

Smart, Creative, and Entrepreneurial



# **ACADEMIC GUIDELINES 2020/2021**

**FACULTY OF ECONOMICS AND BUSINESS  
ESA UNGGUL UNIVERSITY JAKARTA**

## **FOREWORD**

### **DEAN OF THE FACULTY OF ECONOMICS AND BUSINESS, ESA UNGGUL UNIVERSITY JAKARTA**

We would like to thank God for the presence of Allah SWT because only with His approval can the "Academic Manual of the Faculty of Economics and Business, Esa Unggul University" be compiled, printed, and distributed to all students welcoming the new semester of the odd semester of the 2020/2021 academic year. This manual is prepared by referring to the guidelines for the preparation of a new curriculum in accordance with the Decree of the Minister of National Education Number: 232 / U / 2000 concerning guidelines for the Preparation of Higher Education Curriculum and Assessment n Student Learning Outcomes and referring to the Decree of the Minister of National Education Number: 045 / U / 2002 concerning the Core Curriculum of Higher Education. We hope that with this book students can get to know more about the organization of the Faculty of Economics and Business and the regulations applicable, as well as the preparation of a competency-based curriculum as demanded by the job market and can compete with graduates of the Faculty of Economics and Business and other universities.

Furthermore, with this book, students can understand the goals of higher education, the demands of graduates' competencies, the learning process based on a competency-based curriculum, and know the subject matter in each course that must be taken for 4 years or 2 years (master's). So that later he will become a professional master of business bachelor in society. For matters that are casuistic in nature, separate regulations will be issued.

We would like to thank all parties involved, both directly and indirectly, to the academic community, starting from lecturers, leaders of accounting and management study programs, and especially the drafting team. Criticism, suggestions and input are highly expected for the sake of the book's future success. Finally, hopefully the 2020/2021 Academic Handbook will be useful in an effort to improve the quality of learning at the Faculty of Economics and Business, Esa Unggul University Jakarta.

Jakarta, 15th August 2020  
Dean

Dr. Tantri Yanuar Rahmat Shah, SE., MSM

**DECISION OF THE DEAN OF THE FACULTY OF ECONOMICS AND BUSINESS  
ESA UNGGUL UNIVERSITY JAKARTA  
Number 035/Dean-FEB/SK/VII/Esa Unggul/2020**

**About**

**MANUAL OF THE FACULTY OF ECONOMICS AND BUSINESS  
ESA UNIVERSITY EXCELS  
ACADEMIC YEAR 2020/2021**

**DEAN OF THE FACULTY OF ECONOMICS AND BUSINESS  
ESA UNGGUL UNIVERSITY JAKARTA**

- Weigh : 1. That to further improve efficiency and quality in the implementation of the Tri Dharma of Higher Education, it is necessary to have a Manual as a reference for its implementation.
2. In connection with point 1 (one) above, it is necessary to publish a Manual that provides direction for the implementation of the Tri Dharma of Higher Education.

- Remember : 1. Law of the Republic of Indonesia No. 20 of 2003, concerning the National Education System.
2. Government Regulation of the Republic of Indonesia No. 60 of 1999, concerning Higher Education.
3. Government Regulation of the Republic of Indonesia No. 61 of 1999, concerning Higher Education as a Legal Entity.
4. Decree of the Minister of Education and Culture No. 0313 / U / 1994, the implementation of the Curriculum that applies nationally to the Bachelor of Economics Program.
5. Decree of the Minister of National Education No. 232/U/2000, concerning Guidelines for The Preparation of Higher Education Curriculum and Assessment of Student Learning Outcomes.
6. Decree of the Minister of National Education No. 045/U/2002 on the core curriculum of higher education.
7. Decree of the Director General of Higher Education No. 08 / Dikti / Kep / 2002 concerning Technical Guidelines for Supervision, Control and Guidance of Diploma, Undergraduate and Postgraduate Programs in Higher Education.
8. Decree of the Director General of Higher Education No. 43/DIKTI/KEP/2006 concerning Signs  
Implementation of Personality Development Course Group  
College
9. Decree of the Director General of Higher Education No. 43/DIKTI/KEP/2006 concerning Signs  
Implementation of Higher Education Personality Development Course Group
10. Decree of the National Accreditation Board for Higher Education, Ministry of Education and Culture No. 023/BAN-PT/AK-XII/S1/VIII/2009 for the Management Study Program and No. 042/BAN-PT/AK-XII/S1/1/2010 for the Accounting Study Program.
11. Statute of Esa Unggul University Jakarta
12. Decree of the Rector of Esa Unggul University No. 04/SK/R/UEU/2014 concerning the Academic Calendar 2020/2021
- Watch : Proposal of the Drafting Team for the Manual of the Faculty of Economics and Business, Esa Unggul University Jakarta.

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## Academic Guidelines 2020/2021

- Set : 1. Perfecting the Dean's Decree No. 007a / SK / DHE / UEU / VI / 2016 concerning the Manual of the Faculty of Economics and Business, Esa Unggul University Jakarta for the 2016/2020 academic year.
2. Manual of the Faculty of Economics and Business, Esa Unggul University for the 2020/2021 academic year as a guide for the implementation of the Tri Dharma of Higher Education.
3. All regulations contrary to this decision are declared void.
4. This decision shall come into force from the date fixed and shall be amended as necessary if there is an error in its determination.

Set : In Jakarta  
On Date : July 15, 2020

Dean

**Dr. Tantri Yanuar Rahmat, SE., M.S.M.**

- A copy to : 1. Rector of Esa Unggul University
2. Assistant Rectors of Esa Unggul University
3. Head of BAP Esa Unggul University

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**LIST OF NAMES OF LEADERS AND STAFF OF  
THE FACULTY OF ECONOMICS AND BUSINESS  
ESA UNGGUL UNIVERSITY JAKARTA**

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- |                                     |   |                                           |
|-------------------------------------|---|-------------------------------------------|
| 1. Dean                             | : | Dr. Tantri Yanuar Rahmat, SE,. M.S.M.     |
| 2. Head of Management Study Program | : | Dr., Ir., Rojuaniah, M.M.                 |
| 3. Head of Accounting Study Program | : | Ickhsanto Wahyudi, S.E., M.Ak.            |
| 4. Head of MM Study Program         | : | Dr. Rina Anindita S.E., M.M.              |
| 5. Head of MAKSI Study Program      | : | Dr. Agus Munandar, S.E., M.Ak             |
| 6. Head of MAP Study Program        | : | Dr. Tirton Nevianto, S.E., M.Ap           |
| 7. Quality Control Group            | : | Abdurrahman, MM                           |
| 8. Management Study Program Staff   | : | Delfian Aldeny, S.E                       |
| 9. Accounting Study Program Staff   | : | Jaka Suhama, S.E                          |
| 10. Head of Study Center            | : | Jul Aidil Fadli, S.E, B.B.A. (Hons), M.Sc |
| 11. Dean's Secretary                | : | Evalia Silitonga, S.E.                    |



## **Chapter 1 Overview of the Faculty of Economics and Business, Esa Unggul University**

### **A. A Brief History of the Faculty of Economics and Business, Esa Unggul University**

Universitas INDONUSA Esa Unggul (UIEU) was established by the Kemala Foundation in 1993 as an effort to participate in educating the nation's life in accordance with the Preamble to the 1945 Constitution. In order to realize the aforementioned efforts, UIEU organizes higher education based on the Decree of the Minister of Education and Culture Number 207 / D / 1993 dated August 16, 1993.

Initially, Universitas Indonusa Esa Unggul named Indonesian European University (IEU) in collaboration with the University of Wales (England) organized the BBA (Bachelor of Business Administration) and MBA (Master of Business Administration) Programs located on Jalan Blora, Jakarta. In its development, the BBA Program which was later called the BABA (Bachelor of Arts (Honours) in Business Administration Program) continued together with the Strata One (S1) education program, while the MBA program changed to the Master of Management (MM) Program. Thus, until now UIEU has organized both Strata One (S1) and Strata Two (S2) programs.

INDONUSA Esa Unggul University, which originally since 1993 only had 2 (two) faculties, namely the Faculty of Economics and Business and the Faculty of Engineering, then developed and had 7 (seven) faculties consisting of the Faculty of Economics, Faculty of Engineering, Faculty of Law, Faculty of Health Sciences and Physiotherapy, Faculty of Communication Sciences, Faculty of Psychology, and Faculty of Computer Science Systems. In addition, UIEU now also has a BABA Program and a Postgraduate Program with three study programs, namely Master of Management (MM), Master of Public Administration (MAP), and Master of Accounting (MAKSI).

The Faculty of Economics and Business (FE) as an integral part of INDONUSA Esa Unggul University since its inception in 1993, has two study programs, namely the Management Study Program and the Accounting Study Program. The Management Study Program offers three specialization / concentration channels, namely the Marketing Management concentration and the Financial Management, and International Business concentration.

In its journey until now for more than 10 years, the Faculty of Economics and Business has experienced very rapid development. As proof of the development of the Faculty of Economics and Business, since 1999 the Management Study Program has obtained an A (VERY GOOD) accredited status from the National Accreditation Board and the A-accredited status is still obtained on the back with Accreditation Certificate NO. 023/BAN-PT/Ak-XII/S1/VIII//2009, dated August 13, 2009. While the Accounting Study Program offers concentrations / specializations in Management Accounting, Examination Accounting, and Tax Accounting. In 2010 the Accounting Study Program obtained B accredited status from the National Accreditation Board, with Accreditation Certificate NO. 042/BAN-PT/Ak-XII/S1/1/2010 dated January 22, 2010 and is currently in the process of obtaining A accreditation status.

Another proof of the development that satisfies the heart is the recognition from international standard assessment institutions, namely the obtaining of ISO 9001: 2000 certificates since 2003. The development of UIEU as mentioned above shows the commitment of the Faculty of Economics and Business UIEU to the advancement of the world of education, science, and technology, in accordance with the vision, mission and objectives of the establishment of UIEU.

**B. Organization of the Faculty of Economics and Business**

The organizational structure of the Faculty of Economics and Business adheres to the principle of simplicity and flexibility, while still referring to the applicable rules and regulations. This shows the professional implementation of duties and responsibilities. The organizational work principles of the Faculty of Economics and Business are outlined in a clearly arranged division of tasks and set forth in a job description in each unit in the Faculty of Economics and Business, thus each personnel understands their respective duties, authorities and responsibilities.

The Faculty of Economics and Business is led by the Dean with the help of a Wakil Dean who oversees Academic, Administrative, and Financial Affairs. Currently, the Dean of the Faculty of Economics and Business is held by Dr. Muhammad Fachruddin Arroz Adhikara, SE, M.Si, Akc A. In addition to the structure of the dean, there is also a study program chaired by each Head of Study Program. The Head of the Management Study Program is held by Sugiyanto, SE, MM, and the Head of the Accounting Study Program by Adrie Putra, SE, MM. Meanwhile, the Head of the Laboratory of the Faculty of Economics and Business is held by Abdurrahman, MM.

In order to maintain the continuity of the teaching and learning process, the Head of the Study Program builds cooperation with the teaching group, which is chaired by the course coordinator. Coordination of the implementation of tasks other than with the teaching group is also carried out with the head of the laboratory. Thus the flow of information both from top to bottom and from bottom to top continues to run continuously.

For the implementation of the dharma of research and community service, the Faculty of Economics and Business formed a study center under the name of the Center for Economic and Public Studies, Esa Unggul University (PSEP), as a vehicle that accommodates quality improvement and strengthening activities and research activities both in the nature of individual research and group research. The main tasks of this study include activities to improve the quality of lecturers both for teaching and teaching materials, as well as research and writing, community service activities, as well as interaction activities with the business world and the government through seminars, workshops, research, dissemination, and publications.

So far, the Faculty of Economics and Business has successfully carried out tasks and fulfilled responsibilities in order to achieve the vision, mission and goals. The Faculty of Economics and Business always makes improvements in accordance with the developments and demands that arise. In the future, the Faculty of Economics and Business will strive to advance quality and interaction with the outside world through the Center for Economic and Public Studies (PSEP) which carries out research activities, mentoring, improving the quality of lecturers and other aspects of teaching.

All activities carried out, both decentralized and centralized, are always supported by written provisions and regulations issued by each decision maker based on their level of authority.

**C. Leadership of the Faculty of Economics and Business**

At the beginning of the establishment of UEU in 1993, the organization of Universities and Faculties was still simple. In that period, the Faculty of Economics and Business UEU was led by Drs. Bob Widyahartono. Then, in the year or period 1996-1998 there was a change of leadership by Drs. Irwan Sumadji, ME. In the period 1998 - 2001, the leadership of the Faculty of Economics and Business underwent changes in line with the guidance in higher education. The personnel composition of the Faculty of Economics and Business in this period was Dr. Ir. John Fo Eh, DE, as Dean.

In the period 2001-2004 the leadership of the Faculty of Economics and Business underwent changes in line with changes in the high-education environment. The personnel composition of the leadership of the Faculty of Economics and Business, Esa Unggul University for the 2001-2004 period is as follows:

Dean	: Dr. Erman Munzir
Assistant Dean I	: I'in Endang Mardiani, SE, ME

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Assistant Dean II	: R.A. Nurlinda, SE, MM
Assistant Dean III	: Daulat Freddy, SE, MM, Ak
Head of Management Department	: Eka Sorcerer, SE, MM
Head of Accounting Department	: Rilla Gantino, SE, MM, Ak
Sek. Department of Management	: Dihin Septyanto, SE, ME
Sek. Accounting Major	:MF. Arrozi, SE, M.SI, AK

In this period, the Management Study Program obtained accredited status with an A grade based on the Higher Education BAN Decree 07024 / Ak-VIII-S1-053 / UILMXX / XII / 2004, dated December 21, 2004 and the Accounting Study Program obtained accredited status with Nilai B based on the Higher Education BAN Decree No. 06896 / Ak-VIII-S1-045 / UILAKT / X / 2004 dated October 26, 2004.

Furthermore, in the period 2004-2009 the Faculty of Economics and Business made changes to the composition of leadership personnel as follows:

Dean	: Dr. Erman Munzir
Assistant Dean I	: Dr. Hasyim Ahmad, SE, Med, MM
Assistant Dean II	: R.A. Nurlinda, SE, MM
Assistant Dean III	: Daulat Freddy, SE, MM, Ak
Head of Management Department	: Rina Anindita, SE, MM
Head of Accounting Department	: Rilla Gantino, SE, MM, Ak
Sek. Department of Management	: Abdurrahman, MM
Sek. Accounting Major	:MF. Arrozi, SE, M.SI, AK

Four years later the Management study program successfully maintained the status of ACCREDITED with A grade on the basis of the Decree of the National Accreditation Board for Higher Education No. 023/BAN-PT/Ak-XII/S1/VIII//2009, dated August 13, 2009. In 2010 the program of Accounting studies also managed to maintain accredited status with a Grade of B based on the Decree of BAN Perguruan Tinggi No. 042/BAN-PT/AK-XII/S1/I/2010 dated January 22, 2010. In the transition period from 2009 to 2010 because Dr. Erman Munzir was appointed as Vice Rector for Finance, then in the 2009-2010 period the Faculty of Economics and Business made changes to the composition of leadership personnel as follows:

Dean	: Prof. Dr. Lia Amalia, SE, MM
Vice Dean	: Abdurrahman, MM
Head of Management Department	: l'in Endang Mardiani, SE, ME
Head of Accounting Department	: Daulat Freddy, SE, MM, Ak
Head of Laboratory	: Adrie Putra, SE, MM
PSEP Chairman	: Dr. Erman Munzir
PSEP Secretary	: Rojuaniah, Ir, MM

Period 2010 2014 the personnel structure of the Faculty of Economics and Business underwent the following changes:

Dean	: Dr. M.F. Arrozi Adhikara, SE, M.Si, Ak, CA
Vice Dean	: Drs. Dihin Septyanto, MM
Head of Management Department	: Sugiyanto, SE, MM
Head of Accounting Department	: Adrie Putra, SE, MM
Head of Laboratory	: Abdurrahman, MM
PSEP Chairman	: Dr. M Fachruddin Arrozi, SE, M.Si, Ak, CA
PSEP Secretary	: Rojuaniah, Ir, MM
Chair of Scientific Journals	: Sri Handayani, SE, MM, M.AK.
Management Administration	- Delfian Aldeni, SE
Department	
Accounting Administration Department	: Jaka Suharna, SE
Dean's Secretariat	: Evalia Silitonga, SE

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## Academic Guidelines 2020/2021

For the 2015-2020 period, the personnel structure of the Faculty of Economics and Business has changed as follows:

Dean	: Dr. M.F. Arrozi Adhikara, SE, M.Si, Ak. CA
Head of Management Department	: Sugiyanto, SE, MM
Head of Accounting Department	: Adrie Putra, SE, MM
Head of Laboratory	: Abdurrahman, MM
Chairman of Master of Management	: Dr. Tantri Yanuar RS, MSM
Chairman of Master of Accounting	: Dr. Sudarwan, M.Acc, QIA, CIA
Chair of Master of Public Administration	: Dr. Tatag Wiranto, MURP.
PSEP Chairman	: Dr. M Fachruddin Arrozi, SE, M.Si, Ak, CA
PSEP Secretary	: Rojuaniah, Ir, MM
Chair of Scientific Journals	: Sri Handayani, SE, MM, M.Ak.
Management Administration Department	- Delfian Aldeni, SE
Accounting Administration Department	: Jaka Suharna, SE
Postgraduate Administration Section	: Ritta Mesaroh, SE Menik Indrati, SE, M.AK. Osi Suharyani, S.Psi.
Dean's Secretariat	: Evalia Silitonga, SE

Currently, the Faculty of Economics and Business is fostered by Foundation Permanent Teaching Staff, Kopertis and Extraordinary Teaching Staff with Masters, Doctoral, and Professor educational qualifications. To support the teaching and learning process and provide opportunities for students to develop their potential, the Faculty of Economics and Business has been equipped with several facilities, including: Study Room, Library, Capital Market and Money Market Center, Capital Market Study and Research Center, Center for Economic Studies and Pubs, Tax Center, Management Institute, Academic Development Center, Student Activity Center, Accounting Laboratory, Management Laboratory, and Computer Laboratory.

## Chapter 2 Vision, Mission, and Objectives of the Faculty of Economics and Business and Study Program

### A. Vision, Mission and Objectives of the Faculty of Economics and Business UEU

The Faculty of Economics and Business of Esa Unggul University as an integral part of Esa Unggul University, has established the vision and mission as the embodiment of the vision and mission of UEU. The determination of the vision and mission of the Faculty of Economics and Business is a dynamic process that is a translation of the vision and mission of UEU at a lower level, which is based on the wishes and expectations of stakeholders to produce students and graduates who are qualified and have high intellectual abilities and a strong entrepreneurial spirit and are ready to compete globally. In general it can be said that the focus is rather on the development of the Faculty of Economics and Business. UEU is quality in accordance with its motto of " *The Quality of Economic Faculty is our first priority*"

### Vision of the UEU Faculty of Economics and Business

*To become a center of excellence in the business field that has a national and international reputation through the development of creativity, entrepreneurship, and ethics through the process of education, research, and community service.*

Because the vision is formulated based on the vision and mission of UEU, there are similarities between the university level and the lower ranks at the faculty level so that continuity and similarity of views can be maintained.

