



**FACULTY OF ECONOMICS
AND BUSINESS**

ACADEMIC GUIDEBOOK

**MANAGEMENT
STUDY PROGRAM**

UAD

Universitas
Ahmad Dahlan

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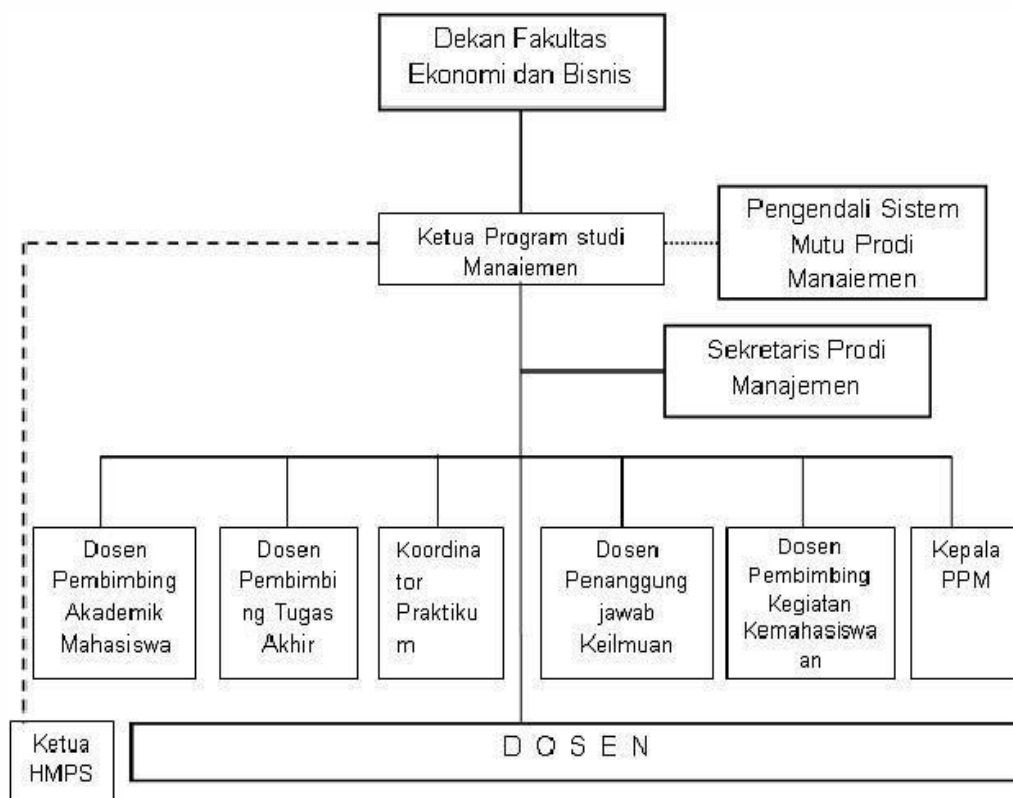
Vision and Mission

Vision: To become a management study program that excels in management and business science with a global outlook based on Islamic values".

Mission:

- Organizing education and teaching supported by information technology
- Carrying out research for the academic community supported by science and technology
- Carry out community service to support progress for the community
- Improving the understanding and practice of Islamic values as the basis for the development of science and academic life.
- Establishing cooperation with business and industry, universities, and government both nationally and internationally that are relevant to the development of study programs.

Organization Structure



1	Adhitya Rechandy Christian Santoso, SE, MM	Financial Management
2	Aftoni Sutanto, SE, M.Si, Dr. Ir.	Operations Management
3	Ahmad Rizal Solihudin, SMB, MBA	Financial Management
4	Andi Suseno, S.Th.I., M.Ag	Al Islam & Kemuhammadiyah
5	Ani Muttaqiyathun, SE, M.Si	HR Management
6	Bagus Gumelar, SE, MM	HR Management
7	Candra Vionela Merdiana, SE, M.Sc	HR Management
8	Deny Ismanto, SE, MM	Financial Management
9	Desta Rizky Kusuma, SE, M.Sc	Financial Management
10	Dyah Fitriani, SE, MM	Marketing Management HR Management
11	Efa Wakhidatus Solikhah, S.Si. MM	Marketing Management
12	Dr. Ema Nurmaya, SE, MM.	HR Management
13	Fauziah Nur Jamal, SE, MM	Marketing Management
14	Fitroh Adhilla, SE, M.Si., Dr. Ir.	Marketing Management
15	Hendro Setyono, SE, M.Sc	Marketing Management
16	Muhammad Ali Fikri, SE, M.Sc	Operations Management
17	Muhammad Hamdi, SE, MBA, Dr. Ir.	HR Management
18	Mustika Rahmi, SE, M.Sc	Financial Management
19	Poppy Laksita Rini, SE, M.Sc	Operations Management
20	Rai Rake Setyawan, SE, GD.Bus, MSA, PhD.	Marketing Management
21	Rikha Muftia Khoirunnisa, SE, M.Sc	HR Management
22	Salamatun Asakdiyah, SE, M.Si., Dr. Ir.	Financial Management, Marketing Management
23	Sukardi, MM, Dr.	Marketing Management
24	Suryana Hendrawan, SE, MBA	Marketing Management
25	Tina Sulistiyani, SE, MM	Financial Management
26	Utik Bidayati, SE, MM	HR Management

Registration and Herregistration

1. Register
 - a) Prospective new students who have passed the New Student Admission selection must register to obtain full rights as students.
 - b) Registration is done by paying the Education Fee and filling out the Study Plan Card *online* through www.portal.uad.ac.id in accordance with the applicable schedule and conditions.
 - c) The procedure for implementing new student registration is regulated separately by the Rector's Regulation.
2. Herregistration
 - a) Existing students must re-register at the beginning of each semester.

- b) Herregistration is carried out by paying the Education Fee and filling out the *online* Study Plan Card through www.portal.uad.ac.id in accordance with the applicable schedule and conditions.

