



ACADEMIC GUIDEBOOK

FOR THE MASTER'S PROGRAMME (S2)

ACADEMIC YEAR 2025/2026



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ACADEMIC GUIDEBOOK FOR THE

MASTER'S PROGRAMME (S2)

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**MINISTRY OF EDUCATION, CULTURE, RESEARCH AND
TECHNOLOGY NATIONAL DEVELOPMENT UNIVERSITY
VETERAN EAST JAVA FACULTY OF ECONOMICS AND BUSINESS
2025 - 2026**

Welcome to the Bela Negara Campus

Faculty of Economics and Business
Veteran National Development University of East Java

This Academic Handbook has been compiled so that all members of the academic community, both lecturers and students, can understand and implement several academic and non-academic rules during the learning process at the Faculty of Economics and Business. This Handbook for the Master of Management and Master of Accounting Program at UPN "Veteran" East Java for the 2025/2026 academic year is an improvement on the previous handbook.

The Academic Handbook contains general provisions for the smooth running of lectures in the Master of Management and Master of Accounting programmes at UPN "Veteran" East Java, so that it can help master's programme students graduate on time and achieve their learning outcomes.

The authors of this handbook acknowledge that there are still shortcomings, and we welcome constructive criticism and suggestions from anyone in order to improve this handbook in the future. We would like to express our gratitude to all those who have helped complete this handbook, and we hope that it will be useful for the advancement of the Master's Programme at UPN "Veteran" East Java.

Best regards, FEB
Surabaya, 30 August 2025

Dean

Dr. Dra. Ec. Tri Kartika Pertiwi, M.Si., CFP

TABLE OF CONTENTS

TITLE PAGE	i
FOREWORD	iii
TABLE OF CONTENTS	iv
COMPILATION TEAM	viii
DEAN'S OFFICE	x
DECISION LETTER	xi
ORGANISATIONAL OF THE FACULTY OF ECONOMICS AND BUSINESS	xiii
CHAPTER I INTRODUCTION	1
1.1. Brief History of the Faculty of Economics and Business, UPN Veteran East Java	1
1.2. Vision, Mission, Objectives and Strategy	3
1.3. Mission of the Faculty of Economics and Business, UPN Veteran East Java.8	
1.4. Objectives of FEB UPNVJT	9
1.5. Objectives	10
1.6. Policy Direction and Development	12
CHAPTER II LECTURES	15
2.1. Semester Credit Unit (SKS)	15
2.2. Curriculum	16
2.3. Educational Activities	17
2.4. Teaching Methods	18
2.5. Learning Outside the Study Programme	19
2.6. Study Period and Study Load	21

2.7. Lecturer Absence	22
2.8. Assessment of Learning Outcomes	22
2.9. Learning Outcome Evaluation	25
2.10. Graduation Status	27
CHAPTER III ACADEMIC ADMINISTRATION	29
3.1. Administrative Registration	29
3.2. Academic Registration	29
3.3. Academic Guidance	29
3.4. Student Status	32
3.5. Academic Leave	34
3.6. Leave of Absence Application	35
3.7. Inactive Status	35
3.8. Study Termination Provisions	35
3.9. Certificate of Accompanying Diploma (SKPI)	37
3.10. Graduation	42
3.11. Representatives of the Best Graduates	43
3.12. Supplementary Provisions	43
CHAPTER IV FINAL PROJECT/THESIS	44
4.1. Administrative Requirements	44
4.2. Academic Requirements	44
4.3. Evaluation of Final Project/Thesis Preparation	45
4.4. Scientific Publication Requirements	46
4.5. Final Project/Thesis Outputs	47
4.6. Selection of Thesis Supervisors	48

4.7. Thesis Supervisor	48
4.8. Thesis Completion Time	50
4.9. Thesis Writing Structure	50
4.10. Thesis Assessment	51
4.11. Thesis Completion Structure	51
4.12. Publication Requirements	51
CHAPTER V GRADUATION	52
CHAPTER VI ACADEMIC ETHICS	53
6.1. Rights and Obligations of Students	53
6.2. Code of Conduct	53
6.3. Sanctions	53
6.4. Types of Academic Violations	53
6.5. Sanctions for Academic Violations	53
6.6. Sanction Determination Procedure	53
CHAPTER VII STUDY PROGRAMMES AND CURRICULUM	65
7.1. Vision and Mission of the Master of Management Study Programm	79
7.2. Vision and Academic Focus of the Master of Accounting Programm	80
CHAPTER VIII STUDENT AFFAIRS	81
8.1. Student Legislative Body (SLB)	81
8.2. Student Association	83
8.3. Prohibition for Student Organisations/Students	83
8.4. Sanctions	83
CHAPTER IX SUPPORT SERVICES	84
9.1. Reading Room	84

9.2. Statistics Corner	86
9.3. Investment Gallery	87
9.4. Journal House	87
APPENDIX 1 COURSE CANCELLATION FORM COURSE	88
ATTACHMENT 2 LEAVE OF ABSENCE/ACTIVE STATUS FORM	89
APPENDIX 3: REGARDING THE STUDENT CREDIT POINT SYSTEM	90

TEAM

Person in Charge

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Dra.Ec. Nuruni Ika Kusuma W, MM, CMA	: Deputy Dean II
Dr. Sugeng Purwanto, SE, MM, CMA	: Deputy Dean III

Programme Development Team for the Master of Management Programme :

Dr. Muhamad Anwar, SE, MM	: Head of the Management Department
Dr. Dra. Ika Korika Swasti, M.Pd	: Secretary of the Management Department
Prof. Dr Yuniningsih, M.Si	: Coordinator of the Master of Management
Dr. Nanik Hariyana, S.Pd., M.M.	: Lecturer, Master of Management
Dr. Krido Eko Cahyono, S.E., M.M, CAMA	: Lecturer, Master of Management

Master's Programme in Accounting Development Team

Dr. Endah Susilowati, SE, M.Si, CFP	: Head of the Accounting Department
Dra.Ec. Sari Andhaniwati, M.Aks	: Secretary of the Accounting Department
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Dr Gideon Setyo Budiwitjaksono, M.Si	: Lecturer in Master of Accounting
Ellyzabeth Putri Vizandra, SE., M.A	: Lecturer in the Master's in Accounting

Secretariat

Rudi Janto, SE,MM

Yunikhe Larasati, SE

Riyanti Umami, S.Sos

Priyo Mihardjo, SE.

Teguh Imamanto, SE

**Dean's Office of the Faculty of Economics and Business
UPN VETERAN EAST JAVA**



Details

1. Dean
Dr. Dra. Ec. Tri Kartika Pertiwi, M.Si, CRP
2. First Deputy Dean
Prof. Dr. Dwi Suhartini, BSc, M.Aks, CMA, CRP
3. Deputy Dean II
Dra. Nuruni Ika Kusuma Wardhani, M.M., CMA
4. Deputy Dean III
Dr. Sugeng Purwanto, SE, MM, CMA



**SURAT KEPUTUSAN
NOMOR : SKEP / 93 /UN63.1 / VII/2025**

Tentang

**BUKU PEDOMAN AKADEMIK
PROGRAM MAGISTER TAHUN 2025/2026**

DEKAN FAKULTAS EKONOMI DAN BISNIS

UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAWA TIMUR

Menimbang : 1. Bawa dalam rangka mewujudkan visi, misi, dan tujuan Fakultas Ekonomi dan Bisnis UPN "Veteran" Jawa Timur, perlu adanya Buku Pedoman Akademik Program Magister sebagai acuan pelaksanaannya;

2. Bawa dengan pertimbangan butir 1, perlu menetapkan keputusan Dekan tentang Buku Pedoman akademik di FEB UPN "Veteran" Jawa Timur.

Mengingat : 1. Undang-Undang Republik Indonesia Nomor 12 tahun 2012 tentang Pendidikan Tinggi;

2. Permendikbud No.53 Tahun 2023 tentang Sistem Penjaminan Mutu Pendidikan Tinggi;

3. Peraturan Rektor Universitas Pembangunan Nasional "Veteran" Jawa Timur Nomor: 13 Tahun 2025 Tentang Pedoman Pendidikan Program Magister dan program Doktor Universitas Pembangunan Nasional "Veteran" Jawa Timur.

Memperhatikan : 1. Program Kerja FEB UPN "Veteran" Jawa Timur TA. 2025-2026;

2. Hasil Lokakarya Pengembangan Kurikulum berbasis Kompetensi pada FEB UPN "Veteran" Jawa Timur.

MEMUTUSKAN

Menetapkan : 1. Buku Pedoman Akademik Program Magister FEB UPN "Veteran" Jawa Timur Tahun 2025/2026 sebagai acuan dan arah dalam pelaksanaan Tri Dharma Perguruan Tinggi;

2. Buku Pedoman Akademik Program Magister FEB UPN "Veteran" Jawa Timur ini berlaku sejak Semester Ganjil tahun Akademik 2025/2026;

3. Perubahan berupa perbaikan yang terjadi dalam masa berlakunya Buku Pedoman Akademik ini akan ditetapkan melalui Surat Keputusan Dekan FEB UPN "Veteran" Jawa Timur.

Catatan :

UU ITE No 11 tahun 2008 pasal 5 ayat 1 "Informasi Elektronik dan/atau Dokumen Elektronik hasil cetaknya merupakan alat bukti yang sah".

Dokumen ini ditandatangani secara elektronik menggunakan Sertifikat Elektronik yang diterbitkan oleh Balai Sertifikasi Elektronik (BSxE), Badan Siber dan Sandi Negara (BSSN)



**Balai
Sertifikasi
Elektronik**

Lampiran Surat Keputusan Dekan
Nomor : Skep / 93 / UN63.1 / VII / 2025
Tanggal : 04 Juli 2025
Tentang : Buku Pedoman Akademik Program
Magister TA. 2025/2026

4. Semua aturan yang bertentangan dengan keputusan ini dinyatakan tidak berlaku.
5. Keputusan ini berlaku sejak tanggal ditetapkan dan apabila terdapat kekeliruan dalam penetapannya akan diperbaiki sebagaimana mestinya.

Ditetapkan di : Surabaya
Pada tanggal : 04 Juli 2025
Dekan,



Dr. Dra. Ec. Tri Kartika P, M.Si., CRP
NIP. 196304201991032001



**Balai
Sertifikasi
Elektronik**

Catatan :

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CHAPTER I

INTRODUCTION

1.1 BRIEF HISTORY OF THE FACULTY OF ECONOMICS AND BUSINESS, UPN VETERAN JAWA TIMUR

The Faculty of Economics at the Veteran National Development University of East Java is one of the oldest faculties and has the largest *student body* within the Veteran National Development University of East Java. The Faculty of Economics was established in 1956 under the name Veteran Business Administration Academy (AAPV). The term "Veteran" is included here because it was founded by veteran fighters and defenders of independence with the intention of serving as a living monument. Over time, AAPV changed to the Veteran National Development College (PTPN Veteran) and had two faculties, namely the Faculty of Economics and the Faculty of Agriculture, which eventually became the Veteran National Development University of East Java (UPN Veteran Jawa Timur) or UPNVJT for short, under which the Faculty of Economics operates. The Faculty of Economics at UPN Veteran Jawa Timur has played an active role in developing and contributing significantly to the intellectual advancement of the nation. It has produced numerous alumni who have been absorbed into various sectors, and on 4 April 2013, based on the Rector's Decree, the Faculty of Economics at UPN Veteran Jawa Timur was renamed the Faculty of Economics and Business (FEB).

History has recorded that the first Dean of the Faculty of Economics was Lieutenant Colonel Umar Usman BA, appointed based on the Rector's Decree No. 11/Rek/Kpts/PTPN/1968 dated 5 September 1968. The following are the names of his successors and their Decrees. In 1969, the position of Dean was held by Drs.Ec. Armyn Rangkuti, based on the Rector's Decree.

No. 021/Rek/Kpts/PTPN/1969 dated 20 June 1969, followed in 1969 by the issuance of Coordinating Dean's Order No. 045/SP/Dekor/PTPN/69, appointing Drs. Djamil Idris as Dean of the Faculty of Economics. Subsequently, on 21 April 1973, a new Dean was appointed, namely Drs.Ec. A. Muslim Hamzen.

Based on the Rector's Decree No. Skep/21/Rek/B.2/V76 dated 21 May 1976, Drs.Ec. Tukiran S. Donoatmodjo was appointed as Dean of the Faculty of Economics with Drs.Ec. Migfar Siradj as Secretary, Drs.Ec. Soeparlan Pranoto as Head of General Economics, and Drs.Ec. Muljanto as Head of Economics. The Head of the Business Department is Drs.Ec. Muljanto.

The following are the names of the Deans of the Faculty of Economics and Business:

NO	DEAN'S NAME	PERIOD
1	Letnan Colonel Umar Usman, BA	1968
2	Drs. Ec. Armyn Rangkuti	1969
3	Drs. Djamil Idris	1969–1971
4	Colonel CKH. A. Soetrisno, SH	1971–1972
5	Drs. Ec. A. Muslim Hamzens, Ak	1972–1976
6	Drs. Ec. Tukiran S. Donoatmojo	1976
7	Mr. Soewardjo, MM	1990–1999
8	Dr. Djohan Mashudi, MSi	1999–2003
9	Dr. H. Dhani Ichsanudin Nur, MS	2006–2013
10	Prof. Dr. Samsul Huda, MT	2014–2022
11	Dr. Tri Kartika Pertiwi, SE, MSi, CRP	2022–present

FEB has two Master's programmes and four Bachelor's programmes, as follows:

NO	PROGRAM NAME	ACCREDITED
1	Master of Management	Excellent
2	Master of Accounting	Excellent
3	Management	Excellent

4	Accounting	Excellent
5	Development Economics	Excellent
6	Entrepreneurship	Very Good

1.2 VISION, MISSION, OBJECTIVES AND STRATEGIC

The vision of the Veteran National Development University of East Java is to become a leading university with a patriotic character. This vision serves as a *guideline* for all leaders and members of the academic community in carrying out their duties to achieve a shared goal within an agreed timeframe of 25 years (2015-2039).