To achieve the aforementioned vision the Faculty of Economics and Business has compiled a series of missions and objectives.

### Mission of the UEU Faculty of Economics and Business

- a. Organizing academic and professional education in the field of economics and business that increases creativity and the spirit of entrepreneurship with science and technology capabilities by following the development of the business world.
- b. Producing superior research in the field of economics and business that encourages creativity and increases the spirit of entrepreneurship as a driver of science and technology that provides welfare for the community
- c. Organizing community service programs in the field of economics and business related to creativity and entrepreneurship based on science and technology with a foundation of benefit.
- d. Encouraging graduates who have academic, professional, ethical, independent abilities, have leadership character, and are able to compete globally. e. Develop a network of cooperation with all 'stakeholders', especially alumni, graduate users, the industrial world, and users of research results.

### Objectives of the UEU Faculty of Economics and Business

Producing quality graduates with the following characteristics:

- 1) Producing quality graduates with the following characteristics:
  - a. Have an entrepreneurial spirit that is supported by an attitude of high personal integrity.
  - b. Have the ability with high creativity in the field of economics and business so that they are able to conduct analysis and find solutions to problems within the scope of their expertise.

- c. Have a Pancasila spirit, open, and responsive to changes and advances in science and technology, especially those related to economics, management, and accounting.
  - d. Have the ability to apply the knowledge and technological skills possessed.
  - e. Mastering scientific principles and knowledge in the field of management and accounting so as to be able to analyze and find problems within the scope of expertise.
  - f. Able to follow the development of science and technology in accordance with their fields.
- 2) Producing research that enriches science by finding the development of management models, accounting models, and entrepreneurship based on creativity and innovation in order to solve community problems and contribute to development.
- 3) Conducting community service in the form of training, coaching, mentoring, and empowerment in order to foster an entrepreneurial spirit and increase the ability and participation of the community in development.

The points of thought about the vision and mission above can be described as follows.

**(1) Center of Excellence**

The definition as a center of excellence is that the existence and products produced by the Faculty of Economics UEU Jakarta are recognized, needed and used as the main alternative by the community, both at the local, national, regional, and international levels.

**(2) Development of science and technology**

Development of science and technology based on three pillars and the values and demands of the times that will give direction to change

**(3) Human resource development**

The development of resources based on the ten values and demands of the times erta gives direction to change

The definition of developing science and technology based on the values and demands of the times and giving direction to change is the effort of the Faculty of Economics, Esa Unggul University Jakarta to develop science and technology based on the values of iman and taqwa, superior, pioneering, ethics, innovation, independence, cooperation and nondiscrimination in science so as to be able to cultivate a personality that masters science, technology, and art, which is imbued with these values. So that people are said to be sensitive to the needs of society, innovative, and creative in solving problems, anticipatory, and progressive to future challenges

**B. Vision, Mission and Objectives of the Management Study Program (S-1)**

**Vision of Management Study Program**

Become a Management Study Program that has a national reputation and international reputation in the field of business management through the tridharma of universities with a creative spirit, entrepreneurship, and independent business ethics.

**Mission of Management Study Program**

- a. Organizing a teaching and learning process that can increase student creativity and independence through training and case studies for main courses, as well as developing an entrepreneurial spirit through exercises and practices that follow the development of business unia.

- b. Conducting excellent research in the field of business management that can encourage student creativity and independence and improve the entrepreneurial spirit through the use of the latest information technology by adjusting the quality of research based on national and international standards.
- c. Organizing community service programs in the field of business management related to creativity and independence as well as entrepreneurship through cooperation with the community, the industrial world, and the related instantaneous.

**Objectives of Management Study Program**

- a. Producing quality graduates with characteristics as give
  - 1) Have a creative, independent, and entrepreneurial spirit supported by an attitude of high personality integrity.
  - 2) Have the ability to have high creativity and independence in the field of business management so that they are able to analyze and find solutions to problems within the scope of their expertise.
  - 3) Have the ability to think analytically and openly so that it is responsive to changes in the progress of science and technology, especially in the field of business management.
  - 4) Have the ability to apply the knowledge and technological skills possessed, especially in the field of business management.
  - 5) Able to follow the development of knowledge, especially in the field of business management.
- b. Producing research that enriches science by developing business management models, creative, independent, and entrepreneurship in order to solve problems in society and contribute to development.
- c. Conducting community service in the form of coaching, training, mentoring, and empowerment in order to foster a creative, independent, and entrepreneurial spirit and increase the ability and participation of the community in fostering it.

**C. Vision, Mission and Objectives of the Accounting Study Program (S-1)**

**Vision of Accounting Study Program**

To become an Accounting Study Program that has a national reputation and an international reputation in the field of business sector accounting through the tridharma of higher education with a creative spirit, entrepreneurship, and independent business ethics.

**Mission of Accountants Study Program i**

- a. Carry out accounting education that can increase student creativity and independence through training and case studies for main courses, as well as develop an entrepreneurial spirit through exercises and practices that follow the development of his business.
- b. Conducting excellent research in the field of business sector accounting that can encourage student creativity and independence and increase the spirit of entrepreneurship through the use of the latest information technology by adjusting the quality of researchers based on national and international standards.
- c. Conducting community service programs in the field of business sector accounting related to creativity, independence, and entrepreneurship based on the results of education and research.
- d. Conducting cooperation with the user community, the industrial world, and related institutions or agencies.

**The objectives of the Accounting Study Program** are to produce graduates who:



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1. Have high intellectuality and competence in the fields of Financial and Capital Market Accounting, Examination Accounting, Management Accounting, and Public Sector Accounting.
2. Have basic business and research skills for the development of entrepreneurship and science.
3. Able to apply accounting knowledge in practice in the field of accounting profession and community service
4. Able to be professional, ethical and religious.
5. Have a leadership character, reliable, competitive, and ready to learn in responding to global changes.

### D. Vision, Mission and Objectives of the Master of Management Study Program (S-2)

#### Vision of MM Study Program

To become a management education institution that produces masters who have managerial abilities, who are ethical, have a leadership spirit and entrepreneurship in the management of profit and non-profit organizations that are able to compete globally.

#### Mission of MM Study Program

1. Organizing a learning process that is based on leadership, managerial abilities, and entrepreneurship.
2. Carry out research and development activities in the field of business management that support the achievement of professionalism, leadership, managerial abilities, and entrepreneurship through the use of information technology in the business world.
3. Carry out community service through cooperation with the community in order to improve community welfare and solve problems that arise in community life. Collaborating with associations, professions, the business world, and the community to develop skills in the field of business management and entrepreneurship.
4. Collaborating with associations, the business world, and the community to develop capabilities in the field of business management and entrepreneurship.
5. empowerment of graduate character and ethical entrepreneurial spirit with personal integrity (ethical-entrepreneurship)
6. growth of graduates' ability to innovate with a creative spirit for solving problems and business solutions (Innovative – problem solver)
7. increased ability to work together and lead in teams, able to understand differences and cross-cultural (multicultural- leadership-teamwork);
8. improvement of skills in scientific communication, especially writing skills in the context of professional competence (writing skills).

#### Objectives of MM Study Program

- a. Producing qualified graduates with the following characteristics:
  - 1) Have an *entrepreneurial* spirit that is supported by an attitude of high personality integrity.
  - 2) Have the ability to have high creativity in the fields of management, economics, and business so as to be able to analyze and find solutions to problems within the scope of expertise.
  - 3) Have the ability to think analytically and openly so that it is responsive to changes and advances in science and technology, especially in the field of management.

- 4) Have the ability to apply the knowledge and technological skills possessed, especially in the field of management and business.
- 5) Able to follow the development of science, especially in the field of business management.
- b. Producing research that enriches science by developing business management models, innovation, and *entrepreneurship* in order to solve problems in the community and contribute to development.
- c. Conducting community service in the form of coaching, training, mentoring, and empowerment in order to foster an *entrepreneurial* spirit and improve the ability and participation of the community in the nature of development

#### **E. Vision, Mission and Objectives of the Master of Accounting Study Program (S-2)**

##### **Vision of the study program**

*As a study program that becomes a center of excellence in the development of superior, independent, creative, entrepreneurial and professional human resources in the field of accounting studies.*

##### **Mission of the study program**

1. Organizing a superior learning process based on independence, creativity, and entrepreneurship as well as professionalism.
2. Carry out research and development activities in accounting and business that support the achievement of professionalism, independence, creativity, entrepreneurship and professionalism.
3. Carry out community service through cooperation with the community in order to solve community problems to improve community welfare.
4. Collaborating with associations, the business world, and the community to develop the skills in the field of accounting and entrepreneurship.

##### **Purpose of the study program**

Based on the education and teaching system as well as academic administration mentioned above, the objectives of establishing the Master of Accounting Study Program are as follows: 1. Producing professional associate leaders in the field of accounting,

2. Encouraging the creation of managers who have intellectual maturity, creative and innovative abilities, critical thinking, and a high entrepreneurial spirit.
3. Develop and disseminate accounting studies through mastery of information technology.
4. Increase competitiveness in mastering accounting studies and practices.
5. Applying the results of science research studies in business development;

#### **F. Vision, Mission, and Objectives of the Master of Public Administration Study Program (S-2)**

##### **Vision of the study program**

*As a study program that becomes a center of excellence in the development of superior, independent, creative, entrepreneurial and professional human resources in the field of public administration studies*

##### **Mission of the study program**

1. Organizing a superior learning process based on independence, creativity, and entrepreneurship as well as professionalism.

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2. Carry out research and development activities in the field of public administration that support the achievement of professionalism, independence, creativity, and entrepreneurship as well as professionalism.
3. Carry out community service through cooperation with the community in order to solve community problems to improve community welfare.
4. Collaborating with associations, the business world, and the community to develop the development of the field of public administration and entrepreneurship.

### **Purpose of the study program**

Based on the education and teaching system as well as academic administration mentioned above, the purpose of establishing the Master of Public Administration Study Program is as follows: 1. Producing professional associate leaders in the field of public administration.

2. Encouraging the creation of managers who have intellectual maturity, creative and innovative abilities, critical thinking, and a high entrepreneurial spirit.
3. Develop and disseminate public administration studies through mastery of information technology.
4. Increase competitiveness in the mastery of public administration studies and practices.
5. Applying the results of science research studies in the development of public policies.

## Chapter 3 Value System

### A. Philosophy and Values

This educational institution lays a solid foundation for the development of a visionary and modern university through the three pillars of Esa Unggul University, namely: entrepreneurship, information technology, and *communication skills*. The three pillars are the philosophy of organizing and developing higher education institutions. *The implementation* and development of Esa Unggul University Jakarta seeks to integrate the values of faith and piety, excellence, reporting, ethics, innovation, independence, work and non-discrimination in science so as to be able to cultivate a personality that masters science, technology, and art, which is imbued with these values.

### B. BASIC VALUES

The educational institutions of Esa Unggul University lay a solid foundation for the development of a visionary and modern university through the three pillars of Esa Unggul University, namely:

1. *Entrepreneurship*
2. *Information technology, and*
3. *Communication skills.*

The three pillars are the philosophy of organizing and developing higher education institutions.

The implementation and development of Esa Unggul University Jakarta seeks to integrate values for students through:

1. Faith and taqwa,
2. Unggul,
3. Pioneering,
4. High ethics,
5. Adaptation and innovation,
6. Self-sufficient
7. Self-evaluation,
8. Educate
9. Cooperation and mutual aid,
10. Non-discrimination,

This value is able to cultivate a personality that masters science, technology, and art, which is recognized by these values.

## Chapter 4 Education Programs

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### A. Types of Education

The Faculty of Economics and Business (FEB) of Esa Unggul University organizes two types of education, namely:

1. Undergraduate Academic Education strata 1.
2. Academic Education Master of strata 2.

Each type of education consists of several study programs, namely:

1. Types of academic pendidikan strata 1 (S-1).

The Faculty of Economics and Business, Esa Unggul University has currently organized a strata 1 academic education with the offer of two study programs, namely: management study program and accounting study program.

- a. Undergraduate education program S-1 Management Management study program offers a concentration in business management.
- b. The undergraduate education program S-1 Accounting Study Program does not offer concentration.

2. Types of education Masters S-2.

Master's education strata 2 the process of implementing education under the coordination of the Program Pasacasajana FEB Universitas Esa Unggul. However, the implementation of the scientific master is at the Faculty of Economics and Business. A more complete explanation of the master's program is set out in the academic manual.

### B. Education Implementation System

The Strata 1 (S-1) Program of the Faculty of Economics and Business, Esa Unggul University organizes an education system based on the Semester Credit System. The Semester Credit System (SKS) is a system of providing education using semester credit units held in semester time units. The S-1 program has a minimum study load of 144 credits (semester credit units) and a maximum of 160 credits. The S-1 program of the Faculty of Economics and Business UEU has two study programs, namely the S-1 Management and Accounting study program in the 2013/2014 Academic Year has a cumulative study load of 144 credits.

### C. Semester

#### 1 Credit System. General Objectives of Semester Credit System

The general purpose of implementing a semester credit system is for universities to meet the demands of development, so a varied and flexible educational program is needed. In this way, it will give students wider possibilities to determine and organize their study program strategies in order to obtain the best results according to their respective plans and conditions.

#### 2. Special Purpose of Semester Credit System

The specific objectives of organizing the semester credit system are:

- a. Providing quarters to students who are capable and study hard in order to complete their studies on time.
- b. Providing opportunities for students to take courses that match their interests, talents and abilities.
- c. Gives the possibility that the educational system of compound inputs and outputs can be implemented.

- d. Make it easier to adjust the curriculum from time to time in accordance with the rapid development of science, knowledge, technology.
- e. Providing the possibility that the mahasiswa learning progress evaluation system can be organized as well as possible.
- f. Provide the possibility of transferring credits between study programs or faculties within a college or between universities.
- g. Allows the transfer of students from one college to another or and a study program to another in a particular college.

### 3. Credit System

The credit system is a system of organizing education by using Semester Credit Units (credits) to express student study load, lecturer workload, learning experience, and program implementation load.

### 4. Characteristics of the credit system

- a. Each course is priced at a price called a credit score.
- b. Credit scores for different courses don't need to be the same.
- c. The number of credit scores for each course is determined on the basis of the amount of effort to complete the tasks stated in lecture activities, practicum or other tasks.

### 5. Semester System

- a. Semester System is a system of organizing educational programs that uses the smallest unit of time in the middle of the year called semester
- b. Semester is a unit of activity time consisting of 14 to 16 weeks of lectures or other scheduled activities, including assessment activities.
- c. The implementation of education in one semester consists of theoretical lecture activities, practicum and face-to-face forms, structured and independent academic activities.
- d. In each semester, a number of courses are presented and each course has a weight expressed in semester credit units (credits) as stipulated in the curriculum.

### 6. Semester Credit Units (credits)

- a. Is the unit used to express the magnitude of the student's study load, the amount of recognition for the success of the cumulative effort for a particular activity and the amount of effort for the implementation of higher education programs and especially for lecturers.
- b. Each course at any other academic activity, is presented in each semester which is set the unit price of its semester credits stating the weight of the course in the activity.

### 7. Credit Score and Study Load

The amount of student study load is expressed in credits of one course. a. Semester credit scores for lectures

#### 1. For Lecturers

The value of one semester credit for lectures is determined on the load of activities that include activities per week that must be carried out by the lecturer, namely:

- 1) The 50-minute face-to-face event is scheduled to be with students.
- 2) 60 minutes of event planning and evaluation of structured academic activities.
- 3) 60 minutes of material development.

#### 2. For College Students

The value of one semester credit for lectures is determined by the load of activities that include activities that must be carried out by students, namely:

- 1) 50 minutes of scheduled face-to-face events with lecturers in the form of lectures.

- 2) 60 minutes of structured academic activity events, namely study activities that are not scheduled but planned by the lecturer, for example in the form of making homework or solving questions.
- 3) 60 minutes of independent academic activity event, which is an activity that must be carried out independently to explore, prepare or other purposes of an academic task, for example in the form of reading a book.
3. Semester credit scores for Seminars  
Presentation in the suate forum in the form of seminars conducted by students. I credit equals to 50 minutes of in-person event per-mingg
4. Semester credit scores for practicum, research and thesis preparation.
  - a. For practicum and laboratory, the value of 1 semester credit is equal to the task load of 2-3 hours per week in the laboratory for 1 semester.
  - b. For research and thesis preparation, the value of 1 semester credit is equal to the task load of 3-4 hours a day for 1 month.

## Chapter 5 Curriculum of the Faculty of Economics and Business Program of Esa Unggul University

The curriculum of the S-1 and S-2 Programs of the Faculty of Economics and Business UEU is prepared based on the Decree of the Minister of National Education Number 232 / U / 2000 concerning Guidelines for the Preparation of Educational Curriculum

High and Assessment of Student Learning Outcomes; Decree of the Minister of National Education No.045/U/2002 concerning the Core Curriculum of Higher Education; Vision and Mission of Esa Unggul University Jakarta; Vision and Mission of the UEU Faculty of Economics and Business; The needs of stakeholders of the Faculty of Economics and Business UEU, so that educational objectives can be compiled, graduate profiles, demands for competence to graduate from the Bachelor of Economics of Esa Unggul University, study load, curriculum structure and curriculum content as well as the learning system that applies at the Faculty of Economics and Business, Esa Unggul University Jakarta.

### A. Educational Objectives of the Faculty of Economics and Business Universitas Esa Unggul

The objectives of the Faculty of Economics and Business, Esa Unggul University Jakarta are:

- 1) Producing quality graduates with the following characteristics:
  - a. Have an entrepreneurial spirit that is supported by an attitude of high personality integrity.
  - b. Have the ability with high reactivity in the field of economics and business so that they are able to analyze and find solutions to problems within the scope of their expertise.
  - c. Pancasila-spirited, open, and responsive to changes and advances in science and technology, especially those related to economics, management, and accounting.
  - d. Have the ability to apply the knowledge and technological skills possessed.
  - e. Mastering scientific principles and knowledge in the field of management and accounting so as to be able to analyze and find solutions to problems within the scope of expertise.
  - f. Able to follow the development of science and technology in accordance with their fields.
- 2) Producing research that enriches science by finding the development of management models, accounting models, and *entrepreneurship* based on creativity and innovation in order to solve community problems and contribute to development.
- 3) Conducting community service in the form of training, coaching, mentoring, and empowerment in order to foster an *entrepreneurial* spirit and increase the ability and participation of the community in development.

### B. Core Curriculum

The curriculum is a set of plans and arrangements regarding the content and materials of the study of lessons as well as the way of delivery and assessment which is used as a guideline for the implementation of teaching and learning activities. The higher education curriculum that is the basis for the implementation of the study program consists of: Core curriculum and institutional curriculum.

1. The core curriculum is a group of study materials and lessons that must be covered in the study program formulated in the curriculum that applies nationally. The core curriculum consists of personality development courses, work skills, attitudes towards behavior in work and ways of living in society as the minimum requirements that students must achieve in completing the study program. The core curriculum of the undergraduate program consists of:
  - a. Personality Development Course Group.
  - b. Kelomok Courses in Science and skills.
  - c. Working Skills Course Group.
  - d. Community Living Course Group.