Education Delivery System

1. Education System

The education system at UAD is organized based on output achievements or *Outcome based education* (OBE)

2. Graduate Competency Standards

Graduate competency standards are minimum criteria regarding the unity of attitudes, skills, and knowledge competencies that show student achievements from learning outcomes at the end of the Higher Education program. Graduate competency standards are used to prepare students to become members of society who have faith, piety, noble character, character in accordance with the values of Pancasila, capable and independent to apply, develop, and discover science and technology that are beneficial to society, and actively develop their potential. Graduate competency standards are formulated in graduate learning outcomes which include:

1. mastery of science and technology, specific skills, and their applications for 1 (one) or a set of specific scientific fields
2. general skills needed as a basis for mastering science and technology and relevant fields of work.
3. knowledge and skills needed as a basis for the world of work and / or continuing studies at a higher level or to obtain a professional certificate.
4. intellectual ability to think independently and critically as a lifelong learner

3. Learning Materials

Learning content standards are minimum criteria that cover the scope of learning materials to achieve graduate competency standards. Learning materials have a level of depth and breadth according to the type, program, and competency standards of graduates by paying attention to developments: science and technology which is the scientific basis of the management study program, the latest relevant science and technology, new concepts resulting from the latest research, the world of work that is relevant to the profession of Management study program graduates. The level of depth and breadth of learning material refers to the learning outcomes of Management study program graduates.

4. Learning Process

In teaching and learning activities, UAD Faculty of Economics uses a credit system. In one academic calendar year, there are two regular semesters. The odd semester is held between September and January, while the even semester is held between February and February.

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until August. Each student is required to participate in lectures, practicum activities, and other activities in accordance with their study plan and the instructions of the lecturer concerned, in an orderly and regular manner based on applicable regulations. The learning process can be carried out face-to-face, long-distance, including online, or a combination of face-to-face and long-distance in accordance with the rules and regulations of the Management study program. Students can take part in education from various stages of the curriculum or study in accordance with the Management study program curriculum. Students can complete education through recognition of prior learning in accordance with the provisions of laws and regulations.

5. Semester Credit System

5.1. Semester Credit System

Semester Credit System, hereinafter abbreviated as SKS, is a system of education delivery expressed by student study load, teaching staff workload, and education delivery load, expressed in credits. The implementation of the learning process is carried out for 2 (two) semesters for 1 (one) academic year.

5.2. Semester

Semester is the smallest unit of time to express the length of an educational program in a level of education, one semester consists of 16 meetings of lecture weeks including evaluation / graduation exams.

5.3. Study Load

The learning load of 1 (one) SKS is equivalent to 45 (forty-five) hours per semester. Fulfillment of learning load is carried out in the form of lectures, receptions, tutorials, seminars, practicums, practices, studios, research, design, development, Final Project, state defense training, student exchange, internships, entrepreneurship, community service, and / or other forms of learning carried out through guided learning activities, structured and / or independent assignments. The calculation of learning load in the block system, module, or other forms is determined according to the needs in meeting the learning outcomes.

6. Learning Process outside the Study Program

Fulfillment of learning load can be done outside the Study Program including forms of learning: in different Study Programs at UAD, in the same Study Program or different Study Programs at universities other than UAD, and at institutions outside the university. Students can fulfill the learning load outside the Study Program with the following provisions: for 1 (one) semester or the equivalent of 20 (twenty) credits in different Study Programs at UAD and a maximum of 2 (two) semesters or the equivalent of 40 (forty) credits outside UAD.

7. Learning Load and Curriculum Period

- a) The total learning load for the Strata 1 (S-1) program is a minimum of 144 credits with a Curriculum Period of 8 (eight) semesters.

- b) The distribution of learning load for Strata 1 (S-1) program in semester 1 and 2 is at most 20 credits. In semester 3 onwards, the maximum is 24 credits.
- c) Student study period does not exceed 2 times the curriculum period.

8. Achievement Index

Achievement Index is the result of assessment of learning achievements which is stated every semester as Semester Achievement Index (IPS) and at the end of each study as Cumulative Achievement Index (GPA). IPS and GPA are expressed with numbers up to two digits behind the comma which shows the level of student success quantitatively. Students with high academic achievement who have a IPS of 3.00 or more and meet academic ethics can take a maximum of 24 credits in semester 3 and beyond. Taking student learning load in semester 3 and beyond applies the following provisions:

1. IPS 3.00 or above can take a maximum of 24 credits.
2. IPS 2.50 to 2.99 can take a maximum of 23 credits.
3. IPS 2.00 to 2.49 can take a maximum of 21 credits.
4. IPS 1.50 to 1.99 can take a maximum of 18 credits.
5. IPS less than 1.50 can take a maximum of 15 credits.

9. Study Load Planning

Students conduct study planning with a schedule according to the academic calendar before entering the lecture period in the current semester. Study planning is done *online* through portal.uad.ac.id after consulting with the Academic Advisor (DPA). During the period of filling out the Study Plan Card (KRS), students can make changes to the study plan.

10. Academic Mentoring

- a) Academic Guidance has the aim that students can complete their studies well according to their interests and abilities.
- b) Student rights in mentoring:
 - 1) Receive an Academic Advisor appointed by the Faculty.
 - 2) Get guidance in designing the courses to be taken by taking into account the number of credits and the index of achievement obtained previously.
 - 3) Get an explanation of the education system in the Faculty / Study Program.
 - 4) Gain motivation in developing creativity based on student competencies.
 - 5) Receive an allocation of mentoring time, especially during the guardianship period.
- c) Student obligations in mentoring:

- 1) Students are required to conduct guardianship and document on the academic portal.
- 2) Students are required to consult with Academic Advisors at least 3 times in 1 semester before filling out the Study Plan Card, before the midterm exam, and before the final semester exam.
- d) Academic Supervisors are academic functional personnel who have duties:
 - 1) Provide appropriate guidance to students in preparing programs and study loads as well as in selecting courses to be taken.
 - 2) Assist students in overcoming their study problems.
 - 3) Provide regular guidance during the student's study period at least 3 times in 1 semester.
 - 4) Write a recommendation after each mentoring on the academic portal.
 - 5) Provide recommendations to the head of the Study Program regarding Study Evaluation.
- e) Academic Supervisors are obliged to assist the Head of Study Program in conducting study evaluations, both study evaluation I, II and study evaluation III. Motivate students so that the number of students who *drop out (drop out of study)* or *passing out (fall out of study)* can be avoided.

