



International Student's handbook

Muhammadiyah University of Surabaya



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KEPUTUSAN REKTOR
UNIVERSITAS MUHAMMADIYAH SURABAYA
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TENTANG

INTERNATIONAL STUDENT'S HANDBOOK
MUHAMMADIYAH UNIVERSITY OF SURABAYA

BISMILLAHIRRAHMANIRRAHIM
REKTOR UNIVERSITAS MUHAMMADIYAH SURABAYA

- Menimbang : a. Bahwa untuk memberikan panduan komprehensif bagi mahasiswa internasional dalam memahami sistem akademik, sistem beasiswa, serta layanan pendukung yang disediakan oleh Universitas Muhammadiyah Surabaya, maka perlu ditetapkan buku pedoman untuk mahasiswa internasional.
- b. Bahwa berdasarkan pertimbangan pada huruf a, perlu ditetapkan dengan Keputusan Rektor.
- Mengingat : 1. Undang-Undang RI Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional.
2. Undang-Undang RI Nomor 12 Tahun 2012 tentang Pendidikan Tinggi.
3. Permendikbudristek RI Nomor 14 tahun 2014 tentang Kerja Sama Perguruan Tinggi.
4. Permendikbudristek RI Nomor 53 Tahun 2023 tentang Penjaminan Mutu Pendidikan Tinggi.
5. Pedoman Pimpinan Pusat Muhammadiyah Nomor: 1/PED/I.0/B/2025 tentang Perguruan Tinggi Muhammadiyah.
6. Ketentuan Majelis Dikti Pimpinan Pusat Muhammadiyah Nomor: 178/KET/I.3/D/2012 tentang Perguruan Tinggi Muhammadiyah.
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Ditetapkan di : Surabaya
Pada tanggal : 5 Jumadil Awal 1447 H
27 Oktober 2025 M

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- Tembusan Yth:
1. Wakil Rektor
 2. Dekan/Direktur
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Preface

It is with great pride and enthusiasm that I present the International Student's Handbook, a comprehensive guide designed to support and enrich the academic journey of international students at Muhammadiyah University of Surabaya (MUS). This handbook serves as a vital resource, offering detailed insights into academic procedures, campus life, and the regulatory framework set by the Indonesian government for international students.

At MUS, we are committed to fostering a welcoming and inclusive environment for students from diverse cultural and academic backgrounds. We understand that adapting to a new educational system and navigating unfamiliar regulations can be challenging. Therefore, this handbook has been meticulously crafted to provide clarity and guidance, ensuring that international students can fully focus on achieving their academic and personal goals.

The handbook covers essential topics, including academic policies, visa regulations, cultural adaptation, and support services available on campus. It also highlights the unique opportunities MUS offers to enhance your learning experience and prepare you for a globalized world.

As the Rector of MUS, I extend my warmest welcome to all international students. I hope this handbook will serve as a trusted companion throughout your studies, helping you make the most of your time at our university. Together, let us embark on a journey of knowledge, growth, and cultural exchange.

Warm regards,

Dr. Mundakir, S.Kep., Ns., M.Kep., FISQua
Rector of Muhammadiyah University of Surabaya

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Regulation for international Student in Indonesia

Ministry of Education

The Ministry of Higher Education, Science, and Technology provides foreign student permits through the Directorate General of Higher Education for free to support internationalization development in Indonesian universities, as one of our missions is to support higher education institutions to raise the numbers of foreign students in Indonesia. Visa applicants need to ensure that they receive a Letter of Acceptance from a university in Indonesia.

Immigration

International students under Muhammadiyah University of Surabaya's scholarship or self-funded who will come to Indonesia within this 2 month must apply for study permit and visa to the Ministry of Higher Education, Science and Technology of the Republic of Indonesia with the following terms and conditions.