The core curriculum of the undergraduate programs referred to ranges from 40 - 80% of the number of credits of the undergraduate program curriculum.

2. The Institutional Curriculum is a number of study materials and lessons that are part of the higher education curriculum, consisting of additional knowledge groups in the core curriculum that are prepared by taking into account the circumstances and needs of the environment as well as the characteristics of the university concerned.

The institutional curriculum of the undergraduate program consists of the whole / part of:

- a. The Personality Development Course (MPK) is a group of courses and study materials to develop Indonesian people who have faith and devotion to God Almighty and have noble character, a steady and independent personality and have a sense of responsibility for Java society and nationality.
- b. The Science and Skills Course (MKB) is a group of courses and study materials aimed at providing a foundation for mastering certain knowledge and skills on the basis of competitive and comparative advantages of the organizer of the study program concerned.
- c. Work Skills Course (MKB). is a group of courses and study materials that aim to form the attitudes and behaviors needed by a person in working according to the level of expertise based on the basic knowledge and skills mastered in accordance with the expertise of competitive and comparative advantages of the organizer of the study program concerned.
- d. The Work Behavior Course (MPB) is a group of courses and study materials that form the attitudes and behaviors needed in a work according to the level of expertise based on the basis of knowledge and skills mastered in accordance with the study program.
- e. Community Living Courses (MBB) are groups of courses and study materials that a person wants to understand the rules of social life according to the choice of expertise in working both nationally and globally which limits a person's work actions in accordance with their expertise competencies.

### **C. Competence**

Competence is a series of intelligent, responsible actions that a person has as a condition to be considered capable by society in carrying out tasks in a certain field of work.

1. The competencies of the results of a study program consist of main competencies, supporting competencies and other competencies that are specific and related to the main competencies.
2. The elements of competence consist of: personality foundation (MPK), mastery of il mu and skills (MKB), ability to work (MKB), attitudes and behaviors in work (MPB) according to the level of expertise based on knowledge and skills mastered and understanding the rules of community life (MBB) in accordance with the choice of expertise in work .
3. The Core Curriculum is a description of the main competencies. The curriculum of a study program is: basic to achieve graduate competencies, reference to the minimum quality standards for the implementation of study programs, apply nationally and internationally, flexible and accommodating to very fast changes in the future, mutual agreement between universities, professional communities and graduate users.
4. Supporting competencies and other competencies that are specific and related to the main competencies of a study program are determined by the institution that organizes the study program.
5. Key Competencies are a person's ability to perform adequately in a satisfactory working condition.
6. Supporting Competencies are the ability of the g that can support the main competencies
7. Other competencies are the abilities of a person that are different from the main and supporting competencies, but helping to improve the quality of life → integrated comprehensive competencies

requires deep attention also in this section→ seeking synergy with values, mental attitudes and ethics.

#### D. Competency-Based Curriculum

Competency-Based Curriculum is a curriculum that is prepared based on elements of competency elements that can encourage students to achieve key competencies, supporting competencies, and other competencies as a *method of inquiry* are expected. What is meant by the method of *inquiry* includes a learning method that fosters a great desire to be curious, increases the ability to use competency attributes to determine the choice of the path of living in society, improves the way of learning *to learn and learning throughout life*.

#### E. Study Load

The curriculum that supports the S-1 program at the Faculty of Economics and Business, Esa Unggul University Jakarta, offers courses with a study load of 144 semester credit units (credits) for the S-1 Management Study Program and the S-1 Accounting Program. This curriculum is fully available for the class of 2012/2013. The details of the study load are as follows:

TABLE 4.1

STUDY LOAD FOR S-1 MANAGEMENT AND ACCOUNTING STUDY PROGRAM

NO.	COURSE GROUPS	STUDY LOAD FOR S-1 STUDY PROGRAM (CREDITS)	
		MANAGEMENT	ACCOUNTANCY
1.	MPK	18	16
2.	MKK	33	30
3.	MKB	48	52
4.	MPB	26	28
5.	MBB	14	14
	SUM	144 credits	144 credits

Information:

**MPK (Personality Development Course)** is a course that is relevant to the purpose of enriching insights, deepening the intensity of understanding and passion for core MPK; **MKK (Matakullah Kellmuan dan Keahlian)** is a relevant course to strengthen mastery and broaden the horizons of scientific competencies on the basis of competitive and comparative advantages in the implementation of the study program concerned; **MKB (Work Expertise Subject)** is a relevant course, aiming to strengthen mastery and broaden the horizons of expertise competencies in working in society in accordance with competitive advantages on a comparative equivalent to the implementation of the study program concerned; **MPB (Work Behavior Subject)** is a relevant course, aiming to strengthen mastery and broaden the horizons of work behavior in accordance with the provisions applicable in society for each study program;

**MBB (Community Living Course)** is a course that is relevant to efforts to understand and master the applicable provisions in living in the community, both nationally and globally, which limits a person's work according to their expertise competence.

#### F. Curriculum of S-1 Accounting Study Program MAIN COMPETENCIES OF ACCOUNTING BACHELOR

The Main Competency Standards for Accounting Undergraduate Graduates are:

1. **Knowledge and Understanding in the Discipline of Accounting, by:**

- a. Understand the basics of economics, management, accounting, business law, mathematics, statistics and taxation.
- b. Understand the concepts, theories and practices of accounting about:
  - 1. The principle of accounting is generally accepted as the standard for the presentation of financial reporting in various types of profit-based organizations.
  - 2. Cost accounting and management accounting.
  - 3. Tax Accounting.
  - 4. Financial management
  - 5. Examination of financial statements.
  - 6. Public Sector Accounting
  - 7. Information systems based on technologies for accounting and management.
- c. Understand the importance of continuous research and development in the discipline of accounting.
- d. Understand and realize the importance of continuous learning (*life-long learning*).

## **II. Intellectual, Practical and Managerial Skills 1. Intellectual Skills**

- a. Mastering accounting development methods.
- b. Mastering accounting research methods.
- c. Able to analyze and explain the reasons for the conclusion.
- d. Critical evaluation of argumentation and evidence
- e. Ethical differences from unethical behavior in personal and professional contexts

### **2. Practical Skills**

- a. Able to implement accounting in various types of organizations.
- b. Able to develop accounting information systems.
- c. Able to carry out financial audits.
- d. Able in the field of taxation.
- e. Able to analyze public sector financial reports for the development of public sector institutions.
- f. Able to utilize computers, both for accounting problem solving purposes and for communication and internet access.
- g. Able to use spoken and written language for both Indonesian and English.

### **3. Managerial Skills**

- a. Able to adjust quickly in their environment and can work together in group work (*team work*).
- b. Able to lead a small team and natural accounting application simply.
- c. Able to make research proposals and community service in the field of accounting.
- d. Able to write reports and scientific papers.
- e. Able to present and present scientific reports and papers.
- f. Able to take advantage of job opportunities in accounting.
- g. Able to compete nationally and internationally.
- h. Able to manage time.
- i. Independent to learn more (develop yourself) and think logically and analytically to solve problems that are practiced professionally.

## **III. Moral Attitudes and Conduct as a dignified Professional, with:**

- a. Upholding moral norms, legal norms, norms of manners, and professional ethics.

- b. Develop honesty, discipline, curiosity, critical power, self-confidence, independence, emotional maturity, cooperative, trustworthy, empathic and spiritualistic.
- c. Able to adjust quickly in his work environment.
- d. Have a high work ethic and carry out their best efforts in every activity.
- e. Have the awareness to learn and innovate in developing their competencies in a sustainable manner.

**G. Distribution of Accounting Study Program Courses**

Semester I (Odd Semester of Year I)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	English 1	2	-	2	Mini Lectura, PBL-CS
2	Business Computer Applications	2	-	2	Mini Lectura, PBL-CS
3	Introduction to Accounting 1	1	1	2	Mini Lectura, PBL-CS
4	Business Mathematics	3	-	3	Mini Lectura, PBL-CS
5	Introduction to Management	3	-	3	Mini Lectura, PBL-CS
6	Macroeconomics	3	-	3	Mini Lectura, PBL-CS
7	Tax Law	2	-	2	Mini Lectura, PBL-CS
8	Pend. Pancasila & Citizenship	3	-	3	Mini Lectura, PBL-CS
Number of Semester Expenses				20	

Semester II (Even Semester of Year I)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	English 2	2	-	2	Mini Lectura, PBL-CS
2	Introduction to Accounting 2	1	1	2	Mini Lectura, PBL-CS
3	Business Law	2	-	2	Mini Lectura, PBL-CS
4	Business Mathematics	3	-	3	Mini Lectura, PBL-CS
5	Introduction to Business	3	-	3	Mini Lectura, PBL-CS
6	Taxation	2	1	3	Mini Lectura, PBL-CS
7	Political Sociology	2	-	2	Mini Lectura, PBL-CS
8	Business Statistics	2	1	3	Mini Lectura, PBL-CS
Number of Semester Expenses				20	

Semester III (Odd Semester Year II)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	English 3	2	-	2	Mini Lectura, PBL-CS
2	Cost Accounting	2	1	3	Mini Lectura, PBL-CS

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3	Financial Management	2	1	3	Mini Lectura, PBL-CS
4	Intermediate Financial Accounting 1	2	1	3	Mini Lectura, PBL-CS
5	Accounting Information System	2	1	3	Mini Lectura, PBL-CS
6	Marketing Management	2	-	2	Mini Lectura, PBL-CS
7	International Business	2	-	2	Mini Lectura, PBL-CS
8	Religious Education	2	-	2	Mini Lectura, PBL-CS
Number of Semester Expenses				20	

Semester IV (Even Semester Year II)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Management Accounting	2	-	3	Mini Lectura, PBL-CS
2	Economy of Indonesia	3	-	3	Mini Lectura, PBL-CS
3	Money Market Capital Market	3	-	3	Mini Lectura, PBL-CS
4	Intermediate Financial Accounting 2	2	1	3	Mini Lectura, PBL-CS
5	Public Sector Accounting	2	1	3	Mini Lectura, PBL-CS
6	Organizational Behavior	2	-	2	Mini Lectura, PBL-CS
7	Good Corporate Governance (GCG)	3	-	3	Mini Lectura, PBL-CS
Number of Semester Expenses				20	

Semester V (Odd Semester Year II)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Management Information System	3	-	3	Mini Lectura, PBL-CS
2	Business Feasibility Study	3	-	3	Mini Lectura, PBL-CS
3	Financial Analysis	2	1	3	Mini Lectura, PBL-CS
4	Advanced Financial Accounting 1	2	1	3	Mini Lectura, PBL-CS
5	Accounting Examination 1	3	1	3	Mini Lectura, PBL-CS
6	Accounting Theory	3	-	3	Mini Lectura, PBL-CS
7	Business Motivation	1	-	1	Mini Lectura, PBL-CS
8	Indonesian	2	-	2	Mini Lectura, PBL-CS
Number of Semester Expenses				21	

Semester VI (Even Semester of Year III)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Strategic Management	3	-	3	Mini Lectura, PBL-CS
2	Research Methodology	3	-	3	Mini Lectura, PBL-CS
3	Advanced Financial Accounting 2	2	1	3	Mini Lectura, PBL-CS
4	Accounting Examination 2	2	1	3	Mini Lectura, PBL-CS
5	Management Control System	3	-	3	Mini Lectura, PBL-CS
6	Audit Management	3	-	3	Mini Lectura, PBL-CS
7	Accounting Seminar	3	-	3	Mini Lectura, PBL-CS

Number of Semester Expenses	21	
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Semester VII (Odd Semester Year IV)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	EDP Audit	1	1	2	Mini Lectura, PBL-CS
2	Business Communication	2	-	2	Mini Lectura, PBL-CS
3	Professional and Business Ethics	2	-	2	Mini Lectura, PBL-CS
4	Entrepreneurship	2	-	2	Mini Lectura, PBL-CS
5	International Accounting	2	-	2	Mini Lectura, PBL-CS
6	Elective Course 1	2	-	2	Mini Lectura, PBL-CS
7	Elective Course 2	2	-	2	Mini Lectura, PBL-CS
8	Internship Practice	2	-	2	Mini Lectura, PBL-CS
Number of Semester Expenses				16	

Semester VIII (Odd Semester Year IV)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Thesis Final Project	6	-	6	Mini Lectura, PBL-CS
Number of Semester Expenses				6	
<b>OVERALL STUDY LOAD</b>				<b>144</b>	

LIST OF FACULTY ELECTIVE COURSES					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Econometrics	3	-	3	Mini Lectura, PBL-CS
2	Managerial Economics	3	-	3	Mini Lectura, PBL-CS
3	International Economics	3	-	3	Mini Lectura, PBL-CS
4	Monetary Economics	3	-	3	Mini Lectura, PBL-CS
5	Development Economics	3	-	3	Mini Lectura, PBL-CS
6	Portfolio Theory and Investment Analysis	3	-	3	Mini Lectura, PBL-CS
7	International Financial Management	3	-	3	Mini Lectura, PBL-CS
8	Management of Cooperatives and SMEs	2	-	2	Mini Lectura, PBL-CS
9	E Commerce	3	-	3	Mini Lectura, PBL-CS
10	Risk Management	2	-	2	Mini Lectura, PBL-CS

LIST OF STUDY PROGRAM ELECTIVE COURSES					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Government Accounting	2	-	2	Mini Lectura, PBL-CS
2	Sharia Accounting	2	-	2	Mini Lectura, PBL-CS

3	Banking Accounting	2	-	2	Mini Lectura, PBL-CS
4	Cost Management	2	-	2	Mini Lectura, PBL-CS
5	Tax Planning	2	-	2	Mini Lectura, PBL-CS
6	Behavioral Accounting	2	-	2	Mini Lectura, PBL-CS
7	Information System Design	1	1	2	Mini Lectura, PBL-CS
8	Information System Auditing	2	-	2	Mini Lectura, PBL-CS
9	Database Management System	2	-	2	Mini Lectura, PBL-CS
10	Decision Support System	2	-	2	Mini Lectura, PBL-CS
11	System Design and Analysis	2	-	2	Mini Lectura, PBL-CS
12	Accounting of Non-Profit Organizations	2	-	2	Mini Lectura, PBL-CS
13	Quantitative Methods in PK	2	-	2	Mini Lectura, PBL-CS
14	Financial Institution Management	2	-	2	Mini Lectura, PBL-CS
15	Public Sector Performance Measurement	2	-	2	Mini Lectura, PBL-CS
16	Business Budgeting	2	-	2	Mini Lectura, PBL-CS
17	Forensic Accounting	2	-	2	Mini Lectura, PBL-CS
18	Public Sector Audit	2	-	2	Mini Lectura, PBL-CS
19	Asset and Business Valuation	2	-	2	
20	Social Responsibility Accounting	2	-	2	

## H. CURRICULUM OF S-1 MANAGEMENT STUDY PROGRAM MAIN COMPETENCIES OF BACHELOR OF MANAGEMENT

The Main Competency Standards for Undergraduate Management Graduates are:

### I. Knowledge and Understanding in Management Disciplines, by:

- Understand the basics of economics, management, accounting, business law, mathematics, statistics and taxation.
- Understand the concepts, teori and management practices about:
  - Financial Management
  - Marketing Management
  - Human Resource Management
  - Operational Management
  - Strategic Management
- Understand the importance of continuous research and development in management disciplines.
- Understand and realize the importance of *life-long learning*.

### II. Intellectual, Practical and Managerial Skills

#### a. Intellectual Skills

- Mastering management development methods.
- Mastering management research methods.
- Able to analyze and explain the reasons for the conclusion.
- Critical evaluation of analysis and argumentative.
- Ethical differences from unethical behavior in personal and Business contexts. b.

#### Practical Skills

- Able to implement management in various types of organizations
- Able to develop management information systems
- Able to analyze financial statements

4. Able to manage the company comprehensively
5. Able to develop corporate strategy
6. Able to use computers, both for management problem solving purposes and for communication and internet access.
7. Able to use spoken and written language for both Indonesian and English.

**c. Managerial Skills**

1. Able to adjust quickly in their environment and can work together in group work (*team work*)
2. Able to do presentations and business negotiations well
3. Able to make a *business plan*
4. Able to make research proposals and community service in the field of Management.
5. Able to write reports and scientific papers.
6. Able to present and present scientific reports and papers.
7. Able to take advantage of job opportunities in the field of management.
8. Mampu competes nationally and internationally.
9. Able to manage time.
10. Independent to learn further (develop yourself) and think logically and analytically to solve the problems faced professionally.

**III. Attitude and Moral Conduct as a dignified Professional, with:**

1. Upholding moral norms, legal norms, norms of manners, and business ethics.
2. Develop honesty, discipline, curiosity, critical power, self-confidence, independence, emotional maturity, cooperative, trustworthy, empathic and spiritualistic.
3. Able to adjust quickly in his work environment.
4. Have a high work ethic and carry out their best efforts in every activity.
5. Have the awareness to learn and innovate in developing their competencies in a sustainable manner.

