want

3. Specific Objectives

The specific objectives of the semester credit system are

- a) To provide opportunities for students who are capable and keen to learn in order to complete their studies in the shortest possible time.
- b) Providing opportunities for students to take courses that are in accordance with their interests, talents, and abilities
- c) Providing the possibility for an education system with multiple *inputs and outputs* to be implemented. and multiple *outputs* can be implemented.
- d) To facilitate the adjustment of the curriculum from time to time to the development of science and technology.
- e) To provide the best possible system for evaluating student learning progress.

- f) To allow the transfer of credits between study programs, between faculties in a university.
- g) To enable the transfer of students from one university to another.

4. Characteristics of Credit System

To provide a clearer understanding of the credit system, it is necessary to state the main characteristics contained in the credit system, namely:

- a) The weight of each educational activity is expressed in credit units
- b) The amount of credit units for each educational activity is based on the number of hours of activity used by students each week.
- c) The amount of credit units for each educational activity is not always the same.
- d) Educational activities consist of mandatory activities and elective activities.
- e) Mandatory activities are activities that must be followed by all students in certain levels and study programs. Elective educational activities are activities provided that can be chosen by students themselves to fulfill the required educational load and are a channel for the interests, talents and abilities of each student at a certain level and study program.
- f) Within certain limits, students get the freedom to determine the load of credit units taken for each semester, the type of study activities taken for each semester and the period of time to complete the required study load.
- g) The number of credit units taken by students in a particular semester is determined by the study results (Grade Point Average) in the previous semester, the time taken to complete the required study load available, and the ability of students.

5. Credit Value

The definition of credit value for 1 (one) semester is as follows:

a) Semester Credit Value for Lectures

For lectures, the value of a semester credit is determined based on the activity load which includes 3 kinds of activities per week as follows:

1) Students

One credit consists of 50 minutes per week per semester of scheduled face-to-face activities with the lecturer, 60 minutes per week per semester of structured

assignment activities, namely study activities that are not scheduled, but are planned by the lecturer, for example giving and completing assignments, and so on, and 60 minutes of independent activities per week per semester, namely activities that students must carry out independently to explore, prepare, or work on an academic task, for example reading reference books.

2) For Teaching Staff

One credit consists of 50 minutes of scheduled face-to-face activities with students, 60 minutes of planning and evaluating structured academic activities, and 60 minutes of material development activities.

b) Semester Credit Value for Seminar and Capita Selecta

For the implementation of the learning process in the form of seminars and capita selecta activities, students are required to present their assignments in a forum, with structured academic activity events. The 1 (credit) consists of 100 minutes per week per semester of face-to-face activities and 70 minutes per week per semester of independent activities.

c) Nilai Kredit Semester Untuk Praktikum, Penelitian, Kerja Lapangan, dan Sejenisnya

Practicum, workshop practice, field practice, research, community service and/or other similar learning processes for 170 minutes per week per semester. The allocation of hours of learning activities in 1 credit per week for the semester is as follows semester as in Table 4.1 below:

Table 4.1 Allocation of hours of learning activities in 1 credit per week for the semester

Activity	Face-to-face Face to Face Face (minute)	Assignment Structured Assignment (minutes)	Activities Indepen dent Activity (minutes)	Practicum	Total
Lecture, response, tutorial	50	60	60	-	170

Seminar, or other similar learning other similar learning	100	-	70	-	170
Practicum, studio practice, workshop practice, field practice, research, community service, and / or other forms of learning equivalent	-	-	-	170	170

d) Semester Credit Value and Capita Selecta

For the implementation of the learning process in the form of seminars and capita selecta activities, students are required to present their assignments in a forum, with structured academic activity events. The 1 (credit) consists of 100 minutes per week per semester of face-to-face activities and 70 minutes per week per semester of independent activities.

B. Intermediate Semester/Short Semester and Remediation

Students' academic performance can be improved through the Intermediate Semester / Short Semester and Remidi in accordance with applicable regulations. Short Semester applies to courses that have been taken (including in previous semesters) and already have grades. The following is an explanation of the Intermediate Semester / Short Semester:

1. The short semester will be held at the end of the odd/even semester with a total of 16 lectures (full offline) including UTS/assignments and UAS, and the short semester schedule follows the schedule in the academic system.
2. The implementation of education and grades obtained in the intermediate / short semester has the same weight as the implementation of education and grades in odd / even semesters.
3. The intermediate semester is carried out to provide opportunities for students to improve grades, take KKN courses, non-educational KPL, final assignments, theses, and

theses with a maximum number of 9 credits.

4. The intermediate semester may only be followed by students who are registered as active students in the even semester of the current academic year, so students who are on leave in the even semester cannot program intermediate / short semesters.
5. The courses presented in the intermediate/short semester are determined by the Head of the Study Program.

C. Education Program

UMKT organizes academic, vocational, and professional education programs. Academic education is an undergraduate and / or postgraduate program directed at mastering and developing branches of science and technology. Vocational education is higher education for diploma programs that prepare students for jobs with certain applied expertise up to applied undergraduate programs. Professional education is higher education after completing a Bachelor's program that prepares students to have jobs with specific expertise requirements.

with specific expertise requirements. These education programs can be explained in more detail as follows: (1) Graduates of diploma three programs at least master the theoretical concepts of certain fields of knowledge and skills in general and have learning outcomes produced through education with KKNi qualification levels equivalent to level 5 (five); (2) Graduates of undergraduate programs at least master the theoretical concepts of certain fields of knowledge and skills in general and the theoretical concepts of special parts in the field of knowledge and skills in depth. in the field of knowledge and skills in depth and have learning outcomes generated through education with the KKNi qualification level equivalent to level 6 (six); (3) Professional program graduates at least master the application theory of certain fields of knowledge and skills and have learning outcomes generated through education with the KKNi qualification level equivalent to level 7 (seven) or 8 (eight); (4) Graduates of master and applied master programs at least master the theory and application theory of certain fields of knowledge and have learning outcomes produced through education with KKNi qualification levels equivalent to level 8 (eight).

The number of study programs held by UMKT is currently 18 study programs, consisting of 14 study programs of academic program type Strata One (S1), 2 study programs of vocational program type Diploma 3 (D3), 1 study program of professional program type (Ners), and 1 study program of academic program type Strata 2 (S2 / Master). The graduate degrees

for each program are as follows:

Tabel 4.2 Education Programs and Degrees of Graduates of Study Programs

NO	NAME OF STUDY PROGRAM	PROGRAM	GRADUATE
1.	Management	S1	Bachelor of Management (S.M)
2	International Relations	S1	Bachelor of Social (S.Sos)
3.	Master of Management	S2	Master of Management (M.M)
4.	Accounting	S1	Bachelor of Accounting (S. Ak)
5.	Digital Business	S1	Bachelor of Digital Business (S.BnS)

The Faculty of Business Economics and Politics also has an international competency certification program in collaboration with NIIT World Business Affairs (India - Malaysia). The competencies offered are Big Data Analysis, Block Chain, and Digital Marketing.