The meaning of UPNVJT's vision in achieving excellence in its Tridharma will lead UPNVJT to become a *world-class university* based on the values of national defence and becoming Pancasila students, as explained in Figure 1.1, which is adopted from the UPNVJT Strategic Plan Book.

Figure 1.1 Concept of Excellence in Higher Education

Figure 1.1 illustrates the concept of higher education excellence being

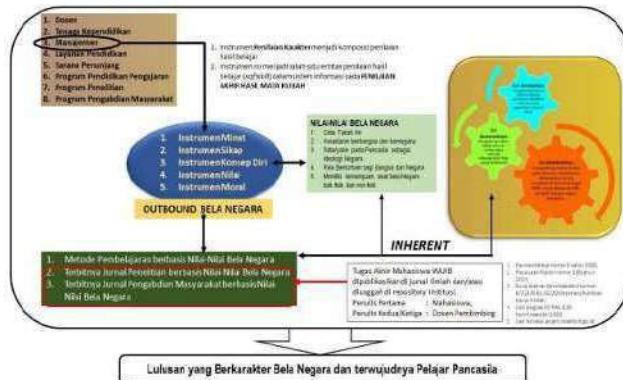


influenced by the excellence of input elements, namely lecturers, educational staff, management, educational services, supporting facilities, teaching programmes, research programmes, and community service programmes. These eight elements

require a continuous process to achieve high *output* and *outcomes*.

The concept of excellence in higher education is aligned with UPNVJT's vision of producing graduates with a spirit of patriotism and Pancasila values, as illustrated in Figure 1.2.

Figure 1.2 UPNVJT Vision Concept



Based on the concept of excellence in higher education, which is influenced by the excellence of the elements of Lecturers, Educational Staff, Management, Educational Services, Supporting Facilities, Teaching Education Programmes, Research Programmes, and Community Service Programmes, UPNVJT is oriented towards the element of management (administration) as described in Figure

1.2. that the elements of management excellence in the management of education, research and community service through activities:

1) Educational Elements

There are 10 formulations of the Education Element based on Permendiktek number 39 of 2025, one of the graduate competency standards is the qualification of graduate abilities based on attitude and explained in the formulation of attitude as follows:

- a. being devoted to God Almighty and able to demonstrate religious attitudes;
- b. upholding human values in carrying out duties based on religion, morals, and ethics;
- c. contribute to improving the quality of community, national and state life, and the advancement of civilisation based on Pancasila;
- d. Acting as proud citizens who love their country, possess nationalism and a sense of responsibility towards the state and nation
- e. respecting cultural diversity, views, religions, and beliefs, as well as the opinions or original findings of others;
- f. cooperating and possessing social sensitivity and concern for society and the environment;
- g. Obey the law and maintain discipline in social and state life;
- h. internalising academic values, norms and ethics;
- i. demonstrate a responsible attitude towards work in their field of expertise independently; and
- j. internalising the spirit of independence, perseverance, and entrepreneurship.

Based on 10 attitude formulations, these are represented in 5 character assessment instruments, namely interest, attitude, self-concept, values and morals. These five instruments are one of the entities for assessing learning outcomes (*soft skills*) in the information system for final course assessment, which contains values of national defence, namely love for the homeland, awareness of nationhood and statehood, loyalty or belief in Pancasila as the state ideology, willingness to sacrifice for the nation and state, and possessing basic physical and non-physical national defence skills.

The internalisation of the character of defending the country is carried out in learning activities in the classroom, with ten minutes of the first face-to-face session devoted to explaining the integration of the course with the character of defending the country, which contains elements of honesty, patriotism and discipline. In addition, outside the classroom, there are *outbound* activities related to defending the country as a compulsory competency for graduates through a defence competency scheme certified by the National Professional Certification Agency (BNSP). Digital-based learning is carried out in collaboration with spada.ristekdikti.go.id to manifest online learning (e-learning) in a tangible way, with teaching materials in the form of videos uploaded to elearning.upn.jatim for each study programme.

Final projects must be checked for similarity using Turnitin and uploaded to the university repository integrated into the Repository portal. A requirement for graduation is publication in an accredited national journal or an international journal indexed in an international database.

2) Research and Community Service Elements

The publication of scientific articles through the Journal of Research and Community Service, which is based on the concept of national defence, as a medium to facilitate the publication of articles on Research and Community Service by Lecturers and Students (research results and/or Final Projects and Theses) oriented towards national defence in line with the Ministry of Research, Technology and Higher Education Circular Letter Number B/323/B-B1/SE/2019 concerning the Obligation to Publish Student Scientific Works. Scientific articles published are not suspected of plagiarism, adhering to Regulation No. 25 of 2023. National defence awareness is an essential quality that every Indonesian citizen (WNI) must possess, as a manifestation of fulfilling their rights and obligations in the effort to defend the nation.

National defence awareness is the fundamental capital and strength of the nation, in order to maintain the integrity, sovereignty and survival of the Indonesian nation and state. A superior and noble civilisation through *a good society and nation*, peace, justice and prosperity. This is in line with the 1945 Constitution of the Republic of Indonesia (UUD 1945) which regulates National Defence Efforts in Article 27 Paragraph (3): "Every citizen has the right and obligation to participate in the defence of the State," and Article 30 Paragraph (1): "Every citizen has the right and obligation to participate in the defence and security of the nation."

Figure 1.2 also illustrates that the essence of national defence in national defence, which is adopted in the formation of national defence character, is reflected in the characteristic of populism, which means that the orientation of defence is dedicated to and for the interests of the entire people. the characteristic of universality implies that all national resources are utilised for defence efforts, and the characteristic of territoriality implies that defence forces are deployed throughout the territory of the Republic of Indonesia, in accordance with the geographical conditions of an archipelagic country. These three things are reflected in the excellence of management in research and community service that is always oriented towards local wisdom that reflects the characteristics of populism and universality, prioritising the benefits of research and community service on territorial characteristics through benefits in disadvantaged, frontier and outermost regions. The long-term plan of FEB refers to the long-term plan of UPNVJT, which will be achieved through milestones in 5 (five) strategic stages.

For 25 years, from 2015 to 2039, as shown in Figure 1.3 below:



Gambar 2.8. Tahapan Strategis Pengembangan UPNVJT Tahun 2015 - 2039

Figure 1.3 Strategic Stages of UPNVJT Development 2015-2039

Based on the explanation of the meaning of Vision at the university level, in accordance with the FEB UPNVJT Senate Decree No. Skep/77/UN.63/IX/2015 dated 7 September 2015 concerning the approval and ratification of the vision, mission, objectives, and objectives of the Faculty of Economics and Business, UPNVJT, it is evident that the Vision of the Faculty of Economics and Business to be achieved by 2039 is "To become a Distinguished Faculty of Economics and Business with a Patriotic Character".

The vision of FEB UPNVJT serves as *guidelines* for all leaders and members of the academic community in carrying out their Tridharma duties to achieve common goals within an agreed period of 25 years (2015-2039). This vision is derived from the university's vision, which is to become a leading university with a patriotic character.

1.3 Mission of the Faculty of Economics and Business, East Java National Veteran University (UPNVJT).

The mission of the Faculty of Economics and Business, UPNVJT, is as follows:

1. Developing higher education based on entrepreneurial values to produce graduates who are competent in the fields of economics, management and accounting;
2. Enhancing a culture of research in economics, management, and accounting in the development of science and technology that is useful for the welfare of society;
3. Conducting community service in the fields of economics, management, and accounting based on research and local wisdom;
4. Implementing good and clean governance in order to achieve accountability in budget management;
5. Developing high-quality human resources in terms of attitude and values, performance, knowledge mastery, and managerial skills;
6. Improving the integrated facility and infrastructure management system;
7. Enhancing institutional cooperation in the fields of economics, management, and accounting with stakeholders both domestically and internationally.

1.4 Objectives of the Faculty of Economics and Business (FEB) at the UPNVJT

Based on this mission, the objectives to be achieved by FEB UPNVJT have been formulated. The objectives are as follows:

1. The implementation of a curriculum and educational services relevant to the Indonesian National Qualifications Framework (KKNI) based on national defence, in the fields of economics, management and accounting.

2. Achieving quality and innovation in research in the fields of economics, management, and accounting, as well as providing benefits for improving the welfare of society.
3. The realisation of community service activities based on research and characterised by national defence.
4. The achievement of graduates with a national defence character and competitive competencies in the fields of economics, management, and accounting.

1.5 Objectives

The objectives of FEB UPNVJT in Phase II for the 2020-2024 period cover the fields of education and teaching, research, community service, organisation and finance, human resources (HR), facilities and infrastructure, and cooperation. Based on the above description, the objectives of FEB UPNVJT in Phase II for the 2020-2024 period are divided into seven areas, including:

1. Education and Teaching
 - Producing graduates who are experts in the fields of economics, management, and accounting with competent and competitive qualifications and a patriotic character in accordance with the needs of relevant stakeholders, national higher education standards (SNPT), and the needs of the future world.
 - Conducting educational programmes based on Student-Centred Learning (SCL) and supporting the implementation of the KKNI curriculum with a patriotic character in the fields of economics, management, accounting, and entrepreneurship.

2. Research
 - a. Enhancing a research culture characterised by national defence in the fields of economics, management, and accounting that benefits the needs of the user community.
 - b. Enhancing an academic atmosphere based on research and community service.
 - c. Conducting productive research programmes that are published nationally, accredited, and internationally, and possess intellectual property rights.
3. Community Service
 - a. Enhancing the application of economics, management, and accounting that impacts the improvement of community welfare while prioritising local wisdom.
 - b. Empowering local resources and contributing to solving community problems at the regional, national and international levels.
4. Organisation and Finance
 - a. The realisation of good institutional governance in academic and non-academic fields.
 - b. The availability of an effective organisational governance system based on personal diversity.
 - c. Achieving good and clean organisational governance towards partnerships on a national and international scale.
 - d. The availability of sustainable and performance-based funding sources.
 - e. The availability of an accountable and transparent funding management system.

5. Human Resources

The availability of competent human resources to carry out academic and non-academic programmes, both as educators and educational staff. The availability of a competency-based human resources management system that supports the climate of education, research, and community service in the fields of economics, management, and accounting.

6. Facilities and Infrastructure

The availability of adequate facilities and infrastructure to support academic and non-academic development programmes, such as classrooms, reading rooms, lecturer rooms, discussion rooms, and prayer rooms.

7. Cooperation

The availability of an effective and efficient cooperation management system in supporting the implementation of the three pillars (KBBI), such as student field trips, lecturer and student research activities, PKL (Field Work Practice) or Internships, research activities in support of student final projects (theses), and the implementation of community service by lecturers and students

1.6 Development Policy Direction

FEB sets policy and development directions in line with UPNVJT's policy directions as outlined in the 2020-2024 Strategic Plan and refers to the education and cultural policy and strategy directions for the 2020-2024 period in order to support the achievement of the 9 (nine) Priority Development Agendas (Second Nawacita) and the objectives of the Ministry of Education and Culture through the Merdeka Belajar Policy, which aims to provide high-quality education for all Indonesians, characterised by high participation rates at all levels.

education, quality learning outcomes, and equitable education quality both geographically and socio-economically.

In addition, the focus of educational development and cultural advancement is directed at strengthening the nation's culture and character through improvements in educational policies, procedures, and funding, as well as developing awareness of the importance of preserving the noble values of the nation's culture and positively and productively absorbing new values from global culture.

The Merdeka Belajar policy encourages participation and support from all stakeholders: families, teachers, educational institutions, the business world (DU)/industrial world (DI), and the community, as outlined in Figure 1.4. It explains that the Merdeka Belajar policy can be optimally realised through: enhancing leadership competencies, collaboration between community elements, and culture;

- 1) improving infrastructure and utilising technology across all educational institutions;
- 2) improvements in education policies, procedures, and funding; and
- 3) curriculum refinement, pedagogy, and assessment. Changes to the Independent Learning Policy will occur in the categories of the education ecosystem, teachers, pedagogy, curriculum, and assessment systems.

See Figure 1.4 below for the Merdeka Belajar policy:



Figure 1.4 Merdeka Belajar Policy

The Faculty of Economics and Business has established a Research and Community Service Roadmap, as shown in Figure 1.

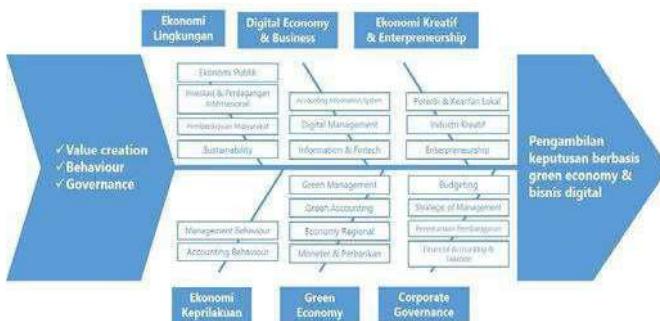


Figure 1.5 LITDIMAS FEB Roadmap

The LITDIMAS FEB Roadmap indicates that the outcomes of LITDIMAS activities will culminate in Decision-Making.

Based on *Green Economy* and Digital Business. This shows that the entire academic community of FEB is committed to facing digital-based economic changes and is ready to support the achievement of SDGs in 2045, when Indonesia enters the Golden Indonesia era.

CHAPTER II

COURSE

2.1 Credit Units (SKS)

This is the amount of time allocated for learning activities per week per semester in the learning process through various forms of learning and the amount of recognition for the success of students' efforts in participating in curricular activities in a study programme.