**J. Distribution of Management Study Program Courses**

Semester I (Odd Semester of Year I)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Introduction to Accounting I	1	1	2	Mini Lecture, PBL-CS
2	Introduction to Business	3	-	3	Mini Lecture, PBL-CS
3	Business Mathematics	3	-	3	Mini Lecture, PBL-CS
4	Indonesian Language	2	-	3	Mini Lecture, PBL-CS
5	English Language I	3	-	3	Mini Lecture, PBL-CS
6	Civil Education	2	-	2	Mini Lecture, PBL-CS
7	Religion Education	2	-	2	Mini Lecture, PBL-CS
8	Pancasila Education	2	-	2	Mini Lecture, PBL-CS
<b>Number of Semester Expenses</b>		<b>18</b>	<b>2</b>	<b>20</b>	
Semester II (Even Semester of Year I)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Quantitative Management	2	1	3	Mini Lecture, PBL-CS



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2	Introduction to Accounting 2	2	1	3	Mini Lecture, PBL-CS
3	Introduction to Management	3	-	3	Mini Lecture, PBL-CS
4	Microeconomics	3	-	3	Mini Lecture, PBL-CS
5	Business Statistics	2	1	3	Mini Lecture, PBL-CS
6	Intoduction to Computer Application	1	1	2	Mini Lecture, PBL-CS
7	English Language 2	3	-	3	Mini Lecture, PBL-CS
<b>Number of Semester Expenses</b>		<b>16</b>	<b>4</b>	<b>20</b>	
Semester III (Odd Semester Year II)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Operational Management	3	-	3	Mini Lecture, PBL-CS
2	Macroeconomics	3	-	3	Mini Lecture, PBL-CS
3	Human Resource Management	3	-	3	Mini Lecture, PBL-CS
4	Cost Accounting	3	-	3	Mini Lecture, PBL-CS
5	Financial Management	3	-	3	Mini Lecture, PBL-CS
6	Marketing Management	3	-	3	Mini Lecture, PBL-CS
7	Entrepreneurship 1	3	-	3	Mini Lecture, PBL-CS
<b>Number of Semester Expenses</b>		<b>21</b>	<b>-</b>	<b>21</b>	
Semester IV (Even Semester Year II)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Organizational Behaviour	3	-	3	Mini Lecture, PBL-CS
2	Supply Chain Management	3	-	3	Mini Lecture, PBL-CS
3	Consumer Behaviour	3	-	3	Mini Lecture, PBL-CS
4	Accounting Management	3	-	3	Mini Lecture, PBL-CS
5	Money and Capital Markets	3	-	3	Mini Lecture, PBL-CS
6	Indonesian Economy	3	-	3	Mini Lecture, PBL-CS
7	Business Law	3	-	3	Mini Lecture, PBL-CS
<b>Number of Semester Expenses</b>		<b>21</b>	<b>-</b>	<b>21</b>	
Semester V (Odd Semester of Year III)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Banking Management	3	-	3	Mini Lecture, PBL-CS
2	Management Information System	3	-	3	Mini Lecture, PBL-CS
3	Business Budgeting	3	-	3	Mini Lecture, PBL-CS
4	English Language 3	3	-	3	Mini Lecture, PBL-CS

5	Business Ethics	3	-	3	Mini Lecture, PBL-CS
6	HR Development and Empowerment	3	-	3	Mini Lecture, PBL-CS
7	Elective Course - 1	3	-	3	Mini Lecture, PBL-CS
<b>Number of Semester Expenses</b>		<b>21</b>	<b>-</b>	<b>21</b>	
Semester VI (Even Semester of Year III)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Research Methodology	3	-	3	Mini Lecture, PBL-CS
2	Corporate Governance	3	-	3	Mini Lecture, PBL-CS
3	Strategic Management	3	-	3	Mini Lecture, PBL-CS
4	Taxation	3	-	3	Mini Lecture, PBL-CS
5	Elective Course -1	3	-	3	Mini Lecture, PBL-CS
6	Elective Course -2	3	-	3	Mini Lecture, PBL-CS
7	Elective Course -3	3	-	3	Mini Lecture, PBL-CS
<b>Number of Semester Expenses</b>		<b>21</b>	<b>-</b>	<b>21</b>	
Semester VII (Odd Semester Year IV)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Seminar on Management	3	-	3	Mini Lecture, PBL-CS
2	Business Research	3	-	3	Mini Lecture, PBL-CS
3	Change Management and Development	3	-	3	Mini Lecture, PBL-CS
4	Cooperative and SME Management	3	-	3	Mini Lecture, PBL-CS
5	Elective Course -1	3	-	3	Mini Lecture, PBL-CS
<b>Number of Semester Expenses</b>		<b>15</b>	<b>-</b>	<b>15</b>	
Semester IV (Even Semester Year II)					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Final Project / Thesis	6	-	6	Mini Lecture, PBL-CS
<b>Number of Semester Expenses</b>		<b>6</b>	<b>0</b>	<b>6</b>	

LIST OF STUDY PROGRAM ELECTIVE COURSES DIGITAL MARKETING					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	E-commerce	3	-	3	Mini Lectura, PBL-CS
2	Digital Marketing Revolution	3	-	3	Mini Lectura, PBL-CS
3	Online Marketing in Practice	3	-	3	Mini Lectura, PBL-CS
4	Digital Marketing Analitics	3	-	3	Mini Lectura, PBL-CS
5	Digital Media and Communication	3	-	3	Mini Lectura, PBL-CS

LIST OF STUDY PROGRAM ELECTIVE COURSES LEAN MANAGEMENT					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Lean Management Philosophy	3	-	3	Mini Lectura, PBL-CS
2	Lean Management System	3	-	3	Mini Lectura, PBL-CS
3	Lean transformation	3	-	3	Mini Lectura, PBL-CS
4	Lean Enterprise	3	-	3	Mini Lectura, PBL-CS
5	Lean Six Sigma Project	3	-	3	Mini Lectura, PBL-CS

LIST OF STUDY PROGRAM ELECTIVE COURSES ENTREPRENEURSHIP					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Market Analysis and Business Model	3	-	3	Mini Lectura, PBL-CS
2	Business Desain and Planning	3	-	3	Mini Lectura, PBL-CS
3	Startup Financial Strategy	3	-	3	Mini Lectura, PBL-CS
4	Online Marketing in Practice	3	-	3	Mini Lectura, PBL-CS
5	Business Communication and Negotiaton	3	-	3	Mini Lectura, PBL-CS

LIST OF STUDY PROGRAM ELECTIVE COURSES SHARIA BUSINESS					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Fiqih Muamalah	3	-	3	Mini Lectura, PBL-CS
2	Islamic Financial Institutions	3	-	3	Mini Lectura, PBL-CS
3	Halal Industry Management	3	-	3	Mini Lectura, PBL-CS
4	ZISWAF Management	3	-	3	Mini Lectura, PBL-CS
5	Islamic Financial Management	3	-	3	Mini Lectura, PBL-CS

LIST OF FACULTY ELECTIVE COURSES GENERAL MANAGEMENT					
NO	Courses	Method		Credit load	Learning Methods
		T	P		
1	Financial Analysis and Practice	3	-	3	Mini Lectura, PBL-CS
2	Industrial Psychology	3	-	3	Mini Lectura, PBL-CS
3	Integrated Marketing Communication	3	-	3	Mini Lectura, PBL-CS
4	Quality Management	3	-	3	Mini Lectura, PBL-CS
5	International Business	3	-	3	Mini Lectura, PBL-CS
6	Risk Management	3	-	3	Mini Lectura, PBL-CS
7	International HR Management	3	-	3	Mini Lectura, PBL-CS
8	International Marketing	3	-	3	Mini Lectura, PBL-CS
9	International Financial Management	3	-	3	Mini Lectura, PBL-CS
10	Relational Marketing	3	-	3	Mini Lectura, PBL-CS
11	Sociology	3	-	3	Mini Lectura, PBL-CS

## Chapter 6 Academic regulations

### COMMON

Academic guidelines are rules, procedures and values that must be obeyed by the entire academic community related to academic activities, which refers to the Guidelines for the Implementation of Education at Esa Unggul University. The objectives of the Academic Guidelines agar the entire academic community has a clear picture of the things that need and should be done in relation to academic activities.

1. **The Semester Credit System (SKS)** is an education delivery system using semester IT units (SKS) to state student study load, lecturer workload, learning experience, and program implementation load. Esa Unggul University implements a semester credit system whose study weight is expressed in semester credit units (credits).
2. **Semester** is a unit of activity time to express the duration of an educational program in an educational level.
  - a. The academic year is divided into 2 (two) semesters, namely the semester and even semester, each of which consists of 16 (fourteen) to 18 (eighteen) weeks.
  - b. Between even semesters and semesters, the University may host intermediate semesters for remediation, enrichment, or acceleration.
3. **Semester credit units (credits)** are a measure of appreciation for student learning load or learning experience obtained during one semester through scheduled activities per week. The difference in dosage for structured and independent tasks considers the level of depth of competence that must be achieved for eachg 3 program.
  - a. One credit in the Undergraduate Program for courses:
    - Theory: 50-minute face-to-face; structured 60 minutes; self-contained 60 minutes
    - practice (studio, workshop, laboratory) 220 minutes (practice 100 minutes; structured 60 minutes; self-contained 60 minutes
    - 320-minute lap practice (200 minutes on the field, structured 60 minutes and self-paced 60 minutes)
  - b. One credit in the Master Program for courses:
    - Theory: 50-minute face-to-face; structured 75 minutes; self-paced 75 minutes
    - Practice (studio, workshop, laboratory) 250 minutes (100 minutes; structured 75 minutes; self-contained 75 minutes
    - 350-minute field practice (200 minutes on the field, structured 75 minutes, self-paced 75 minutes)
  - c. Scheduled academic activities are scheduled face-to-face with teaching staff.
  - d. Structured academic activities are activities or tasks given by lecturers for students to do. This activity can be in the form of solving questions or cases, searching for data for a particular case, deepening the material / subject matter.
  - e. Independent academic activities are activities carried out at the initiative of students to find out and explore the materials provided in lectures, for example studying material related to the topic of discussion, group discussions, consultations with lecturers.
4. **A curriculum** is a set of plans and arrangements regarding the objectives, content, and subject matter, as well as a method used as a guide for organizing learning activities to achieve educational goals, which includes course content for

develop graduate competencies, consisting of: general competencies, main competencies, and supporting competencies in accordance with theemic, professional, or vocational contract education program, which must be taken by students to complete studies in a study program.

5. **The Study Period** is the length of a student's study in completing studies at Esa Unggul University. The maximum period of study allowedn for a student of the undergraduate program is 7 ( seven) years and for the master program is 4 (four) years. Students will be expelled if they are unable to complete the maximum study period.
6. **Academic Advisor** is a lecturer appointed by the Dean's Decree who is in charge of guiding and guiding a number of students into academic life to become citizens of the academic community, Guiding the development of the student's studies until completing their studies, and explaining to students about their rights and obligations, as well as guiding students to overcome the difficulties they face, if necessary by asking the counseling Department for help.
7. **The Study Plan Card (KRS)** is a sheet containing course designs takenby students for the upcoming semester.
8. **The Study Result Card (KHS)** is a sheet containing the results of student studies in the semester concerned which can be issued through the Learning Management System, and will officially be issued oleh DAA.
9. **The English Proficiency Test** is mandatory and a prerequisite for every new student in each academic year.

## LECTURE

Lectures are face-to-face activities that are carried out according to the provisions and schedules that have been prepared by the Head of the Study Program and BAP.

Lecture rules that must be obeyed by lecturers and students are as follows;

1. Lecturers fill out the attendance list inan electronic way at BAP or in class.
2. Lecturers and students attend on time according to the lecture schedule
3. Students fill out the attendance list in class through SIAKAD and the system will be closed after 30 minutes.
4. Students who are more than 30 minutes late are required toattend lectures if the lecturer allows, but is not allowed to fill out the attendance list through SIAKAD
5. Lecturers before opening lectures through Hybrid Learning will fill out the attendance list automatically through the system.
6. If the lecturer isunable to attend or is late, they are required to notify DPPU by the 30-minute time limit. If there is no notification until the deadline, students have the right to fill out the lecture attendance list at the time scheduled by the Study Program / BAP.
7. If the Lecturer is not present and has notified within the specified time, the Lecturer is required to provide a replacement lecture according to the provisions.
8. If the lecturer has been present for 30 minutes and no students are present, then the lecturer who is in chargehas the right to leave the classroom by filling out the attendance list on the system.
9. During lectures, students are required to obey the following lecture rules:
10. Filling out the attendance list through SIAKAD
  - a. It is not allowed to fill out the attendance list ofother students.

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11. Dress modestly and neatly
  - a. No slippers are allowed
12. Not operating a mobile phone
  - a. If the student leaves the lecture hall, it must be with the permission of the lecturer concerned and not exceed the time given.
  - b. If the student leaves the lecture hall beyond the allowable time and is not absent, the lecturer has the right to annul the student's attendance and the student is declared absent.
13. Apart from the rules of conduct listed in point 9 above, lecturersberh ak determine the order of lectures in their classes and are declared at the beginning of the lecture, as long as they do not conflict with academic ethics.
14. If the student does not comply with the lecture rules in point 9 above, the lecturer has the right to give a reprimandby removing the student from the lecture room.
15. The teaching and learning process is carried out through face-to-face activities and / or online activities.
16. Specifically for the employee class, face-to-face activities are held at least 8 meetings and online activities are carried out at most 6 meetings.
17. Online activities are governed by the following conditions:
  - a. It was held with 2 patterns, namely pattern 1 which was heldwith 6 meetings and pattern 2 which was held 5 meetings.
  - b. It is held from the 4th meeting (for pattern 1) and the 5th meeting (for pattern 2) and is held intermittently between online activities and face-to-face activities.
  - c. Each online meeting consists of providing material in the form of *full text*, online discussions in online forums and giving online assignments.

### PERMISSION NOT TO ATTEND LECTURES

For one semester, students are entitled not to take lectures a maximum of 4 (four) face-to-face lectures (80% attendance). Students whose attendance is less than the provisions cannot attend UTS and UAS.

### SEMESTER EXAMS

1. The Middle Exam and Final Semester Examination are conducted to measure students' understanding and mastery of the teaching material that has been given and measure the achievement of lecture objectives carried out by lecturers
2. Exams are conducted according to the schedule setout in the academic calendar
3. Students who are eligible to take the exam are those who are actively registered in the semester and are registered on the Student Study Card (KSM) which can be seen in the Learning Management System (LMS) and the exam attendance list is issued oleh BAP on the basis of data from the Department of Academic Administration.
4. The exam is conducted by BAP
5. The test scores are submitted by the lecturer to the Head of the Study Program through DPPU no later than 2 (two) weeks after the course exam held.
6. Exam rules :
  - a. Examinees are required to be present in the exam room 5 minutes before the exam takes place

- b. Students who take the exam are required to show their KSM / KTP / SIM to the exam supervisor.
- c. Students who arrive more than 30 minutes late, are not given follow-up exams.
- d. Students who are not listed in the exam attendance list (DHU), are not eligible to take the exam.
- e. In addition to the tools used for the exam, they are placed in a place that has been determined by the exam proctor.
- f. Examinees are required to:
  - Wearing decent and neat clothes, and not wearing slippers.
  - Work alone
  - Submit exam results along with exam questions
- g. During the test, students who take the exam are not allowed to:
  - Cheating on each other examinees / borrowing exam equipment
  - If caught cheating / cooperating (there is evidence), then the exam file will be taken by the invigilator and given nilai F.

### **FOLLOW-UP EXAMS**

1. The exam is only held if students who are unable to take the UTS / UAS for the following reasons:
  - a. sickness that requires hospitalization or
  - b. one of the nuclear family members (batih) passed away, or
  - c. duty out of town from the office with an official certificate from the authorized official and with the approval of the Head of Study Program,
  - d. Extenuating circumstances
2. Follow-up exams can be held no later than 3 (three) weeks after the middle/final exam period provided that:
  - a. Submitting an application to the lecturer concerned accompanied by official supporting evidence from an authorized official
  - b. Obtaining approval from the Head of Study Program
  - c. The exam is conducted by DPPU
  - d. The maximum score of the mid/end of the next semester exam is 80% of the actual score.
  - e. The final score of the follow-up exam must be submitted to the DAA through DPPU no later than 2 (two) weeks after the exam takes place.
  - f. Students pay the cost of the follow-up exam to DKS

### **VALUATION**

1. Evaluation of student success in attending lectures is the right of lecturers based on their continuous monitoring for one semester.
2. The names of students who are entitled to evaluation are issued by the Department of Lecture and Examination Control (PPU) based on the evaluation of the Department of Academic Administration (BAP) and the Department of Student Finance (BKS).
3. The components assessed in measuring student success in taking courses include:
  - a. Activeness in attending lectures / attendance attendance or successful studies
  - b. Ability to carry out tasks
  - c. Midterm and End-of-term Exams
4. The akhir value of the evaluation of student success in attending lectures is calculated based on the transformation of the final grade into a Quality Index of learning outcomes can be determined based on



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the Standard Reference Guidelines (PAS) or Normal Reference Guidelines (PAN) or based on the determination of the Department / Faculty.

5. The transformation of the final value of evaluating student success in taking courses into an Index and Quality Value of learning outcomes with Standard Reference Guidelines is set as follows:

FINAL GRADE		QUALITY	
BACHELOR & DIPLOMA	POSTGRADUATE	INDEX	VALUE
80-100	80-100	A	4
77,00 – 79,99	77,00-79,99	A-	3,70
74,00-76,99	74,00-76,99	B+	3,30
68,00-73,99	68,00-73,99	B	3,00
65,00-67,99	65,00-67,99	B-	2,70
62,00-64,99	62,00 64,99	C+	2,30
60,00-61,99	60,00-61,99	C	2,00
45,00-59,99	45,00-59,99	D	1,00
<45.00	<45.00	E	0

6. D and E grades are declared not to have passed and must be taken again in the following semesters
7. Diploma / Bachelor program subjects that have not passed or have been declared passed and can be taken again if:
- Scored D/E
  - Got a grade of C, with the following conditions:
    - GPA <3.0
    - Held in the semester between;
    - Only repeated once;
    - Final grade gain that counts towards the transkrip grade, as long as the allowable study time limit has not been exceeded.
8. The quality of the statement of passing the study program in the judiciary is categorized according to the following predicates:
- The graduation predicate is self-contained from the level, which is satisfactory, very satisfactory, and praise, which is determined based on the acquisition of the Grade Point Average.
  - The graduation predicates of the Diploma and Bachelor Programs are:
    - IPK 2.00-2.75: Satisfactory
    - GPA 2.76-3.50: Very Satisfactory
    - GPA 3.51 – 4.00: With Honors
  - The predicate is very satisfactory final exam score of at least B. Specifically for the predicate of praise for undergraduate programs, it is determined also by taking into account the maximum study period

of n years (minimum study period), with an exam score of akhir A and no C / D grade, and never retaking courses and final projects.

- d. The graduation predicates of the Master Program are:
  - GPA 3.00 – 3.40: Satisfactory
  - GPA 3.41 – 3.70: Very Satisfactory
  - GPA 3.71 – 4.00: With Honors
- e. The graduation predicate with honors for the postgraduate program is also determined by taking into account the maximum study period, namely n years (minimum study period), A final exam scores and no C / D grades, and and never retaking courses and assignments.
- f. Graduation predicates are expressed in academic transcripts

### **FIELDWORK PRACTICE (PKL)**

PKL courses are expected so that students are able to:

1. Applying the knowledge that has been learned in the work environment
2. Understanding and solving problems in the field of work 3. Socialize with the world of work

### **FINAL EXAM OF PROGRAM / THESIS / THESIS**

1. The final exams of the Diploma, Bachelor, and Master programs are carried out with the aim of examining the ability of students in mastering the knowledge that is the subject of the final project / thesis / thesis that has previously been assessed and declared qualified by the supervisor / committee of reviewers.
2. Before taking the final exam of the study program, students must meet the following requirements:
  - a. Have paid off tuition fees and other obligations until the current semester of taking the exam.
  - b. Registered as a student in the ongoing semester and programming the final project on KRS.

Have completed the academic requirements in the relevant Study Program, namely:

- a. In the Diploma and Bachelor Programs have passed all compulsory and elective courses as listed in the curriculum with a GPA of at least 2.00 (no D and E grades).
- b. In the Master Program:
  - All compulsory and elective courses are listed in the curriculum with a GPA of at least 3.00.
  - Have submitted a thesis manuscript that has been approved by the thesis supervisor in an amount that is as needed, as well as submitting a paper manuscript in the format of a scientific journal accompanied by a soft copy (ms word).

### **GRADUATION PROCESS**

1. Each student, who has completed his or her educational program, is given a diploma along with an academic transcript.
2. The diploma is signed by the Rector and the Dean / Director of the Postgraduate Program.
3. Academic transcripts are signed by the Dean / Director of the Postgraduate Program and or the Head of the Study Program. and Ka DAA.
4. Every student who has completed his educational program, obtains a degree and the right to hold a gelar in accordance with the field of knowledge pursued.
  - a. The title is granted based on the prevailing laws and regulations:
  - b. Bachelor, which is written behind the name of the entitled by including the letter S and followed by the initials of the study program or field of science.
  - c. Masters, which are written behind the name of the entitled by including the letter M and followed by the initials of the study program or field of science.