D. Study Load and Study Period

Study load is the number of semester credit units (SKS) that students must obtain during the study period, while the study period is the period for completing the study load in following the educational process in their study program. The study load that must be taken by students within the specified study period to fulfill the learning outcomes of graduates can be seen in table 4.3 below.

Tabel 4.3 Study Load and Study Period

Education Program	Study Load (credits)	Maximum Study Period (Semester)
S1 (Bachelor)	144-147	14
Master	36-48	8

Keterangan :

1. Maximum study load students can be determined by study program study program.
2. The student study period can be faster than the minimum time as long as it meets all the predetermined requirements.
3. The study period for professional programs can be determined by the provisions of the relevant association or consortium or council.

Determination of student study load for each semester considers the following

matters: (1) the number of credits offered by the faculty / study program each semester; (2) the results of student learning achievements in the previous semester expressed by the Semester Achievement Index (IPS). Background academic conditions:

- a) The status of student activeness in the previous semester, for example students who were on leave in the previous semester, then taking credits in the following semester is adjusted to the IPS in the previous semester.
- b) In the first year, new undergraduate students are required to take a maximum study load package of 23 (twenty-three) credits.
- c) After passing the first year, undergraduate students can take a maximum study load of 24 (twenty-four) credits based on IPS.
- d) Students of diploma, professional, and master programs are required to take a study load package in accordance with the applicable provisions in the regulations in the academic field of the study program concerned.
- e) In the next semester, the study load that can be taken by Undergraduate Program students is determined as follows:
 - 1) $IPS > 3,00$ may take a maximum of 24 (twenty-four) credits;
 - 2) $2.50 \leq IPS \leq 3.00$ may take a maximum of 22 (twenty-two) credits
 - 3) $2.00 \leq IPS \leq 2.49$ may take a maximum of 20 (twenty) credits
 - 4) $IPS < 2,00$ boleh mengambil maksimal 18 (delapan belas) sks
- f) Transfer / continuing study students, the number of credits is determined based on the conversion results of courses that have been completed at the original university as evidenced by the transcript.
- g) Relevant parties (heads of study programs and faculties) process the equalization of the study results of credit transfer program students from the place of study and provide grades.

E. Study Load Planning

1. Before entering the lecture period in the current semester, students are asked to do study planning with a schedule according to the academic calendar.
2. Study planning is done online, through <http://sikad.umkt.ac.id>; highly recommended after consulting with the Academic Advisor lecturer.
3. The process of filling out the study plan has been programmed through the web address.

F. Cooperation Class

This guideline explains the field of degree program cooperation and the method of implementation.

1. Degree Program Implementation Method: Credit Transfer / Twin Credit Program, Joint Guidance in Research

As already explained, degree cooperation programs can be implemented through Credit Transfer Programs; Twinning/Join Degree Programs; and Joint Supervision Programs. The program can be implemented through Student and/or Academic Staff Exchanges. The Student and Lecturer Exchange Program is an exchange of students or lecturers between two HEIs in order to prove quality equality, increase the expansion of student insights, expand cooperation networks, and increase national cohesion (if carried out between PTDN) or between nations in the world (if carried out between PTDN and PTLN).

a) Program Alih Kredit/Ambil Kredit (*Credit Transfer*)

- 1) The Credit Transfer Program is a program implemented by mutually recognizing the educational process carried out between the same study program with the same / different levels or between different study programs with the same level;
- 2) The Credit Transfer Program is implemented when students take courses at PT.Partner, therefore the number of credits of PT-Mitra that can be recognized by the PT-Asal is a maximum of 50% of the total credit load;
- 3) The statement of recognition of the number of credits taken at PT-Mitra is written on the student's transcript with SKPI that can explain the process and outcomes of the cooperation program.

b) *Twining/Join Degree Program*

- 1) Twinning program is an education program that has at least 50% of the total study load in the same study program at PT-Partner that has higher accreditation;
- 2) The process of equalizing the quality and qualifications of intake students, educators, and educational outcomes is carried out by PT-Partner through a systematic and sustainable evaluation and supervision process;

- 3) The quality equalization process between the two HEIs can be achieved through benchmarking, student exchange, credit taking, credit transfer, joint mentoring in research, and lecturer exchange;
- 4) The Twinning Program is carried out until the quality of the twinning study program is completely the same. Recognition of the equality of educational quality for the Twinning Program is stated by the PT-Partner in the form of a public statement and written in the SKPI for its graduates.

c) Joint Supervision Program in Research

- 1) The Joint Supervision Program is a collaborative program based on research activities carried out by students and / or lecturers from a PTDN at PT-Mitra in order to improve the quality of research and broaden horizons based on the principle of equality;
- 2) The inputs, processes, outputs, and outcomes of this program, especially those related to IPR, must be outlined in the form of a Cooperation Agreement (MoA);
- 3) Research supervisors from both study programs at both partnering HEIs also act as evaluators for the success of student research;
- 4) This recognition must be written on the SKPI for graduates.

G. Academic Mentoring

a) Definition of Academic Advisor

Academic Advisor (PA) is a lecturer appointed and determined by decree by the Dean to provide academic guidance/consultation or other academic matters general in order to support the smooth study of the students under his guidance.

b) Duties of Academic Advisors

The duty of Academic Advisors in general is to help students develop their potential so that they can obtain optimal results and can complete their studies more quickly and appropriately in accordance with the specified time. The specific duties and obligations of Academic Advisors are as follows:

- a) Assisting students in preparing study plans and giving consideration in choosing courses taken in the semester to be taken.
- b) Give consideration to the number of credits to be taken by considering the IP of

the previous semester.