Learning Approach

Learning at UAD uses a *student centered learning* approach to produce quality graduates, who have mental attitudes and professional ethics, knowledge, skills, creativity, independence, and superior leadership according to their level of education.

Every learning activity must be adapted to a student-centered learning approach so that students have the ability to learn independently and are motivated and responsible to always enrich and develop knowledge, skills, and attitudes.

Learning methods with a student-centered learning approach include *case-based* learning, *project/ research-based* learning, and other types of learning.

Learning Outcome Assessment

1. Assessment Principles and Techniques

Student learning assessment is carried out systematically to assess the learning process and outcomes as a form of fulfilling graduate learning outcomes. Student learning assessment is carried out with the principles of valid, reliable, transparent, accountable, fair, objective, and educative. Student learning assessment uses observation, participation, performance, practice, written tests, oral tests, or questionnaires.

2. Learning Outcome Assessment

Assessment of student learning outcomes takes the form of formative assessment and summative assessment. Formative assessment aims to monitor student learning progress, provide feedback so that students meet learning outcomes and improve the learning process. Summative assessment aims to assess the achievement of student learning outcomes as a basis for determining course graduation and graduation from the Study Program, with reference to the fulfillment of graduate learning outcomes. Summative assessment is carried out in the form of written exams, oral exams, project assessments, assignment assessments, competency tests, and / or other similar forms of assessment.

3. Assessment Time

The timing of the assessment of student learning outcomes is carried out with the following provisions:

1. Assignments given by lecturers to students are determined, carried out, and assessed in the semester concerned.
2. Formative assessment is carried out during the learning process.
3. Summative assessment is carried out in accordance with the form of assessment determined to achieve learning outcomes.
4. If the assessment is carried out through mid-semester and final semester exams, the assessment time is carried out according to the academic calendar and exam schedule set by the Faculty.
5. Re-examination assessment is carried out after UAS on a scheduled basis by the Faculty.
6. Assessment of the Internship / Work Practice / Similar Program Examination is carried out when the student has completed the Internship / Work Practice / Similar Program.
7. Practical Examination or Response Assessment is carried out at the end of the practicum period by the practicum teaching team.
8. Final Project Assessment is carried out after all academic administrative requirements have been met.

The Exam Requirements are as follows:

- a. Requirements for taking midterm and final exams:
 - 1) Registered as student active on semester which ongoing semester or have done herregistration.
 - 2) Not on Academic Leave or undergoing a c a d e m i c sanctions given by the university, faculty, or study program.
 - 3) Enrolled in the appropriate course according to KRS
 - 4) Attend lectures in the ongoing semester at least 11 meetings (to be able to take the UAS)
 - 5) Have paid off tuition fees or other payment charges determined by the university, faculty / study program.
 - 6) Bring a mid-semester/ semester exam card.
 - 7) Students who do not fulfill the requirements of points (1) to (5) are not allowed to take the exam.
- b. Pre-thesis examination requirements (research results seminar):
 - 1) Registered as a FEB student in the current semester.

- 2) Have taken and passed at least 120 credits of courses listed in the curriculum and certification courses with a minimum grade of C,
 - 3) Minimum GPA of 2.00,
 - 4) Fulfill financial administration requirements from BAK
 - 5) Have completed the thesis up to the data analysis chapter.
- C. Requirements for the Consciousness Examination:
- 1) Registered as student active on semester running and include Thesis in KRS.
 - 2) Have completed all non-thesis courses without a grade of D.
 - 3) Minimum GPA of 2.00.
 - 4) TOEFL score of at least 450
 - 5) Approval from the Thesis Supervisor to take the thesis defense, evidenced by the Guidance Card (at least 8 times of guidance) and Approval Sheet.
 - 6) Meet the financial administration requirements of BAK.
 - 7) Submit three copies of the approved *draft* thesis (no binding required).
 - 8) Submit proof of plagiarism check up to 25%
 - 9) Collect two 2 x 3 passport *photos* Other requirements:
- 1) Thesis defense is held every month with scheduling arranged by the Head of Study Program.
 - 2) Registration to take the thesis defense is no later than the end of the previous month.
 - 3) If the student is declared not to have passed the thesis defense, the re-examination is carried out in the following month through the registration process. If up to six months from the issuance of the thesis Supervisor Decree the student concerned is declared not to have passed the thesis defense, an additional time of up to two months will be given. If until the time limit has not passed the thesis defense, the student concerned must change the thesis topic.
 - 4) Revisions to the thesis exam results are submitted a maximum of one month from the date of the exam. If until the time limit the student has not submitted the revised results, the exam is declared canceled and the student concerned is required to take a re-examination and the provisions in point c) apply.
 - 5) Thesis is the result of students' scientific work so it must be free from plagiarism. For students who are proven to have committed plagiarism, sanctions will be given in the form of canceling the thesis. If the plagiarism is discovered after the student has graduated from UAD (received a degree), the diploma will be canceled and the degree will be canceled.

4. Assessment Mechanism and Procedure

The assessment mechanism is done by:

1. Develop, submit, and agree on an assessment mechanism by taking into account the principles of validity, reliability, transparency, accountability, fairness, objectivity, and education.
2. Carry out an assessment process that contains assessment principles in accordance with the stages, techniques, instruments, criteria, indicators, and assessment weights that have been determined.
3. Provide feedback and opportunities to question the assessment results to students.
4. Documenting the assessment of student learning processes and outcomes in an accountable and transparent manner.

Assessment procedures include the planning stage, assigning tasks or questions, observing performance, returning observation results, and giving final grades. Assessment procedures can be conducted through formative assessment and summative assessment, and can include staged assessment and or reassessment if necessary.

5. Assessment Implementation

The implementation of the assessment is carried out in accordance with the lesson plan that can be carried out by:

1. Lecturer or team of lecturers.
2. Lecturer or lecturer team by involving students.
3. Lecturers or a team of lecturers by involving relevant stakeholders.