- d. Doctorate, which is written in front of the rightful name by including the letters Dr.
  - e. Degrees for graduates of professional education are written in front of or behind the name of the entitled by including the abbreviation of their professional field.
  - f. Degrees for graduates of specialist education are written behind the rightful name by listing the abbreviation Sp and followed by the abbreviation of the field of specialization.
  - g. Associate expert, for graduates of diploma III programs are given a degree written behind the name of the entitled by including the abbreviation A. Md. and followed by an abbreviation of the program of study or field of expertise.
  - h. Bachelor of applied science for graduates of diploma IV programs are awarded a degree written behind the rightful name by including the abbreviation S.S.T. and followed by an abbreviation of the program of study or field of expertise.
5. Diplomas and transcripts are published in Indonesian, if necessary they can be translated into foreign languages.
  6. If there is an error in the oral delivery of the diploma or transcript, the University provides an opportunity to make improvements within 2 (two) weeks after graduation is held, provided that:
    - If there is an error on the part of the University, then the diploma or transcript will be corrected and issued a new transcript or diploma, no later than 1 (one) week after the submission of the permit
    - If it is a mistake on the part of the student, then the graduate must submit an application to the Rector and make a statement that the mistake was made by the by the person concerned with a sufficient letter.
    - Graduates are required to pay an administrative penalty of Rp.500,000 through a predetermined bank.
    - Graduates submit proof of payment and incorrect documents to the BAP for immediate repairs.

## **GRADUATION**

1. Graduation is a process of inaugurating the graduation of students who have completed an educational program at the University.
2. Graduation is held once a year every October 06 according to the provisions on the Academic calendar.
3. Every graduate who will attend the graduation must meet the following requirements:
  - a. It has been declared that it has passed the thesis trial stated in the minutes of the thesis trial from the Study Program.
  - b. Fill out the application form to attend graduation to the DAA
  - c. Register yourself to the Graduation Committee for Photos of Alumni books by attaching proof of graduation payment to DKS.
  - d. Graduates will be given a Toga and an invitation to attend the graduation ceremony by the graduation committee has been appointed.
4. At the time of Graduation, graduates will be given a diploma as proof of graduation issued by the University.
5. Graduation held in the University's Extraordinary Open Senate Meeting

## **ANTIPLAGIARISM**

Respecting academic work at the Universitas Esa Unggul is the value of the entire academic community that underlies the teaching and learning process by forming a correct academic writing system and upholding the value of honesty, which must be instilled since new students enter the academic year at the tertiary level.

Correct academic writing guidelines in accordance with applicable regulations will prevent deviations from general rules that apply among academics and applicable regulations.

The practice of plagiarism that may occur in the student environment of Esa Unggul University must be prevented as early as possible according to the Antiplagiarism Guidelines set by the Rector of Esa Unggul University in 2011 to be obeyed by the entire academic community. So it is hoped that the University will be able to produce graduates who have the depth of soul, sharpness of reason, work skills and respect for the academic work of others.

## **CODE OF ETHICS FOR ACADEMIC ACTIVITIES**

The entire academic community of Esa Unggul University has a responsibility for the integrity of the academic community which is regulated in the Code of Ethics for Academic Activities, which aims to prevent all forms of dishonesty in academic activities.

## **Chapter 7 Practicum/Laboratory**

Laboratory / practicum courses are carried out in order to support students' ability to acquire special skills / technical abilities that are useful for applying the knowledge they have gained. The implementation of practicum / laboratory courses is carried out in the Computer Laboratory, Accounting Laboratory and Integrated Management Laboratory. The laboratory courses held are presented in the table below:

TABLE 7.1  
LIST OF PRACTICUM COURSES  
MANAGEMENT & ACCOUNTANTS I STUDY PROGRAM

LABORATORY/PRACTICUM	ACCOUNTANCY Must Take (SKS)	MANAGEMENT Must Take (SKS)
Accounting Practicum Introduction I	1	1
Accounting Practicum Introduction II	1	1
Financial Accounting Practicum I	1	-
Financial Accounting Practicum II	1	-
Advanced Financial Accounting Practicum I	1	-
Advanced Financial Accounting Practicum II	1	-
Tax Practicum	1	1
Cost Accounting Practicum	1	1
Management Accounting Practicum	1	1
Financial Management Practicum	1	1
Financial Analysis Practicum	1	1
Statistical Practicum 1	-	1
Statistical Practicum 2	-	1
Business Statistics Practicum	1	-
Computer Application Practicum	2	2
EDP Auditing Practicum	1	1
Accounting Examination Practicum 2	2	-

**A. Integrated Accounting and Management Laboratory/Practicum Code of Conduct**

To facilitate and comfort during practicum / laboratory lectures, there are several things that must be considered:

1. Practicum / Laboratory facilities are supporting facilities for courses so that the use must be guided (in the process of supervision) dosen / co, the lecturer who is the practicum concerned.
2. Laboratory facilities are only used for the purposes of practicum lectures and are not allowed for activities outside of laboratory activities.
3. Required to bring practicum book
4. Not allowed to go in and out of the practicum room without the permission of the lecturer / co. lecturer.
5. It is forbidden to eat, drink or smoke during practicum.
6. Disable hanphone.
7. Must be present on time.

**B. Computer Laboratory Rules**

While participating in computer practicum activities, it must meet the following conditions:

1. Dressed modestly and neatly.
2. It is forbidden to smoke, eat and drink during the practicum.
3. It is forbidden to change, delete, copy and move existing files ordir ektori without the permission of the instructor.
4. It is forbidden to bring a floppy disk from the outside.
5. After the practicum is completed, you must tidy up the computer that has been used again.
6. Maintain the cleanliness of the room and equipment related to computer practicum.
7. If there is damage and loss of practicum facilities as a result of negligence, the user is the responsibility of the user and must replace it.
8. It is forbidden to go in and outof the wishful thinking without the permission of the instructor.
9. Turn off cellphones/other communication devices that interfere with the lecture process.
10. The things as above are not fulfilled, so the head of the laboratory has the right not to allow the use of laboratory facilities.

## **Chapter 8 Academic Advisors and Student Obligations In Academic Guidance**

### **A. Introduction**

Academic advisors at the Faculty of Economics and Business UEU are teaching staff of the Faculty of Economics and Business UEU whose job is to guide and advise students of the Faculty of Economics and Business in academic activities such as planning studies for the current semester and study plans for the current year until the end of study at university.

In the world of higher education, the teaching and learning process carried out by students, especially students of the Faculty of Economics and Business, refers to a relatively denser and stricter semester credit unit system, the need for a structured and independent learning process component as a unit, leading to a choice of possibilities for output to the type of mastery of expertise and knowledge that a student is interested in so that in achieving the study objectives of the S-1 undergraduate program, the Faculty of Economics and Business is required to independently concoct the semester course units to be taken and annual study plans according to their wishes in achieving their study period with the help of Academic Advisors.

### **B. Objectives of Establishment of Academic Advisors**

Academic advisors are formed with the aim of:

1. Assisting individual students in the success of their studies such as forming and guiding students' identities to be independent in the teaching and learning process
2. Helping students solve academic problems faced.
3. Monitor the progress of the student teaching and learning process.
4. Creating a relationship between lecturers and students in supporting the learning and teaching process.

### **C. Academic Advisory Requirements**

Requirements to become an Academic Advisor:

1. Permanent Teaching Staff within the Faculty of Economics and Business UEU.
2. Appointed through the Dean's Decree on the proposal of the Head of the Department and is responsible to the Dean through the Head of the Department.
3. Mastering the teaching and learning process based on the semester credit system.
4. Mastering and understanding the ins and outs of the field of science developed by the Faculty of Economics and Business UEU.
5. Knowing the Composition of the Curriculum fostered by the departments within the Faculty of Economics and Business UEU.
6. He has been a lecturer at the Faculty of Economics and Business UEU for at least 2 years and has the rank of Expert Assistant.

### **D. Duties, Functions and Obligations of an Academician Advisor**

#### **1. Duties of Academic Advisor.**

In carrying out academic guidance, the academic advisor is tasked with:

- a. Develop and strengthen students' understanding of the majors / study programs they participate in as well as career information regarding the study program / major.

- b. Develop students' attitudes, habits and learning skills (speed reading, learning according to the comfort of the body).
- c. Provide academic advice to students as long as the student concerned is their guidance (in accordance with the dean's decree).
- d. Explain about several types of courses in their respective majors and alternative courses taken by students in each semester.
- e. Briefing students and drawing up study plans and study loads each semester.
- f. Researching the filling and certifying the study plan prepared by students in the Study Plan.
- g. Report the level of student learning progress to the dean through the Head of their respective departments.
- h. Assist students in developing good learning attitudes and procedures and lead to individual development.
- i. Providing guidance to the student as part of the educational function.
- j. Provide guidance to students regarding psychological and socio-cultural problems experienced by students and have a negative impact on their studies.
- k. Assist students to meet administrative requirements.
- l. Facilitating students to explore career information that refers to the ability of the study program; obtaining information about student activities, internships, training, job opportunities and other information needed by students; and planning the career direction that students want to develop.

## **2. Academic Advisory Function**

In carrying out their duties , academic advisors have functions as:

- a. Monitor the progress of the guidance students by evaluating the results achieved, the Semester Achievement Index of each student at the end and beginning of the semester at the end of each of their studies.
- b. There was a special meeting with guidance students ahead of the midterm Exams.
- c. Monitor the results of the midterm exams of students for guidance.
- d. Conduct special meetings with guidance students ahead of the Final Semester Exams.
- e. Report the progress of the guidance student's study to the head of the department.
- f. Re-monitor the results of the new semester exams that will be followed by guidance students.

## **3. Obligations of Academic Advisors Academic**

Advisors are obliged to:

- a. Must be present regularly every time before the beginning of the semester, midterm and end of the semester to carry out academic guidance to the guidance students.
- b. Prepare and schedule meetings with students for guidance.
- c. Meeting with the Head of the Department cq. Head of Teaching to obtain a copy of the Academic Advisory Card, the latest Study Result Card of the guidance student, List of names of students who are guided, Recapitulation of Study Result Cards, plans for taking courses for each student who is guided, instructions on the implementation of academic advisors during the registration period both routine and new information from departments, Faculties and Universities.
- d. Studying the Curriculum and the applicable major syllabus and checking with the Department Chair whether there are any new policies relating to the curriculum.
- e. Studying the lecture schedule offered in order to anticipate possible problems in the preparation of study plans for each semester of students being guided.

- f. Studying the academic Advisory Card to check whether there are any academic problems faced by the guidance student has been thoroughly resolved and identify academic problems that may be faced by the guidance student.

#### **4. Obligations of Academic Advisors During Academic Registration**

During the course of academic registration, the academic advisor is obliged to:

- a. Must be present at the time of academic registration in accordance with a predetermined schedule.
- b. Meet with students who are guided to talk about semester or long-term study plans.
- c. Approve and approve the semester study plan by signing the course taking plan by taking into account: the suitability of the study plan with the major curriculum, not violating the limit of the maximum number of credits that can be taken, having fulfilled the applicable standards, no conflict of schedule of selected courses.
- d. Communicate to students the newly received academic issues from the Head of the department and provide guidance to address those issues.

#### **5. Academic Advisory Obligations After the Academic Registration Period Ends**

After the academic registration period ends, the academic advisor is obliged to:

- a. Submit a copy of the Academic Advisory Card and course Retrieval plan to the department.
- b. Submitting minutes of the academic guidance process to the department.
- c. Periodically continue to follow the academic achievements of guidance students who have academic problems.

#### **E. Academic Advisor's Tenure**

Based on the duties and functions of the academic advisor, basically the working period of the academic advisor of the Faculty of Economics and Business UEU is not limited, meaning that as an academic guardian for students, the academic advisor is a permanent companion for students during the completion of their lectures so that the weight point of the academic advisor's responsibility is the same as the study period of the guidance student. But although it is not limited to the period of service, the work period of the academic advisor has a minimum period of work for the academic advisor, namely at the beginning of the semester, midterm and end of the semester which applies regularly for each semester to the next semester. As reflected in the obligations of the Academic Advisor, each Beginning of the Semester, Midterm and Late semester sessions are required to attend regularly and scheduled to prepare and schedule their meetings with their guidance students for the ongoing semester.

#### **F. Academic Advisor Replacement**

1. In very special cases and conditions, the Dean on the Proposal of the Head of the department may change the guidance of an academic advisor to be transferred to another academic advisor.
2. With special consideration and assessment, on the recommendation of the Head of the Department the Dean can change the advisor of the academic account.

#### **G. Student Obligations In Academic Guidance 1. Obligations Before Seeing Academic Advisors**

Students in the process of academic guidance, before seeing an academic advisor are obliged to:

- a. Meet the requirements of financial administration and academic.
- b. Take the Study Results Card.



- c. Prepare a study plan by determining the courses taken in accordance with the Semester GPA and interests and make a course schedule scheme to see the lecture activity plan.
- d. pay attention to the guidance schedule of each academic advisor.

## **2. Obligations After Seeing Academic Advisors**

The student's obligations after seeing academic advisors are:

- a. Register as a course participant in the department that nurtures the course according to a predetermined schedule by bringing the KRS that has been signed by students and academic advisors to the teaching department.
- b. Returns the KRS sheet to the Teaching Section.

## **3. Academic Advisory Report**

Periodically the academic advisor makes reports on the students he or she mentors which include:

- a. Guiding what batch of students and how many students are guided and students who are activef.
- b. Schedule guidance with students and how many meetings have been conducted.
- c. A summary of the number of active and leaved students, the number of students who obtained normal credits and the number of credits more, the number of students with a GPA of <2; 1pk 2 to d  
<2.5; GPA 2.5-3.00;GPA 3.00 to 3.50; GPA 3.50 to 4.00
- d. Problems encountered related to student academics and solutions that have been implemented and related developments.
- e. Proposals relating to improving student academic monitoring.

## Chapter 9 Thesis preparation and examination

Thesis is a student's written work as a result of research carried out to meet the requirements for completing the Undergraduate (S-1) program.

### A. Thesis Preparation Requirements

Table 9.1

#### REQUIREMENTS FOR PREPARING A THESIS FOR THE S-1 PROGRAM ACCOUNTING & MANAGEMENT STUDY PROGRAM UEU FACULTY OF ECONOMICS AND BUSINESS

Information	S-1 Accounting Study Program	S-1 Management Study Program
Registered as an active student and has programmed thesis courses at KRS	√	√
Moderate/Have taken 132 credits and programmed all theoretical courses	√	√
Being/Have Taken PKL	√	√
Minimum GPA of 2.00	√	√
Values of all MTKL are at least C	√	√
No D Value	√	√
Have taken a Research Methodology course	√	√
Have taken concentration courses		
Have Passed the Seminar course	√	√

### B. System and Procedure for Submitting a Thesis

#### 1. System and Procedure for Submitting a Thesis in the Accounting Study Program

- a. Submit a Thesis Application Letter (SPS) to the Dean Cq. Head of Study Program (see appendix 2) which contains at least 2 topics / titles of thesis proposals, and attached:
  - 1) *Outline* of each thesis title.
  - 2) Photocopy of academic transcripts
  - 3) Photocopy of KRS showing thesis programming 4) PKL certificate.
- b. The topic / title of the thesis proposal along with the Outline is assessed for feasibility by the thesis title Assessment Team. The results of the team assessment are in the form of the title / topic of the thesis:
  - 1) **Rejected**, if the title / topic of the thesis and its outline are rejected, the student must reapply for a new title / topik and follow the procedure as point (a).
  - 2) **Needs Improvement**, if the title / topic of the thesis and its outline need to be improved, then the student must correct and present the appointed Assessment Team for remedial consultation. Furthermore, the topic / title of the thesis along with the outline is resubmitted to the Assessment Team for approval.
  - 3) **Accepted**, if the title / topic of the thesis and its outline are accepted on the basis of the recommendation of the Assessment Team the Head of the Study Program will appoint a thesis Supervisor consisting of the main Supervisor and the Accompanying Supervisor to be asked for willingness to guide by issuing a guidance letter attached to the guiding letter. On the basis of the availability of each supervisor, the Head of Approval Pro releases a 5 (five) copy of the Thesis Approval mark. Thesis Approval Mark is given to:
    - a) Student (by showing proof of thesis payment) as many as 1 sheet

- b) Dean, a total of 3 sheets.
  - c) Study Program Archives
- c. Based on the TPS (thesis approval mark) from the head of their respective Study Program, the Dean makes a Letter of Assignment related to the thesis guidance that will be given to Main and Accompanying Supervisors, each attached with a Approval Mark Thesis.
- d. Students face the Main and Accompanying supervisors by bringing a thesis approval mark and thesis Outline, then the thesis guidance process is carried out.
- e. Students in the guidance process ask for a Research Permit and a Guidance Card to the Secretary of the Accounting Study Program.

## 2. System and Procedure for Submitting a Thesis in Management Study Program

- a. Submit a Thesis Application Letter (SPS) to the Dean Cq. Head of Study Program (see appendix 3) which contains at least 2 topics / titles of thesis proposals related to the concentration of interest to students, and attached:
  - 1. Outline of each thesis title/topic.
  - 2. Photocopy of academic transcripts
  - 3. Photocopy of KRS showing programming description
  - 4. KKN./demonstrating KKN programming in KRS.
- b. The topic / title of the thesis proposal along with the Outline is assessed for feasibility by the thesis title Assessment Team. The results of the team assessment are in the form of the title / topic of the thesis:
  - 1. **Rejected, if the title / topic of the thesis and its outline** are rejected, the student must re-submit a new title / topic and follow the procedure as point (a).
  - 2. **Needs Improvement, if the title / topic of the thesis and its outline** need to be improved, then the student must correct and meet the Ai Research Team appointed for repair consultation. Furthermore, the topic / title of the thesis along with the outline is resubmitted to the Assessment Team for approval.
  - 3. **Accepted, if the title / topic of the thesis and its outline** are accepted on the basis of the recommendation of the Assessment Team of the Head of the Study Program will appoint a thesis supervisor consisting of the main Supervisor and the Accompanying Supervisor to be asked for willingness to guide and publish a guidance letter attached to the guiding letter. On the basis of the willingness of each supervisor, the Head of the Study Program issues a thesis approval mark in duplicate 5 (five). Thesis Approval Mark is given to:
    - a) Student (by showing proof of thesis payment) as many as 1 sheet
    - b) Dean, a total of 3 sheets.
    - c) Study Program Archives
- c. Based on the TPS (thesis approval mark) from the head of their respective Study Program. The Dean makes a Letter of Assignment related to the thesis guidance that will be given to Supervisor, each attached with a Approval Mark Thesis.
- d. Students face the Main and Accompanying supervisors by bringing a thesis approval mark and outline thesis, then the thesis guidance process is carried out.
- e. Students in the guidance process ask for a Research Permit and Guidance Card to the Secretary of the Study Program.