1. 1 (one) credit hour in the learning process in the form of lectures or tutorials consists of:
 - a. face-to-face activities for 50 (fifty) minutes per week per semester;
 - b. structured assignment activities of 60 (sixty) minutes per week per semester; and
 - c. Independent study activities 60 (sixty) minutes per week per semester.
2. 1 (one) credit hour in the form of seminars or similar activities, consisting of:
 - a. face-to-face activities for 100 (one hundred) minutes per week per semester; and
 - b. 70 (seventy) minutes of independent study per week per semester.
 - c. 1 (one) credit hour in the learning process in the form of field practice, research, community service, internships and/or other similar forms of learning, 170 (one hundred and seventy) minutes per week per semester.

2.2 Curriculum

The curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes and assessments.

which is used as a guideline for the implementation of study programmes. FEB UPN Veteran Jawa Timur uses a Higher Education Curriculum based on the Indonesian National Qualifications Framework (KKNI) equivalent to level 8 (eight) qualifications and refers to the results of decisions made by associations of similar study programmes.

The curriculum is designed based on graduate learning outcome competencies (CPL) which include attitudes, knowledge, general skills and specific skills. The curriculum structure of the study programme consists of:

- (1) Compulsory courses are courses that must be taken in order to achieve core competencies.
- (2) Elective courses are courses chosen by students from within and/or outside their study programme to broaden their knowledge and at the same time meet the minimum credit requirements.
- (3) Every student must pass all courses, both compulsory and elective, included in the curriculum structure.
- (4) Each student may choose a combination of:
 - a. compulsory and elective courses in the study programme
 - b. compulsory courses and courses selected from various study programmes/faculties both within and outside UPN Veteran Jatim
- (5) Regardless of the combination chosen, the number of SKS that may be taken must be within the required study load.

2.3 Education Activities

Educational activities or the learning process within the Faculty of Economics and Business (FEB) at UPN Veteran East Java are conducted as follows:

- (1) The learning process consists of: planning, implementation and evaluation of learning outcomes;

- (2) The learning process as referred to in paragraph
 - (1) is conducted in two semesters per academic year, namely the Odd Semester and the Even Semester;
- (3) In one semester, the learning process is carried out effectively for at least 16 (sixteen) weeks, including mid-semester evaluation (ETS) and end-of-semester evaluation (EAS);
- (4) The learning process as referred to in paragraph (1) is carried out in accordance with the academic calendar set by the university;
- (5) Students are required to complete administrative and academic registration in order to participate in the learning process as referred to in paragraph (1);
- (6) The learning process as referred to in paragraph
 - (1) may be conducted within the Study Programme and outside the Study Programme.
- (7) Lecturers begin classroom learning by delivering a message about manners, morals, ethics, and national defence to students for approximately 5-10 minutes.
- (8) Lectures are conducted both in-person and online, with a maximum composition of 70% in-person and 30% online.

2.4 Learning Methods

- 1) The learning methods are interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centred, namely:
 - a. Interactive, prioritising two-way interaction between students and lecturers.
 - b. Holistic, forming a comprehensive and broad mindset by internalising local and national excellence and wisdom.

- c. Integrative, employing an interdisciplinary and multidisciplinary approach.
- d. Scientific means prioritising a scientific approach so as to create an academic environment based on the values, norms and principles of science, while upholding religious and national values.
- e. Contextual refers to the ability to solve problems within one's area of expertise.
- f. Thematic learning is tailored to the characteristics of the academic programme and linked to real-world problems through a transdisciplinary approach.
- g. Effective learning is learning that is successful in terms of the proper and correct internalisation of material within an optimal time frame.
- h. Collaborative learning is joint learning that involves interaction between learners to capitalise on attitudes, knowledge and skills.
- i. Student-centred learning prioritises the development of students' creativity, capacity, personality, and needs, as well as developing independence in seeking and discovering knowledge.

2) The learning process is primarily conducted using the Student-Centred Learning (SCL) method:

- a. Problem-based learning/case studies;
- b. Project-based learning (Task-based learning);
- c. Interactive skill learning (group discussions, role-playing and simulations);

2.5 Program Learning

- 1) Learning outside the Study Programme is a learning process consisting of:
 - a. Learning within Program Programme other at the same university;
 - b. Learning in the same Study Programme at a different Higher Education Institution;
 - c. Study in another programme at a different university; and
 - d. studies at non-higher education institutions.
- 2) The learning process outside the study programme as referred to in paragraph (1) letters b, c, and d shall be carried out based on a cooperation agreement/MOU between the Higher Education Institution and another Higher Education Institution or related institution;
- 3) The learning process outside the study programme as referred to in paragraph (1) is an activity within the programme that may be determined by the Ministry and/or the leader of the higher education institution;
- 4) The forms of learning activities outside the Study Programme as referred to in paragraph (1) letters b, c, and d are:
 - a. Student exchange activities in taking courses/PMM (Independent Student Exchange) Programme
 - b. The ICE (Indonesia Cyber Education) Institute Programme
 - c. Independent Internship/Certified Internship/MSIB;
 - d. Village Projects/Thematic Community Service Program (KKN-Tematik)
 - e. Research/Study
 - f. Entrepreneurship Activities
 - g. Independent Project Study
 - h. Humanitarian Projects

- i. Teaching at Schools/Educational Institutions (Campus Teaching Programme)
- 5) The results of learning activities outside the Study Programme as referred to in paragraph (4) are recognised through a credit transfer mechanism or credit earning mechanism;
- 6) Learning activities outside the Study Programme as referred to in paragraph (4) are carried out under the guidance of a PA Lecturer;
- 7) The learning process outside the Study Programme as referred to in paragraph (1) is carried out at least after the student has completed 3 semesters, except for MBKM (Merdeka Belajar-Kampus Merdeka) Programmes determined by the Ministry with its requirements.
- 8) The implementation of learning outside the Study Programme is further regulated in the Dean's Decree, including courses that will be converted/recognised in the curriculum with the approval of the MBKM PIC Team appointed by the Study Programme or recognised as SKPI points.

2.6 Study Period and Study Load

The Faculty of Economics and Business, UPN Veteran East Java, has established the following study period and workload:

- 1) The study load and duration of the Master's programme is between 36-50 credits with a minimum study period of 4 semesters and a maximum of 8 semesters. The maximum study period is 4 (four) years. The study load for the Master of Management is 47 credits and for the Master of Accounting is 43 credits.

2.7 Absence of Lecturers

If a lecturer is unable to attend a lecture, the lecturer concerned must notify the DIKJAR administration and/or the designated class representative as soon as possible. Lecturer

The person concerned may reschedule the lecture that was cancelled for another time by filling out the form provided.

2.8 Learning Assessment

FEB UPN Veteran East Java has established the following learning outcome assessment:

- 1) The assessment of student learning outcomes aims to measure the achievement of learning competencies set by the study programme;
- 2) Student learning outcome assessment must cover both hard skills and soft skills, which can be conducted in the form of:
 - a. written examinations, oral examinations and/or practical/skills examinations, as well as portfolios;
 - b. The final assignment may take the form of a thesis or another equivalent form.
 - c. based on certain justifiable reasons, learning outcomes may be assessed using other forms.
- 3) The final learning outcome score is based on the evaluation of participatory activities and project/case study results with an evaluation weighting of $\geq 50\%$ and based on several other assessment components, such as: ETS, EAS, assignments, quizzes, practical work, classroom presentations and behavioural skills.
- 4) Assessment system:
 - a. Learning outcomes are assessed using letters, namely A, A-, B+, B, B-, C+, C, D+, D and E.
 - b. The minimum passing grade for the final assignment/thesis is B;
 - c. To convert numerical grades into letter grades and determine the weight of letter grades, the following guidelines are used:

Angka	Huruf
85 – 100	A
80 – 84,99	A-
75 – 79,99	B+
70 – 74,99	B
65 – 69,99	B-
60 – 64,99	C+
55 – 59,99	C
50 – 54,99	D
0,0 – 49,99	E

- d. students are declared to have passed the course if they obtain a minimum grade of C;
- e. students who receive a D or E grade must repeat the learning programme and examination in the regular semester;
- f. The grade recognised for a retaken course is the best grade achieved.
- g. if for some reason the grade cannot be determined, a K grade will be given, which means Incomplete, and if by the time the next semester's KRS is filled out, the grade is still K, the student will be considered to have failed (E);
- 5) The level of student success in a semester is expressed by the IPS (Provisional Achievement Index) for each semester and the IPK (Cumulative Achievement Index) is the score for all courses taken;
- 6) Student learning outcomes are assessed periodically in accordance with the curriculum;
- 7) Assessment of learning outcomes for each course is conducted every semester;
- 8) Assessment is carried out based on the principles of appropriateness, accountability, transparency, honesty, and fairness;
- 9) The aspects measured in learning outcome evaluation are:

- a. academic abilities covering cognitive, affective, and psychomotor aspects, tailored to the type and objectives of learning in each course; and
- b. behavioural skills, including academic integrity, discipline, courtesy, interpersonal skills, and teamwork.

10) Semester Evaluation Requirements:

- a. registered as a participant in lectures/learning activities, i.e. listed in the Course Participant List (DPMK) in the SIAMIK system;
- b. have attended at least 90 (ninety) percent of lectures/learning activities.

- 11) Examination requirements, examination schedules, examination participant eligibility and examination rules are further regulated by the Faculty;
- 12) Examination results are announced one week after the examination. This gives students the opportunity to appeal their results;
- 13) If lecturers or lecturer teams do not immediately provide final semester exam scores by the specified deadline, or at the latest 3 (three) days before the KRS filling schedule, the Dean may give a B grade to all students who are eligible to take the exam.
- 14) Each student is required to report their academic results (KHS) to the Higher Education Data Centre (PD-DIKTI) in the SIAMIK system at the end of each semester.
- 15) Students who do not report their academic transcripts to PD-DIKTI will not be able to plan their studies (KRS) for the following semester.
- 16) Academic advisors are required to monitor the reporting of learning outcomes for each student under their academic guidance (PA).

2.9 Learning Outcome Evaluation

- 1) Learning Outcome Evaluation is a criterion for assessing the achievement of the GPA to determine a student's ability to continue their studies;
- 2) The evaluation of student learning outcomes for a course is carried out by a lecturer or team of lecturers to monitor the process and progress of student learning outcomes.
- 3) Evaluation can be conducted through observation, assignments, written examinations and/or oral examinations;
- 4) Examinations may be conducted through quizzes, ETS, EAS, practical examinations, and final assignments/theses;
- 5) Evaluation of student learning outcomes:
 - a. The master's programme is scheduled to last a minimum of 4 (four) semesters and a maximum of 8 (eight) semesters. The maximum duration of the master's programme is 4 (four) years.
 - b. Semesters I, II, and III consist of lectures and fieldwork.
 - c. Semester IV involves taking remedial courses and preparing/writing a thesis.
 - d. Master's programme students who have not completed their studies by the end of the fourth semester will be given a final warning regarding the study period.
 - e. The final study period warning referred to above consists of:
 - Warning I (first) is given at the beginning of semester V (fifth)
 - Warning II (second) is given at the beginning of semester VI (sixth)
 - Warning III (third) is issued at the beginning of the seventh semester.

f. If a student is unable to complete their studies by the end of the 4-year (four) or 8-semester (eight) study period, they will be declared to have dropped out (Drop Out/DO):

- A transfer/change of institution letter is issued,
- A Drop Out/DO letter is issued.

2.10 Graduation

- 1) Students are declared to have graduated if they meet the following requirements:
 - a. have passed the final assignment/thesis examination in front of an examiner or examination panel;
 - b. Have submitted a revised final project/thesis that has passed plagiarism detection, with a maximum similarity level of 20%.
 - c. are active students in that semester and have not exceeded the 4 (four) year study period;
 - d. Have fulfilled all administrative obligations, including returning all borrowed library/laboratory materials;
 - e. has completed all obligations during the study period and/or assignments imposed in accordance with the curriculum established for the study programme (including a revised final assignment);
 - f. has uploaded a summary of the final assignment/thesis to the UPN Veteran East Java repository;
- 2) Student graduation is declared through a graduation ceremony conducted by the Faculty;
- 3) Students who fail to submit revisions within 1 (one) month of the final assignment/thesis examination must retake the examination;

4) Graduation after completing the master's programme may be awarded with the following distinctions:

- Satisfactory;
- Very Satisfactory;
- Honours (*Cum Laude*).

5) The graduation grade for students is stated as follows:

IPK	Predikat
2.76 - 3.00	Memuaskan
3.01 - 3.50	Sangat Memuaskan
3.51 - 4.00	Dengan Pujian

6) The "honours" (*cum laude*) graduation distinction is also determined by considering the scheduled study period (n semesters) plus 1 (one) semester.

CHAPTER III

ACADEMIC ADMINISTRATION

FEB students are required to comply with academic administration regulations by observing the following administrative provisions:

3.1 Administrative Registration

- (1) Students have active status if they have completed administrative registration and academic registration.
- (2) Administrative registration is carried out at the beginning of the semester by paying tuition fees online through banks that collaborate with UPN Veteran Jatim and re-registering online at SIAMIK.
- (3) Administrative registration may be cancelled if the student is unable to meet the requirements of the learning evaluation stage.

3.2 Academic Registration

- (1) Academic registration is carried out by filling out the KRS (Study Plan Form) online through SIAMIK in accordance with the curriculum applicable to the student.
- (2) The number of credits that can be taken is adjusted to the IPS (Semester Achievement Index) in the last semester the student was active.

3.3 Academic Guidance

Academic guidance aims to facilitate the learning process for students. To this end, during their studies, students are assisted by a lecturer assigned as an Academic Advisor (PA) or known as a Tutor. The criteria, duties, and responsibilities of the PA

and the students under their guidance are outlined in the following section:

- (1) Criteria for appointing an AD and the number of students supervised
 1. Permanent lecturer status
 2. Authorised by the Programme Coordinator as stipulated in the Dean's Decree.
- (2) Duties and responsibilities of the PA/Advisor:
 1. Guiding each student under their responsibility to develop a study load programme and select the appropriate courses each semester
 2. Guiding students in selecting MBKM courses and their conversions.
 3. Guiding, monitoring, and directing students in achieving their SKPM (Student Learning Outcomes).
 4. Assisting students in developing good study habits and attitudes.
 5. Providing students with opportunities to overcome their academic challenges
 6. Keep confidential the data of students under supervision.
 7. Providing reports and recommendations on students under supervision when necessary.
 8. Issuing warnings to students with low academic performance.
 9. Providing sufficient consultation time for students (including in the preparation of Research Proposals/Final Assignments).
- (3) Matters consulted by students with their academic advisors
 1. Consulting on the preparation of the Study Plan Card (KRS)
 2. Consulting about difficulties encountered in completing their studies.