Student needs to prepare the following documents to apply for study permit and visa:

1. Scanned identity page of passport (minimum active 18 months)
2. Letter of acceptance
3. Latest medical report (2 months validity)
4. Latest academic transcript
5. Latest academic certificate
6. Photo with red background
7. Political statement letter (template provided)
8. Financial statement letter (template provided)

Temporary Stay Permit Extension

The extension of the Temporary Stay Permit (ITAS) must be processed 3 (three) months before its expiration date, and the student is required to notify the Office of Partnership and International Affairs at Muhammadiyah University of Surabaya to process the extension. It is the link to check the fee of temporary stay permit extension https://www.imigrasi.go.id/biaya_imigrasi/index

Requirements Documents:

1. Scanned identity page of passport (minimum active 18 months)
2. Valid Temporary Stay Permit
3. Latest medical report (1 month's validity)
4. Latest academic transcript
5. Resident Permit document (template provided)
6. Photo with red/ blue background
7. Political statement letter (template provided)
8. Financial statement letter (template provided)

Exit Permit Only (EPO)

It refers to the termination of a Temporary Stay Permit (ITAS) for international students, conducted by the university where the student is enrolled. The EPO is issued to students who have completed their studies and are required to return to their home country. EPO will be processed 1 (one) month after the academic certificate is issued. The processing time for the EPO is five working days.

Requirements Documents:

1. Valid Passport
2. Copy of Temporary Stay Permit
3. Materai 10000
4. Reference Letter + Guarantee Letter + Copy of Guarantor's ID
5. Flight Ticket

SCHOLARSHIP REGULATIONS FOR INTERNATIONAL STUDENTS

At Muhammadiyah University of Surabaya

1. International Student Selection

International student selection is conducted through two stages:

a. Document Screening Stage.

At this stage, all submitted documents of prospective international students will be reviewed to ensure they meet the eligibility criteria for international student scholarship recipients. The requirements are as follows:

- a) For Bachelor's (Undergraduate/Diploma) programs: completion of secondary education or its equivalent and possession of an academic certificate (Sijil or equivalent).
- b) For Master's programs: completion of a Bachelor's degree and possession of an academic certificate with satisfactory academic achievement.
- c) For Doctoral programs: completion of a Master's degree and possession of an academic certificate with satisfactory academic achievement.

The required documents to be submitted at the time of application are:

- a) Curriculum Vitae (CV).
- b) Copy of academic certificate(s) and transcript(s).
- c) Copy of a valid passport covering the study period.
- d) Proof that the applicant is not under "VISA Calling" status.
- e) Financial statement showing the applicant's ability to cover personal educational expenses in Indonesia.
- f) Statement letter declaring compliance with the laws and regulations of Indonesia.
- g) Statement letter declaring that the applicant will not engage in any employment during the study period in Indonesia.
- h) Four (4) passport-sized photographs (4x6 cm) and four (4) photographs (3x4 cm) with a red background.

- i) Medical certificate or health report issued by a hospital.

b. Interview Stage

At this stage, applicants will undergo an interview conducted by Partnership and Internationalization Office s (Lembaga Kerjasama dan Internasionalisasi – LKI) of Muhammadiyah University of Surabaya to assess their eligibility for the scholarship.

2. Scholarship Coverage for International Students

There are two types of scholarships offered to international students: Fully Funded Scholarship and Partially Funded Scholarship. The details are as follows:

a. Fully Funded Scholarship

- a) Tuition Fee (Uang Kuliah Tunggal) for up to:
 - 8 semesters for Bachelor's degree programs,
 - 4 semesters for Master's degree programs,
 - 2 semesters for Professional Health and Dentistry programs, and
 - 4 semesters for the Medical Doctor program.
- b) Health Insurance (at cost).
- c) Monthly Allowance consisting of:
- d) Cash allowance of IDR 1,350,000, and

Shopping voucher worth IDR 100,000 at Surya Mart.

b. Partially Funded Scholarship

- a) Tuition Fee (Uang Kuliah Tunggal) for up to:
 - 8 semesters for Bachelor's degree programs,
 - 4 semesters for Master's degree programs,
 - 2 semesters for Professional Health and Dentistry programs, and
 - 4 semesters for the Medical Doctor program.
- b) Health Insurance (at cost).
- c) Monthly Allowance in the form of a shopping voucher worth IDR 100,000 at Surya Mart.

EDUCATION IMPLEMENTATION

SEMESTER CREDIT SYSTEM (SKS)


The Semester Credit System (SKS) is the system implemented in the educational process at Muhammadiyah University of Surabaya. This system aims to:

1. Provide opportunities for competent and diligent students to complete their studies within the shortest possible period.
2. Enable students to select courses in accordance with their interests, talents, and abilities, either within the same faculty, across different faculties, or among other universities as recommended by their respective study programs.