6. Assessment Reporting

Assessment of student learning outcomes in the course is expressed in the Achievement Index or Certificate of Pass or Fail. Pass or Fail Certificate can be used for courses in the form of out-of-class activities and / or using summative assessments in the form of competency tests. The results of the assessment of learning outcomes in each semester are expressed by the Semester Achievement Index (IPS) and the final learning outcomes of the Study Program are expressed by the Cumulative Achievement Index (GPA). The final assessment by the lecturer is determined using a grade level denoted by a letter grade as follows:

Letter Grade	Number Value	Mentions
A	4,00	Excellent
A-	3,67	
B+	3,33	Good
B	3,00	
B-	2,67	
C+	2,33	Simply
C	2,00	
C-	1,67	
D+	1,33	Less

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D	1,00	
E	0,00	Failed

The lecturer determines the assessment of learning outcomes using Benchmark Assessment as follows:

Number Value	Letter Grade	Numeric Value
80,00 - 100,00	A	4,00
76,25 - 79,99	A-	3,67
68,75 - 76,24	B+	3,33
65,00 - 68,74	B	3,00
62,50 - 64,99	B-	2,67
57,50 - 62,49	C+	2,33
55,00 - 57,49	C	2,00
51,25 - 54,99	C-	1,67
43,75 - 51,24	D+	1,33
40,00 - 43,74	D	1,00
0,00 - 39,99	E	0,00

The assessment results are announced to students after completing the learning stage in accordance with the learning plan. The results of the assessment of graduate learning outcomes in each semester are expressed with IPS which is used to determine the number of credits that can be taken in the following semester and can be calculated using the following formula:

$$IPS = \frac{\sum(sks \text{ course} \times \text{score})}{\sum sks}$$

The results of the assessment of graduate learning outcomes at the end of the Study Program are expressed by GPA which is calculated by accumulating all the scores from all semesters that have been taken and can be calculated using the following formula:

$$IPK = \frac{\sum(\text{total sks course} \times \text{score})}{\sum sks \text{ course}}$$

In the event that a student complains about the grade obtained, then changes in grades can be made with the provisions that if the material complained about is correct, then the grade changes up according to the correction of the Lecturer, but if the complaint is not correct, then the Lecturer has the right to lower the grade 1 (one) level.

7. Midterm and Final Semester Exams

UTS and UAS are a form of summative assessment whose implementation period is in accordance with the academic calendar. The requirements for students to take UTS and UAS are as follows:

1. Registered as a student in the current semester or have done herregistration.
2. Not on Academic Leave or undergoing academic sanctions given by the University, Faculty, or Study Program.
3. Have paid off tuition fees or other payment charges determined by the University, Faculty, or Study Program.
4. Bring the UTS/ UAS card.
5. To take the UAS, you must have taken lectures in the current semester at least 11 (eleven) effective lectures for the course.
1 (one) credit up to 3 (three) credits or 22 (twenty-two) effective lectures for courses of 4 (four) credits or more.

8. Retest

Re-examination can be held once at the end of each semester. Re-examinations are held by the Study Program which includes theory, seminar, and practicum courses. The exam subjects offered are courses held in the current semester. Students participating in the re-examination are students who are registered and follow all assessment processes in the current semester. Re-examination materials are selected based on course learning outcomes or sub-course learning outcomes that have not been achieved by students. In the case of course learning outcomes or sub-course learning outcomes that have not been achieved by students, re-examinations can be carried out based on a priority scale. The priority of re-examination materials is prioritized for materials with a low percentage of learning outcomes in the tested courses. Determination of course learning outcomes or sub-course learning outcomes tested in the Re-Examination is submitted to the lecturer in charge of the course with the approval of the head of the Study Program. In the event that the learning outcomes have not been met after taking the re-examination, the student repeats the learning process and the course exam in the next period.

9. Study Result Card and Academic Transcript

Each student is entitled to obtain a study result card for 1 (one) semester based on the study plan that has been filled in. Announcement of semester study results can be seen through the UAD Portal (portal.uad.ac.id). Study result cards for certain purposes can be printed and legalized at the Faculty. Each student is entitled to receive an academic transcript in the form of cumulative grades after being declared graduated at the time of graduation.

10. Community Service Program (KKN)

KKN is an integration of community service activities and education, research, and art activities carried out by students with the guidance of universities, local governments, and communities.

KKN is conducted in an interdisciplinary manner and includes intracurricular activities. information related to KKN can be accessed at kkn.uad.ac.id

Complete

10.1. KKN Flow and Procedures

10.1.1. KKN Registration

- 1) Register online through the portal
- 2) Registration time coincides with the KRS filling period or certain time periods according to the needs in the field
- 3) Always follow the information announced by the PkM & KKN Division of LPPM UAD through the kkn.uad.ac.id website.

10.1.2. KKN debriefing

- 1) Coordinate with the group that has been formed by LPPM (grouping info can be seen on the kkn.uad.ac.id web or on the portal.uad.ac.id)
- 2) Participate in KKN debriefing according to the schedule (minimum attendance requirement of 70%)
- 3) Consultation and coordination with DPL

10.1.3. Survey & Programming

- 1) Conduct surveys, consultations, and coordination with community leaders in the KKN area
- 2) Develop programs and activities under the guidance of DPL

10.1.4. Implementation of KKN

- 1) Prepare activity administration (check here)
- 2) Participated in the release and deployment ceremony
- 3) Carry out activities at the location according to the predetermined schedule
- 4) Participated in the withdrawal ceremony

10.1.5. Reporting and Assessment

- 1) Create Outcome KKN in the form of publication on media mass media (news)/HKI/article in Proceedings/Journal
- 2) Make a final report
- 3) More complete procedures can be accessed at kkn.uad.ac.id

10.2. Participant Requirements

10.2.1. General Requirements

KKN program is an intracurricular course and must be taken by students in each undergraduate study program at UAD. Intracurricular means that the KKN program is part of the curriculum of each faculty, while mandatory means that the KKN program must be followed by students who have met the specified requirements, namely:

- 1) Have passed at least 110 credits without a D grade.
- 2) Grade Point Average of at least 2.00
- 3) Have passed 3 out of 4 certification courses programmed by LPSI
- 4) Pass Test Reading Al Qur'an (TBQ) from LPSI for Muslim students
- 5) Registered as an active student in the current semester

10.2.2. Special Requirements

Fill out a statement letter (regular only)

Specific requirements are further regulated according to the types of KKN that will be carried out by students.