3. Reporting to the academic advisor upon passing the thesis examination.
- (4) Deviations from all of the above provisions are only possible with the dean's permission.

3.4 Status of Students

Each semester, students have one of the following academic statuses:

- a. active, which means they have completed administrative and academic registration and are actively participating in lectures;
- b. inactive, meaning they have not completed administrative and/or academic registration;
- c. academic leave, which means not participating in academic activities for 1 (one) or up to 2 (two) non-consecutive semesters with the approval of the Dean at the student's request;
- d. subject to sanctions, namely as a result of academic misconduct, whereby students are not permitted to participate in academic activities for one or more semesters based on the recommendation of the academic misconduct resolution team and determined by a decision of the Dean of the Faculty of Economics and Business, UPN Veteran East Java;
- e. Transferring studies is a change in student status from one study programme to another within UPN Veteran Jawa Timur, or leaving UPN Veteran Jawa Timur, or transferring from a state university within or outside Indonesia to UPN Veteran Jawa Timur.
- f. Withdrawal, which is the right of every student to relinquish their status as a student of UPN Veteran Jawa Timur, as stipulated by Decree of the Rector of UPN Veteran Jawa Timur after the student concerned has submitted a written request to the Dean;

- g. *Withdrawal/Drop Out* (DO) is a condition where a student is unable to meet the minimum requirements to continue their studies, either for academic and/or non-academic reasons;
- h. deceased, i.e. did not continue their studies due to death, based on a letter of notification from the Dean;
- i. Graduation, meaning that all academic and administrative requirements to be designated as a graduate have been fulfilled.

3.5 Academic Leave

- 1) Academic leave is a period of not participating in academic activities for a minimum of 1 (one) semester and a maximum of 2 (two) semesters, which are not consecutive;
- 2) Academic leave can only be granted to students who have participated in academic activities for at least two (2) semesters, except for academic leave due to special circumstances.
- 3) Academic leave for special reasons is academic leave granted because the student is experiencing unavoidable circumstances, including childbirth, performing state duties, university duties or undergoing medical treatment that makes it impossible to participate in academic activities;
- 4) Academic leave is not counted as part of the study period;
- 5) Permission for academic leave is not retroactive;
- 6) Students on academic leave are not required to pay tuition fees/UKT (Single Tuition Fee);
- 7) Students who have been granted academic leave are not permitted to engage in academic activities;

- 8) Students who are serving a suspension cannot apply for academic leave.

3.6 Academic Leave Application

- 1) Applications for academic leave must be submitted by the student concerned to the Rector c/q Vice-Rector I with reasons that are academically acceptable and known to the parents, the Programme Coordinator and the Dean;
- 2) Approval for academic leave is issued in the form of an Academic Leave Permit Letter;
- 3) Applications for academic leave as referred to in paragraph one (1) shall be submitted prior to the implementation/schedule of administrative registration, by completing the available form (FEB link) and attaching:
 - a. academic transcript;
 - b. proof of payment of the latest UKT;
 - c. a copy of the Student ID Card (KTM); and
 - d. supporting documents for the reason for leave.
- 4) Academic leave cannot be requested once classes have commenced or at the end of the semester.
- 5) Based on the leave permit letter, the BAKPK system operator is required to update the student's status to leave before the administrative registration period ends.

3.7 Status: Not Active

- 1) Students who do not complete administrative registration and/or ongoing registration and whose study period is taken into account;
- 2) Students with inactive status as referred to in paragraph (1) above are required to pay 100 (one hundred) percent of the tuition fees for the inactive semester.

3) Students who have been inactive for 2 (two) consecutive semesters or 4 (four) non-consecutive semesters shall lose their status as students.

3.8 Discontinued of Studies

1) A student is deemed to have discontinued their studies if:

a. Study Period Limit

The study period limit for the master's programme is 8 semesters (4 years).

b. Withdrawal from studies (drop-out = DO).

A student is considered to have withdrawn from studies if:

- Withdraws from the programme
- Exceeds the study period (> 4 years)
- They fail to re-register for two consecutive semesters.
- Subject to other sanctions from the Rector.

2) Students who discontinue their studies as stipulated in paragraph (1) letters a, b and c may:

- a. submit a letter of resignation approved by their parents,
- b. be acknowledged by the academic advisor/Programme Coordinator and addressed to the Dean;
- c. The Dean submits a request to the Rector for the issuance of the Rector's Decision of UPN Veteran East Java regarding withdrawal;
- d. The Rector, based on the Dean's recommendation, issues a Rector's Decision on withdrawal;
- e. For students who are deemed unfit to continue their studies within a maximum period of 2 (two) months from the date of being declared unfit to continue their studies, and the students concerned do not submit a letter of resignation, the Rector shall issue

the Rector's Decision of UPN Veteran East Java regarding the termination of their studies.

3) Students who are terminated from their studies as stipulated in paragraph (1) letters d and e shall:

- a. Within a maximum period of one (1) month after the decision of the UPN Veteran East Java legal team as stipulated in the Decree of the Rector of UPN Veteran East Java or the court decision is issued, the Dean shall submit a letter of request to the Rector for the issuance of a Decree of the Rector of UPN Veteran East Java regarding the termination of studies.
- b. The Rector, based on the Dean's proposal, issues the Rector's Decision of UPN Veteran East Java regarding the termination of studies.

3.9 Graduation

- 1) The graduation ceremony is an academic ceremony held in an open university senate meeting to inaugurate graduates.
- 2) Students who have been declared to have passed their final examinations may apply to participate in the graduation ceremony. To participate in the graduation ceremony, students must follow the procedures and complete the administrative requirements issued by BAKPK by filling out the graduation registration link provided by BAKPK.

3.10 Representatives of the Best Male and Female Graduates

Nominated by the Study Programme, taking into account GPA, Study Period, Publications, SKPI and SKPM.

3.11 Supplementary Provisions

If, during implementation, it is not yet possible to absorb or is not in line with the general objectives of the Faculty of Economics and Business, it will be determined later

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CHAPTER IV

FINAL PROJECT/ TESIS

A thesis is a scientific paper on a specific field of study that is written based on scientific guidelines or rules. A thesis is a final assignment that must be completed by students of the Faculty of Economics and Business at UPNVJT as a prerequisite for obtaining a Master's degree in Management or Accounting. The requirements for taking a thesis are explained in the following section:

4.1 Requirements:

- 1) Registered as an active student in the relevant academic year
- 2) Have fulfilled all financial administrative requirements determined by the University
- 3) Submitting academic records (latest transcript)
- 4) Thesis registration can be accessed via the FEB link for each study programme.

4.2 Enrolment Requirements

a. Thesis Enrolment Requirements

- Students must have completed and passed all courses in semesters I, II, and III.
- $\text{GPA} \geq 3.00$
- Registered for the relevant semester
- Have obtained a TOEFL English score of ≥ 450
- Have completed an internship (Field Work Practice).

b. Thesis Writing and Examination

- Every student in the Master's Programme at UPN "Veteran" East Java is required to write a thesis as a final assignment with a weight of 6 credits in accordance with their chosen study programme and concentration, under the guidance of one or two supervisors.

- Every thesis written by a student must be defended in a thesis examination conducted by the Master's Programme.
- In writing the thesis, students must adhere to the thesis writing guidelines of the Master's Programme at UPN "Veteran" East Java.

4.3 Thesis Final Project Evaluation

- 1) Final projects/theses must be prepared in accordance with scientific principles and ethics, free from plagiarism, and written in accordance with the Thesis Writing Guidelines established by the Study Programme.
- 2) The final project/thesis examination is conducted after students have completed all compulsory and elective courses in accordance with the applicable curriculum and have passed the proposal seminar examination. The proposal seminar examination is conducted openly.
- 3) The final assignment/thesis examination is conducted privately in accordance with the regulations applicable to the study programme and consists of two stages, namely a presentation by the student and a question and answer session lasting at least 60 minutes. The final examination/thesis requirements must include a certificate of having been a presenter at a national or international seminar forum and proof of thesis similarity of no more than 20%.

4.4 Publication Requirements

Scientific publications are a publication system, in this case in the form of scientific journals, which are conducted based on peer review in order to achieve the highest possible level of objectivity. FEB UPNVJT students are required to produce scientific publications with the following conditions:

- 1) Student publications may originate from scientific works or from the results of final assignments/theses written in collaboration with academic supervisors.
- 2) For scientific articles written in collaboration with a supervisor, the supervisor must serve as *the corresponding author*.
- 3) The affiliation should be written as Universitas Pembangunan Nasional Veteran Jawa Timur, without quotation marks around the word Veteran.
- 4) The publication obligation for students is a requirement for graduation.
- 5) The obligation as stipulated in point 4 requires a minimum status of "Accepted," evidenced by a Letter of Acceptance (LOA) from the journal publisher.
- 6) Students who fail to complete their publication responsibilities cannot be declared graduated.

4.5 Final Assignment / Thesis Output

- 1) All forms of output in the form of intellectual property rights (IPR) and scientific journal articles related to the final project/thesis material will be the joint property of the student and the supervisor.
- 2) For final projects/theses whose research involves collaborative research funded by external parties, the rights to use the data and its outputs (IPR, publications, books, or others) shall be governed by a collaboration agreement between the supervisor and the student, which is known to the Study Programme and approved by the Dean.
- 3) If the final project/thesis is written in the form of an article and is successfully published (*accepted/published*) in an accredited national or international journal as the first author, then the student must still complete their thesis

until completion and undergo a feasibility test and competency verification with the following conditions:

- a. receive an A grade if they can provide proof of publication of the article or a Letter of Acceptance (LOA) from a journal indexed in SINTA 1 to 3 or an internationally reputable Scopus journal indexed in the Scimago Journal Rank (SJR) ≤ 0.1 and/or Journal Impact Factor (JIF) ≤ 0.05 as the first author.
- b. receive an A- grade if successfully published in a SINTA 4 accredited national journal or an international journal indexed by DOAJ or Copernicus.
- c. In accordance with points a and b, students will be assessed for their competence in relation to the topic of their thesis/article.

4.6 The selection of thesis supervisors is conducted online.

Students can choose supervisors based on their expertise in relation to the research topic proposed. Thesis information can be accessed via <https://siamik.upnjatim.ac.id/>

4.7 Final Project/Thesis Supervisor

The provisions governing final project/thesis supervisors are as follows:

- 1) Submission of Supervisor
 - a. One to three weeks before the end of the third semester, students must submit at least two thesis research topic proposals along with a supervisor application form.
 - b. The submission referred to in point a) above is addressed to the Head of the Study Programme through the Master's Programme Office.
 - c. All forms must be completed and signed in accordance with

the information listed on the form, which includes:

- a. Proposed thesis title plan
- b. Proposed names of main supervisor and thesis assistant
- d. For the thesis title, you may enter the topic or at least the concentration, or the planned content of the thesis
- e. The Head of the Study Programme submits the assessment results to the Dean to issue a decision letter regarding the thesis supervisors.
- f. In accordance with the lecturer workload regulations, a lecturer may supervise a maximum of 5 students per semester.

2) Requirements for Thesis Supervisors The requirements for thesis supervisors are:

- a. Primary Supervisor: Full Professor or Doctor with a minimum academic functional position of Lecturer.
- b. Supervisor II, minimum education of Master's degree in a field related to the field of study with a minimum academic functional position of Senior Lecturer.
- c. Officially appointed by the Dean through a Dean's Decree.
- d. Supervisors consist of 1 or 2 people, namely Supervisor I and Supervisor II.
- e. Supervisor replacement can only be done before the thesis proposal seminar. After the thesis proposal seminar, only one of the supervisors can be replaced.
- f. Replacements for point (d) above shall be submitted through the Head of the Study Programme, who shall then appoint

a replacement supervisor who is approved by a Dean's Decree.

- g. If both supervisors are replaced after the thesis proposal seminar, the student concerned must repeat the thesis proposal seminar.
- h. In exceptional circumstances, if the supervisor is permanently unable to fulfil their duties and/or there are strong and valid reasons, the Head of the Study Programme may appoint a replacement supervisor approved by a Dean's Decision Letter.

3) Rights and Obligations of Supervisors

a) Rights of Supervisors

- ❖ Participate in determining the thesis title of the students under their supervision.
- ❖ Return thesis supervision duties to the Dean through the Head of the Study Programme if circumstances arise that prevent the supervision process from being carried out.
- ❖ Receive remuneration points for supervision, proposal examinations, results and theses.

b) Supervisor's Responsibilities

- Provide thesis supervision in accordance with applicable regulations.
- Recording the date and form of consultation on the thesis supervision card each time supervision is conducted.
- Examining and evaluating the thesis of the student being supervised.

2) Time and Place of Supervision

a) The time and place of thesis supervision are agreed upon

agreement between the student and the supervisor.

- b) By the second month of the fourth semester at the latest, the thesis proposal must be approved by the supervisor for the seminar.
- c) By the end of the fourth semester, the thesis manuscript is expected to have been approved by the supervisor for the thesis examination.
- d) Seminar and Thesis Examination
 - 1) Thesis Proposal and Research Results Seminar The thesis proposal and results seminar aims to refine the proposal and ensure the data aligns with the proposal. In this case, more Feedback or suggestions are required.
 - 2) The thesis examination is conducted after the thesis has been approved by the supervisor, the Head of the Study Programme, and the Dean.
 - 3) The number of examiners for the proposal seminar, results, and thesis is a maximum of 4 people and a minimum of 3 people, where 2 or one examiner is the thesis supervisor.
 - 4) At least 5 days before the thesis examination is conducted, the thesis must be submitted to all examiners.
 - 5) The thesis examination material includes the thesis draft, thesis presentation, and discussion.
 - 6) The thesis examination lasts between 90 and 120 minutes.