STUDY LOAD AND DURATION OF STUDY

1. The student's study load is expressed in Semester Credit Units (SKS) as follows:
 - a. A semester is defined as an effective period of academic learning activities lasting at least 16 (sixteen) weeks, including the mid-semester and final examinations.
 - b. One academic year consists of two (2) semesters, and may include an inter-semester period.
 - c. The inter-semester period shall last at least 8 (eight) weeks, with a maximum study load of 9 (nine) credits, and must include a minimum of 16 face-to-face sessions, including mid-semester and final examinations.
 - d. One (1) credit in the form of lectures, response sessions, or tutorials consists of:
 - i. 50 minutes of face-to-face learning per week per semester;
 - ii. 60 minutes of structured assignment per week per semester; and
 - iii. 60 minutes of independent learning per week per semester.

- e. One (1) credit in the form of seminars or other equivalent learning activities consists of:
 - i. 100 minutes of face-to-face learning per week per semester; and
 - ii. 70 minutes of independent learning per week per semester.
 - f. One (1) credit in the form of practical learning activities such as laboratory work, studio practice, workshop practice, field practice, internships, research, design or development projects, military training, student exchange programs, entrepreneurship, and/or community service, equals 170 (one hundred seventy) minutes per week per semester.
2. The normal study load for students is 8 hours per day or 48 hours per week, equivalent to 18 credits per semester, up to 9 hours per day or 54 hours per week, equivalent to 20 credits per semester. For Diploma II, Diploma III, Applied Bachelor/Diploma IV, and Bachelor's degree students with outstanding academic performance, after completing two (2) semesters in the first academic year, they may take a maximum of 24 (twenty-four) credits per semester in subsequent semesters.
3. Students with outstanding academic performance are those who:
- a. For Diploma or Bachelor programs, have a Semester Grade Point Average (GPA) higher than 3.00, and
 - b. For Postgraduate programs, have a Semester GPA higher than 3.50, and demonstrate adherence to academic ethics.
4. To achieve the intended learning outcomes, the duration and academic load for students are regulated as follows:
- a. A maximum study period of five (5) academic years (ten semesters) is set for the Diploma Three (D3) program, with a minimum academic load of 108 (one hundred and eight) credits.

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- b. A maximum study period of seven (7) academic years (fourteen semesters) is set for the Bachelor's (Undergraduate) Program and the Diploma Four/Applied Bachelor Program, with a minimum academic load of 144 (one hundred and forty-four) credits.
 - c. A maximum study period of three (3) academic years (six semesters) is set for the Professional Program, taken after completing a Bachelor's or Diploma Four/Applied Bachelor Program, with a minimum academic load of 24 (twenty-four) credits.
 - d. A maximum study period of four (4) academic years (eight semesters) is set for the Master's Program, Applied Master's Program, or Specialist Program, taken after completing a Bachelor's or Diploma Four/Applied Bachelor Program, with a minimum academic load of 36 (thirty-six) credits.
 - e. Students enrolled in the Diploma Three Program who are in semesters seven (7) to ten (10) are referred to as extended semester students.
 - f. Students enrolled in the Bachelor's Program who are in semesters nine (9) to fourteen (14) are referred to as extended semester students.
 - g. Students enrolled in the Master's Program who are in semesters five (5) to eight (8) are referred to as extended semester students.
5. Students may complete their studies in a period shorter than the maximum duration, with the following minimum study periods:
- a. A minimum of 2.5 academic years (five semesters) for the Diploma Three (D3) Program.
 - b. A minimum of 3.5 academic years (seven semesters) for the Bachelor's Program or Diploma Four/Applied Bachelor Program.

- c. A minimum of 1 academic year (two semesters) for the Professional Program, taken after completing a Bachelor's or Diploma Four/Applied Bachelor Program.
- d. A minimum of 1.5 academic years (three semesters) for the Master's Program, Applied Master's Program, or Specialist Program, taken after completing a Bachelor's or Diploma Four/Applied Bachelor Program.
- e. A minimum of 1 academic year (two semesters) for the Professional Program, taken after completing a Bachelor's or Diploma Four/Applied Bachelor Program.