### **3. System and Procedure of Proposal Seminar in S-1 Program, Management & Accounting Study Program**

A thesis proposal is a research proposal consisting of Chapters I, II, and III of the thesis. If in the thesis guidance process, students have completed the research proposal and get approval from the main supervisor, they are entitled to run a proposal seminar. The provisions for the research proposal seminar are as follows:

If the student has completed the research proposal in the thesis guidance process, the student submits a research proposal seminar by making a proposal seminar proposal (see appendix 8), and is equipped with:

- a. The proposal has been approved and signed by the Supervisor Lecturer.
- b. Evidence of her registration in the academic year in question.
- c. Academic transcripts.
- d. Show evidence of having attended the proposal seminar at least 10 times the proposal and 5 times the seminar activities (regional / national). This can be proven by showing seminar cards for proposals/research results and certificates of seminar participation at the regional and national levels.
- e. The provisions for attending the seminar are 80% in accordance with the study program and 20% of other study programs at the Faculty of Economics and Business, Universitas Esa Unggul Jakarta.
- f. The number of seminar participants is 15-40 people.
- g. If the above requirements have been met, then the Head of the Study Program makes an invitation to a proposal seminar to the main supervisor and companions and students. Furthermore, when the seminar proposal was carried out, the Secretary of the Study Program provided the minutes along with the list of attendance of the proposal seminar given to the Main Supervisor and the Assistant Supervisor.

#### **1) Proposal Seminar Rules of Conduct:**

The rules of the Research Proposal Seminar are as follows:

- a. Attend 30 minutes before the Proposal seminar is held
- b. Dressed neatly for women wearing plain long-sleeved white shirts, black skirts below the knees and black ties (except for those with veils there is no need to wear a tie). For male students, they wear plain long-sleeved white shirts, black pants and ties.
- c. Bring transparent paper or floppy files to presentation (OHP/Microsoft power point)
- d. Share research proposals with audiences.
- e. Be polite in answering questions from the audience and supervisor.
- f. Smoking is prohibited in the research seminar room.
- g. Turn off the communication device..
- h. If it is proven at the time of the research proposal seminar that the student concerned is plagiarizing in his research, the supervisor has the right to abort his research proposal. Therefore, the student concerned must submit a new title/topic.

#### **2) Assessment of Research Proposal Seminar:**

The assessment of the Research Proposal Seminar consists of several components, namely: Disseminated research proposal material, How to present the discussion, preparation of the preparation, discussion of the preparation and mastery of the preparation material expressed in units of numbers and letters by the main supervisor and accompanying supervisor.

#### **3) Deadline for Thesis Preparation**

The thesis is compiled in one semester. If it has not been completed within the predetermined time limit then the procedure that must be done is:

- Must apply for a thesis extension with the approval of the thesis supervisor to the head of the Study Program and fill out the KRS for the current semester with thesis courses. The extension is given a maximum of two semesters, if the two semesters have not been completed then, it is mandatory to submit a new title to the head of the respective Study Program.

#### **4) System and Procedure of Thesis Examination / Thesis Trial**

Thesis Examination / Thesis trial is the final exam for S-1 program students with exam material defending thesis / written work and lecture material in general. The thesis exam / thesis trial will be carried out after the preparation of the thesis is completed by obtaining the approval of the main supervisor and student assistants can apply for the thesis exam. Thesis exams can be conducted scheduled according to the provisions of their respective study programs.

- a. Examination / trial requirements for students who have completed a thesis to collect to the secretary of their respective Study Program:
  1. Photo Copy of KRS (KRU) for those who are still taking courses in the semester during the exam.
  2. The draft of thesis 3 exemplars that have been approved / signed by the Main Supervisor are put in a plastic folder in red for management study programs and blue for accounting study programs (Per exemplar and in clips).
  3. Minutes of thesis exam 4 sheets (prepare by study program respectively)
  4. Submit a statement letter of completeness of the thesis exam requirements showing that the file is complete and the scores listed in the academic transcript are correct and signed by the student concerned and the Head of the Study Program.
  5. Black and white photo (Alma Mater Suit) 4x6 = 5 sheets and 3 x 4 = 4 sheets, color photo 3 x 2 = 2 sheets
  6. Guidance cards that have been approved by the Main Supervisor and the Head of the Study Program respectively.
  7. The academic transcripts shown have taken 138 credits
  8. Photocopy of legalized high school diploma as many as 2 sheets
  9. The proof of payment for the thesis exam has been paid off.
  10. Thesis Summary (abstraction of thesis) which is bound and has been signed by supervisor I and supervisor II and known by the head of the study program and assistant dean I as many as 1 copy.
  11. Submit the original Her registration Card of the semester in question
  12. Stop map 2 pieces: Yellow for Accounting Study Program and Green Color for Studi Management Program
  13. Biodata of alumni of examinees
  14. Minutes of research proposal seminars (provided by each study program)
  15. Attendance List of Research Proposal Seminars.
  16. Certificate from a certification body.
  17. Research proposal seminar card that shows evidence of student participation in organizing other student research proposal seminars
- b. Rules for Thesis Examination / Thesis Session for S-1 Program in Management and Accounting Study Program
  1. Must be present 30 minutes before the exam takes place.
  2. Clothes for men: plain white long-sleeved shirt, trousers of black color, black tie and wearing an alma mater suit.

3. Clothing for women: plain white long-sleeved shirt, black skirt below the knee, tie and wearing alma mater suit (for those with a hijab adjust).
4. Bring transparent / floppy presentation files containing thesis material to be presented (Microsoft power points / OHP)
5. Be polite in answering the questions of the board of examiners.
6. No smoked/ate/drank in the courtroom.
7. Disabling cellphones/other communication tools that interfere with the thesis exam process.
8. Accept the decision of the board of examiners absolutely.

C. Assessment and passing of thesis examination of S-1 Program of Management Study Program and Accounting

The provisions for the assessment of the thesis exam / thesis session of the S-1 Program of the Management and Accounting Study Program include:

1. The testing team consists of 3 people, namely: the main supervisor and two Neutral Examiners.
2. The components of the examination assessment / thesis trial include:
  - a) Thesis Material + Thesis Writing = 40%
  - b) Material Mastery + Material Presentation = 30%
  - c) Seminar Proposal = 20%
  - d) Comprehensive Exam = 10% (comprehensive examination material includes other materials related to thesis and adapted to each study program)
3. Value Conversion Assignment

Furthermore, the thesis value can be set based on the conversion as follows:

TABLE 9.2  
THESIS CONVERSION VALUE

Weighted Value	Final Grade	Information	Judiciary (conclusion)
80-100	A	Very Satisfying	Pass
70-79	B	Satisfying	
55-69	C	Quite Satisfying	
50-54	D	Less Satisfying	Not Passing
0-49	E	Unsatisfactory	

4. Graduation

The results of the Thesis Exam will be determined in the form of, among others:

a) Pass

- (1) Pass Without Revision (satisfactory presentation and thesis material)
- (2) Passed With Revision (because the thesis writing is not enough) The manuscript is returned to the student for improvement, under the guidance of a team of examiners consisting of 3 people, namely the main supervisor and two Neutral Examiners. After the revision process has been carried out and the examining team signs a thesis revision approval sheet stating that students are entitled to participate in the thesis value judiciary. Furthermore, students submit a revised agreement sheet to the study program.

b) Not passing

- (1) Not Passed but can improve the thesis (because the writing material is inadequate) The manuscript is returned to the student for improvement, under the supervision of the supervisor. Once judged to be sufficiently improved, students can be submitted again for testing.
- (2) Not Passed, without improving the thesis (because only the thesis presentation is not adequate) Students must deepen their mastery of thesis material, in order to be able to present it well enough,

under the supervision of the supervisor. After being assessed enough, students can be submitted again for testing. If students repeat the thesis exam, they must pay the exam administration fee and the maximum advance to the exam 3 times. If up to 3 times still have not passed and have to change the title and pay the full thesis fee.

5. Yudisium Thesis Test Scores / Thesis Trial Judiciary thesis test scores will be carried out by their respective study programs with the following conditions:
  - a) Students submit a thesis revision approval sheet (for those who get a thesis revision) which has been signed and approved by the examining team.
  - b) Submit a CD containing a summary of the thesis and thesis 1 piece (has gone through the revision process for the revised one).
  - c) Submit a summary of the thesis which is bound in yellow and has gone through a revision process of 1 copy
6. Graduation judiciary

Yudisium Graduation is the final process for students to take part in undergraduate graduation by the Rector of Esa Unggul University Jakarta. The provisions for participating in the graduation judiciary of students of the Faculty of Economics and Business for the Management and Accounting Study Program:

  - a) Students have completed 138 credits
  - b) Free of dependents in institutions within the UEU.
  - c) Show proof of submission of a thesis that has been bound as many as 1 copy to the Faculty of Economics and Business and the UEU Central Library.

## Chapter 10 Academic Supporting Facilities Services of the Faculty of Economics and Business UEU

### A. Reading Room

The reading room of the Faculty of Economics and Business UEU aims to provide scientific information, especially in the fields of Accounting, Management, Economics, and other fields of science that support the process of teaching and learning activities through the use of science and information technology.

#### 1. Reading Room Facilities

The reading room is located in the Main Building, 3rd Floor, Room 311 and 614, Faculty of Economics and Business UEU with several facilities provided, namely:

- a) Book Collection Room The book collection room provides various collections / types of books in the fields of economics, accounting, management and other fields of science that support the teaching and learning process at the Faculty of Economics and Business UEU. The book text is owned from international and national publications.
- b) Thesis Room and Scientific Journal The Thesis Room and Scientific Journal provide theses / works by students of the Faculty of Economics and Business UEU who have completed S-1 education, journals / collections of scientific journal articles from various fields in Economics, Accounting, Management, as well as proceedings of the research results of lecturers and students who won national competition grants, as well as other fields of science. The collection of scientific journals consists of journals from the Faculty of Economics and Business UEU, UEU and other institutions both on a national and international scale. Theses and journals can only be read.
- c) Reading Room The reading room of the UEU Faculty of Economics and Business Library occupies a comfortable space, away from noise by being equipped with representative reading tables and chairs.

### B. Capital Market Data Center

The Center for Research and Assessment of Capital Markets is an institution under the auspices of the Faculty of Economics and Business aims to facilitate research interests in the fields of financial management, financial markets, as well as financial accounting and capital markets. In this institution, it provides literature, articles, journals and data needed for research. Along with the rapid development of information technology, it is necessary to provide fast and systematic capital market information. For this reason, this center provides data based on the Indonesian capital market. Several partner institutions that cooperate to provide data are: the Indonesia Stock Exchange, ECFIN, Bank Indonesia, and the Capital Market Data Center. The data-based available are the Indonesian Capital Market *Directory*, and the Indonesian Securities Market Database (*ISMD. 2.0*).

### C. Integrated Laboratory (LT) 1. Accountant Laboratory

To facilitate and comfort the use of the Integrated Accounting Laboratory Facility, there are several things that need to be considered:

- 1) Accounting Laboratory facilities are supporting facilities for accounting major courses, so the use of integrated laboratories must be guided (under supervision) by the lecturer (co. lecturer) concerned.
- 2) Integrated Laboratory facilities are only used for laboratory purposes and are not allowed for activities outside of laboratory activities.
- 3) Each Laboratory user is required to dress neatly / modestly with the following conditions: White top and Black bottom tie and shod. For female college students who wear a headscarf to adjust.
- 4) Have the right to use LT if the person concerned has paid administrative fees and has a predetermined laboratory workbook.



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- 5) During the use of LT facilities, please be able to maintain cleanliness, safety and tranquility.
- 6) The use of LT facilities should pay attention to the schedule that has been set, and it is not allowed to change the existing schedule.
- 7) Damage and loss of LT facilities as a result of negligence of use becomes the responsibility of the user, and is obliged to replace with the same item.
- 8) The things as above are not fulfilled, so the Head of the Laboratory has the right not to allow the use of LT facilities.

### 2. Management Laboratory

To facilitate and comfort the use of Integrated Management Laboratory Facilities (LMT), there are several things that need to be considered:

- 1) Integrated Laboratory Facilities (LT) are supporting facilities for business management courses in both management and accounting study programs, so the use of LT must be guided (under supervision) by the lecturer (co. lecturer) concerned.
- 2) LT facilities are only used for laboratory purposes and are not allowed for activities outside of laboratory activities.
- 3) Each Laboratory user is required to dress neatly / modestly with the following conditions: White top and Black bottom tie and shod. For student who wear a headscarf to adjust.
- 4) Have the right to use LT if the person concerned has paid administrative fees and has a predetermined laboratory workbook.
- 5) During the use of LMT facilities, it is requested to be able to provide cleanliness, safety and tranquility.
- 6) The use of LMT facilities should pay attention to the schedule that has been set, and it is not allowed to change the existing schedule.
- 7) Damage and loss of LMT facilities as a result of negligence of use becomes the responsibility of the user, and is obliged to replace with the same item.
- 8) The things as above are not fulfilled, so the Head of the Laboratory has the right not to allow the use of LMT facilities.

### D. Center for Taxation Studies.

The establishment of the Center for Tax Studies (PSP) was officially carried out on January 15, 2011 with the inauguration of participants of the Taxation Training at the Brevet A and B levels through a tax brevet short course with the Target of Consulting and the Jakarta Tax Office. On March 20, 2011, an MoU was signed between the Faculty of Economics and Business of UEU and the Target Tax Consultant Consulting. The Center for Tax Studies then focuses on the program which is carried out on three main things, namely:

#### 1. Training and Education

The emphasis of training and education programs carried out (offered) "Center for Taxation Studies" on increasing the understanding of professional graduates by prioritizing ethics and legal procedures. Some of the forms of training and education offered are: Brevet education A, B, and C; Workshop; and Training and Short Courses

#### 2. Tax Socialization

With a very high level of intensity of changes in tax regulations, especially decisions Government, Decree of the Minister of Finance and Regulation of the Director General Tax bring implications on the level of information on regulatory changes that the community has. The Center for Taxation Studies, Faculty of Economics and Business, UEU, as one of the institutions involved in

taxation, has a strong desire and responsibility to participate in socializing changes to existing regulations in taxation. The form of tax socialization that will be carried out by the Center for Tax Studies, Faculty of Economics and Business, UEU Malang includes Seminars, Publishing Bulletins & Journals, and Counseling

3. **Development and Research in the Field of Taxation** The fourth field owned by the Center for Tax Studies is more consensual in the field of developing matters related to taxation both from the quantity and quality of taxation that already exists. The contribution of taxation development thinking will be applied in the field of study and research. This study and research is viewed from various dimensions, both economic, social, ethical, shari'a and even legal. From the results of studies and research ,it is hoped that it will provide thoughts towards improving the existing taxation system, both in terms of quantity and quality. The work of this division will not rely on the resources owned alone, but establish cooperation with parties who are consensual in taxation.

#### **E. Center for Economic and Public Studies**

The Center for Economic and Public Studies is one of the supporting units under the auspices of the Faculty of Economics and Business UEU with the aim of developing an economic context on the scientific and practical side through the banking system, economic system, economics, management, accounting, and business ethics. In addition, this unit also conducts Islamic economic socialization to the community, provides Islamic banking training services and facilitates reference and literature facilities in the economic field.

**MASTER PROGRAM  
FEB - UEU**

## Chapter 11 Vision and Mission of the Master Program

### A. Vision, Mission and Objectives of the Master of Management Study Program (S-2)

#### Vision of MM Study Program

To become a management education institution that produces masters who have managerial abilities, who are ethical, have a leadership spirit and entrepreneurship in the management of profit and non-profit organizations that are able to compete globally.

#### E.g.i from MM Study Program

1. Organizing a learning process based on leadership, managerial abilities, and entrepreneurship.
2. Carry out research and development activities in the field of business management that support the achievement of professionalism, leadership, managerial abilities, and entrepreneurship through the use of information technology in the business world.
3. Carry out community service through cooperation with the community in order to improve community welfare and solve massah-problems that arise in community life.
4. Collaborating with associations, professions, the business world, and the community to develop capabilities in the field of business management and entrepreneurship.

#### Objectives of MM Study Program

1. Producing masters who have managerial abilities and professional managers.
2. Masters who are globally competitive
3. Contribution to the development of the field of management science that is beneficial to the well-being of mankind.
4. The management study program yang has a superior reputation.
5. Producing masters who have the ability to use information technology to carry out management practices.
6. Producing masters who have a wide network.

### B. Vision, Mission and Objectives of the Master of Accounting Study Program (S-2)

#### Vision of the study program

As a study program that becomes a center of excellence in the development of superior, independent, creative, entrepreneurial and professional human resources in the field of accounting studies

#### Mission of the study program

1. Organizing a learning processbased on independence, creativity, and entrepreneurship as well as professionalism
2. Carry out research and development activities in accounting and business fields that support the achievement of professionalism, independence, creativity, and entrepreneurship as well as professionalism
3. Carry out community service through cooperation with the community in order to solve community problems to improve community welfare.
4. Collaborating with associations, the business world, and thecommunity to develop skills in the field of accounting and entrepreneurship.

**Purpose of the study program**

Based on the education and teaching system as well as the academic administration mentioned above, the objectives of establishing the Master of Accountants i Study Program areas follows: 1. Producing associate leaders who are professionals in the field of accounting.

2. Encouraging the creation of managers who have intellectual maturity, creative and innovative abilities, critical thinking, and a high entrepreneurial spirit.
3. Develop and disseminate accounting studies through mastery of information technology.
4. Increase competitiveness in mastering accounting studies and practices.
5. Applying the results of science research studies in business development;

**C. Vision, Mission, and Objectives of the Master of Public Administration Study Program (S-2)****Vision of the study program**

The vision of MPA – UEU is: "As a study program that becomes a center of excellence in the development of superior, independent, creative, entrepreneurial and professional human resources in the field of public administration studies".

**Mission of the study program**

To realize its vision, MPA-UEU has a mission of the three pillar of higher education as stated in the mission below:

1. Organizing an excellent learning process based on independence, creativity, and entrepreneurship as well as professionalism in the fields of public administration and public policy.
2. Carry out research and development activities in the fields of public administration and public policy that support the achievement of professionalism, independence, creativity, and entrepreneurship.
3. Carry out community service through cooperation with the community in order to solve community problems and to improve community welfare.
4. Collaborating with associations, the business world, public sector institutions, and the community to develop capabilities in the fields of public administration, public policy, and entrepreneurship.

**Purpose of the study program**

Using **The Triangle Method** with a multidimensional approach that promotes close relationships between lecturers, students and experts (practitioners) and government organizations, so that Students truly understand complex structures, functions, and roles in a business organization, and can provide solutions by combining concepts, views, professional knowledge and techniques in managing Public Sector.

The main purpose of the **Esa Unggul University Postgraduate Program** is to create the graduates with high leadership, integrity, competence and competitiveness spirit. These four goals are achieved by building an academic culture through improving analytical ability to solve various issues.

**Academic Degrees and Status**

Students who have successfully completed this program are entitled with "MPA" (**MASTER OF PUBLIC ADMINISTRATION**), formally this program is equated with other postgraduate programs as a holder of a Strata-2 (S2) degree and has the right to continue their studies until the Strata-3 (Doctoral) level for those who are interested and meet the specified requirements.

Based on the education and teaching system as well as academic administration, but above, the objectives of establishing the Master of Public Administration Study Program are as follows:

1. Producing professional associate leaders in the fields of public administration and public policy.
2. Encouraging the creation of public sector managers who have intellectual maturity, creative and innovative abilities, critical thinking, and a high entrepreneurial spirit.
3. Develop and disseminate public administration studies through mastery of information technology in the public sector.
4. Increase competitiveness in the mastery of public administration studies and practices.
5. Applying the research studies in the development of public administration and public policy.