4.8 Systematics of Thesis Writing

The structure and format for writing the Final Project/Thesis are specified separately in the Thesis Writing Guidelines manual for each programme of study.

4.9 Thesis Assessment

- 1) Regular thesis examinations are assessed based on four components, namely:
 - a. Relevance to the field of study (25% weighting)
 - b. Presentation (20% weighting)
 - c. Research methodology (25%)
 - d. Mastery of the subject matter (30%)
- 2) The final examination grade is determined by consensus of the Examination Board and expressed in letters.
- 3) Students who pass the Final Thesis Examination must obtain a minimum grade of B.
- 4) Students who receive a grade of C are declared to have failed and are required to retake the examination. The retake examination will be determined by the relevant department/study programme.

4.10 Systematics of Thesis Completion

The deadline for thesis revision is one (1) month after the examination is conducted. If the student is unable to complete the revision within the specified time, they are entitled to request an extension of up to one (1) month. If the student is still unable to complete the revision during the extension period, they will be required to retake the thesis examination.

4.11 Publication Requirements

Students from the 2020/2021 cohort must publish their research in a minimum of one accredited national journal with a SINTA rating of at least 4, or an internationally indexed journal (DOAJ/Copernicus), or in accordance with the regulations of the Ministry of Education, Culture, Research, and Technology.

CHAPTER V

GRADUATION CEREMONY

Graduation is the determination of the graduation of a student who has fulfilled the curriculum requirements of the study programme at the faculty level. The provisions governing the implementation of graduation are as follows:

1. Has passed the final assignment/thesis examination or completed the final assignment without an examination.
2. Have met the minimum scientific publication requirements with the status and proof of *Accepted*, evidenced by a Letter of Acceptance (LOA) or *Published* (journal link) from the publishing journal.
3. Complete the graduation registration link provided by each programme.
4. Graduation ceremonies may be held in the last week of each month during the academic calendar or in accordance with specific conditions as considered for graduation/UKT payment periods.

CHAPTER VI

ACADEMIC ETHICS

6.1 Rights and Obligations of Students

(1) Student Rights

1. To exercise academic freedom responsibly in pursuing and examining knowledge in accordance with the norms and ethics applicable in the academic environment.
2. To receive the best possible teaching and academic services in accordance with their interests, talents, preferences and abilities.
3. Utilising the facilities of UPN Veteran East Java to facilitate the learning process.
4. Receiving guidance from lecturers responsible for the study programme they are enrolled in and their learning outcomes.
5. Receiving information services related to the study programme they are enrolled in and their academic progress.
6. Completing studies earlier than the scheduled timeline in accordance with applicable requirements.
7. Receiving welfare services in accordance with applicable regulations.
8. Utilising the resources of UPN Veteran East Java through student representatives/organisations to manage and regulate welfare, interests and community life.
9. Transfer to another university or study programme, provided that the requirements are met.
10. Participating in UPN Veteran East Java student organisation activities.

11. Receive special services if you have a disability.
12. Taking academic leave in accordance with applicable regulations.

(2) Student Obligations

1. Attending lectures and carrying out other tasks in accordance with the Tri Dharma Perguruan Tinggi (Three Pillars of Higher Education) with enthusiasm, discipline, orderliness and a sense of responsibility to God Almighty, the nation and state, society, family/parents and the UPN Veteran Jawa Timur Educational Institution.
2. Possessing noble character.
3. Valuing knowledge, technology, and the arts.
4. Maintaining and enhancing the reputation of students and the UPN Veteran East Java Educational Institution.
5. Fulfil the obligation to pay tuition fees.
6. Comply with the regulations established by UPN Veteran East Java.
7. Maintain a neat appearance and do not have long hair while studying at UPN Veteran East Java.
8. Maintain the dignity and good name of UPN Veteran East Java.
9. Help maintain the facilities, infrastructure, cleanliness, order, and security of UPN Veteran East Java.
10. Comply with campus regulations.

6.2 Campus Discipline and Order

In the implementation of the Tridharma of Higher Education and the performance of the primary duties of UPN Veteran East Java, a disciplined atmosphere is required within campus life. To ensure

Maintaining this atmosphere requires the establishment of campus rules and regulations.

The established campus regulations are as follows:

- a) UPN Veteran East Java Community:
 - 1. Educators, namely educators/lecturers and researchers.
 - 2. Educational Support Staff, namely technical staff and general administrative staff.
 - 3. Students.
- b) All members of the UPN Veteran East Java community are obligated to cooperate in order to achieve the objectives.
- c) Norms and Behaviour:
 - 1. Be honest in the teaching and learning process, in research, in writing papers, and in other actions related to the name of UPN Veteran Jawa Timur.
 - 2. Being disciplined in carrying out the duties of UPN Veteran Jawa Timur.
 - 3. Maintaining the integrity of UPN Veteran East Java.
 - 4. Always strive to improve skills in supporting duties at UPN Veteran East Java.
 - 5. Uphold the confidentiality of your position.
 - 6. Dress and behave appropriately.
- d) Violations:

The violations referred to are the following actions:

 - 1. Misusing the name, emblem, and all forms of attributes of UPN Veteran East Java.
 - 2. Falsifying or misusing letters or disclosing confidential documents belonging to UPN Veteran Jawa Timur
 - 3. Obstructing or disrupting the activities of UPN Veteran Jawa Timur.

4. Defiling or damaging rooms, buildings, and other facilities owned or under the supervision of UPN Veteran East Java.
5. Causing or attempting to cause disorder and division at UPN Veteran East Java.
6. Using, attempting to use, or trafficking in narcotics/illegal drugs within the UPN Veteran East Java environment.
7. Engaging in or attempting to engage in any type of game that leads to gambling within the UPN Veteran East Java environment.
8. Engaging in physical violence to resolve a problem within the UPN Veteran East Java campus.
9. Organising demonstrations, riots, or similar activities within the UPN Veteran East Java campus without permission.
10. Engaging in activities from Monday to Friday beyond 6:00 PM and beyond 12:00 PM on Saturdays.
11. Being on campus between 10 p.m. and 6 a.m. or on holidays without a permit from the authorities.
12. Using facilities and funds owned or under the supervision of UPN Veteran East Java for personal purposes.

6.3 Penalties

The sanctions imposed are as follows:

1. Warnings and reprimands.
2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
3. Revocation of status as a student of UPN Veteran East Java.

6.4 Academic Violations

1. Minor academic violations:

- a. Cheating and/or fraudulent acts: intentionally or unintentionally using or attempting to use information materials or other study aids without permission from the lecturer concerned in academic activities.
- b. Assistance or attempted minor academic misconduct: is an act, whether intentional or unintentional, of assisting or attempting to assist in providing the means or facilities that could lead to minor academic misconduct.
- C. Participation in minor academic misconduct: is an act, whether intentional or not, of cooperating or participating in, or instructing others to commit acts that result in minor academic misconduct.

2. Moderate academic misconduct:

- a. Cheating: is an act, whether intentional or not, of replacing someone else's position or performing tasks or activities for the benefit of another person, at the request of another person or of one's own volition, in academic activities;
- b. Repetition of a minor academic violation;
- c. Assistance or attempted assistance in a moderate academic violation: is an act, whether intentional or not, of helping or attempting to help provide the means or facilities that could lead to a moderate academic violation.
- d. Participation in a moderate academic violation: is an act, whether intentional or not, of cooperating or participating in, or instructing others to commit, acts that result in a moderate academic violation.

3. Serious academic misconduct:

- a. Plagiarism: is the act of intentionally or unintentionally obtaining or attempting to obtain credit or value for a scientific work by quoting part or all of another party's work and/or scientific work that is recognised as scientific work, without stating the source accurately and adequately.
- b. Falsification: is the act of intentionally or unintentionally, without authorisation, replacing or altering/falsifying symbols (stamps), letterheads and/or instruments in correspondence in academic administration, names, signatures, grades or academic transcripts, diplomas, student ID cards, assignments, practical reports, statements, or reports within the scope of academic activities;
- c. Gratification: is giving a gift or promise, while knowing or reasonably suspecting that the gift or promise is given to induce a lecturer or educational staff to do or not do something in their position that is contrary to their duties;
- d. Bribery: is the act of intentionally or unintentionally influencing or attempting to influence another person by persuading, giving gifts or threats with the intention of influencing the assessment of their academic performance;
- e. Insult: is an act, whether intentional or unintentional, of conveying words, writings or in any form that essentially degrades the dignity of fellow students, lecturers, administrative staff or officials within the environment of UPN Veteran Jawa Timur;

- f. A criminal offence punishable by imprisonment of one (1) year or more in accordance with applicable laws and regulations.
- g. Repetition of a moderate academic violation.
- h. Serious administrative and disciplinary violations: are acts committed intentionally or unintentionally, either individually or in collaboration with others, that contravene the rules and regulations issued by the Ministry of Education and Culture of the Republic of Indonesia.
- i. Assistance or attempted assistance in serious academic violations: is an act, whether intentional or unintentional, of assisting or attempting to assist in providing the means or facilities that could lead to serious academic violations.
- j. Involvement in serious academic misconduct: is an act, whether intentional or unintentional, of cooperating or participating in, or instructing others to commit acts that result in serious academic misconduct.

6.5 Sanctions for Academic Violations

1) Sanctions against students:

- a. Sanctions for minor academic violations:
 - 1. A stern verbal warning from the lecturer/department head/study programme.
 - 2. Reduction of examination scores and/or failure in a course or academic activities conducted by the lecturer concerned, either at the request of the faculty head/department chair/programme coordinator or not.

- b. Sanctions for moderate academic violations: temporary revocation of the right/permission to participate in academic activities by the leadership of UPN Veteran East Java for a maximum of 2 (two) semesters.
 - c. Penalties for serious academic violations: at most, dismissal or expulsion (permanent revocation of student status) by the leadership of UPN Veteran East Java.
- 2) Sanctions for alumni who are proven to have committed serious academic violations while studying at UPN Veteran Jawa Timur
 - a. Revocation of diploma, transcript, and SKPI;
 - b. Loss of the right to continue studies at UPN Veteran East Java.
- 3) Sanctions against lecturers or administrative staff involved in academic violations are determined based on applicable laws and regulations.

6.6 Procedure for Determining Sanctions

- 1) The procedure for imposing sanctions on students who are subsequently found to have committed minor academic violations is as follows:
 - a. Determination of evidence of violation;
 - b. Confirmation of evidence and violation by the lecturer in charge/Head of Department/Programme Coordinator;
 - c. Imposition of sanctions by the lecturer in charge/Head of Department/Programme Coordinator.
- 2) The procedure for imposing sanctions on students or alumni who are subsequently suspected of committing moderate and serious academic violations is as follows:

- a. The Dean appoints an investigation team to examine and gather facts/data/information regarding allegations of moderate and/or serious academic misconduct.
- b. The investigation team is led by the Dean with the Vice Dean for Academic Affairs (Wadek I) as secretary and the Programme Coordinator as a member;
- c. The investigation team, in order to examine and collect facts/data/information, has the authority to summon relevant parties and request data and evidence regarding the alleged occurrence of moderate and/or serious academic violations;
- d. The results of the investigation team's examination of alleged moderate and/or serious academic violations are submitted to the Dean, who then forwards them to the university leadership.
- e. After reviewing and considering the investigation report and the collection of facts/data/information on the case, the university leadership and the PPIID form an academic misconduct resolution team;
- f. The academic misconduct resolution team consists of:
 - 1. the university leadership;
 - 2. (three) legal experts appointed by the university leadership upon the recommendation of the PPIID;
 - 3. the reporting faculty leadership;
 - 4. administrative staff as court clerks.
- g. During the hearing process, students suspected of committing moderate and/or serious academic violations are given the right to defend themselves;
- h. Based on the results of the special hearing, the university leadership may decide to impose sanctions on

the student concerned, taking into account the severity or type of academic misconduct and the sanctions that may be imposed.

- 3) The imposition of severe academic sanctions in the form of permanent termination of student status at UPN Veteran Jawa Timur as referred to in Article 59 paragraph (1) letter c, specifically against students who commit severe academic violations;
- 4) If the serious academic violation referred to in paragraph (3) above is not processed in court, the imposition of such severe academic sanctions may still be enforced;
- 5) In the event that a student suspected of committing a criminal offence as referred to in Article 58(3)(f) is detained and/or has been convicted by a District Court, the university leadership may impose a temporary suspension of up to two (2) semesters, which shall be counted as part of the student's study period.
- 6) In the event that, after the temporary suspension sanction has been served, the student concerned is still in detention, the student's study period shall be suspended (temporarily not counted) until a court decision with permanent legal force is issued.
- 7) In the event that a student suspected of committing a criminal offence is found guilty in a court decision that has permanent legal force and is subject to criminal sanctions, the period of study during which the student is detained and/or temporarily suspended shall be counted as a period of study;
- 8) The imposition of severe academic sanctions in the form of permanent termination of status as a student at UPN Veteran East Java, particularly for students who commit criminal acts

, can only be imposed after a final and binding court decision has been issued stating that the student concerned is guilty and subject to criminal sanctions.

- 9) Students who are subject to sanctions for academic misconduct at any level have the right to submit objections and/or administrative appeals within 14 (fourteen) days of receiving notification of the academic sanction decision.

PROGRAM STUDI

MAGISTER

MANAJEMEN

KA. JURUSAN MANAJEMEN
Dr. MUHADJIR ANWAR, M.M, CRP

SEK. JUR. MANAJEMEN
Dr. Dra. IKA KORIKA SWASTI, M.Pd.

KOOR.PROGDI MM
Prof. Dr. Yuniningsih, S.E., M.Si

CHAPTER VII

PROGRAMME OF STUDY AND CURRICULUM

7.1 VISION AND MISSION OF THE MASTER'S PROGRAMME IN MANAGEMENT

1) Vision

To become a centre of learning and development for human resources in the field of management science that excels in national defence by 2039.