STUDY PLAN

Before commencing lectures, students are required to complete re-registration (her-registration) and fill out the Study Plan Card (Kartu Rencana Studi or KRS) online.

1. Re-Registration
 - a. Students are required to complete administrative re-registration at the beginning of each semester.
 - b. Re-registration consists of financial administration and academic administration activities:
 - i. Financial Administration is carried out by fulfilling all financial obligations in accordance with applicable university regulations.
 - ii. Academic Administration is carried out through the completion and online submission of the Study Plan Card (KRS).
 - c. Students who fail to complete the re-registration process are classified as inactive (non-active) students. The inactive semester is counted as part of the total study period.
 - d. Inactive (non-active) students are not permitted to participate in any academic activities during the inactive semester.
2. Study Plan Card (KRS)

The completion of the Study Plan Card (Kartu Rencana Studi – KRS) at the beginning of each semester is subject to the following regulations:


- a. The KRS must be completed online.
- b. Course Selection and Determination:
 - i. The selection of courses and determination of the total credit load (SKS) to be taken each semester are conducted by the student with the approval of the academic advisor.
 - ii. In determining the study load, students must take into account prerequisite courses, which must have been completed with a minimum grade of C.
 - iii. The KRS that has been approved by the academic advisor must be printed in three (3) copies: one copy submitted to the Faculty, one to the Academic Administration Bureau (BAA), and one retained by the student.
 - iv. Courses listed in the approved KRS may be substituted or canceled.
 - v. Course substitution or cancellation must be carried out by the student with the approval of the academic advisor, no later than the end of the second week after lectures begin, or in accordance with the online KRS schedule.
- c. Online KRS Procedures
 - i. Open the university website at www.um-surabaya.ac.id, then click on the Cyber Campus menu, or go directly to <http://cybercampus.um-surabaya.ac.id/login/>. A login page will appear.
 - ii. Enter your username and password, then click Login. Once logged in, select the KRS menu, and choose the courses to be registered in accordance with the applicable regulations.

ACADEMIC ADVISING

1. Students of Muhammadiyah University of Surabaya are required to participate in a minimum of four (4) academic advising sessions during their period of study. These sessions may be initiated either by the student or the academic advisor and aim to address various academic issues encountered during the study period, as well as to help students develop effective study habits through the Cyber Campus system.
2. Each student is assigned an academic advisor (dosen wali), appointed by the Dean of the respective faculty through an official decree (SK).
3. The academic advisor has the following responsibilities:
 - a. To provide online approval of the Study Plan Card (KRS).
 - b. To conduct continuous academic guidance throughout the student's study period until graduation.
 - c. To evaluate the student's academic performance in accordance with the evaluation stages, and to prepare reports and recommendations regarding students who require academic warnings or do not meet the requirements for a given evaluation stage, for submission to the Head of Study Program in relation to possible termination of study.


LECTURE ACTIVITIES

1. The academic year at Muhammadiyah University of Surabaya is divided into two semesters, each consisting of 16 weeks of instruction, conducted in accordance with the university's academic calendar.
2. Teaching and learning activities are conducted through various formats, including lectures, tutorials, practicums, fieldwork, entrepreneurship internships, community service programs, clinical practice, inter-faculty courses, general lectures, guest lectures, and e-learning.

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- a. Lecture (Tatap Muka) refers to a learning activity in which lecturers and students meet face-to-face to discuss specific topics.
 - b. Tutorial refers to a small-group advising or guidance session led by a lecturer to address specific academic problems or topics.
 - c. Practicum refers to a learning activity involving experiments, analysis, or hands-on application of theories in a controlled setting.
 - d. Inter-Faculty Course (Kuliah Lintas Fakultas) refers to a learning activity organized at the university level and open to students from different faculties.
 - e. Inter-Study Program Course (Kuliah Lintas Program Studi) refers to a course taken by students from one study program in another program, either within the same faculty or across different faculties within Muhammadiyah University of Surabaya.
 - f. Community Service Program (Kuliah Kerja Nyata – KKN) is a compulsory activity for undergraduate (S1) students that integrates education, field research, and community service.
 - g. Fieldwork Practice (Praktik Kerja Lapangan) refers to a learning activity designed to test and apply theoretical knowledge in a real-world professional setting.
 - h. Guest Lecture (Kuliah Tamu/Pakar) refers to a session conducted by an invited expert or guest lecturer to enhance students' knowledge and insight in a particular field of study.
 - i. E-Learning refers to an interactive learning process conducted through information and communication technology platforms.
3. The learning process at Muhammadiyah University of Surabaya is characterized by its interactive, holistic, integrative, scientific,

contextual, thematic, effective, collaborative, and student-centered nature.