## Chapter 12 Graduate Student Admissions

### 1. STUDENT ADMISSION REQUIREMENTS

Broadly speaking, the selection system for new student admissions in the FEB-UEU Postgraduate Program considers two main things, namely (1) academic requirements and (2) administrative completeness requirements.

#### A. Master's Program Student Admission Requirements

1. Have a Bachelor Diploma (S1) from a Study Program accredited by BAN-PT or for graduates of Overseas Universities must obtain the legality of equality of diplomas from the Directorate General of Higher Education.
2. Have a Grade Point Average of  $\geq 3.00$  (on a scale of 0-4) or  $\geq 8.00$  (on a scale of 0-10).
3. Have a TPA OTO Bappenas Certificate and a TOEFL certificate from an institution recognized by PPs FEB-UEU. The TPA and TOEFL scores are at least 500 each.
4. All prospective students who are not in the same field are required to take *aanvullen* (additional) courses as follows:
  - a. For Master of Management programs: (1) Mathematics and Statistics in the field of Management, (2) Science Management, and (3) Business Management.
  - b. For the Master of Science in Accounting program: (1) Financial Accounting, (2) Management Accounting, (3) Auditing, and (4) Accounting Information Systems.
5. The Head of the Master's Study Program (KPS) can determine, based on certain considerations, that students in the same field must settle *uh aanvullen* as stated above.
6. Student admission requirements for transfer students are determined by a team chaired by KPS Masters.

#### B. Foreign Student Admission Requirements

The FEB-UEU Postgraduate Program can accept students from abroad.

The conditions required to be accepted are as follows:

1. Have an equalized diploma / received approval from the Ministry of Education and Culture of the Republic of Indonesia (Kemendikbud RI). RI.
2. Able to speak adequate Indonesian and get permission to study from the Ministry of Education and Culture
3. Meet other requirements specified by the FEB-UEU Graduate Program.

#### C. Transfer Student Admissions

The FEB-UEU Postgraduate Program can accept transfer students as long as they meet the requirements that have been set. The conditions for admission of transfer students are determined by a team consisting of the Dean, Head of Study Program, Head of Department, and senior lecturers who have expertise in their fields. In addition, if accepted as a student, the person concerned must not graduate less than the specified minimum study period.

### 2. APPLICATION PROCEDURE FOR PROSPECTIVE STUDENTS

#### A. Master Program Application Procedure

- a. Prospective Students submit a written application and fill out the form provided, which is addressed to:

Postgraduate Faculty of Economics and Business, Esa Unggul University Jl. Arjuna Utara 9, Tomang Toll Road, Kebon Jeruk, West Jakarta 11510.  
Phone 021-5674223

- b. Applications are attached in triplicate, including:
  - 1. A copy of the Bachelor's diploma that has been endorsed by the authorized official.
  - 2. A copy of the Bachelor's grade list that has been endorsed by an authorized official. For graduates of Private Universities who were before the abolition of the state examination policy must submit state test scores.
  - 3. A letter of recommendation from two persons deemed capable of providing guarantees of the applicant's academic eligibility.
  - 4. Scientific work after graduating from the scholarship (for those required).
  - 5. Curriculum Vitae.
  - 6. Health certificate, including Drug Free from the authorized
  - 7. Letter of assignment / permission from the superior (if the applicant has worked) that the person concerned is exempt from the duties of the agency.
  - 8. The latest 4 x 6 color photographs are 4 sheets with a blue background.
  - 9. Official certificate from the funder of the study.
  - 10. Photocopy of TPA OTO BAPPENAS certificate & TOEFL certificate from an institution that has been recognized by PPS FEB-UEU with a minimum score of 500 each.
  - 11. Photocopy of KT P (Identity Card) that is still valid.
  - 12. For transfer students other than points 1 to 11, they are required to include a transcript of a legalized master's program.
- c. Registration can be done at any time during working hours at the Graduate Program of the Faculty of Economics and Business, Esa Unggul University, and closes in mid-July.
- d. The selection of applicants is carried out by a committee determined by the Dean of FEB-UEU.



## Chapter 13 Master Programs

### 1. Students and academic staff

#### A. Student

Master Program students are students who are officially registered with the FEBUEU Master Program in the current semester. To get the status of a student, each student is obliged to re-register on each semester according to the established schedule. Student registration is carried out in the Public Relations or Teaching Section of the Master Program of the Faculty of Economics and Business, Esa Unggul University and is carried out by the students concerned by:

1. Fill out the registration form and fill out the Study Plan Card (KRS). For old students, they must include a copy of the Study Result Card (KHS) of the previous semester.
2. Show proof of payment of tuition fees for the semester concerned.
3. Perfect photo size 3 x 3 four sheets.
4. Meet other requirements set by the Master Program of the Faculty of Economics and Business, Esa Unggul University.

#### B. Academic Personnel

Academic staff include course lecturers, supervisors, and examiners. Lecturers who teach mat a lecture are lecturers with the academic position of Professor or at least have a functional position of Lector and have a Doctoral degree (S3 graduates). Lecturers who teach courses outside of this provision are determined by the Head of the Department based on the PPP proposal, and consider the objective conditions of the Study Program concerned.

### 2. Education System

#### A. Implementation of the Semester Credit System (SKS)

The implementation of education is carried out with the Semester Credit System (SKS) in the form of lectures and / or practicum and / or fieldwork. *Lectures*: one semester credit unit (credits) consists of 50 minutes of face-to-face activities, 60 minutes of structured activities and 60 minutes of independent activities every week. *Practicum*: the unit value in one credit for laboratory practicum is a task load of two hours of practicum in the laboratory accompanied by about 1 to 2 hours of structured activities and about 1 to 2 hours of independent activities every week for one semester of work (equivalent to 18 weeks). *Fieldwork*: the value of one credit for fieldwork is a task load in the field of 4 hours of fieldwork accompanied by about 1 to 2 hours of structured activities and about 1 to 2 hours of independent activities every week for one semester (equivalent to 18 weeks) Onetime for the implementation of education with the *Semester Credit System* (SKS) as mentioned above can be budgeted within 6 (six) months or 4 (four) months.

#### B. Study Load

The number of credits that must be collected by students for the completion of the Master's Program is equivalent to 39 credits, which consists of lectures and practicums of 33 credits, and a thesis of 6 credits. In certain conditions, to achieve a special education, the name of the student's final project and the weight of the credits can be different from thesis. Student study load is a mandatory activity consisting of lectures, practicums, structured assignments, seminars and theses that are limited to a certain number of credits per

semester. The subject (MK) consists of compulsory courses of study programs, compulsory MK of interest and elective MK.

### **C. Study Period Limit**

The study period for master program participants who have a field of undergraduate education background is 4 (four) semesters and can be taken less than 4 (four) semesters with a length of study for a period of 8 (eight) semesters. Academic leave is not granted as a student's study period.

For students who have not been able to complete their studies in four years (8 semesters) without a reason that can be accounted for, the student is declared to have failed to take part in the Masters Program at the Faculty of Economics and Business, Esa Unggul University. If the student experiences study obstacles so that they cannot graduate until the end of their study period, then the person concerned can apply for an extension of the study period to the Rector of Esa Unggul University (with the approval of the Chairman of the Supervisory Commission / PPP) in accordance with the ability to complete the study within the specified additional time, with an additional time of a maximum of 6 (six) months.

### **D. MUKIM**

1. Feb-UEU Masters Postgraduate students are required to follow a minimum of three semester to be able to mukim so as not to interfere with activities in the teaching and learning process. During the first 2 semesters, students take a total of 24 credits, either compulsory, prerequisite or matriculation (*anvullen*) courses. In the next semester, students are still pursuing compulsory and elective courses as well as intensively preparing their thesis proposals for the education exam.
2. The requirement for students to live is at least one and a half (1.5) years old. Therefore, during re-registration, students are asked to provide a home address in Jakarta, other than in the city of origin.

### **D. Transfer**

Transfer / transfer students, either PTS or PTN, who want to continue their studies at the FEB-UEU Postgraduate Program must take a minimum of 2 semesters and must follow the concentration courses offered along with proposals and theses.

### **E. Academic Leave**

For students who cannot participate in full academic activities, the person concerned is allowed to take academic leave. The procedures and conditions of academic leave are as follows: The application for academic leave is made at the beginning of the semester to the Rector of Esa Unggul University with the approval of the Chief Supervisor and the Head of the Study Program.

Academic leave is declared valid after obtaining official approval from the Rector of Esa Unggul University. After the end of their academic leave, students are required to activate themselves by re-registering as students. If they do not re-register, the student is considered to have resigned as a student of the Master Program at the Faculty of Economics and Business, Esa Unggul University. Every student is entitled to take a maximum of 2 (two) semesters of academic leave in his study period.

### **F. Number of credits per semester**

1. The maximum number of credits taken in the first semester for students who are *anvullen* is 15 credits (including *anvullen* courses).
2. The maximum number of credits that students can take in the second semester onwards is 18 credits.

## Chapter 14 Master Program Curriculum

### A. CURRICULUM OF S-2 STUDY PROGRAM MASTER OF MM COMPETENCY MANAGEMENT

The main competencies of the Master of Management Study Program refer to Kepmen No. 45 / U / 2002 which contains important values in forming a cultured life and has synergistic relationships among other main competencies; and supporting the competencies formulated by the FEB-UEU MM Study Program.

#### **The main competencies of the Master of Management Program:**

1. Able to lead in the management of companies (organizations), both profit and non-profit.
2. Able to formulate a company strategy plan, which includes operational strategies, human resources, marketing, and finance.
3. Able to make a comprehensive business plan (business plan).
4. Able to manage research that produces management science work that can help organizational life in the business world and other non-profit organization institutions so as not to get quality work that is of national and international standard.

#### **Supporting Competencies:**

1. Mastering English well (conversation and writing), as a provision in conducting business communication at the global level.
2. Have an understanding of accounting, which can be used in making business decisions.
3. Able to process data by using a statistical approach that can be used in management research and in making business decisions.
4. Have good business ethics to cultivate a conducive business climate.
5. Able to utilize information technology in the implementation of business activities.
6. Have a leadership spirit in managing the organization
7. Understand and understand the laws and regulations in business
8. Have good negotiation skills

#### **Other Competencies:**

1. Mampu cooperates in groups and can adapt quickly.
2. Able to do business presentations well.
3. Able to do work under pressure.
4. Be critical of various business phenomena and problems
5. Able to innovate in their work environment.
6. Understand the basic principles of management theory and business strategy.
7. Has the concept of industrial analysis
8. Understand the basic concepts, purpose and usefulness of management tools.
9. Understand the use of management science and actual business practices
10. Have strong quantitative analysis skills
11. Understanding the basic concepts of economic theory

### Business Ethics

Business Ethics owned by graduates of the Master of Management Study Program at Esa Unggul University are reflected: 1. Have business ethics.

2. Have empathy (emotional intelligence) according to market needs
3. Upholding social norms, religion and applicable laws.
4. Develop honesty, discipline, confidence, and independence

### Curriculum Distribution

Smt	MK Code	Course Name <sup>(1)</sup>	Credit Weights
(1)	(2)	(3)	(4)
I	MAN105	Innovation and Knowledge Management	3
	MAN640	Strategic Management	3
	MAN651	Functional Management	3
	MAN653	Accounting for Managers	3
			12
II	MAN218	Management Research Methods	3
	MAN219	Business Planning and Modeling	3
	MAN220	Corporate Business Law	3
	MAN637	Strategic HR Management and Organizational Behavior	3
	MAN221	Business and Corporate Financial Analysis	3
	MAN661	Consumer Behavior and Market Research	3
			18
III	MAN611	Management Information System	3
	MAN308	Change Management and Organizational Culture	3
	MAN307	Performance Management and HR Development	3
	MAK206	Risk Management	3
	MAN305	Financial Engineering	3
	MAN306	Budgeting and Business Reporting	3
	MAN202	Digital Marketing	3
	MAN303	Relationship Marketing Management	3
	MAN304	Marketing and Sales Strategy	3
			37
IV	MAN 700	Thesis or <i>Business Plan Project</i>	6
	MAN 711	<i>Business Plan Project</i>	6
Total Credits			67

## B. CURRICULUM OF S-2 MASTER OF ACCOUNTING STUDY PROGRAM

### COMPETENCE of Master of Accounting

The main competencies of the Master of Accounting Study Program refer to Kepmen No. 45 / U / 2002 which contains important values in shaping a cultured life and has synergistic relationships among various other main competencies; as well as supporting the competence of the

**KEY COMPETENCIES**

formulated by MAKSI FEB-UEU Study Program. The main competencies of graduates set by the Master of Accounting Study Program FEB-UEU are as follows:

***I. Knowledge and Understanding***

1. Able to decipher concepts, accounting theories in accordance with actual conditions and the latest developments in accounting science.
2. Able to explain methodology in the development of science and technology in accordance with accounting science.
3. Able to explain the application of information technology and its application for the fields of Accounting, Financial Management, Auditing, Taxation, Information Systems and Capital Market in decision making.
4. Able to analyze the company's environment both internally and externally in order to develop business, financial and financial reporting strategies.

***II. Intellectual skills***

1. Able to manage ideas, concepts, inventions, development and application of accounting science.
2. Able to apply concepts and theories to explore phenomena and the environment according to the times.
3. Able to present ideas / concepts / discoveries in the form of written works and present them in national and international forums.

***III. Practical skills***

1. Able to implement accounting information technology used in the preparation of financial statements, accounting systems and auditing.
2. Able to implement quantitative methods in solving business problems.
3. Able to implement technical techniques, standards, and codes of ethics in financial examination.

***IV. Managerial skill and attitude***

1. Able to interpret and attract inferential practical issues in the scope of the economy, taxation, public sector and capital markets.
2. Able to formulate management planning and control strategies professionally and able to apply them in team work.
3. Able to organize good managerial skills and abilities and have creative innovation and improvement, build cooperation with the team, be able to compile and operate economic concepts in modern business in making strategic decisions.
4. Upholding moral norms, legal norms, norms of manners, and professional ethics.
5. Develop honesty, discipline, curiosity, critical power, self-confidence, independence, emotional maturity, cooperative, trustworthy, and empathic.
6. Have a high work ethic and carry out their best efforts in every activity.
7. Independent to learn further (develop yourself) and think logically and analytically to solve the problems faced professionally.
8. Have the awareness to learn and innovate in developing their competencies in a sustainable manner.

The composition of these competencies already includes a competency structure that is divided into cognitive, affective, and psychomotor aspects.

### SUPPORTING COMPETENCIES

1. Able to solve problems in their field of expertise through research and development based on scientific principles.
2. Able to present ideas / concepts / discoveries in the form of written works and present them in national and international forums.
3. Have a higher competitiveness in work performance, knowledge, income and publication of scientific papers about the dynamics of the development of accounting science and technology and people's lives.
4. Have a strong desire to change to develop science and technology and apply it in daily life in the work environment and other communities.
5. Mastering English well (conversation and writing), as a provision in conducting business communication at the global level.
6. Have good business ethics to cultivate a conducive business climate.
7. Able to utilize information technology in the implementation of business activities.
8. Have a leadership spirit in managing the organization.

### OTHER COMPETENCIES

1. Have a positive attitude towards the development of science and technology, culture, interdisciplinary, cooperation, institutions, authority in the variety of work.
2. Have a positive attitude in carrying out cooperation with various parties for the welfare of the community.
3. Have an attitude of openness and honesty, consistency and criticality in solving problems based on scientific principles.
4. Able to disseminate accounting information.
5. Able to publish accounting information.
6. Able to be independent of client in the assignment of financial statement examination.
7. Able to be responsive to the user of financial statements.
8. Able to maintain records of all company transactions.
9. Able to keep confidential information to the unauthorized.
10. Able to develop one's potential to maintain competence.
11. The ability to manage *yourself*.
12. Ability to manage *people and tasks*.
13. The ability to *mobilize innovation and change*.

### **Distribution of the Curriculum**

Smt	Sector Accounting Concentration Public	Sector Accounting Concentration Business	Audit Concentration	Credits
I	1. Business Reporting & Keuangan Prsh 2. Philosophical Theory & Professional Ethics 3. Performance Measurement 4. Information Technology System	1. Business Reporting & Keuangan Prsh 2. Philosophical Theory & Professional Ethics 3. Performance Measurement 4. Information Technology System	1. Business Reporting & Keuangan Prsh	3
			2. Philosophical Theory & Professional Ethics	3
			3. Performance Measurement	3
			4. Information Technology System	2
II	5. Risk Management 6. Research Methods 7. Strategic Management 8. Structure, Process & Assessment Governance	5. Risk Management 6. Research Methods 7. Strategic Management 8. Structure, Process & Assessment Governance	5. Risk Management	3
			6. Research Methods	3
			7. Strategic Management	3
			8. Structure, Process & Assessment Governance	2

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III	9. Concentration I Courses	9. Concentration I Courses	9. Concentration I Courses	3
	10. Concentration II Courses	10. Concentration II Courses	10. Concentration II Courses	2
	11. Concentration III Courses	11. Concentration III Courses	11. Concentration III Courses	3
	12. Concentration Matkul Seminar	12. Concentration Matkul Seminar	12. Concentration Matkul Seminar	3
IV	12. Thesis	12. Thesis	12. Thesis	6
Sum				39
Concentration Courses I, II, III				
	1. Accountability & Measurement Sek. Pblk Performance	1. Management Accounting Strategic	1. Audit External	3
	2. Kbjk Impact Analysis & Sek. Pblk	2. Contemporary Accounting Theory Regulation	2. Audit Internal	2
	3. Lap. Keu Analysis & Pem Accountability.	3. Business Analysis and Finance	3. Cheating Investigation	3
	4. Sector Accounting Seminar Public	4. Pblk Sector Accounting Seminar	4. Audit Seminar	3

## C. CURRICULUM OF PUBLIC ADMINISTRATION S-2 STUDY PROGRAM (MAP)

### MAP COMPETENCIES

The main competencies of the Master of Public Administration Study Program refer to Kepmen No. 45 / U / 2002 which contains important values in shaping a cultured life and has synergistic relationships among various other main competencies; and supporting the competencies formulated by the FEB-UEU MAP Study Program.

### KEY COMPETENCIES

The **main competencies** of graduates set by the Master of Public Administration Study Program FEB UEU are as follows:

#### I. *Knowledge and Understanding*

1. Able to describe concepts, theories of public administration in accordance with actual conditions and the latest developments in administrative science.
2. Able to explain methodology in the development of science and technology in accordance with the science of public administration.
3. Able to explain the application of information technology and its application for the fields of Administration, public management, and public policy in decision making.
4. Able to analyze the company's environment both internally and externally in order to formulate public strategies and policies.

#### II. *Intellectual skill*

1. Able to manage ideas, concepts, discoveries, development and application of public administration science.
2. Able to apply concepts and theories to answer phenomena and the environment according to the times.
3. Able to understand ideas / concepts / discoveries in the form of written works and present them in national and international forums.

**III. Practical skills**

1. Able to implement information technology used in the preparation of management and public policies.
2. Able to implement quantitative methods in solving public masalaH.
3. Able to implement techniques, standards, and codes of ethics in public administration.