2) Mission

To realise this vision, the mission of the Master of Management programme is formulated as follows:

- a. To provide professional education equivalent to a Master's degree in management, taking into account the relevance of development, particularly in the fields of education, business, and industry.
- b. To produce professional managers in the fields of finance, marketing and human resources who excel in management, analyse management issues in corporate or non-profit organisations in an integrated manner, and provide solutions to problems.

3) Objectives of the Master of Management Programme

1. The implementation of a curriculum and educational services that are relevant to the Indonesian National Qualifications Framework (KKNI) based on national defence.
2. Achieving quality and innovation in management research that is useful for improving the welfare of society.
3. The realisation of research-based community service activities in the fields of management and local wisdom.

4. The realisation of good and clean academic governance to achieve budget management accountability.
5. The realisation of competent and highly competitive human resources in the field of Management.
6. The realisation of adequate infrastructure with effective and efficient management.

1. Profile of Master of Management Programme Graduates

1. Becoming a Consultant in business and non-business management
2. Becoming a company manager
3. Becoming an entrepreneur
4. Becoming an Academic and Researcher

The following table describes the graduate profile of the Master of Management programme:

No	Graduate Profile (PL)	Graduate Profile Description
1	PL-1Finance	<p>1. Capital Requirements Estimation. Financial managers and their teams are sometimes tasked with calculating the funds needed by a company to run its business.</p> <p>2. Maximizing Utilization Company. Ensuring that cash flow for business needs continues to exist, allocating it to activities that generate profit and liquidity.</p> <p>3. Determining Capital Structure. Determining the amount of capital invested, as well as where it should be invested, whether in the form of new business expansion<u>Gacor Slot</u> or into the capital market.</p> <p>4. Distribute Profit. Capable distribute profit to do expanding the business to be more profitable and also sharing the profits with several shareholders</p> <p>5. Carrying out Financial Control. Financial managers also have the task of controlling the money owned by the company, monitoring incoming and outgoing money.</p> <p>6. Safe Investment. Companies can invest their funds through business expansion or in the capital markets. With sound financial management and analysis, these funds will be invested safely and profitably.</p> <p>7. Able to Provide Certainty for Shareholders. One of the benefits of a company having good financial management is that they are able to provide certainty of profit and certainty of price, market, and the certainty of healthy financial reports for its shareholders.</p>
2	PL-2Resource Human Resources (HR)	<p>1. Lots Matter Which Can Seen And Done. Meeting many people (applicants) with different personalities and cultures.</p>

		<p>2. There's No Boring Day. There are many new things that you can encounter and experience every day in your work.</p> <p>3. Sustainable Development. The spirit that an HRD always holds is development and changing many things for the better.</p> <p>4. There is Always (Positive) Change. The profession of HRD is never static because it deals with many human resources and systems or programs that influence each other.</p> <p>5. Learning New Things About HR Every Day. Problems in the office, new tasks, introductions and adjustments to new employees and so on are things that the HR division experiences all the time.</p> <p>6. Providing Reciprocity for Companies. Even though it does not directly provide feedback or benefits to the company like the marketing team, the HR division is one of the aspects or people behind the scenes of a company's success.</p> <p>7. Helping Others. The department you'll seek out when employees have issues (in the personnel area) is HR. This is where you can play a role in assisting any employees who need assistance.</p> <p>8. When the HR team is faced with various recruitment interests, shareholders, problems between employees and so on, they have to think creatively and innovate to get the best solution.</p> <p>9. Enter the Bigger World of HR. There are quite a few HR associations, organizations and communities. There, all HR practitioners can meet and gather to share stories and experiences and find solutions to problems faced by each company's HR division.</p>
3	PL-3Marketing	<p>1. Can create income according to our wishes. A marketer's income is unlimited with incentives/ commissions, their income can exceed that of their colleagues in the office or even exceed that of their boss.</p> <p>2. Free expertise in business. When you become a sales & marketing person in a company, you will definitely be equipped with an understanding of product knowledge of the goods/services that will be marketed, sales strategies so that the goods/services can be immediately absorbed by the market.</p> <p>3. Having the opportunity to meet important people and build valuable relationships with them. There is a very valuable value here where a marketer must meet someone who has a top position in a company or agency to carry out the sales process until the sale and purchase transaction occurs.</p> <p>4. Own ability to simplify information. Marketing is selling ideas, we have to be able to make it easier to accept and</p>

		<p>understood. So the message you want to convey can make them close the sale with the word "DEAL."</p> <p>5. Can learn independently and motivate yourself. The independence of a marketer is very useful when they leave formal employment and intend to start their own business.</p> <p>6. Can increase creativity self Alone. Creativity in finding solutions to existing problems will further develop a marketer's personal skills, so that a marketer's career is usually more open.</p> <p>7. Can overcome failure and have a brave soul. The more you experience rejection, the stronger your brave soul will become. The fear of failure will gradually disappear and become a normal thing.</p>
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Learning Outcomes of Master of Management Programme Graduates

Code	Description of Graduate Learning Outcomes (CPL)
CPL-1	Devotion to God Almighty by upholding humanitarian values, contributing and playing an active role as a manager, consultant, entrepreneur or academic who loves his nation and country.
CPL-2	Internalizing academic values, norms and ethics with a responsible attitude towards work, never giving up, respecting diversity and obeying the law.
CPL-3	Mastering the science, theory and conceptual framework of management and business
CPL-4	Able to make decisions and solve management/business problems by utilizing science and technology while also paying attention to and applying humanities values based on analytical or experimental studies of information/data.
CPL-5	Applying science, theory and conceptual frameworks of management and business with an inter or multi-disciplinary approach in solving organizational/company or business problems.
CPL-6	Able to communicate verbally and non-verbally to build and develop a broad business management network
CPL-7	Able to evaluate and be responsible for completing assigned work
CPL-8	Able to compile scientific concepts and research results in the form of a thesis

2. CURRICULUM

Structure Curriculum and Course Organisation of the Master of Management Programme for the 2025/2026 Academic Year

To obtain a Master of Management degree, students of the Master of Management programme must complete a maximum of 54 credits, consisting of 50 classroom courses (compulsory and elective), one fieldwork course (KKL), and a final thesis. Details of the courses grouped are presented in the following table:

No	Course Code	Course	Credits	Nature	
				W	P
SEMESTER1					
1	MAM-2111	Managerial Economics	3	V	
2	MAM-2112	Professional Manager Development Skills	3	V	
3	MAM-2113	Financial Management	3	V	
4	MAM-2114	Quantitative Methods in Management	3	V	
5	MAM-2116	Human Resources and Empowerment	3	V	
		Number	15		
SEMESTER2					
1	MAM-2213	Marketing Management	3	V	
2	MAM-2214	Operational Management	3	V	
3	MAM-2211	Management information systems	3	V	
4	MAM-2215	Entrepreneurship and Business Ethics	3	V	
		Total	12		

No	Course Code	Course	Credits	Nature	
				W	P
		SEMESTER3			
1	MAM-2311	Field Work (KKL)/CompanyVisit	2	V	
2	MAM-2312	strategic management	3	V	
3	MAM-2313	concentration 1	3	V	
4	MAM-2314	concentration 2	3	V	
4	MAM-2315	Business Research Methods	3	V	
		Number	14		
		SEMESTER4			
1	MAM-2424	THESIS	6	V	
		Number	6		
		TOTAL	47		

COMPULSORY AND ELECTIVE COURSES*

No	Course Code	Course	Credits	Nature	
				W	P
		Compulsory Financial Management Concentration			
1	MAM- 2321	International Finance	3	V	
2	MAM-2322	Investment and Capital Markets	3	V	
3	MAM-2324	Islamic Finance	3	V	
4	MAM-2323	Risk Management	3	V	
		Compulsory Concentration in Marketing Management			
1	MAM-2328	International Marketing	3	V	
2	MAM-2330	Strategic Marketing	3	V	

No	Course Code	Course	Credits	Nature	
				W	P
3	MAM-2331	Retail Management	3	V	
4	MAM-2332	Advertising Management	3	V	
Compulsory Concentration in Human Resource Management					
1	MAM-2326	Organisational Culture	3	V	
2	MAM-2327	Training and Development	3	V	
3	MAM-2333	Organisational Change	3	V	
4	MAM-2325	Performance Management	3	V	

Note: Concentration required courses must be taken before concentration elective courses

1. Curriculum Structure of the RPL Master's Programme in Management for the 2025/2026 Academic Year

Students in the Master of Management Prior Learning Recognition (RPL) programme can receive recognition for between 50% and 61% of the total credits offered. The remainder must be completed. The minimum study period for the RPL programme is 2 semesters or 1 year, and the maximum is 3 semesters or 1.5 years. The details of the grouped courses are presented in the following table:

No	Course Code	Course	Credits	RPL	
				Yes	No
		SEMESTER1			
1	MAM-2111	Managerial Economics	3	V	
2	MAM-2112	Professional Development Manager Skill	3		V
3	MAM- 2113	Financial Management	3	V	
4	MAM- 2114	Quantitative Management Methods	3	V	

5	MAM-2116	Human Resources and Empowerment	3	V	
		Number	15		
No	Course Code	Course	Credits	RPL	
				Yes	No
		SEMESTER2			
1	MAM-2213	Marketing Management	3	V	
2	MAM-2214	Operational Management	3	V	
3	MAM-2211	Management information system	3	V	
4	MAM-2215	Entrepreneurship and Business Ethics	3	V	
		Total	12		
No	Course Code	Course	Credits	RPL	
				Yes	No
		SEMESTER3			
1	MAM-2311	Field Work (KKL)/visiting Company	3		V
2	MAM-2312	strategic management	3	V	
3	MAM-2313	concentration 1	3	V	
4	MAM-2314	concentration 2	3	V	
5	MAM-2315	Business Research Methods	3		V
		Number	14		
No	Course Code	Course	Credits	RPL	
				Yes	No
		SEMESTER4			
1	MAM-2411	Thesis	6		V
		Number	6		

**2. Curriculum Structure of the Master's Degree in Management
Matriculation Programme for the 2025/2026 Academic Year**

Students must complete the matriculation programme as a prerequisite for enrolling in the Master's Degree in Management programme. The following are the matriculation courses:

No	Course	Credits	RPL	
			Yes	No
1	National Defence			V
2	BUSINESS MANAGEMENT			V

PROGRAM STUDI

MAGISTER AKUNTANSI



7.2 VISION AND MISSION OF THE MASTER OF ACCOUNTING PROGRAMME

The Master of Accounting Study Programme at the Veteran National Development University of East Java was established in 1999 based on Establishment Decree Number: Skep/054/XII/1999 dated 9 December 1999, signed by the Chair of the Kejuangan Panglima Besar Jenderal Soedirman Foundation (YKPBS). Operational activities commenced in May 2002 based on the Decree of the Director General of Higher Education No. 2367/D/T/2001 dated 4 July 2001. In 2014, an important event occurred in the history of UPN "Veteran" East Java, namely on 7 October 2014, Presidential Regulation No. 122 of 2014 was signed, confirming the status of UPN Veteran East Java from a private university under the Kejuangan Panglima Besar Sudirman Foundation to a State University (PTN).

Based on Decision LAMEMBA No. 061/DE/A.5/AR.12/X/2023 states that the Master of Accounting Study Programme at the University of National Development "Veteran" East Java has been awarded the "**Excellent**" rating through FIBAA International Accreditation equivalence since 11 October 2023 and had previously obtained international accreditation from **the Foundation for International Business Administration Accreditation (FIBAA)** on 23 March 2022.

A. Master of Accounting Graduate Profile

1. Accounting, finance, and taxation managers
2. Internal and external auditors in the private and public sectors
3. Accounting, finance, and taxation consultants
4. Researcher in the fields of accounting, finance, taxation and the public sector
5. Educational accountants

Academic Vision

To become a globally-oriented, outstanding, and patriotic Master of Accounting programme by 2039

Academic Mission

1. To develop higher education grounded in values of dedication to produce competent and professional Master of Accounting graduates;
2. Enhancing research culture in the field of accounting for the development of science and technology that is beneficial to the welfare of society;
3. Conducting community service based on research and local wisdom;
4. Implementing good and clean governance in order to achieve accountability in budget management;
5. Developing high-quality human resources in terms of attitude and values, performance, knowledge mastery, and managerial skills;
6. Improving the integrated facility and infrastructure management system;
7. Enhancing institutional cooperation with stakeholders both domestically and internationally.

Objective: To produce professional masters of accounting in the field of accounting, with a patriotic character and a global perspective

B. Learning Outcomes

CPL 1:	Possess honesty, discipline and responsibility, and comply with norms and regulations in carrying out their profession.
CPL 2:	Being able to develop knowledge and technology in the field of accounting through research or the creation of innovative works and/or professional practice.
CPL 3:	Being able to master research methodologies for the development of theories, methods, accounting philosophies, and other related disciplines in producing innovative and tested works.
CPL 4:	Able to solve complex scientific or professional practice problems in the field of accounting through interdisciplinary or multidisciplinary approach.
CPL 5:	Developing logical, critical, systematic, and creative thinking through scientific research in the field of science and technology in accordance with their scientific competence, published through journals and scientific forums.
CPL 6:	Being able to make decisions in the context of solving problems in science and technology development that are oriented towards sustainable development goals.