- a. Interactive — Learning outcomes are achieved through a two-way interaction between students and lecturers, emphasizing engagement and active participation.
- b. Holistic — The learning process encourages the development of comprehensive and broad perspectives, internalizing both local and national wisdom and values.
- c. Integrative — Learning outcomes are achieved through an integrated learning process that unifies all components of the study program using interdisciplinary and multidisciplinary approaches to ensure overall competency attainment.
- d. Scientific — Learning outcomes are achieved through a scientific approach, creating an academic environment grounded in values, norms, and scientific principles, while upholding religious and national values.
- e. Contextual — Learning outcomes are achieved through a learning process aligned with real-world contexts, enabling students to develop the ability to solve problems relevant to their field of expertise.
- f. Thematic — Learning outcomes are achieved through a learning process designed according to the characteristics of each study program, and connected to real-life problems using a multidisciplinary approach.
- g. Effective — Learning outcomes are achieved efficiently and optimally, ensuring proper internalization and mastery of knowledge and skills within the given time frame.
- h. Collaborative — Learning outcomes are achieved through a collaborative process, encouraging interaction among learners to cultivate shared attitudes, knowledge, and skills.
- i. Student-Centered — Learning outcomes are achieved through a student-centered approach, emphasizing the development of creativity, capacity, personality, and




individual needs, and fostering independent learning and knowledge discovery.

4. At the start of each semester, lecturers must provide students with the Course Outline or Semester Learning Plan (RPS), which is developed individually or collaboratively within the relevant academic discipline and made available through the Cyber Campus portal.
5. The Semester Learning Plan (Rencana Pembelajaran Semester – RPS) or its equivalent must include at least the following components:
 - a. The name of the Study Program, course title and code, semester, credit units (SKS), and the name of the lecturer in charge;
 - b. The intended learning outcomes assigned to the course;
 - c. The expected competencies to be achieved at each stage of learning in order to meet the course learning outcomes;
 - d. The subject matter or topics related to the competencies to be achieved;
 - e. The learning methods to be applied;
 - f. The allocated time for achieving the competencies at each learning stage;
 - g. The student learning experiences, reflected through a description of assignments and learning activities to be completed throughout the semester;
 - h. The assessment criteria, indicators, and grading weights; and
 - i. The list of references used in the course.
6. During each class session, lecturers are required to record student attendance.
7. Only students whose names are officially listed on the course participant list are permitted to attend the class.
8. Students are required to arrive at least five (5) minutes before the class begins.

9. Students must record their attendance through the e-learning system.
10. Students who are unable to attend a class must submit a written notice to the Head of Study Program and/or the lecturer stating the reason for their absence.
11. Students are required to attend at least 75% of all class sessions in order to meet the attendance requirement.
12. Students must complete all course assignments in accordance with the Semester Learning Plan (RPS).
13. Students are prohibited from:
 - a. Disrupting the teaching and learning process;
 - b. Using communication devices during class sessions;
 - c. Violating student disciplinary regulations;
 - d. Any violation of points (a), (b), or (c) may result in the student being dismissed from the classroom.
14. If a lecture cannot be conducted according to the scheduled time, the lecturer must inform the students and reschedule the session at another appropriate time.
15. Guest lectures must be organized by each study program at least once per semester, and may also be conducted by the university, faculty, or research/study centers.
16. Participants of guest lectures consist of invited lecturers and students.
17. Further provisions regarding the implementation of guest or expert lectures are regulated separately.
18. The implementation of inter-faculty courses is determined by the Rector.
19. The implementation of inter-department (inter-study program) courses is determined by the Dean.