**IV. Managerial skill and attitude**

1. Able to interpret and attract inferential practical issues within the scope of the public sector.
2. Able to formulate management planning and control strategies profesional and able to apply them in team work.
3. Able to organize good managerial skills and abilities and have creative innovation and improvement, build cooperation with the team, be able to compile and operate economic concepts in making strategic decisions.
4. Upholding moral norms, legal norms, norms of manners, and professional ethics.
5. Develop honesty, discipline, curiosity, critical power, self-confidence, independence, emotional maturity, cooperative, reversible, and empathetic.
6. Have a high work ethic and carry out their best efforts in every activity.
7. Independent to learn further (develop yourself) and think logically and analytically to solve the problems faced professionally.
8. Have the awareness to learn and innovate in developing their competencies in a sustainable manner.

The composition of these competencies already includes a competency structure that is divided into cognitive, affective, and psychomotor aspects.

**SUPPORTING COMPETENCIES**

1. Able to solve problems in their field of expertise through research and development based on scientific principles.
2. Able to present ideas / concepts / discoveries in the form of written works and present them in national and international forums.
3. Have higher competitiveness in work performance, knowledge, income and publication of scientific papers on the dynamics of the development of public policy science and technology and community life.
4. Have a strong desire to change to develop science and technology and apply it in everyday life in the work environment and other societies.
5. Mastering English well (proficiency and writing), as a provision in communicating at the global level.
6. Have good ethics to cultivate a conducive climate.
7. Able to utilize information technology in the implementation of institutional activities.
8. Have a leadership spirit in organizational management

**OTHER COMPETENCIES**

1. Have a positive attitude towards the development of science and technology, culture, interdisciplinary, cooperation, institutions, authority in the variety of work.
2. Have a positive attitude in carrying out cooperation with various parties for the welfare of the community.
3. Have an attitude of openness and honesty, consistency and criticality in solving problems based on scientific principles.
4. Able to disseminate information.
5. Able to publish information.



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6. Able to beresponsibility towards stakeholders.
7. Able to keep confidential information to the unauthorized.
8. Able to develop self-potential to maintain competence.
9. The ability to manage *yourself*.
10. Ability to manage *people and tasks*.
11. *Mobilization innovation and change*

### Curriculum Distribution

Semester I			
No.	Course Code	Course Name	Credit Weight
1	MPA 111	Principles of Public Administration	3
2	MPA 112	Political and Economic Dimensions in Public Administration	3
3	MPA 113	Public Organization and Public Bureaucracy Dimensions	3
4	MPA 222	Strategic Planning and Management	3
Semester II			
No.	Course Code	Course Name	Credit Weight
1	MPA 114	Research Methodology	3
2	MPA 303	Program Evaluation	3
3	MPA 301	Public Policy Management	3
4	MPA 221	Public Policy Process and Formulation	3
Semester III			
No.	Course Code	Course Name	Credit Weight
1	MPA 223	Concentration - Public Policy Management	3
	MPA 302	1. Human Resource Management in the Public Sector 2. Public Service Management	3
2	MPA 224	Concentration - Program Evaluation Management	3
	MPA 332	1. Financial Management in Public Sector 2. Program Monitoring and Evaluation	3
Semester IV			
No.	Course Code	Course Name	Credit Weight
1	MPA 441	Thesis	6

## Chapter 15 Thesis preparation and examination

The thesis is the final project of Masters Program students, which is a written work compiled based on research results. The thesis is prepared in a way and format in accordance with applicable regulations, and its preparation is guided by the Advisory Commission. The stages, activities, and requirements in thesis writing are set in accordance with the Master's Thesis Guidelines.

### A. Thesis Proposal

The research proposal is a student paper that contains a research activity plan as a final project to follow the Master's Program at the Faculty of Economics and Business, Esa Unggul University. Research proposals that use the positivism method include:

- a. *Introduction*, namely a description and explanation of the background and gaps of the research, the formulation of research problems, research objectives, and research benefits
- b. *Literature Review*, contains theoretical analysis and previous research results used to develop new concepts relevant to research problems;
- c. *Research Methods*, presents about how the research will be carried out by the researcher. This includes an explanation of the population, its sample and method of taking, the measurement of its variables, its analytical tools, the scope of its period, and others that are considered relevant.
- d. *Bibliography*, which contains a list of scientific papers used to compile research proposals. Library writing alphabetically as noted in the procedures for writing literature in the Thesis Writing Manual at the Postgraduate Program of the Faculty of Economics and Business, Esa Unggul University.

Research proposals that use a non-positivist approach are not required to follow the provisions as mentioned above. The format is tailored to the needs and everything must get approval from the supervisory commission (as a reference, students can read the Thesis Writing Handbook). However, at least the proposal should include the problems, objectives, benefits, and research methods.

### Business Planning Projects

The Business Planning Project is a student's work that is carried out in groups and multidisciplinary, which contains observations of actual business conditions so that students can grasp business opportunities, then analyze the feasibility of the business, and design strategies to run a business. The Business Planning Project is written in accordance with the writing guidelines applicable in the Master of Management Program, Faculty of Economics and Business, Esa Unggul University, among others, contains:

- a. Introduction, which contains: background, problems faced by consumers or other stakeholders, business opportunities, and business definitions.
- b. Business environment analysis, which contains: a comprehensive analysis of the external conditions of the business entity to be built. Business environment analysis includes: environmental scanning analysis, Porter's five forces, market analysis and industry analysis.
- c. Corporate strategy is a core part of business planning projects that include SWOT analysis, canvas business model, to SIPOK.
- d. Operational Strategy, is a strategic implementation in the operational field of the company.
- e. The Human Resource Strategy, is a strategic implementation in the field of corporate HR allocation.
- f. Marketing Strategy, is a strategic implementation in the field of marketing, which relates to products to promotion.
- g. Financial Strategy, is a strategic implementation in the field of financial activities

**B. Thesis Proposal Exam**

Thesis research proposal manuscripts that have been declared feasible by the supervisory commission can be submitted immediately for the research proposal examination. The rules and procedures for conducting the thesis proposal feasibility examination are as follows:

1. The Head of the Study Program referred an to the Dean and his copy to the Postgraduate Manager of the Faculty of Economics and Business, Esa Unggul University.
2. Based on the PPP proposal, the Dean of the Faculty of Economics and Business, Esa Unggul University appointed a supervisor.
3. The qualifications of the examining lecturers are at least lecturers and have doctoral degrees and have expertise related to the thesis.
4. The research proposal exam is led by the Chief Supervisor. If the Chief Advisor is absent for any reason, may assign one of the Advisory Members.
5. The exam can be conducted if it is attended by two examiners and at least one supervisor.
6. The exam cannot be conducted outside the exam forum.
7. The exam is conducted for 60 minutes with the exam material being a research proposal. The writing component includes research proposal manuscripts, student presentations/ presentations, and students' scientific ability to argue.
8. The results of the exam are determined by deliberation in accordance with the scores given by the examiner and announced directly to the students who are *bersanmgkutan*. The passing score for the research proposal exam is a minimum of 3.00.

**C. Research Implementation**

The research is carried out after the student is declared to have passed the proposal examination and after obtaining the approval of the supervisory commission to conduct research. The implementation of the research must be in accordance with the explanations mentioned in the research proposal.

The implementation of the research is guided and supervised by the Supervisor. Furthermore, the results of the research supervision are reported to the PPP or to the teaching department, which is then documented as one of the elements considered in assessing the implementation of the research. Based on the results obtained from the research, then students are encouraged to immediately compile a thesis manuscript and article manuscript extracted from the thesis manuscript. Thesis manuscripts and article manuscripts for journal publications that have been approved by the supervisor can be submitted as material for research seminars.

**D. Research Results Seminar**

The research seminar is a seminar organized by the Master Program of the Faculty of Economics and Business, Esa Unggul University which is attended by academic staff, supervisory commissions, and students and other interested parties. The purpose of this seminar is to convey to the public about the findings of research results, show students' ability to carry out research, and share academically with students and other interested parties.

The seminar material is a draft thesis manuscript and article for journal publications that have been approved by the Supervisor. More technical provisions regarding the implementation of the results seminar are stipulated by the Decree of the Dean of the Faculty of Economics and Business, Esa Unggul University.

**E. Thesis Exam**

Students whose thesis manuscript has been approved by the Supervisor and have conducted a research seminar are entitled to propose a thesis exam. The procedure and conduct of the thesis exam is as follows:

1. The thesis examination is carried out based on the proposal of the Chairman of the Komi the Supervisor to the PPP.
2. Based on the proposal, the PPP appointed two examiners outside the supervisory commission who had doctoral degrees and had skills related to the content of the thesis.
3. Furthermore, KPS processes the implementation of the exam and invites Tim Examiner accompanied by the schedule, place of thesis exam, and thesis manuscript.
4. The implementation of the thesis exam is led by the Chairman of the Advisory Commission. If the Chairperson of the Advisory Commission is absent for some reason or another, the Chairperson of the Commission may assign the Commission Member to conduct the examination.
5. The thesis exam can be conducted if attended by at least 3 (three) examiners.
6. The thesis exam cannot be conducted outside the exam forum.
7. The thesis exam is carried out for a maximum of 60 minutes, with the assessment component being the quality as a thesis manuscript, student presentation / presentation, and the ability of students to argue scientifically in the thesis exam.

#### **F. Journal Publications**

In addition to being required to complete lectures and theses, in accordance with the Higher Education Regulation on the Publication of Scientific Papers in Scientific Periodicals as a Graduation Requirement for Undergraduate, Masters and Doctoral Program Education, master program students are obliged to publish in accredited national scientific journals or international journals.

#### **G. Fasttrack Program**

What is meant by the fasttrack program is a master's program where the students are those who are still S1 students. So that fasttrack program students at the same time take part in lectures both in the master program (S2) and the undergraduate program (S1) at the Faculty of Economics and Business, Esa Unggul University. The requirements to be accepted as a student of the fasttrack program are as follows:

1. Have extraordinary achievements while participating in the S1 program.
2. At least he is in semester 7 and is writing a thesis.
3. Comes from the S1 Study Program which is linear with the Master Study Program.
4. Already have TPA and TOEFL as required by the S2 Study Program.
5. Thesis exams in the Master's Program can be held only if the student concerned has completed his undergraduate program.

#### **H. Academic Violation Sanctions**

1. Self-help students who take lectures of less than 80% (eighty percent) without a justifiable reason, are not allowed to take the final semester exam for the course concerned.
2. Students who cheat in the exam are declared not to have passed the course in question.
3. Students who take other student exams and / or students whose exams are done by others, then the student is declared not to have passed the course concerned and is given a suspension between 1 (one) semester which is not counted as terminal.
4. Students who make unauthorized changes in grades will be given a suspension of no more than 2 (two) semesters and are not counted as terminals.
5. Students who cancel a course outside the specified time, the course cannot be canceled and is still taken into account to determine the Prestasi Index.
6. Students who make unauthorized changes to the Study Plan Card (KRS) will be given KRS pembatalan sanctions for all courses in the semester concerned.

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7. Students who commit the aforementioned violations, if accompanied by threats of violence or giving something, or promises or deceptions, will be sanctioned by the FEB-UEU Postgraduate Program.
8. Students who are known to have plagiarized (plagiarism) are given sanctions ranging from the lightest (reprimand) to the most severe (cancellation of a diploma if the student has graduated) in accordance with Article 12 of the Peraturan of the Minister of National Education of the Republic of Indonesia Number 17 of 2010 concerning Prevention and Management of Plagiarism in Higher Education.

## Chapter 16 Graduate Evaluation

### A. Course Graduation

To assess student achievement in lecture activities, the following provisions are used:

1. The assessment of the evaluation results of a course is carried out by each lecturer (or team of lecturers) using Quality Letters (HM) and Quality Scores (AM) as follows: The exam results are determined by deliberation in accordance with the scores given by all examiners and announced directly to the students concerned.

The values of numbers, quality letters, quality numbers, and predicates are guided by the following table:

Number Value	Quality Letters	Quality Score
80-100	A	4
77-79,99	A-	3,70
74-76,99	B+	3,30
68-73,99	B	3,00
65-67,99	B-	2,70
62-64,99	C+	2,30
60-61,99	C	2,00
45-59,99	D	1,00
45,00	E	0

2. The final score for one course that is supported by more than one lecturer is the combined value of all lecturers combined by the coordinating lecturer.
3. Final course grades are a combination of grades: structured assignments and/or independent assignments, midterm exam scores, and final exam scores. Furthermore, the final value is determined by the criteria in item (1).
4. Pass grade for minimum course B (3).

### B. Thesis Graduation

Quality assurance for theses and business planning projects is carried out by supervisors who assess the content, material, and research topics of scientific papers as well as scientific levels. The head of the study program assesses the thesis from administrative and technical.

#### 1. Thesis

Thesis writing is a student's academic program research, its activities can use quantitative and qualitative methods, the results of which will be used for thesis writing. The research is carried out in the selected area in accordance with the objectives and approved by the Supervisor. Before carrying out research students must complete the administrative requirements in the Teaching Section of the Graduate Program of the Faculty of Economics and Business of Esa Unggul University. Research is supervised by the Supervisor or representative, with procedures regulated in the Decree of the Dean of the Faculty of Economics and Business, Esa Unggul University regarding research supervision by the Supervisor.

The results of research supervision are reported by the Supervisor who supervises by submitting an evaluation to the Head of the Study Program or to the teaching department, which is further documented as one of the elements considered in assessing the implementation of the research. Students who have finished doing research, immediately compile a thesis manuscript for the research seminar exam, as well as prepare a scientific article manuscript in English for publication preparation.

## **2. Business Planning Projects**

A business planning project is an academic program for students in a group, between 3 (three) to 5 (five) students who come from different concentrations of specialization. The methods used in business planning projects are comprehensive, holistic and integrative management tools, so that students can feel in an actual business situation.

Before implementing a business planning project, students must complete the administrative requirements in the Teaching Section of the Graduate Program of the Faculty of Economics and Business of Esa Superior University. Business planning projects are supervised by the Supervisory Board or representatives, with procedures regulated in the Decree of the Dean of the Faculty of Economics and Business, Esa Unggul University regarding the supervision of business planning projects by the Supervisor.

The results of the business planning project review are reported by the Supervisory Board which supervises by submitting the results of the evaluation to the Head of the Study Program or to the teaching department, which is further documented as one of the elements considered in assessing the implementation of business planning projects. Students who have finished doing business planning projects, as soon as possible immediately compile a business planning project manuscript, as well as prepare a scientific article manuscript in English for publication preparation.

## **3. Final Value**

The final score of the thesis is a combined score between the thesis test score and other grades obtained by students when carrying out thesis writing activities carried out before carrying out the thesis exam.

The components and the weight of each component to obtain the final grade are arranged as follows: a) Thesis The components of the thesis assessment with their weighting are as follows:

- |                                      |     |
|--------------------------------------|-----|
| a. Research Manuscript               | 10% |
| b. Research Methodology              | 20% |
| c. Presentation of Research Material | 30% |
| d. Presenter Capability              | 40% |

b) Business Planning The components of thesis assessment with their weighting are as follows:

- |                         |     |
|-------------------------|-----|
| a. Business Ideas       | 10% |
| b. Business Opportunity | 20% |
| c. Analysis Tools       | 30% |
| d. Presenter Capability | 40% |

The assessment for each component of the final grade is referred to using a Number Value (with a range of 0 to 100) which is then converted into a Letter of Quality, Quality Score and all follow the guidelines as in the course graduation assessment. The minimum final score for passing a thesis is 3.00.

## **C. Graduation of Master Program and Its Predicate**

Students are declared to have graduated from the Master Program Education so that the person concerned is entitled to hold a master's degree if:

1. Complete at least 39 credits (including thesis) with a GPA of 2.30 and no D grades.
2. Pass the thesis exam.

3. Has carried out publications related to his thesis in accredited national scientific journals or international journals, as evidenced by a certificate of acceptance for the publication of articles that have been submitted.

Furthermore, in accordance with the Regulations of the Rector of Esa Unggul University, the graduation predicate for students who have graduated is regulated as follows:

1. Graduated with laude predicate if :
  - a. Have a GPA of  $\geq 3.75$  without a C grade, a maximum length of study of 5 (five) semesters, and a thesis A test score.
  - b. Have publications weighing more than one article title of accredited national scientific journals and / or international scientific journals.
2. Graduating with predicate is very satisfying if:
  - a. Does not meet the requirements in point (1).
  - b. Have a GPA of  $\geq 3.50$  (for lectures and theses).
3. Graduated with a satisfactory predicate if you have a GPA  $< 3.50$ .

#### **D. Failure Evaluation**

To assess the continuity and failure of the student body in the FEB UEU Postgraduate Masters Program, the following provisions are used:

1. Students who at the end of the first semester have not been able to achieve a GPA-2.75 for the best 8 (eight) credits will be given a warning to try harder in studying to improve their achievements in the next semester.
2. Students who at the end of the second semester have not been able to achieve a GPA of 2.75 for the best 16 (sixteen) credits, the student concerned is declared a failure and is not allowed to continue their studies in the Master Program of the Faculty of Economics and Business, Esa Unggul University.
3. Courses that earn a grade of D must be repeated and a C or C+ grade may be repeated to improve the final grade of the course. The repetition of lectures for a particular course can only be done once, the final grade is taken the best.
4. Students who do not pass the proposal exam are given the opportunity to take the research proposal exam a second time after making improvements or changes approved by the advisory commission. If the second exam does not pass, then the student is declared a failure and is not allowed to continue his studies.
5. Students who do not pass the thesis exam are given one more chance at the exam. If the student does not graduate in the second degree, then the relevant study in the Postgraduate Program of the Faculty of Economics and Business, Esa Unggul University is declared a failure.
6. Students who have not been able to complete their study load in accordance with the established study period limit, are declared unsuccessful from the Master Program of the Faculty of Economics and Business, Esa Unggul University.

#### **E. Academic Violation Sanctions**

1. Students who take lectures less than 80% (eighty percent) without a justifiable reason, are not allowed to take the final semester exam for the course concerned.
2. Students who cheat in the exam are declared not to have passed the course in question.
3. Students who take other student exams and / or students whose exams are done by others, then the student is declared not to have passed the course concerned and is given a suspension for 1 (one) semester which is not counted as a terminal.



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4. Students who make unauthorized changes in grades will be given a suspension of no more than 2 (two) semesters and are not counted as terminals.
5. Students who cancel the course outside the specified time, then the course cannot be canceled and is still taken into account to determine the Prestasi Index.
6. Students who make unauthorized changes to the Study Plan Card (KRS) will be given a KRS cancellation sanction for all courses in the semester concerned.
7. Students who commit the aforementioned violations, if accompanied by threats of violence or giving something, or promises or gimmicks, will be sanctioned for exclusion from the FEB-UEU Postgraduate Program.
8. Students who are known to have plagiarized (plagiarism) are given sanctions ranging from the lightest (reprimand) to the most severe (cancellation of a diploma if the student has graduated) in accordance with Article 12 of the Regulation of the Minister of National Education of the Republic of Indonesia Number 17 of 2010 concerning the Prevention and Management of Plagiarism in Higher Education.