10.3. Types of KKN

Broadly speaking, KKN at Ahmad Dahlan University is divided into two types, namely Regular KKN and Alternative KKN.

10.3.1. Regular KKN

Regular KKN is a Real Work Lecture activity carried out in an area for a period of one month outside of surveys and program preparation. During this implementation, students are required to live with the community and are not allowed to carry out other academic activities except KKN.

Special requirements for Regular KKN:

- 1) Able-bodied and not pregnant (by filling out a statement letter)
- 2) Willing to live with the community
- 3) Willingness to not do activities other than KKN
- 4) Willing to comply with rules order either that determined by the university or the community.

Regular KKN scheme:

- 1) KKN Bina Desa
- 2) KKN Mubaligh
- 3) KKN PPM
- 4) KKN Muhammadiyah for the Country (KKNMu)
- 5) KKN Anak Bangsa
- 6) International Service-learning
- 7) KKN PPUN
- 8) Independent KKN
- 9) Volunteer KKN
- 10) KKN Kampus Merdeka
 - a. Teaching Campus Program
 - b. Thematic KKN
 - c. PHP2D and P3D
 - d. Young Warrior KKN

10.3.2. Alternative KKN

Alternative KKN is a community service activity that is carried out in an area for a period of two months outside of surveys and program preparation. During this implementation, students do not live with the community so that it is still possible to carry out activities other than KKN. The implementation time in the field is between afternoon and evening except for holidays and / or red dates, students can carry out activities since morning. Apart from this time, activities can still be carried out according to the results of coordination/agreement with the community.

Alternative service-learning scheme:

- 1) KKN Mosque/region/community development
- 2) KKN Ramadhan

- 1) KKN Persyarikatan
- 2) Volunteer KKN
- 3) KKN Kampus Merdeka (KKN MBKM)

11. Final Project

Every student must prepare a Final Project. The Final Project can be in the form of a thesis, business project, and scientific publication. as for the requirements of the Final Project are as follows:

a. Thesis

Thesis is a written scientific work prepared by Strata 1 (S-1) program students based on the results of research on a problem that is carried out carefully with the guidance of a Thesis Supervisor. The maximum thesis is carried out for six months plus two months. If the student cannot complete the thesis within the specified time, the student concerned is required to change the topic of the final project. The requirements for compiling a thesis:

- 1) Registered as an active student and fill KRS in the current semester.
- 2) Meet academic and financial requirements.
- 3) Grade Point Average of at least 2.00
- 4) Have taken and passed 120 credits with a minimum grade of C.
- 5) Have passed Research Methodology, Indonesian Language, and Inferential Statistics courses along with practicum and at least 2 concentration courses.
- 6) Take a maximum of 9 credits (excluding thesis) or a maximum of 15 credits including thesis during the thesis writing period.

While the Thesis Preparation Procedure is as follows:

- 1) Fill in Thesis in KRS.
- 2) Register at Administration (TU) Faculty of Economics and Business
- 3) The Head of the Study Program proposes the name of the Supervisor for each student to the Dean to be determined and issued a Thesis Supervision Decree.
- 4) Students take the Thesis Guidance Card at the Administration (TU) FEB then the thesis guidance process takes place until completion (at least eight consultations).

b. Business Project

Students taking the business plan scheme must fulfill the following requirements:

1. The business has been running (at least 6 (six) months) and already has a turnover
2. Attach financial statements, development plans and financial projections for the next 1 year.

c. Scientific Publications

Scientific articles that can be chosen as an alternative to the final project are articles published in accredited national journals or international journals.

The criteria for each journal are as follows:

- a. National Journal: Articles are published in national journals accredited with SINTA rankings by the Ministry of Education and Culture.

- b. International Journal: Articles are published in international journals that meet international standards and are recognized by reputable indexing agencies such as *Scopus* or *Web of Science*.

12. Final Project Examination

The Final Project administration requirements are as follows:

1. do herregistration
2. pay off the fees related to mentoring and final project examinations While the academics for the Final Project examination are as follows:
 1. complete lecture theory including subject courses practice field experience and/or practicum
 2. passed KKN
 3. passed Al-Islam and Muhammadiyah competency certification
 4. pass the Quran reading test
 5. completed the Final Project and approved by the Final Project Supervisor

The Final Project exam mechanism is as follows:

1. students submit an application for the final project examination by attaching a recommendation letter from the supervisor stating that the final project has been approved for examination and other evidence to fulfill administrative requirements and academic requirements.
2. the head of the study program proposes the examiner team to the Dean to issue a decision letter of the examiner team
3. the examining team consists of 1 (one) chairman (supervisor) and 2 examining members.

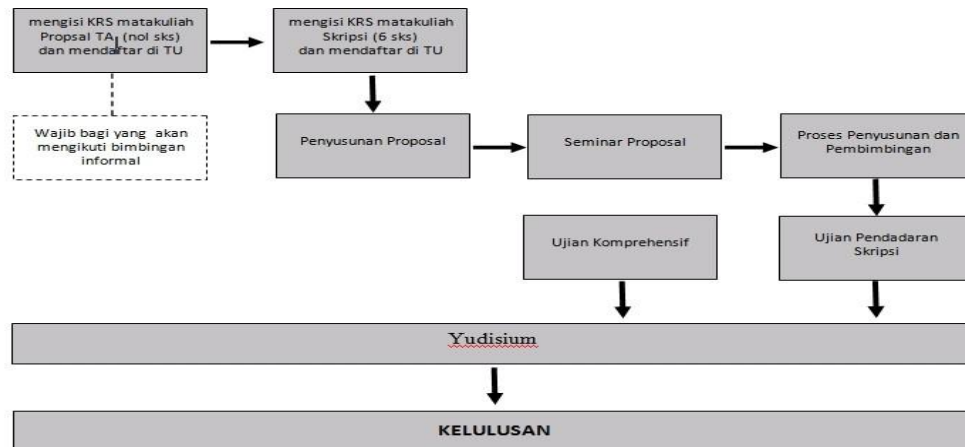
Graduation and Graduation

1. Judiciary

The graduation of each student is determined after completing all administrative and academic loads which are declared passed at the judicium session. The implementation of the judicium is carried out by the Faculty. Students who have passed the judicium are determined by the minutes of the judicium. The requirements for determining student graduation are as follows:

1. pass all courses, both compulsory and elective courses, according to the Curriculum.
2. Have a GPA of at least 2.25 (two point two five)
3. No E value
4. The number of credits with a grade of D is at most 10% (ten percent)

Bagan Alur Penyelesaian Tugas Akhir dan Penentuan Kelulusan



5. Passing at least 4 (four) Al-Islam and Muhammadiyah competency certifications Completing academic administration obligations and other requirements determined by the Faculty.

FEB UAD Judicium is held on the 25th of every month, students register no later than the end of the previous month. The requirements of the judicium are as follows:

1. No longer taking theory courses either new or repeating.
2. Has passed the pre-thesis examination and thesis defense examination.
3. Minimum GPA of 2.00
4. Create Letter Application Judiciary (example can see at www.feb.uad.ac.id)
5. Submit:
 - a. Publication manuscript, (writing systematics are regulated separately) *hardcopy* and *softcopy* (in *ms word* format)
 - b. Complete thesis report in pdf format (including signed endorsement page),
 - c. Proof of thesis submission
 - d. Thesis ratification page that has been signed (original) as many as 3 copies
 - e. TOEFL test result with a minimum score of 450
 - f. Free UAD library and other libraries
 - g. Free financial administration from BAK.

6. Graduation Predicate

Student graduation predicates are as follows:

1. GPA 2.76 to 3.00= Satisfactory
2. GPA 3.01 to 3.50 = Very Satisfactory
3. GPA 3.51 to 4.00 = With Honors (*Cumlaude*)

The predicate of graduation with honors (*cumlaude*) is determined by taking into account the study period, which is a maximum of 9 years. If the GPA is 3.51 to 4.00 but the study period is more than 9 years, it will be reduced to Very Satisfactory. The predicate of graduation with honors (*cumlaude*) is not

is given to graduates who come from Diploma Program graduates and / or transfer students. Diploma Program graduates and / or transfer students are given a graduation predicate as follows:

1. GPA 2.76 to 3.00= Satisfactory
2. GPA 3.01 to 4.00 = Very Satisfactory

7. Graduation

Every student who is declared to have passed at the judiciary session held by the Faculty can register for Graduation. Each Graduation participant is obliged to pay the cost of organizing the Graduation ceremony, the amount of which is determined by separate rules with the Rector's Decree. Each Graduation participant is required to pay a diploma fee, book donation fee, and alumni donation, the amount of which is determined by separate rules with the Rector's Decree. Graduation is held 4 (four) times in 1 (one) academic year. In the event of special circumstances, the organization of graduation will be regulated separately by the Rector's Decree.

8. Graduate Rights

Students who have passed the Bachelor program are entitled to obtain:

1. Diplomas
2. Certificate of Diploma Companion
3. Certificate of Competency
4. Academic Transcript
5. Bachelor Degree in Management (S.M.)

Academic Leave, Inactivity, and Activation

1. Academic Leave

Students can apply for Academic Leave after attending 1 (one) semester of study. Academic Leave may be granted for a maximum of 4 (four) semesters. Students who are working on the Final Project are prohibited from taking Academic Leave. The Head of the Academic and Admissions Bureau issues an Academic Leave Permit. Students who take Academic Leave have the obligation to pay herregistration fees and contributions to the development of Higher Education, and do not have the right to participate in academic activities and use facilities intended for students.

2. Academic Inactivity

Students who do not herregister until the Study Plan Card period ends and do not apply for Academic Leave are considered academically inactive students in that semester. Students who are not academically active are still counted as a study period and are subject to administrative fees according to applicable regulations.

3. Academically Active

Students who take Academic Leave or are not academically active can participate in academic activities again after herregistration in the following semester.

Study Evaluation and Dropout

1. Study Evaluation

Evaluation of Undergraduate/Applied Degree Program Students' Studies is conducted by the Faculty covering 3 parts referred to as ES-1, ES-2, and ES-3, namely:

- i. ES-1 is an evaluation conducted after students have gone through 4 semesters, with the following conditions:
 - a. Students are declared to have passed ES-1 if they have a GPA of at least 2.00 and have a grade of at least C in at least 30 credits from all credits that have been taken.
 - b. Students are declared unsuccessful in ES-1 and are asked to withdraw if their GPA is less than 2.00 and they have a grade of at least C in less than 20 credits.
 - c. Students can be given the opportunity to take the 5th semester *treatment*, if they have a minimum GPA of 2.00 and have at least 20 credits passed with a minimum grade of C.
- ii. ES-2 is an evaluation conducted after students have gone through 8 semesters.
 - a. Students are declared to have passed ES-2 if they have a minimum GPA of 2.00 and have a minimum grade of C in at least 80 credits from all credits that have been taken.
 - b. Students are declared not passing ES-2 and are asked to withdraw if the GPA is less than 2.00 and has a minimum grade of C less than 70
 - c. Students can be given the opportunity to take the 9th semester *treatment*, if they have a minimum GPA of 2.00 and have at least 70 credits passed with a minimum grade of C.
- iii. ES-3 is an evaluation conducted after students have gone through 12 semesters.
 - a. Students are declared to have passed ES-3 if they have a GPA of at least 2.00 and have a grade of at least C in at least 140 credits from all credits that have been taken.
 - b. Students are declared unsuccessful in ES-3 and are asked to withdraw if their GPA is less than 2.00 and they have a minimum grade of C in less than 130 credits of courses.
 - c. Students can be given the opportunity to take the 13th semester *treatment*, if they have at least 130 credits passed with a minimum grade of C.
- iv. Students who passed ES after being given a 1-semester *treatment* opportunity are allowed to continue their studies.
- v. Students who do not pass the ES after being given 1 semester *treatment* opportunity are subject to termination of studies.
- vi. Students who have not graduated after taking 2 times the Curriculum Completion Period are declared Discontinued Studies.