LABORATORY PRACTICE / INTERNSHIP PROGRAM

1. Laboratory Practice is a learning activity conducted in laboratories or practice rooms, aimed at providing students with the opportunity to analyze, test, and apply theories as well as

- 
- scientifically verify concepts from specific courses or parts of courses.
2. The requirements and materials for conducting laboratory practice are determined jointly by the Head of Study Program and the Head of Laboratory.
 3. The rules and regulations for laboratory practice are established by the Head of Study Program and the Head of Laboratory.
 4. Internship (Field Practice) is a learning program conducted in the form of practical work at designated training sites or partner institutions.
 5. The internship location is determined by the study program or faculty, or may be proposed by the student and approved accordingly.
 6. Each internship is supervised by a lecturer from the study program and a field supervisor provided by the training institution.
 7. The guidelines and other provisions regarding internship implementation are regulated separately by the faculty or study program.

TEMPORARY STUDY LEAVE

1. Temporary study leave (academic leave) may be granted to students under the following conditions:
 - a. For Diploma III, Diploma IV, and Undergraduate programs, the student must have completed at least 30 credits (SKS).
 - b. For Postgraduate and Professional programs, the student must have completed the first semester with a Grade Point Average (GPA) of ≥ 3.00 .
 - c. The student must obtain written approval from the Head of Study Program and authorization from the Dean or Director.

2. Students who are compelled to take temporary study leave due to unavoidable circumstances may apply for leave under the following conditions:
 - a. In the case of an accident, supported by a medical certificate from a hospital or other accountable documentation.
 - b. In the case of illness lasting more than one month, supported by a medical certificate from a hospital.
 - c. In the case of childbirth.
3. Students may take temporary study leave under the following duration limits:
 - a. For Diploma III and Postgraduate programs, a maximum of two consecutive semesters, or per semester.
 - b. For Undergraduate and Diploma IV programs, a maximum of two years, which may be taken per semester or two consecutive semesters. Subsequent leave applications may only be submitted after the student reactivates their study status.
4. Requests for temporary study leave cannot be applied retroactively for past semesters.
5. The period of temporary study leave is not counted toward the maximum duration of study.
6. The procedure for applying for temporary study leave is as follows:
 - a. Submit a written application letter (the form can be downloaded from the Academic Administration Bureau (BAA) website).
 - b. After completing the form, obtain approval from the Head of Study Program.
 - c. Submit the approved application to the Academic Administration Bureau (BAA) for verification.
 - d. The BAA issues an official Temporary Study Leave Authorization Letter.

- e. The authorization letter is made in two copies, which must be submitted to the Student Affairs Bureau (BAK) and the Faculty/Study Program.

REACTIVATION OF STUDENT STATUS

Students who have been on temporary study leave (academic leave) must complete the reactivation process before resuming their studies. The reactivation procedure is as follows:

1. Submit a reactivation request letter (the form can be downloaded from the Academic Administration Bureau (BAA) website at baa.um-surabaya.ac.id)
2. Complete the reactivation request form and obtain approval from the Head of Study Program.
3. Attach the approved temporary study leave authorization letter to the reactivation request and submit it to the Academic Administration Bureau (BAA) for verification.
4. The BAA will issue an official Student Status Reactivation Letter.
5. The reactivation letter must be made in two copies, which are to be submitted to the Financial Administration Bureau (BAK) and the Faculty/Study Program.

INTERNAL TRANSFER OF STUDY PROGRAM

Students may apply for an internal transfer of study program under the following conditions:

1. The student has continuously participated in academic activities for at least two semesters.
2. The student has not violated university regulations or any disciplinary rules.
3. The student must pass a placement test and meet any specific requirements, such as color vision standards, if required by the receiving faculty or study program.

4. The originating faculty and study program must approve the transfer request.
5. The receiving faculty and study program must also approve the transfer after considering the available capacity, and the results of the course recognition (credit conversion) from the previous study program.
6. The Head of the receiving study program must assess the remaining study period of the student in the previous program to ensure that the student can complete their studies in the new program within the permitted duration.
7. A transfer of study program may only be conducted once during the study period.
8. The study period from the previous program will be counted toward the total duration of study.
9. The transfer application must be submitted no later than four (4) weeks before the beginning of the odd or even semester, in accordance with the academic calendar.
10. The approval for transfer of study program is determined by the Rector's Decree.
11. Procedures for Applying for an Internal Transfer of Study Program
 - a. The student must submit a letter of application for program transfer, which can be downloaded from the website baa.um-surabaya.ac.id
 - b. The completed application letter must be approved by the Head of the Study Program and Dean of both the originating and receiving faculties/programs.
 - c. The application letter must then be submitted to the Academic Administration Bureau (BAA) for verification.
 - d. After verification, the BAA will process the transfer in the academic system, moving the student from the original study program to the new one