- c) Direct and guide students in carrying out their academic activities.
- d) Assist in resolving the academic problems of the students being supervised.
- e) Consult with the head of the study program/faculty if the supervised student does not achieve minimum academic achievement and submit a report if the supervised student has completed the study.
- f) Give approval and direct students if they want to take part in the MBKM activity program
- g) For foreign students, monitoring and evaluation are carried out jointly between the Academic Advisor and the International Affairs Office (KUI) to ensure academic progress and encourage success.

c) Qualifications of Academic Advisors

- a) Permanent Study Program Lecturer (DTPS)
- b) Educated at least S-2 for Diploma, Bachelor, Professional Program students and at least S-3 for Masters Program students.
- c) Do not have a bad track record track record in guiding students.
- d) Determined by the Dean's Decree through the recommendation of the Head of the Study Program.

d) Academic Mentoring Mechanism

The mechanism for implementing academic guidance can be carried out through 2 (two) methods, namely face-to-face methods and non-face-to-face methods (in the form of academic guidance network). Face-to-face methods can be carried out individually or in groups. Non-face-to-face methods can be done virtually using various applications, such as zoom, google meet, or other applications. Academic guidance can be carried out at least 3 (three) times in each semester.

e) Time of Implementation of Academic Guidance

There are several times in the implementation of academic guidance, namely as follows.

a) Early Semester

This guidance is carried out at the beginning of the semester, which is no later than 2 days before filling out the Study Plan Card (KRS). Guidance students can show the results of their semester studies in the form of a Study Result Card

(KHS) to the PA Lecturer. Some guidance activities that can be carried out such as: students consult about the study plan to be taken, the study load to be carried out, students consult about the results of the studies that have been taken, obstacles or obstacles that occurred while studying in the previous semester, and other activities related to academic planning.

b) End of Semester

This guidance is carried out at the end of the semester, namely before the Final Semester Examination (UAS). Some guidance activities that can be carried out such as: students consulting about obstacles or obstacles that occur while studying, preparation for UAS such as financial administration, and other activities related to the implementation of education.

c) Insidental

This guidance is carried out at certain times if needed or there are things that are considered important and urgent.

H. Course Coding

Course codes are intended to facilitate the organization of academic administration. Course coding is intended to provide a code that is unique and distinguishes one course from another. Course code University Muhammadiyah Kalimantan East established based on coding system as follows:

Tabel 4.4 Course Coding

Course Group Code University/Program (Alphabetical)			Course Year Organized (Numeric)	Course Number Sequence (Numeric)		MBKM Code
3 letters			1 digit	2 digitd		1 digit
A	B	C	1	2	3	4

The course code is a combination of alphabetic (3 letters) and numeric (4 digits) without spaces. The first three alphabetic letters are the University/Produce course group code and the four numeric digits consist of the first digit indicating the year the course was held, the second and third digits indicate the course sequence number, and the fourth digit indicates

the MBKM code.

Example code: **UNI1043** Pancasila. This means that Pancasila is a course organized at the University (UNI) level in the first year with course sequence number 04 and MBKM code 3 where the course can be taken by students in their own study program, students in different study programs within UMKT, and the same or different study programs outside UMKT. The complete course code can be seen in the study program curriculum.

MBKM Code:

- 1 : MK for your own study program
- 2 : MK for the study program itself and different study programs in the University
- 3 : MK for own study program, study program in the University, and PT from outside

I. Temporarily Stopping Study (Academic Leave) and Reactivating

Academic leave is permission given to students not to participate in academic activities or temporarily stop studying within one semester. Academic leave is regulated as follows:

- 1) Students are allowed to apply for academic leave after attending lectures for at least 2 (two) semesters and the person concerned is not in a state of losing lecture rights, unless there is another policy from the Chancellor for certain cases.
- 2) The academic leave period is calculated as the study period.
- 3) Application for academic leave is made at the same time as registration, a maximum of 1 effective day before the second week of the end of the current semester lecture.
- 4) Academic leave is granted for a maximum of four semesters during study at UMKT for undergraduate students; and a maximum of two semesters during study at UMKT for diploma 3 or master program students.
- 5) Each academic leave can be given a maximum of two consecutive semesters.
- 6) Students can apply for academic leave through the online academic information system.
- 7) The Head of BAA issues and signs the Leave Permit. The leave letter will be printed in 5 copies and distributed to students, academic supervisors, study programs, faculties, and archives at BAA.
- 8) During academic leave, students are exempted from the obligation to pay tuition fees, but must register and pay leave fees and do not have the right to participate in academic activities and use facilities intended for students.
- 9) Student admission is active again after academic leave if the student has made a leave registration payment and reactivated the student account to BAA.

J. Drop Out Kuliah

Drop Out (DO) is a university policy to release student status based on consideration of academic achievement (study limit). Study Limit is the end of the period that must be adhered to by students to complete their study program. Students who are unable to complete their studies at the specified time, can be declared as drop out (DO) students. The pr

- a) Students who at the end of the first year cannot collect a minimum of 24 credits with a minimum GPA of 2.00 will receive a warning from the Faculty leader.
- b) If by the beginning of the 5th year (9th semester), students have not been able to complete the studies, the head of the University will give a warning regarding the study limit of the student concerned.
- c) If until the end of the 5th year (10th semester), students have not been able to complete their studies, the leadership of the University will provide an opportunity for students to submit a letter of resignation or the university will issue a decision letter of dismissal (DO).
- d) For students who have been inactive for 3 consecutive semesters, the student status automatically becomes DO.
- e) Students who commit criminal offenses are automatically considered to have resigned or are subject to termination of studies (DO).

K. Resignation / Stopping College

Quitting college is the decision / action of students who deliberately want to stop studying permanently either due to academic or non-academic considerations. For students who resign or stop studying from Muhammadiyah University of East Kalimantan, the following provisions apply:

- a) Application Letter for Resignation from the student concerned which is approved by the Parents / Guardians on stamp duty and known by the Academic Advisor and the Head of the Study Program.
- b) Must attach a certificate of free financial administration, library, and laboratory, and original KTM.
- c) Students submit a request to stop studying to the Rector cq. Vice Rector I with a copy to the Academic and Student Affairs Bureau, Faculty and Study Program.

L. Transfer

a) Students transferring between study programs within the University are regulated with the following conditions:

- 1) Still Still registered as a student and has attended continuous education in the original study program for at least 2 (two) semesters.
- 2) Obtain written permission from the head of the intended Faculty / Study Program.
- 3) Meet the special provisions of the intended faculty / study program.
- 4) The educational level of the original study program must be the same as the destination study program.
- 5) There is no additional study period due to the transfer of study programs.
- 6) Switching study programs can only be done once during the study.
- 7) Course conversion is regulated by the destination study program.
- 8) Transfer of study program does not apply to master students.

b) Students transfer students from University other universities arranged with the following provisions:

1. Obtain written permission from the university of origin
2. Still registered in the PDPT of the original university
3. The original study period is not more than N-1
4. Students who have a study period of more than 5 years from the original university are not allowed to register transfer students.
5. Submit academic transcripts for semester 1 (one) to the last semester from the original university, a legalized photocopy of ID card, and a study permit from the head of the agency concerned for those who are already working.
6. The last two years are active from the university of origin and not *dropping out* or being sanctioned.
7. The educational level of the original study program must be the same as the destination study program
8. The accreditation status of the original university study program must be at least the same as the destination study program.
9. Course conversion is regulated by the destination study program

10. Fulfill administrative requirements as new students

c) Students transferring to other universities are regulated with the following provisions:

- 1) Active student status and registered in PDPT
- 2) Get approval from the Head of the Study Program
- 3) Not having financial and other dependents, proven by a certificate of free finance, library, laboratory, and free loan dependents from the faculty
- 4) Submit a letter of application for moving known to parents / guardians attached transcript authorized by the Faculty

d) Transfer Student

Muhammadiyah University of East Kalimantan accepts transfer students from diploma or baccalaureate programs to undergraduate programs. Transfer of levels can only be accepted in study programs in one family of knowledge. The requirements for transfer students from diploma or baccalaureate programs to undergraduate programs are as follows:

- 1) The length of study in Diploma Three education is not more than 8 (eight) semesters or 4 (four) years.
- 2) Transfer of credits from the Diploma program will be recognized based on the applicable curriculum in the destination study program.