C. Master's Programme in Accounting Curriculum for the 2025-2026 Academic Year

Matriculation Courses	Credits
Accounting Information Systems	0
National Defence	0
Auditing	0

Semester I

CODE	Compulsory Course	Credits
MAK 3111	Strategic Management	3
MAK 3112	Professional Manager Development	3
MAK 3113	Advanced Professional and Business Ethics	3
MAK 3115	Information Systems and Technology	3
MAK 3212	Behavioural Accounting	3
	Total	15

Semester II

CODE	Compulsory Course	Credit
MAK 3114	Advanced Accounting Theory	3
MAK 3211	Advanced Management Accounting	3
MAK 3213	Accounting Research Methods	3
MAK 3214	Advanced Financial Statement Analysis	3
MAK 3321	Forensic Accounting	3
	Total	15

Semester III (Concentration)

CODE	Course	Description	SKS
1	Management Accounting Concentration:		
MAK 3311	Investment and Financial Management	Compulsory	3

MAK 3312	Internal Auditing	Compulsory	3
MAK 3314	Tax Management	Compulsory	3
MAK	Academic Writing	Compulsory	3
	Course (1)	Elective	3
Total			15
2	Public Sector Accounting Concentration:		
MAK 3316	Public Sector Financial Accounting	Compulsory	3
MAK 3317	Public Sector Audit	Compulsory	3
MAK 3318	Public Sector Organisation and Management	Compulsory	3
MAK	Academic Writing	Compulsory	3
CODE	Elective Course (1)	Elective	3
Total			15
	Accounting Concentration Finance and Taxation:		
MAK 3310	Auditing Seminar	Compulsory	3
MAK 3304	Tax Management	Compulsory	3
MAK 3301	Investment and Financial Management	Compulsory	3
MAK	Academic Writing	Compulsory	3
	Elective Course (1)	Elective	3
Total			15

Semester IV

	Compulsory Course	Credits
MAK	Field Work	2
MAK 3411	Thesis	7
	Total	9
	Total credits for semesters I-IV	54

CONCENTRATION COURSES (Select One)

CODE	Elective Courses	Credit
	Management Accounting Concentration	
MAK 3322	Management Control Systems	3
MAK 3324	Strategic Cost Management	3
	Public Sector Accounting Concentration	
MAK 3315	Public Sector Budgeting	3
MAK 3323	Public Sector Strategic Management	3
	Accounting Concentration	
	Finance and Taxation	
MAK 3325	Contemporary Financial Accounting	3
MAK 3319	Financial Accounting Seminar	3

**D. Curriculum for the Recognition of Prior Learning (RPL) Programme,
Master of Accounting Study Programme, Academic Year 2025-2026**

Students enrolled in the Master of Accounting Prior Learning Recognition (RPL) programme can obtain recognition for between 50% and 61% of the total credits offered in the programme. The remaining study load that has not been recognised must still be completed by students. The study period through the RPL pathway can be completed in a minimum of 2 semesters (1 year) and a maximum of 3 semesters (1.5 years). Details of the grouping of courses recognised in the RPL scheme can be seen in the following table:

No	Course Code	Course Name	Credits	Semester	RPL		Description
					Ya	No	
Matriculation							
		Accounting Information				X	
		State Administration				X	
		Auditing				X	
Semester 1 (15 credits)							
1	MAK 3111	Strategic Management	3	1	X		Compulsory
2	MAK 3112	Professional Manager Development	3	1	X		Compulsory
3	MAK 3113	Advanced Professional and Business Ethics	3	1		X	Compulsory
4	MAK 3115	Information Systems and Technology	3	1	X		Compulsory
5	MAK 3212	Behavioural Accounting	3	1	X		Compulsory
Semester II (15 credits)							
6	MAK 3114	Advanced Accounting Theory	3	2	X		Compulsory

No	Course Code	Course Name	Credits	Semester	RPL		Description
					Ya	No	
7	MAK 3211	Advanced Management Accounting	3	2	x		Compulsory
8	MAK 3213	Accounting Research Methods	3	2		x	Compulsory
9	MAK 3214	Advanced Financial Statement Analysis	3	2	x		Compulsory
10	MAK 3321	Forensic Accounting	3	2	x		Compulsory
Semester III (15 credits)							
Management Accounting Concentration							
11	MAK 3311	Investment and Financial Management	3	3	x		Compulsory
12	MAK 3312	Internal Auditing	3	3	x		Compulsory
13	MAK 3314	Tax Management	3	3	x		Compulsory
14	MAK	Academic Writing	3	3		x	Compulsory
		Elective Courses (1)	3	3	x		
Public Sector Accounting Concentration							
	MAK 3316	Public Sector Financial Accounting	3	3	x		Compulsory
	MAK 3317	Public Sector Audit	3	3	x		Compulsory
	MAK 3318	Public Sector Organisation and Management	3	3	x		Compulsory
	MAK	Academic Writing	3	3		x	Compulsory
		Elective Course (1)	3	3	x		

No	Course Code	Course Name	Credits	Semester	RPL		Description
					Ya	No	
Concentration in Financial Accounting and Taxation							
	MAK 3310	Auditing Seminar	3	3	x		Compulsory
	MAK 3304	Tax Management	3	3	x		Compulsory
	MAK 3301	Investment and Financial Management	3	3	x		Compulsory
	MAK	Academic Writing	3	3		x	Compulsory
		Elective Course (1)	3	3	x		
Elective Courses							
Management Accounting Concentration							
15	MAK 3322	Management Control Systems	3	3	x		Options
16	MAK 3324	Strategic Cost Management	3	3	x		Elective
Public Sector Accounting Concentration							
17	MAK 3315	Public Sector Budgeting	3	3	x		Options
18	MAK 3323	Strategic Management in the Public Sector	3	3	x		Elective
Concentration in Financial Accounting and Taxation							
19	MAK 3325	Contemporary Financial Accounting	3	3	x		Elective
20	MAK 3319	Financial Accounting Seminar	3	3	x		Elective
Semester 4 (8 credits)							
	MAK 3320	Fieldwork	2	4		x	Compulsory
		Thesis	7	4		x	Required

No	Course Code	Course Name	Credits	Semester	RPL		Description
					Ya	No	
		Number	54		36		

Note:

Requirements for passing the course that must be completed: 54

SKS MK RPL Maximum = 36 SKS

CHAPTER VIII

STUDENT AFFAIRS

8.1 STUDENT LEGISLATIVE BODY (BLM)

BLM is a student organisation that operates similarly to a government organisation (executive body). BLM is led by a chairperson/president who is elected through annual student elections. The management structure for 2017 is based on the Dean's Decree Number: SKEP/59/UN.63.1/VIII/2022, 1 August 2022.

8.2 STUDENT ASSOCIATION

Intra-campus student organisations formed based on common academic disciplines. Student association activities focus on developing students' abilities in accordance with the context of science, reasoning, and professional development. Student associations in the Faculty of Economics and Business correspond to the number of study programmes in the Master's programme, namely:

- a. Master's in Management Student Association (HMMM)
- b. Master's in Accounting Student Association (HMMAK)

a. STUDENT ASSOCIATION OF MANAGEMENT

The organisational structure consists of:

- a. President, Vice President I, and Vice President II
- b. Secretary
- c. Treasurer
- d. ADVENT Division
- e. P3 Division
- f. APKRE Division
- g. PMDM Division
- h. Public Relation Division

b. ACCOUNTING STUDENTS ASSOCIATION

The management structure consists of:

- a. Chairman and Deputy Chairman.
- b. General Secretary
- c. Treasurer
- d. Training Division
- e. Research and Development Division
- f. Public Relations Division.
- g. Advocacy Division.
- h. Student Legislative Body of the Department.

8.3 PROHIBITION FOR ORGANISATIONS STUDENT / STUDENTS

The following actions by students or student organisations are not permitted or authorised at UPN Veteran East Java:

- 1) Using violence or coercion, either directly or indirectly, which contradicts, opposes, obstructs or disrupts:
 - a) The activities of the campus community and guests within the UPN Veteran East Java area, or facilities managed by UPN Veteran East Java.
 - b) The authority of officials performing their institutional duties.
- 2) Actions that substantially threaten or disrupt efforts to maintain order and discipline in the functions and duties of UPN Veteran Jawa Timur.

- 3) Any action related to an activity at UPN Veteran Jawa Timur that violates the rights of others, such as making noise (shouting), disruptive activities planned with the intention of disrupting or obstructing lectures, meetings, gatherings or classes.
- 4) Assault against individuals present at facilities managed by UPN Veteran East Java or against those performing their duties.
- 5) Actions that endanger or threaten the health or safety of individuals, causing fear and anxiety.
- 6) Inciting, intimidating or assisting others to participate in activities that disrupt or damage the functions and duties of UPN Veteran Jawa Timur.
- 7) Possessing, carrying, storing, trading, distributing, or using alcoholic beverages, narcotics, illegal drugs, firearms, or explosives either within or outside the UPN Veteran East Java campus.
- 8) Engaging in gambling using tools, either directly or indirectly, as a medium for betting with money or items of value, resulting in loss or gain for one of the parties.
- 9) Engaging in acts or behaviours of sexual harassment and sexual offences, as well as other immoral acts that may cause distress, pain (physical or mental), and the disruption of feelings and dignity for those affected by such acts and behaviours.

8.4 SANCTIONS

Sanctions will be imposed on students or student organisations found to have violated applicable regulations, ranging from the lightest to the most severe, as follows:

- 1) Administrative sanctions
 - a) Verbal reprimand
 - b) Written warning
 - c) Temporary suspension of organisational activities
 - d) Revocation of activity permits
 - e) Revocation of administrative facilities and services
 - f) Compensation
 - g) Dissolution of the organisation.
- 2) Academic sanctions
 - a) Warning
 - b) Exclusion from academic activities
 - c) Grade reduction
 - d) Cancellation of grades and declaration of failure
 - e) Placed on probation
 - f) Temporary suspension as a student

CHAPTER IX

SUPPORT SERVICES

9.1 READING ROOM

The FEB Reading Room is located on the second floor (2) of the FEB 1 building. The reading room aims to provide services to FEB lecturers and students by offering literature and theses on economics, management, and accounting, both in the form of e-books and e-journals.

9.2 STATISTICS CORNER

The statistics corner is provided to serve FEB lecturers and students by providing data from BPS (Central Statistics Agency). This data is essential for lecture materials and research. The statistics corner is the result of collaboration with BPS East Java.

9.3 INVESTASI GALLERY

The Investment Gallery is provided to serve lecturers and students of the Faculty of Economics and Business as a place to practise and learn about investing in stocks. The Investment Gallery aims to produce millennial investors and is the result of collaboration with PT. BEI (Indonesia Stock Exchange).

9.4 ALJOURNAL HOUSE

The Faculty of Economics and Business supports publication as an obligation for lecturers and students to disseminate their scientific work. There are six research journals and one community service journal under the FEB, namely as follows:

Journal Publishers:

1. Journal of Accounting and Strategic Finance –
JASF<http://jasf.upnjatim.ac.id/index.php/jasf>
2. Journal of Economics, Business, and Government Challenges
– JoEBGC
<http://ebgc.upnjatim.ac.id/index.php/ebgc/index>
3. Journal of Development Economics Dynamics – JDEP
<http://jdep.upnjatim.ac.id/index.php/jdep>
4. Journal of Economics Development Issues – JEDI
<http://jedi.upnjatim.ac.id/index.php/jedi/index>
5. Journal of Management and Business –
MEBIS<http://mebis.upnjatim.ac.id/index.php/mebis>
6. Behavioural Accounting Journal – BAJ
<http://baj.upnjatim.ac.id/index.php/baj/index>

Journal of Community Service

1. SenSaSi: Community Service Journal
<http://sensasi.upnjatim.ac.id/index.php/sensasi/index>

APPENDIX1**COURSE WITHDRAWAL FORM****Number** :**Student Number** :**Day/Date of Cancellation** :

N o	Name of Cancelled Course	Name of Lecturer Course Instructor	Class	Credit
1				
2				
3				
4				
5				
6				
7				
8				
Number of credits cancelled				

Number of previously registered credits ; Based on
the cancellation, the final number of SKS is

Student signature

Acknowledged,
Head of the Study Programme

(.....)

(.....)

Officer

(.....)

ATTACHMENT2

Leave/Active Form



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI
UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAWA TIMUR
FAKULTAS EKONOMI DAN BISNIS
Jl. Raya Ngaglik Madya Gunung Anyar Surabaya 60299 Telp. Fax (031) 8722432
Email: lsb@upnjtm.ac.id web: <http://leka.upnjtm.ac.id/>

Surabaya,20...

Nomor : 11 / UN.63.1 / 20...
Lampiran :
Perihal : Permohonan Cuti/Akrif*)

Kepada
Yth. WAKIL REKTOR I
CG
KA. BAKPK
UPN "Veteran" Jawa Timur
di. Surabaya

Yang bertanda tangan di bawah ini :

Nama :
NPM :
Program Studi :
Fakultas :

Mengajukan permohonan Untuk Cuti/Akrif *) Sudah pada semester
Gasal/Genap *) Tahun Akademik
Demikian atas perhatiannya disampaikan terima kasih.

Surabaya,20...
Ongg. Turi/Wali Perihal

(.....) (.....)
Mengetahui,
Koord. Program Studi Dekan

(.....) (.....)