RECOGNITION OF PRIOR LEARNING (RPL) STUDENTS

The implementation of RPL in higher education includes:

a) RPL for continuing formal education, and b) RPL for equivalence with certain qualifications. RPL for continuing formal education, hereinafter referred to as RPL Type A, is carried out through partial recognition of learning, namely the recognition of learning outcomes obtained from: a. study programs at previous higher education institutions; b. non-formal or informal education; and/or c. work experience after completing secondary education or other equivalent forms. The partial recognition of learning outcomes is given in the form of credits determined by the RPL Team of Muhammadiyah University of Surabaya (MUS).

The procedure for implementing RPL has been regulated in the Decree of the Director General of Learning and Student Affairs of the Ministry of Research, Technology, and Higher Education of the Republic of Indonesia Number 162/B/KPT/2022 concerning Technical Guidelines for Recognition of Prior Learning. These provisions are general in nature; therefore, specific guidelines for the management of RPL within Muhammadiyah University of Surabaya (MUS) are still required. Specifically, it should be noted that the provisions of RPL within MUS are open. The public can easily submit an application so that their prior learning experiences can be recognized to reduce their learning load when continuing education at MUS. Through the RPL program, the duration of study at MUS can be shortened because students only need to complete the remaining semester credit units (credits) that are not recognized (cannot be converted). However, it needs to be emphasized that a person who participates in RPL Type A does not automatically receive a diploma even though their amount of learning experience is sufficient. This means that the applicant must study at MUS for a certain period within a specific number of semesters. Finally, it is hoped that with this handbook, the implementation of RPL at MUS will be easier to carry out, of higher quality, and provide greater opportunities for the community to pursue education at MUS.

Principles

The implementation of Recognition of Prior Learning (RPL) at Muhammadiyah University of Surabaya (MUS) follows the provisions stated in the Decree of the Director General of Higher Education, Research, and Technology Number 162/E/KPT/2022 concerning Technical Guidelines for Recognition of Prior Learning at Higher Education Institutions Providing Academic Education, which are based on the following principles:

1. Legality

MUS has legal authorization as a higher education provider as stipulated in Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and the Management of Higher Education Institutions.

2. Accessibility

MUS ensures that every individual has equitable and inclusive access to learning opportunities. Each individual has the right to access and participate in all forms of learning suitable to their needs, with learning outcomes that meet the National Standards for Higher Education (SN DIKTI).


3. Recognition Equality

MUS, as the RPL provider, gives equal recognition to learning outcomes obtained from formal, non-formal, informal education, and/or work experience. The accumulated learning outcomes of each individual obtained from non-formal, informal education, and/or work experience will be treated equally.

4. Transparency

MUS provides information about RPL that is publicly and widely accessible, using clear and explicit language so that all stakeholders (applicants, higher education institutions, accreditation bodies, and graduate users) can understand it. Policies, processes, and criteria are fully disclosed in a complete, accurate, and publicly open manner.

5. Quality Assurance



MUS ensures the quality of all RPL implementation processes. The criteria and procedures used to assess and validate learning outcomes obtained from non-formal, informal education, and/or work experience are credible, relevant, fair, and transparent. The policies, procedures, and quality assurance processes of RPL are explicitly formulated and open to the public.

6. Institutionalization

MUS, as an RPL provider, must have a complete organizational structure, which includes a University Senate, an Internal Quality Assurance System (SPMI), and an RPL Implementation Team.