M. Foreign Students (International)

University Muhammadiyah Kalimantan East (UMKT) opened acceptance of foreign students from both cooperation and general programs.

a) Stages of Foreign Student Admission

- 1) Students send registration files through the UMKT PMB website <https://www.umkt.ac.id/pmb/>
- 2) Document completeness check
- 3) The Foreign Student selection process is carried out by the KUI Unit (International Affairs Cooperation)
- 4) Issuance of Letter of Acceptance (LoA)
- 5) Submission of study permit application

- 6) PT verification and validation process
- 7) Receive study approval from the study permit service manager
- 8) Final administration process
- 9) Foreign students are accepted

b) Persyaratan Calon Mahasiswa Student Candidate Requirements

Prospective foreign student participants must complete the following required documents:

1. Attach high school diploma or equivalent or academic transcript (English Version).
2. Have a Passport
3. Have a TOEFL ITP/IBT English proficiency certificate with a minimum score of 450, IELTS 5.0, Duolingo Score Min. 85.
4. Statement Letter from the guarantor or person in charge while studying
5. Certificate of Financing Guarantee (*Sponsorship Letter)
6. Health Certificate
7. Passport size color photograph

N. Learning Process

In the learning process, UMKT lecturers must pay attention to the characteristics of learning as referred to in SN-Dikti, namely:

1. Interactive, stating that graduate learning outcomes are achieved by prioritizing a two-way interaction process between students and lecturers;
2. Holistic, stating that the learning process encourages the formation of a comprehensive and broad mindset by internalizing local and national excellence and wisdom;
3. Integrative, stating that graduate learning outcomes are achieved through an integrated learning process to meet overall graduate learning outcomes in one program unit through an interdisciplinary and multidisciplinary approach;
4. Scientific, stating that graduate learning outcomes are achieved through a learning process that prioritizes a scientific approach so as to create an academic environment that is based on a system of values, norms, and rules of science and upholds religious and national values.
5. Contextual, stating that graduate learning outcomes are achieved through a learning

process that is tailored to the demands of the ability to solve problems in their field of expertise;

6. Thematic, stating that graduate learning outcomes are achieved through a learning process that is tailored to the scientific characteristics of the study program and linked to real problems through a transdisciplinary approach;
7. Effective, stating that the learning outcomes of graduates are achieved in a successful manner by prioritizing the internalization of material properly and correctly within a period of optimum period of time;
8. Collaborative, stating that graduate learning outcomes are achieved through a shared learning process that involves interaction between individual learners to produce capitalization of attitudes, knowledge, and skills; and
9. Student-centered, stating that graduate learning outcomes are achieved through a learning process that prioritizes the development of creativity, capacity, personality, and student needs, and develops independence in seeking and finding knowledge.

O. Semester Learning Plan (RPS)

The Semester Lecture Plan (RPS) is an accountability or quality assurance of lecturers in carrying out their duties. The RPS contains course descriptions, lecture materials, references, and important matters relating to lectures. 1 (one) week before the lecture the lecturer has submitted the RPS to the study program.

P. Learning Contract

Learning contracts are agreements that are deliberately made by students and lecturers in the classroom in writing to ensure the implementation of orderly and conducive lecture activities. The learning contract contains lecture schedules, attendance lists, time discipline, assessment systems, assignment problems, and orderly dress in class when attending lectures. The learning contract is implemented on the first day of the lecture process.

The effectiveness of this learning contract is measured by how lecturers and students comply with the rules that have been made together. Therefore, good cooperation between lecturers and students is needed to realize a conducive learning system in lectures.

Q. Practicum

Practicum is a learning activity through experience to apply, test or simulate a real situation of things contained in the theory or concept carried out in the Laboratory. The mechanism of practical learning activities/practicum will be explained as follows:

1. In academic education programs, practicum courses, studio or workshop practice In academic education programs, practicum courses, studio or workshop practices are treated as equivalent to other courses, so that students who have taken them are given indicators of learning success by assessment.
2. In the implementation of practicum, studio or workshop practice, the lecturer is assisted by laboratory assistants and assistants who in carrying out their duties are under the coordination of the lecturer.
3. Materials, tasks and assessments for practicum, studio or workshop courses are given and coordinated by the lecturer in charge of the course concerned.
4. Provisions for more detailed rules regarding the technical and procedures for implementing practicum, studio or workshop practices for each program level and type of education or scientific field are regulated in the design and implementation of the curriculum of each Study Program.
5. Every semester the laboratory must be ready to serve practicum for courses in the care of the relevant laboratory peer group.
6. Materials and equipment needed for one semester of practicum / practical activities are available.
7. Practicum / Practicum must be pursued as much as possible so that students have adequate skills / knowledge.
8. To facilitate the implementation of practicum / practice in the laboratory, lecturers / study programs can propose students who have taken and passed the course as assistants who help implement the practice to the university. Procedures for the registration system, selection, and assignment of assistants, as well as the consequences of fees received to assistants are regulated by the university.
9. The head of the laboratory evaluates the implementation of practicum/practice in the ongoing semester as material for improving the implementation of the next practicum.
10. Each laboratory at the University can make special work instructions according to the characteristics of the lecture material and the development of the Study Program.

R. Field Experience / Internship Practices

Field Experience / Internship Practices are student activities directly in professional work activities at an agency, company or institution within a certain period of time in accordance with the curriculum with the following provisions:

- a) Students are required to take part in field experience practice / internship activities as one of the student curricular activities carried out outside the campus, as a student practice practice in the community and carried out in a guided and integrated manner to fulfill the requirements for professional formation.
- b) Field experience practice / internship is an integrated part of the entire curriculum which must be followed by students. The implementation of activities field clinical practice / field experience practice / internship is regulated by the relevant faculty or implementing unit.
- c) Field experience practice / internship cannot be carried out at the same time as students carry out scheduled lectures.
- d) The implementation of field experience practice / internship is guided by field supervisors from companies / agencies and academic supervisors from the Faculty coordinated by the Study Program.
- e) The process of implementing the field experience / internship program refers to the internship guidebook set by the Faculty of Business Economics and Politics.