Tembusan :
1. Ka. BAKPK
2. Koordinator Program Studi

Catatan *)Coret yang tidak perlu
**)Cuti Pendidikan Maksimal dua kali Semester secara terus-menerus
atau penggantian waktu



FORMULIR ONLINE MAHASISWA
FAKULTAS EKONOMI DAN BISNIS UPN "VETERAN" JAWA TIMUR

No	Keterangan	Link
1.	Formulir Model C	Link Surat Model C
2.	Formulir Surat Keterangan Mahasiswa (Bukan Model C)	Link Surat Keterangan Mahasiswa
3.	Formulir Pengantar Magang/ PKL	Link Pengantar Perusahaan Magang (PKL)
4.	Formulir Pengantar Penelitian, Survei, Kuisisioner	Link Pengantar Perusahaan Penelitian/Survei/Kuisisioner
5.	Formulir Cuti Aktif	Formulir Cuti / Aktif
6.	Formulir Transfer Kuliah / Pengunduran Diri	Formulir Transfer Kuliah/Pengunduran diri Mahasiswa
7.	Formulir Legalisir	Link Legalisir / Tracer Study
8.	Formulir SKL	Surat Keterangan Lulus (SKL)

APPENDIX 3: REGARDING THE STUDENT CREDIT POINT SYSTEM (SKPM)

RUBRIK SATUAN KREDIT POIN MAHASISWA (SKPM)
UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAWA TIMUR

TABEL 1. KEGIATAN PENALARAN DAN KEILMUAN

No	Kegiatan	Prestasi yang Diraih	Poin	Bukti Dokumen	
				Bukti Keikutsertaan	Bukti Hasil Kegiatan
I. Mengikuti Kegiatan Lomba Karya Tulis Ilmiah					
1.	Tk. Internasional	Juara I	150	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat/ Medali/Piala
		Juara II	125	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat/ Medali/Piala
		Juara III	100	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat/ Medali/Piala
		Peserta Finalis	80	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat
		Peserta Terpilih	60	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat
2.	Tk. Nasional	Juara I	100	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat/ Medali/Piala
		Juara II	90	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat/ Medali/Piala
		Juara III	80	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat/ Medali/Piala
		Peserta Finalis	60	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat
		Peserta Terpilih	50	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat
3.	Tk. Regional (Kabupaten dan Propinsi)	Juara I	90	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat/ Medali/Piala
		Juara II	80	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat/ Medali/Piala
		Juara III	70	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat/ Medali/Piala
		Peserta Finalis	50	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat
		Peserta Terpilih	40	Undangan/ Pengumuman Rektor/Dekan Panitia, ST	Sertifikat

4.	Tk.Universitas	Juara I	50	Undangan/ Pengumuman Panitia, ST Dekan/Kajur	Sertifikat/ Medali/Piala
		Juara II	40	Undangan/ Pengumuman Panitia, ST Dekan/Kajur	Sertifikat/ Medali/Piala
		Juara III	30	Undangan/ Pengumuman Panitia, ST Dekan/Kajur	Sertifikat/ Medali/Piala
		Peserta Finalis	20	Undangan/ Pengumuman Panitia, ST Dekan/Kajur	Sertifikat
5.	Tk.Fakultas	Juara I	30	Undangan/ Pengumuman Panitia, ST Dekan/Kajur	Sertifikat/ Medali/Piala
		Juara II	25	Undangan/ Pengumuman Panitia, ST Dekan/Kajur	Sertifikat/ Medali/Piala
		Juara III	20	Undangan/ Pengumuman Panitia, ST Dekan/Kajur	Sertifikat/ Medali/Piala
		Peserta Finalis	15	Undangan/ Pengumuman Panitia, ST Dekan/Kajur	Sertifikat
6.	Tk.Jurusan	Juara I	20	Undangan/ Pengumuman Panitia, ST Kajur	Sertifikat/ Medali/Piala
		Juara II	15	Undangan/ Pengumuman Panitia, ST Kajur	Sertifikat/ Medali/Piala
		Juara III	10	Undangan/ Pengumuman Panitia, ST Kajur	Sertifikat/ Medali/Piala
II Mengikuti Kegiatan Lomba Kreatifitas dan Inovasi					
1.	Tk. Internasional	Juara I	150	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat/ Medali/Piala
		Juara II	125	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat/ Medali/Piala
		Juara III	100	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat/ Medali/Piala
		Peserta Finalis	80	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat
		Peserta Terpilih	60	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat
2.	Tk. Nasional	Juara I	100	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat/ Medali/Piala
		Juara II	90	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat/ Medali/Piala
		Juara III	80	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat/ Medali/Piala
		Peserta Finalis	60	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat
		Peserta Terpilih	50	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat
3.	Tk. Regional	Juara I	90	Undangan/ Pengumuman Panitia, ST Rektor/Dekan	Sertifikat/ Medali/Piala
		Juara II	80	Undangan/	Sertifikat/ Medali/Piala

			Pengumuman Panitia, ST Rektor/Dekan	
		Juara III	70	Undangan/ Pengumuman Panitia, ST Rektor/Dekan
		Peserta Finalis	50	Undangan/ Pengumuman Panitia, ST Rektor/Dekan
		Peserta Terpilih	40	Undangan/ Pengumuman Panitia, ST Rektor/Dekan
4.	Tk. Universitas	Juara I	50	Undangan/ Pengumuman Panitia, ST Dekan/Kajur
		Juara II	40	Undangan/ Pengumuman Panitia, ST Dekan/Kajur
		Juara III	30	Undangan/ Pengumuman Panitia, ST Dekan/Kajur
		Peserta Finalis	20	Undangan/ Pengumuman Panitia, ST Dekan/Kajur
III Mengikuti Kegiatan Pelatihan atau Forum Komunikasi Ilmiah				
1.	Tk. Internasional	Pemakalah/ Pembicara	100	Undangan/Pendaftaran dan ST Rektor/Dekan
		Peserta Pelatihan/ Seminar	30	Pendaftaran dan ST Rektor/Dekan
2.	Tk. Nasional	Pemakalah/ Pembicara	75	Undangan/Pendaftaran dan ST Rektor/Dekan
		Peserta Pelatihan/ Seminar	20	Pendaftaran dan ST Rektor/Dekan
3.	Tk. Regional	Pemakalah/ Pembicara	50	Undangan/Pendaftaran dan ST Rektor/Dekan
		Peserta Pelatihan/ Seminar	15	Pendaftaran dan ST Rektor/Dekan
4.	Tk. Universitas	Pemakalah/ Pembicara	30	Undangan/Pendaftaran dan ST Dekan
		Peserta Pelatihan/ Seminar	10	Pendaftaran dan ST Dekan
5	Tk. Fakultas	Pemakalah/ Pembicara	20	Undangan/Pendaftaran dan ST Dekan
		Peserta Pelatihan/ Seminar	5	Pendaftaran dan ST Dekan

TABEL 2. KEGIATAN MINAT DAN BAKAT

No	Kegiatan	Prestasi yang Diraih	Poin	Bukti Dokumen	
				Bukti Keikutsertaan	Bukti Hasil Kegiatan
I. Mengikuti Lomba dan Pelatihan Wirausaha					
1.	Tk. Internasional	Juara I	150	Undangan/ Pengumuman Panitia, SK/ST Rektor/Dekan	Sertifikat/ Medali/Piala
		Juara II	125	Undangan/ Pengumuman Panitia, SK/ST Rektor/Dekan	Sertifikat/ Medali/Piala
		Juara III	100	Undangan/ Pengumuman Panitia, SK/ST Rektor/Dekan	Sertifikat/ Medali/Piala

		Peserta		Undangan,	SK/ST	Sertifikat
2	Tk.Nasional	Juara I	100	Undangan/ Pengumuman Panitia, SK/ST Rektor/Dekan	Committee	Sertifikat/ Medals/Trophies
		Juara II	10	Undangan/ Pengumuman Panitia, SK/ST Rektor/Dekan		Sertifikat/ Medali/Piala
		Juara III		Undangan/ Pengumuman Panitia, Rektor/Dekan		Sertifikat/ Medali/Piala
		Training	60	Pengumuman Panitia, ST		Sertifikat
3	Tk.Regional dan	Juara I	90	Undangan/		Sertifikat/
		Juara II		Undangan/ Pengumuman Panitia, Rektor/Dekan		
		Juara III				
		Peserta	20	Undangan Panitia, SK/		Sertifikat
	Tk.Universitas	Juara I	50	Undangan/	Panitia	Sertifikat/ Medali/Piala
		Juara II		Undangan/ Pengumuman Panitia, SK/ST Dekan		Sertifikat/ Medali/Piala
		Juara III	30	Undangan/		Sertifikat/
		Peserta	10	Undangan Panitia, Sk/		Sertifikat
Mengikuti Magang						
1.	Internasional	6 bulan	ISO	SK Rektor/Dekan	Surat tugas dan Dokumen Kegiatan	Surat tugas dan Dokumen Kegiatan
		4-5 bulan	100	SK Rektor/Dekan		Dokumen Activities
		2-3 bulan	75	SK Rektor/Dekan		Sertifikat dan Dokumen Kegiatan
		Kurang dari 2 bulan	40	SK Rektor/Dekan		Sertifikat dan Dokumen Kegiatan
	Nasional	6 bulan	100	SK Rektor/Dekan		Sertifikat dan Dokumen Kegiatan
		4-5 bulan	75	SK Rektor/Dekan		Sertifikat dan Dokumen Kegiatan
		2-3 bulan	60	SK Rektor/Dekan		Sertifikat dan Dokumen Kegiatan
		Kurang dari 2 bulan	20	SK Rektor/Dekan		Sertifikat dan Dokumen Kegiatan
Mengikuti Kompetisi						
1.	Tk. Internasional	Juara I	150	Pendaftaran dan ST		Sertifikat/
		Juara II	125	Pendaftaran dan Rektor/Dekan	ST	Sertifikat/ Medali/Piala
		Juara III	100	Pendaftaran dan Rector/Dean	ST	Sertifikat/ Xicdali/Piala
		Peserta		Pendaftaran dan Rektor/Dekan	ST	Sertifikat
	Tk. Nasional	Juara I	100	Undangan/ Pendaftaran dan ST Rektor/Dekan		Sertifikat/ Medali/Piala
		Juara II	90	Pendaftaran dan ST		Sertifikat/
		Juara III	80	wkcorjockeri	7	Meali/ Piala

		Peserta	40	Pendaftaran dan ST Rektor/Dekan	Sertifikat
3.	Tk. Regional/Provinsi	Juara I	90	Undangan/Pendaftaran dan ST Rektor/Dekan	Sertifikat/ Medali/ Piala
		Juara II	80	Pendaftaran dan ST Rektor/Dekan	Sertifikat/ Medali/ Piala
		Juara III	70	Pendaftaran dan ST Rektor/Dekan	Sertifikat/ Medali/ Piala
		Peserta	30	Pendaftaran dan ST Rektor/Dekan	Sertifikat
4.	Tk. Universitas	Juara I	50	Undangan/Pendaftaran dan ST Dekan	Sertifikat/ Medali/ Piala
		Juara II	40	Pendaftaran dan ST Dekan	Sertifikat/ Medali/ Piala
		Juara III	30	Pendaftaran dan ST Dekan	Sertifikat/ Medali/ Piala
		Peserta	20	Pendaftaran dan ST Dekan	Sertifikat

TABEL 3. KEGIATAN KEPEDULIAN SOSIAL

No	Tingkat Kegiatan	Status Keikutsertaan	Poin/ Kegiatan	Bukti Dokumen	
				Bukti Keikutsertaan	Bukti Hasil Kegiatan
1.	Tk. Internasional	Ketua Panitia	75	Surat Keputusan/Surat Tugas Kepanitian	Sertifikat dan /Dokumentasi Kegiatan
		Anggota	40	Surat Keputusan/Surat Tugas Kepanitian	Sertifikat dan /Dokumentasi Kegiatan
2.	Tk. Nasional	Ketua Panitia	50	Surat Keputusan/Surat Tugas Kepanitian	Sertifikat dan /Dokumentasi Kegiatan
		Anggota	30	Surat Keputusan/Surat Tugas Kepanitian	Sertifikat dan /Dokumentasi Kegiatan
3.	Tk. Regional	Ketua Panitia	40	Surat Keputusan/Surat Tugas Kepanitian	Sertifikat dan /Dokumentasi Kegiatan
		Anggota	20	Surat Keputusan/Surat Tugas Kepanitian	Sertifikat dan /Dokumentasi Kegiatan
4.	Tk. Universitas	Ketua Panitia	30	Surat Keputusan/Surat Tugas Kepanitian	Sertifikat dan /Dokumentasi Kegiatan
		Anggota	10	Surat Keputusan/Surat Tugas Kepanitian	Sertifikat dan /Dokumentasi Kegiatan

TABEL 4. KEGIATAN ORGANISASI DAN KEPEMIMPINAN

No	Tingkat Organisasi	Jabatan dalam Organisasi	Poin/ Semester	Bukti Dokumen	
				Bukti Penugasan	Bukti Hasil Kegiatan
A. Organisasi Universitas					
1.	Pengurus Inti	Ketua	55	SK Rektor	Laporan Kinerja/Dokumen Program Kegiatan
		Wakil Ketua	50	SK Rektor	Laporan Kinerja/Dokumen Program Kegiatan
		Sekretaris	50	SK Rektor	Laporan Kinerja/Dokumen Program Kegiatan

		Bendahara	50	SK	Laporan Kinerja/Dokumen Program Kegiatan
Pengguna	To Department,	CO	SK	Laporan Kinerja/Dokumen Program Kegiatan	
			Rektor	Kinerja/Dokumen Program Kegiatan	
Fakultas					
Pengurus Inti	Ketua	50	SK Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	Wakil Ketua	45	Sk Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	Sekretaris	25	Sk Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	Bendahara	45	SK Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
Pengurus	xpczia Department.	35	SK Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	Anggota		SK Dekan		
3					
Pengurus Inti	Ketua	45	SK Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	Wakil Ketua	50	Bu De Jan	Laporan Kinerja/Dokumen Program Kegiatan	
	Sekretaris	0	Sk Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	Bendahara	40	Rx Demon	Laporan Kinerja/Dokumen Program Kegiatan	
Pengurus lainnya		30	SK Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	lainnya	7	Sk Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
Anggota			Sk Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
Program Studi					
Pengurus Inti	Ketua	50	Sk Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	Wakil Ketua	35	Sk Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	Sekretaris	25	Sk Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
	Bendahara	25	Sk Dekan	Laporan Kinerja/Dokumen Program Kegiatan	
lainnya	Kepala Departemen, Koordinator, dan lainnya	25	SK Dekan	Kinerja/Dokumen Program Kegiatan	
	Anggota	5	SK Dekan	Imported Program Kegiatan	
B - Pelatihan Kepemimpinan					
PP-LKMM	30	Pendaftaran	Sertifikat		
IMM	20	Pendaftaran	Sertifikat		

		Pengemb.Kepribadian/ Karakter	20	Pendaftaran	Sertifikat
	Pemandu	LKMM	25	SK/ST	Sertifikat dan Dokumentasi Kegiatan