2. Study Fall

Students who do not meet the requirements of academic administration are dismissed and declared Dropped Studies. Determination of Student Procrastination is carried out by the Chancellor's Decree. Students can be subjected to Gugur Studi if:

- a. New students of the Bachelor / Applied Bachelor Program in semester 1 do not attend lectures at meetings 1, 2, 3, and 4 in all courses.
- b. New students of the Bachelor / Applied Bachelor Program in semester 1 are not active in college and in semester 2 do not do herregistration.
- c. Student no registration and fill out KRS during 4 consecutive semesters in the Bachelor / Applied Bachelor Program

Resignation

Students can resign at the request of the student. Student resignation is carried out by filling out and completing the provisions of the resignation form, and submitting it back to the Academic and Admissions Bureau. Determination of student resignation is carried out by the Rector's Decree.

Graduate Profile

Graduate Profile	Competence
Officer Manager	Graduates have the competence to lead and solve business problems in the industrial world.
Entrepreneur	Graduates have the competence to start, own and developing business

Graduate Competencies of Study Program

Graduates of the Ahmad Dahlan University (UAD) Management Study Program must be able to answer the **vision and mission of the** study program and be **oriented towards the future**, namely to become members of society who have **managerial abilities that are moral and ethical**, have knowledge, skills, independence, innovative, able to develop and apply science, technology and art based on **Islamic values** that are beneficial to life, especially in the field:

1. Financial Management

Graduate Program Study Management at concentration finance is expected to capable of: manage report financial reports with principles

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good-governance (transparency, accountability, responsibility, independence and *fairness*), both in government agencies and private agencies. Graduates in the field of financial management are also given certifications to support their competence, including bank operational management certification and capital market certification.

2. Marketing Management

Graduates of the Management Study Program in this marketing concentration are expected to be able to plan, analyze and implement marketing activities according to marketing principles supported by *Segmenting, Targeting, Positioning*. Graduates in this marketing management field are also given certifications to support their competencies including: *direct marketing* certification and banking marketing certification.

3. Operational Management

Graduates of the Management Study Program in the operational management concentration are expected to be able to manage *supply chains* and manage inventory effectively and efficiently. In planning, these graduates will be supported by *System Application Product (SAP)* and *Total Quality Management (TQM)* certifications.

4. Human Resource Management (HRM)

Graduates of the Management Study Program in the concentration of HR management are expected to be able to link HR with strategic goals and objectives to improve business performance, encourage innovation and creativity, flexibility and competitive advantage. In addition, graduates in this field are able to involve the HR function as a strategic partner in the formulation and implementation of corporate strategy through HR activities (recruitment, *training*, compensation, decision making, *stress* management and conflict management). Graduates in this HR management field are also given *lifeskill training* certification.

These competencies can be explained in more detail through the following three aspects:

1. Cognitive (*Knowledge*)

Having knowledge and **managerial** skills in the fields of financial management, marketing management, human resource management and operational management so as to be able to make an optimal contribution to the development of management and business science, to realize the achievement of globally competitive graduates based on Islamic values.

2. Psychomotor (*Skills*)

- a. Able to understand, analyze and make decisions in the fields of financial management, marketing management, operational management and HR management so that they have a competitive advantage and are adaptive to developments.
- b. Able to critically analyze in the fields of financial management, marketing management, operational management and HR management various management and business issues.

- C. Able to communicate and transform expertise in financial management, marketing management, operational management and HR management through various forums both in academia and the wider community.

3. Affective (*Attitude*)

- a. Having a personality as a professional in the field of financial management, marketing management, operational management and HR and business management in an Islamic manner.
- b. Have moral and intellectual integrity as a qualified scientist, *entrepreneurial*, independent and innovative.

The realization of **Islamic values in the formulation of core competencies** is also implemented in the form of:

1. Every student must pass the Quran Reading Test (TBQ) with a minimum grade of B to **be** able to carry out KKN (**passing TBQ is one of the KKN requirements**).
2. The student's thesis contains the **basis / foundation of the Quranic verses** in the background of the problem.
3. **Islamic Studies courses are taught with a weight of 8 credits** taken over 4 semesters.
4. **Certification courses are taught in both odd and even semesters.**

The supporting competencies of graduates are compiled based on Kepmendiknas No. 045/2002. Supporting competencies are related to the main competencies and are determined by the Management Study Program. These supporting competencies are:

1. Graduates have **Interpersonal and Intrapersonal** skills.
2. Graduates have the **skills to communicate** orally and in writing using national and or international languages properly.
3. Graduates have skills in **collecting and analyzing** both primary and secondary **information**.
4. Graduates have the skills to **process and analyze data** and make **managerial decisions** based on **information technology**.
5. Graduates have the ability to **solve problems** in the field of management and business so as to produce **efficient and effective** organizational performance.
6. Have the ability to integrate **the values of Islam** into the *scientific method*.

Other competencies to support graduates of UAD Management Study Program are:

1. ERP (*Enterprise Resource Planning*) Certification
The ultimate goal of ERP certification is that Management Study Program graduates understand and are able to perform ERP analysis to support graduate competencies.
2. *Digital Marketing* Certification
The ultimate goal of *Digital Marketing* certification is that graduates of the Management Study Program understand, plan and are able to implement *Digital Marketing* to support graduate competencies.
3. Cooperative Manager Certification
Ready to manage cooperatives as a supporter of graduate competencies in accordance with the Indonesian National Work Competency Standards.