S. Course Repetition

Students who do not pass certain courses are allowed to apply to repeat the course in question. The passing grade of the repeated course is based on the last grade obtained.

T. Tugas Akhir Final Project

The final project is a credited assignment (has a SKS value) that must be taken by students after taking all or most of the courses, as a condition for obtaining an academic / professional degree guided by educational staff in the context of completing studies. This scientific paper can be in the form of the results of research activities, literature studies, case studies and / or designs by conducting scientific analysis in accordance with their respective disciplines.

1. Final Project of Undergraduate Program (Thesis)

- 1) The final project of the Bachelor program is a scientific paper from the results of the

final work that must be prepared by a student as one of the requirements for completing education in the Strata-1 (S1) Program at Muhammadiyah Kalimantan University.

- 2) The final project is allocated in the last semester with a minimum study load of 4 credits. The output of the Final Project / Thesis is in the form of research results published in scientific journals, both accredited journals and national journals with ISSN. The implementation of the Final Project / Thesis can be done independently or in groups. In the Final Project / Thesis in groups: The maximum consists of 5 (five) students;
- 3) Each member takes a title that is part of one big theme and makes a report on each by showing the relationship between group members.
- 4) This Final Project Supervisor is a single supervisor with requirements that refer to the provisions of the national standards and regulations of higher education. Final project supervisors are lecturers who have a minimum education of S2 (Master) with a minimum academic position of Expert Assistant, have NIDN / NIDK, and have a field of expertise that is linear or supports the topic of the Final Project / Thesis.
- 5) Final Project Testing is carried out by two examiners, with the supervisor as examiner II. Examiner I serves as Chairman of the Session and examiner II as a Member.
- 6) Final Project / Thesis examiners consist of two lecturers, namely:
 - a) Have NIDN / NIDK
 - b) The chairman of the trial has at least a master's degree and an academic position of Lector
 - c) Members must have at least a master's degree and have an academic position of at least expert assistant
 - d) Have field of expertise which linear or support the topic of the Final Project / Thesis.

U. Master Program Final Project

Final Project / Thesis is a scientific paper from the results of the final research work that must be prepared by a student as one of the requirements for completing education in the

Masters Program (S2) within Muhammadiyah University of East Kalimantan.

- 1) Thesis Supervisor consists of Supervisor I and Supervisor II with requirements that refer to the provisions of national standards and regulations for higher education, namely:
 - a. Requirements Supervisor I is a permanent lecturer who must have a doctoral degree with a minimum academic position of Lector in a field of expertise that is linear with the Study Program.
 - b. Supervisor II is a doctoral-educated lecturer with a minimum academic position of Expert Assistant (AA), or a master-educated lecturer with a minimum academic position of Lector with a field of expertise that is linear or supports the thesis topic.
- 2) Thesis testing is carried out by three people with supervisor I serving as Chairperson of the Session and supervisor II and other examiners serving as Members.
- 3) Thesis examiners consist of three lecturers, namely:
 - a. The chairman of the session must have at least a doctoral degree and an academic position of Lector,
 - b. Members at least have a doctoral degree and have an academic position of Expert Assistant or practitioners who have expertise competencies relevant to the thesis topic.
- 4) During the study period, the thesis trial consists of two stages:
 - a. Thesis Proposal Session,
 - b. Final Thesis Session.
- 5) Thesis output must be at least Sinta 4 accredited.

V. Validity of Final Project/Thesis

1. The Final Project / Thesis / Thesis report that has been examined can be accepted if it meets the following requirements:
 - a. The format is in accordance with the writing guidelines that apply to the Faculty / Professional / Postgraduate Program within UMKT.
 - b. Has been approved by the Supervisor.
 - c. Improvements to the Final Project, Thesis, and Thesis that have been tested must be completed a maximum of 1 (one) month after the exam.
 - d. Students who are late in completing the repair, their exam pass can be canceled and must take the exam again.

2. Each Thesis/Thesis must be accompanied by :
 - a. A statement sheet of the authenticity of the Final Project / Thesis / Thesis
 - b. An endorsement sheet signed by the Supervisor, Examiner, and Head of the Study Program.
 - c. Has been declared to have plagiarism test results with a minimum similarity of 30% using a plagiarism checker (Authenticate, Turnitin, or Grammarly) with level of similarity with other libraries.

W. Learning Evaluation System

Learning evaluation is determined based on the results of the assessment of the examination process, completion of assignments, practicum, and other matters listed in the learning contract. The examination process is part of the lecture evaluation which is carried out according to the Academic Calendar. Some of the established examination processes are Mid-Semester Examination (UTS), Final Semester Examination (UAS), Field Experience Practice Examination (PPL), Practicum Response, Final Project / Awareness Examination and Comprehensive Examination. The implementation of the exam can be carried out in the form of a written exam, oral exam or practical exam according to the character of the course and learning contract.

1. Quizzes, Assessments, Learning Outcome Assessments and Homework

- a. Kuis atau ujian kecil atau pop test adalah evaluasi pembelajaran mahasiswa untuk suatu subbab, bab, modul atau sebagian lingkup perkuliahan yang dilaksanakan di kelas pada jadwal perkuliahan atau responsi dengan atau tanpa pemberitahuan sebelumnya. Quiz or pop test is an evaluation of student learning for a subchapter, chapter, module or part of the lecture scope carried out in class on a lecture or response schedule with or without prior notice.
- b. Assessment is an evaluation of student learning for a subchapter, chapter, module or part of the scope of lectures carried out in class or laboratory.
- c. Learning Outcome Assessment is an evaluation of the learning outcomes of the study program achieved by students whose evaluation results will be used to improve the learning process in such a way that the learning outcomes of the study program can be achieved.
- d. Homework is a task given to students, either individually or in groups, to be

completed outside of class and outside the lecture schedule which can be presented in class on the response schedule or on the lecture schedule to get appreciation, assessment, discussion and feedback, namely in the form of solving problems, understanding textbook readings, compiling papers, making small projects, practicing certain skills or other tasks.

- e. The results of the assessment of quizzes, assessments, and homework are notified to students and evaluated by lecturers as feedback for students and lecturers during lectures, so that improvement efforts can be made. learning and is expected to prevent failure of the subject concerned at the end of the semester.
- f. The results of student homework as well as quiz discussions and assessment documentation by lecturers are uploaded to the University website or blog by adhering to the rules of scientific writing and academic ethics.

X. Regular Exams, Requirements for Taking Exams, and Make-up Exams

Evaluation of learning academic activities of lectures is carried out in the form of examinations. Regular exams are held on a scheduled basis, consisting of the Midterm Exam Semester which is held at mid-semester (tentative schedule by the MK lecturer team) and the Final Semester Examination at the end of the semester.

- a. Mahasiswa wajib mengikuti kegiatan akademik dengan kehadiran minimal sebesar 80% untuk dapat mengikuti Ujian Akhir Semester.

Y. Ujian Akhir

Untuk dapat mengikuti ujian akhir, setiap mahasiswa harus memenuhi syarat sebagai berikut :

- a. Students are required to attend academic activities with a minimum attendance of 80% to be able to take the Final Semester Examination.
- b. Examinations must be attended by students in accordance with the schedule and room that has been determined for each course, as stated on the Exam Card.
- c. At each exam, students are required to bring a valid Student Identity Card and Exam Card which is also used to record exam participation.
- d. Subsequent exams can be given to students who cannot take the Midterm Examination and / or Final Examination for reasons:

1. Illness with a hospitalization certificate,
 2. Carrying out tasks assigned by the University or the state.
 3. Unable to take the UTS or UAS exam for reasons acceptable to the University (having a disaster, confirmed by a certificate from the authorities).
 4. Not able to take the exam on the permission of the Study Program / Faculty / University.
- e. UTS Substitute Examination is carried out tentatively (students concerned can contact the relevant MK lecturer team)
 - f. UAS Substitute Exams are held on a scheduled basis one week after the Retake/Remidi Exam
 - g. In carrying out the exam, students must obey all exam rules in accordance with the nature of the exam, must uphold academic honesty, and are strictly prohibited to commit all forms of academic fraud.
 - h. All forms of violation of examination rules and academic fraud can cause students to be subject to academic sanctions and sanctions for termination of studies in accordance with the provisions of the applicable rules at the University.
 - i. The procedure for the technical implementation of the exam is regulated in separate provisions.

Y. Final Examination

To be able to take the final exam, each student must fulfill the following requirements:

- 1) Administrative requirements
 - a) Have done herregistration.
 - b) Have paid off tuition fees and other specified payments:
 - Guidance and Final Project Examination Fees include: registration, thesis credit load money, thesis examination money, thesis guidance money, proposal seminar money, principal tuition fee (if you have not passed the theory), and credit load money (if you have not passed the theory).
 - Comprehensive Exam fees include: registration, comprehensive load money, comprehensive exam money, basic tuition fee (if you have not passed the theory), and credit load money (if you have not passed the theory).

2) Academic requirements

- a. Have attended and completed theoretical courses including PPL and or practicum courses
- b. Have participated in KKN
- c. Have a minimum GPA of 2.50 (two point five zero)
- d. No D and E grades
- e. Have finished compiling the final project approved by the Supervising Lecturer
- f. Have a minimum TOEFL score set by the Study Program
- g. A score of 420 for study programs: Nursing, Public Health, Environmental Health, Pharmacy, Mechanical Engineering, Civil Engineering, Informatics Engineering, Sports Education, Psychology, Management, and Law Score 450 for study programs: International Relations
- h. Score 475 for study program: English Language
- i. Score 450 for Master program
- j. Attach all certificates of completion of certification courses (Al-Islam & Kemuhmadiyah).
- k. Attach a certificate of Al-Qur'an reading test.

3) Assessment System

Assessment is a process and activity to determine the achievement of student competence during and after following the learning process. Assessment is carried out in an integrated manner to reveal all aspects of student abilities in both cognitive, affective, and psychomotor aspects. Learning assessment includes assessment of the learning process and assessment of learning outcomes.

a) Learning Process Assessment (formative)

Learning Process Assessment is intended to reveal the ability of students to follow the learning process. Learning Process Assessment can be done by observation or other means.

b) Assessment of Learning Outcomes (summative)

- 1) Assessment of learning outcomes can be done in various ways: Midterm Examination, Final Semester Examination; and Examinations in other forms that can be accounted for.
- 2) Assessment Time. Assessment of learning outcomes is carried out within the time span of midterm and one semester.
- 3) Assessment methods that can be used are: Participatory activities, student project

results, independent or group assignments, quizzes, midterm exams, and final exams.

4) Assessment System

Assessment of learning outcomes can only be done for students who attend lectures and scheduled activities at least 80% and practicum 100% of the activities carried out.

a) The percentage of assessment for courses, students are given grades according to student rights with the following components:

- UAS (25 - 40%);
- UTS (20 - 30%);
- Assignments (15 - 30%);
- Participation (0-15%); and
- Attendance (0-15%)

(the sum of the percentage of all components must be 100%)

b) Grading Norms:

FORMULA:	EXAMPLE:
$\frac{\text{Score Obtained}}{\text{Ideal Score (set by Lecturer)}}$	$\text{Score} = \frac{60}{80} \times 100$
	$\text{Score} = 75 = B$

The determination of the final grade is based on the Benchmark Assessment (PAP) with the following formula:

d) The final assessment of student learning outcomes is expressed in the form of letter grades converted from number grades with the following categories:

Table 4.5 Norms of Assessment Based on PAP Academic Program

LETTERS	NUMBERS	FINAL VALUE	PREDICTION
A	4	≥ 80	Very Good
AB	3,5	$75 < 80$	Very good

B	3	70 -< 75	Good
BC	2,5	65 -< 70	Good
C	2	60 -< 65	Fair
D	1	50 -< 60	Less
E	0	< 50	Failed
T	0	Thesis	Failed

- e) The minimum grades to pass are as follows:
- Passing grade of each course is at least C for Academic Program.
 - Passing grade for each course must be at least B for Professional and Master's Programs.
 - Passing grade for General Basic Course (MKDU) is at least B
 - Passing grade for Final Project (KTI / Thesis) at least B
- f) If the lecturer or lecturer team does not submit the final grade according to the specified time, all course participants will receive a grade of B, and no grade correction will be submitted if there are students who should receive a grade exceeding B.
- g) Students have the right to obtain complete information about grades, both
- h) Grade Change
- 1) Students can submit grade dissatisfaction to the relevant study program manager a maximum of 3 (three) effective days after the grade is announced.
 - 2) Grades can be changed if:
 - a) The material complained about is correct, the grade changes according to the correction of the lecturer;
 - b) The material complained about is incorrect / fabricated, the lecturer has the right to lower the grade by at least 1 (one) interval.
 - c) Changes in grades at the initiative of the lecturer can only be made if they are approved by the Head of the Study Program with acceptable reasons.
- i) Determination of Study Result
- 2) Assessment is part of the learning process that serves to evaluate the progress and ability of students in achieving competencies expressed by the Achievement Index (IP).
 - 3) Determination of IP is carried out at the end of each semester which is called