Study Program Curriculum

Total PS credits (minimum for graduation): **144 credits** arranged as follows:

Course Type	SKS	Description
Required Courses	122	Compulsory courses are taken by all students. Compulsory courses include: Management science courses, institutional compulsory courses (language, Al-Islam and Muhammadiyah, Civics), KKN, Thesis, and Business Practices.
Required Courses (Interest/Concentration)	12	Students must choose an interest/concentration future-oriented as follows: a. Study Interest in Financial Management b. Marketing Management Study Interest c. HR Management Study Interest d. Operational Management Study Interest
Elective Courses	10	9 credits out of 30 credits are required. is offered
Supporting Courses	0	This zero credit course is a supporting course to strengthen competence in the form of certification by the Management Study Program and LPSI.
Total	144	

Merdeka Belajar - Kampus Merdeka (MBKM) Program

The Merdeka Belajar - Kampus Merdeka program includes four main policies, namely: ease of opening new study programs, changes in the university accreditation system, ease of universities becoming legal entities, and the right to study three semesters outside the study program. Students are given the freedom to take credits outside the study program, the three semesters referred to can be taken for learning outside the study program in PT and or learning outside PT.

Learning activities outside PT include internships / work practices, projects in villages, teaching in schools, student exchanges, research, entrepreneurial activities, independent studies / projects, and humanitarian projects, all of which must be guided by lecturers. The independent campus is expected to provide contextual field experiences that will increase student competence as a whole and be ready to work.

The learning process in Merdeka Campus is one of the manifestations of *student-centered* learning which is very essential. Learning in the Merdeka Campus provides challenges and opportunities for development creativity, capacity,

personality, and student needs, as well as developing independence in seeking and discovering knowledge through the realities and dynamics of the field such as ability requirements, real problems, social interaction, collaboration, self-management, performance demands, targets and achievements.

Through Merdeka Belajar - Kampus Merdeka, it is hoped that it can answer the challenges of higher education to produce graduates according to the development of science and technology and the demands of the business world and the industrial world. FEB UAD Management study program provides 3 alternative MBKM learning models as follows:

Model 1

In model 1, students only attend lectures in their own study program from the first semester to the final semester by taking courses according to the existing curriculum, which is a minimum of 144 credits. With the SKS system they have the opportunity to accelerate their study period if they have a maximum Grade Point Average (GPA), so they have the opportunity to take courses in the next semester optimally.

Model 2

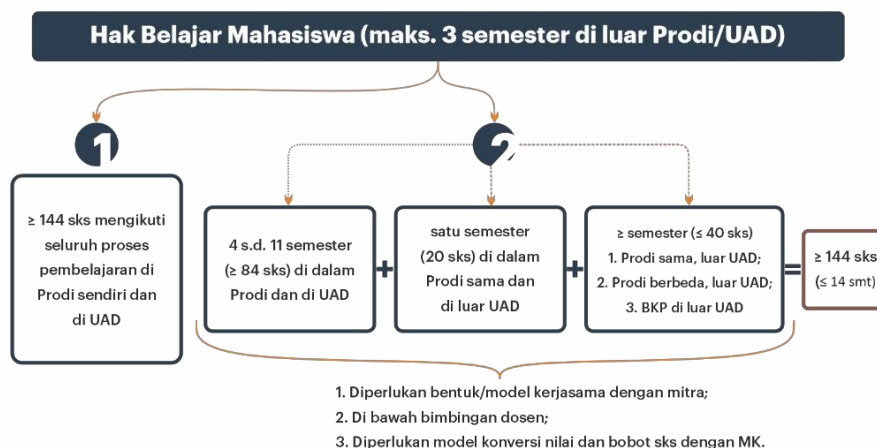
In the second model, students attend lectures in their own study program from semester one to semester 4, then semesters 5-7 follow learning activities in other study programs within UAD in several courses with a maximum weight equivalent to 20 credits. While other courses are still taken in their own study program until they have completed a minimum of 144 credits.

Model 3

In this 3rd model, students from semester 1-4 follow the process of learning activities in their own study program, then semester 5 follow learning activities in other study programs within UAD. While semesters 6-7 can be taken through learning activities outside UAD in the form of institutions (government or private) or other universities (public or private).

Figure The right to study for undergraduate students for a maximum of 3 semesters in the MBKM Policy

Forms of learning activities in accordance with Permendikbud No. 3 of 2020



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Article 15 paragraph 1 can be done among the following 8 channels:

1. Industrial Practice Internship
2. Village Building Project
3. Student Exchange
4. Research
5. Entrepreneurship
6. Independent Project
7. Humanitarian Project
8. Teaching at School

MBKM Curriculum Distribution

SUGGESTION SE BARAN hATA COURSE hIBKf

m		m		m		m		m		7thSmt		m	
sn		MK sts		MK SKS		MK SKS		MK SIt5		MK sm		MK ASKS	
- Pen k Eu Bs Pengant'ir Bsns Pe a k e'n n' ^°u° d Jd!s English	2	Akuntansi Biaya	3	Manajemen Keuangan II	3	Band In Ia,a an B\n\. * ii'. ! Pereko & Indo business B\,L\ PHEBI L*! -^L-! Akhlaq 2	MKMS 1 MKMS 2 MKMS 3 MKMS 4 MKP 3 Kemuhammadiyah Ilmu Dakwah 15	5 3 3 3 3 C C	Magang KKN Skripsi Islam interdisipliner 4	Thesis G			
	2	Komunikasi Bisnis	3	Manajemen Pemasaran II	3								
	2	Manajemen Keuangan	3	Manajemen Operasi	3								
	2	Manajemen Pemasara	3	MSDM	3								
	2	Bhs Indo	2	Praktikum Analisis MO	2								
	2	Statistik Deskriptif	2	Prak Stats & Multivariat	2								
	2	Pend Kwgn	2	Statistik Inferensial	2								
	2	Tahsinul Quran	2	company violations	2								
	2	Perilaku Keorgans	2	Aqidah Islam	2								
	2	Kepemimpinan	2	Manajemen Jasa	2								
Character		24		Competence		Contribution		15					



Kampus I (Rektorat)

Jalan Kapas No. 9, Semaki,
Kec. Umbulharjo, Kota Yogyakarta,
Daerah Istimewa Yogyakarta 55166



Kampus I Unit B

Jalan Kapas No. 14, Semaki,
Kec. Umbulharjo, Kota Yogyakarta,
Daerah Istimewa Yogyakarta 55166