Semester IP, while the IP of all learning outcomes that have been taken is called Cumulative Achievement Index (GPA).

j) Graduation Predicate

Tabel 4.6 Predikat Kelulusan Setiap Jenjang D3, S1, Profesi, dan S2

NO	AGE	PREDICATE	GRADE POINT AVERAGE CUMULATIVE ACHIEVEMENT INDEX (IPK)	MAXIMUM TIME STUDY*)
1	S1	By Honors (<i>Cumlaude</i>)	3,51 - 4,00**)	4 years (8 semesters)
		Very Satisfactory (<i>Very Satisfactory</i>)	3,01 - 3,50	-
		Satisfactory (<i>Satisfactory</i>)	2,76 - 3,00	-
2	S2	By Honors (<i>Cumlaude</i>)	3,76 - 4,00**)	2 years (4 semesters)
		Very Satisfactory (<i>Very Satisfactory</i>)	3,51 - 3,75	
		Satisfactory (<i>Satisfactory</i>)	3,00 - 3,50	

*) Not applicable for PKS (Study Sustainability Program) students and transfer students.

**) There is no revision MK, the value of each MK is at least B (diploma and undergraduate programs)

Z. Judicium

Judicium is a meeting to determine student graduation after completing all administrative and academic loads. Judicium must be carried out by the Faculty. Requirements to determine student graduation:

- Have passed all courses, both compulsory courses and elective courses, according to the curriculum of each study program;
- GPA of at least 2.25 for diploma programs and undergraduate programs
- Minimum GPA of 3.00 (three point zero zero) for professional programs and master's

programs.

- d) Research Methods courses with a minimum grade of BC
- e) For Professional and Masters programs there are no grades below B
- f) Complete academic administration obligations and other requirements determined by each faculty.
- g) Students who have passed the judicium are determined by the Minutes of Judicium.

AA. Diplomas, Academic Transcripts, and Certificate of Accompanying Diplomas

- a) Graduates of vocational and academic education programs receive diplomas, academic transcripts, and diploma companion certificates.
- b) Diplomas and academic transcripts are made based on the Judicium Decree that has been signed by the Rector.
- c) diploma is a certificate of completion of study in a particular program with forms and contents in accordance with applicable regulations.
- d) Academic transcript is an official document as valid evidence of a collection of academic activities that have been followed by students in accordance with the applicable curriculum for the study program followed from the beginning of the semester to the last semester and the final project exam score after taking the final project trial/exam.
- e) Certificate of Diploma Companion (SKPI) is a document that contains information about the academic achievements or qualifications of degree-holding higher education graduates, which states the holder's work ability, mastery of knowledge, and attitude/morals signed by the Dean.
- f) Diplomas, transcripts of values, and SKPI are made in Indonesian and can be translated into English in accordance with statutory provisions.
- g) Diplomas, transcripts, and SKPI for international students are made in Indonesian and English.
- h) The date for diplomas and transcripts is the same as the date of the Judicium / graduation decree.

BB. Graduation

Graduation is a ceremonial activity attended by students who in the judiciary have

been declared graduated with the following conditions:

1. Graduation participants are students who have graduated on the last date set by the Rector.
2. Fulfill requirements registration graduation as set by the University.
3. Pay the graduation fee
4. Take care of free library
5. Submit proof of handover of scientific work (final project, thesis, thesis) from the study program.

CC. Taking diploma / transcript / SKPI and legalization

1. Proof that the publication / final project manuscript has been accepted in the BSR Journal / other journals and has been stamped by LPPI (adjusted, if there are more specific provisions stipulated through the Rector's decree)
2. Certificate of reading the Qur'an at least B, Certificate of memorizing the 30th juz, Baitul Arqom Certificate from the AIK and MKDU Institute (must show the original).
3. Certificate of free borrowing from the Regional Library of East Kalimantan Province.
4. Have collected Scientific Paper / Thesis / Final Scientific Work of Nurses in the Campus Library.
5. Paid tuition fee
6. The postgraduate program adjusts related to the collection of diplomas, transcripts, SKPI and legalization.

CHAPTER V

LIBRARY AND ALUMNI ADMINISTRATION PROCEDURES

A. Library Administration

All students of Muhammadiyah University of East Kalimantan who have KTM (Student Identity Card) can function directly as members of the University library as long as they are students or KTM is not lost or damaged.

1. Borrowing Process

The requirements for borrowing library books that are not e-book categories are as follows:

- a. Show Student Identity Card (KTM)
- b. Obey the rules that apply in the library
- c. Comply with the loan procedure
- d. Come alone to the library
- e. Not allowed to use KTM on behalf of other students
- f. Borrowing services are carried out during working hours
- g. Borrowers choose their own desired books
- h. Borrowers submit books and student identification cards (KTM) for processing
- i. Borrowers must sign the loan contract themselves.

2. Proses Pengembalian Return Process

- a. Borrowers come to the library in person
- b. Submit the returned book
- c. The clerk processes according to the procedure
- d. Borrower signs the borrowing card that the book has been returned.
- e. Late return of books is subject to sanctions in accordance with the rules that apply in the library.

3. Book Loan Exemption Process

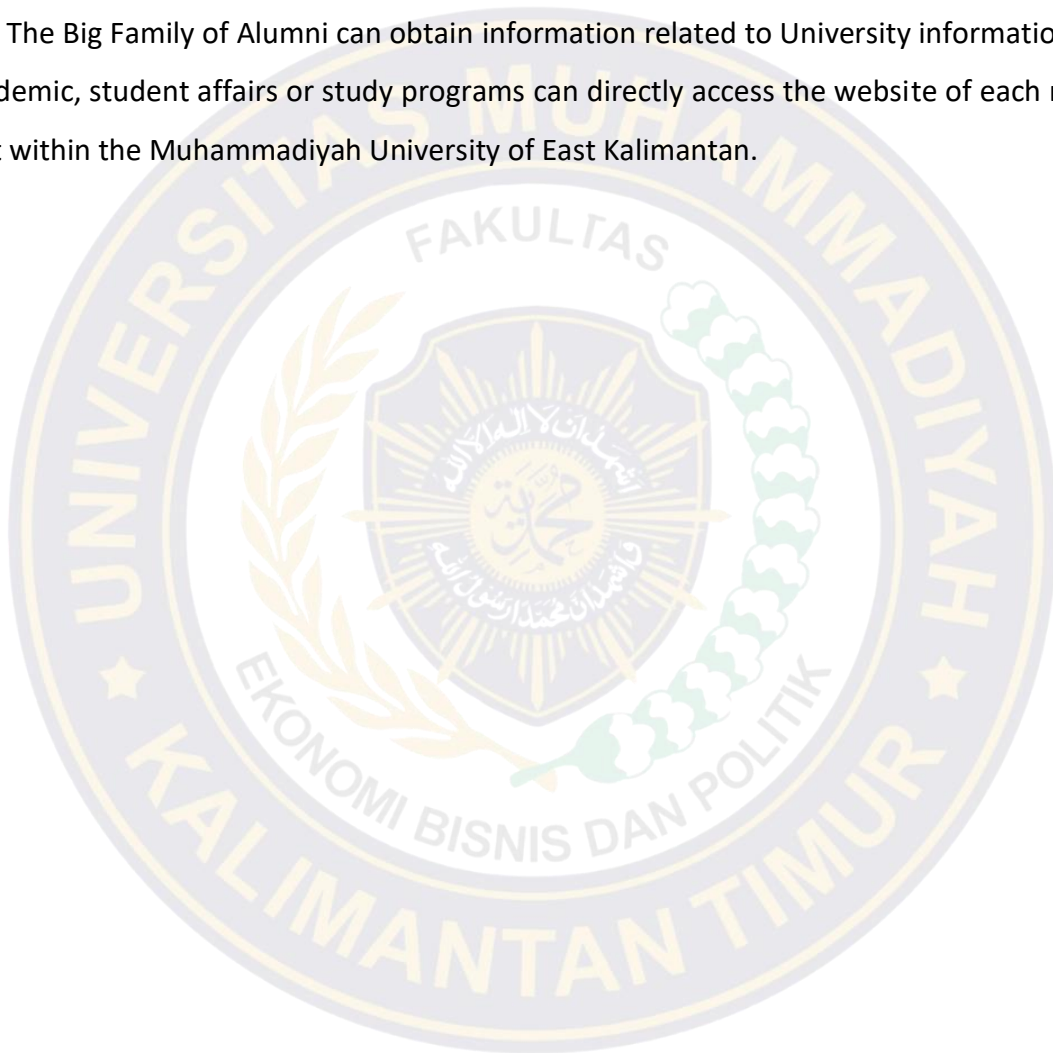
For all students who have completed all courses, including theory, practicals, and the final project, it is mandatory to confirm any library borrowings before proceeding with the final thesis defense. This confirmation must be made with the UMKT Library Unit under the following conditions:

- a. Confirmation to the library by submitting a Student Identity Card (KTM)
- b. Confirmation process no later than 2 days of working hours

4. Students can also have access to an e-book library which is regulated separately by the University library unit

B. Alumni Family Services

The Big Family of Alumni can obtain information related to University information both academic, student affairs or study programs can directly access the website of each related unit within the Muhammadiyah University of East Kalimantan.



CHAPTER VI

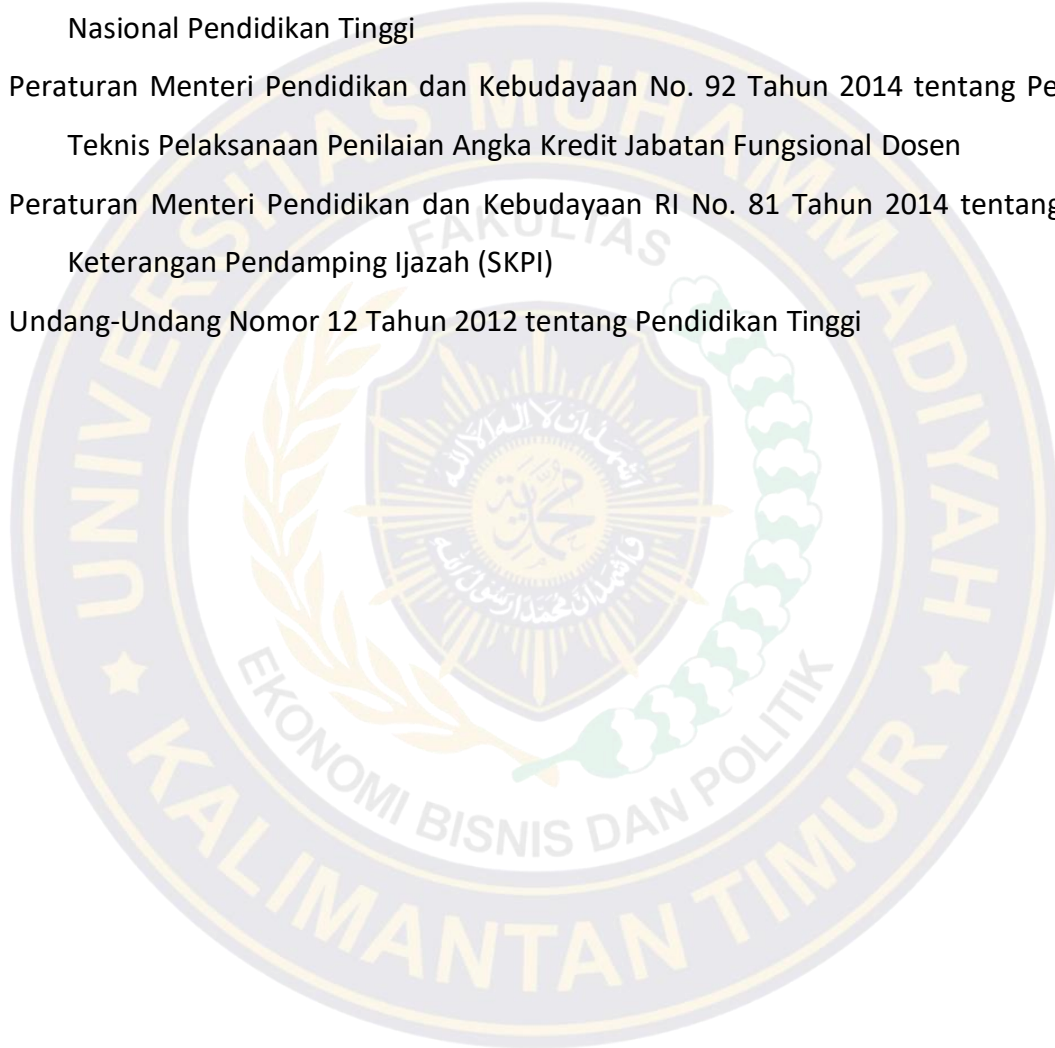
CLOSING

This academic guideline for the Faculty of Business Economics and Politics was prepared as an operational guide in organizing education at the Faculty of Business Economics and Politics for students, lecturers, and administrative staff. Provisions that have not been regulated in this guideline will be regulated and determined later.



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