TRANSFER STUDENTS FROM OVERSEAS UNIVERSITIES

Muhammadiyah University of Surabaya accepts transfer students from overseas universities with the following procedures:

1. Prospective students from their previous universities must have completed at least two semesters at their home institution and passed the placement test administered by the intended study program.
2. International students who wish to transfer their studies and become students at Muhammadiyah University of Surabaya must submit the following requirements:
 - a. Curriculum vitae (CV);
 - b. A copy of the diploma and academic transcript;
 - c. A financial guarantee letter or bank statement ensuring sufficient funding during the period of study in Indonesia;
 - d. A copy of a valid passport (minimum validity of 18 months);
 - e. A signed statement declaring that the student will not work while studying in Indonesia;
 - f. A signed statement declaring that the student will abide by all laws and regulations applicable in Indonesia;
 - g. Recent passport-sized photographs;
 - h. A medical certificate issued by an authorized institution;

- i. A Covid-19 vaccination certificate;
 - j. A study permit issued by the Directorate General of Higher Education (Dirjen Dikti).
3. The procedures and regulations for individual foreign nationals (international students) applying to become students at Muhammadiyah University of Surabaya are stipulated in a separate decree

COMMUNITY SERVICE PROGRAM (KKN)

1. The Community Service Program (KKN) is an activity carried out by students that integrates education, field research, and community service.
2. KKN is an academic and curricular activity that takes into account the characteristics of each study program. The implementation of KKN may be substituted with other equivalent activities based on the Rector's policy.
3. KKN is organized by the university and is mandatory for undergraduate students. The program is supervised by assigned field lecturers.
4. Both the regular KKN program and any substitute programs, as mentioned in point (2), are coordinated directly by the Institute for Research and Community Service (LPPM).
5. Participants of KKN are undergraduate students who are at least in their sixth semester and/or have completed a minimum of 110 credits (SKS).
6. Other provisions regarding the implementation of KKN are regulated separately in the KKN Implementation Guidelines.

DOUBLE DEGREE, JOINT DEGREE, AND FAST TRACK PROGRAMS.

MUS has developed several strategic programs that prioritize global relevance and benefit, namely: the **Double Degree**, **Joint Degree**, and **Fast Track** programs.

- The **Double Degree Program** offers students the opportunity to earn two degrees from two higher education institutions, either domestic or international.
- The **Joint Degree Program** allows students to obtain a single degree jointly recognized by two or more international partner universities.
- The **Fast Track Program** is designed for academically outstanding students to complete two levels of education within a shorter period.

These three programs not only demonstrate MUS's readiness to produce globally competitive graduates but also strengthen its contribution to developing an inclusive, solution-oriented higher education ecosystem with real impact. Beyond contributing to national development, these programs align with Islamic and Indonesian values, which serve as the foundation for shaping MUS students' character.

Therefore, the implementation of the Double Degree, Joint Degree, and Fast Track programs represents MUS's strategic step in realizing the vision of an *Impactful Campus* — one that contributes to the advancement of civilization and the welfare of society at large.

Definitions and Objectives

Double Degree Program

The Double Degree Program is a collaborative academic program conducted by two or more higher education institutions with different study programs at the same or different levels, implemented through the following mechanisms:

- a. Mutual recognition of students' completion of a number of equivalent courses from each university; and
- b. Completion and graduation of additional courses required by each institution to obtain two different degrees.

Joint Degree Program

The Joint Degree Program is an educational collaboration between two or more universities offering the same study program at the same academic level, through which students complete their studies at one of the partner institutions and are awarded a single jointly recognized degree. The Joint Degree Program is designed to accelerate the quality alignment of higher education between MUS and its international partner universities, ensuring that graduates meet international standards and are confident in competing globally.

Fast Track Program

The Fast Track Program is an accelerated academic pathway allowing students to pursue two levels of study consecutively — either undergraduate to master's or master's to doctoral levels.

This program is open to students with exceptional academic ability and a research topic that can be further developed at the subsequent level. Its primary objectives are to shorten the study period for MUS students completing two consecutive degrees and to increase the number of graduates who continue their studies.

PRINCIPLES OF THE COLLABORATIVE ACADEMIC PROGRAMS

The implementation of these collaborative degree programs is based on the following principles:

1. Compliance with general higher education regulations, national laws, and applicable international legal frameworks.
2. Prioritization of national development interests and contributions to enhancing the nation's competitiveness.
3. Mutual respect for equality and quality. MUS may collaborate with foreign universities (PTLN) to enhance academic performance, provided that the partner institution is accredited or officially recognized in its home

country and MUS holds an “*Excellent*” accreditation status.

4. Creation of added value to improve the quality of education.
5. Consideration of cross-regional, national, and/or international cultural diversity.

STUDY PROGRAMS

Faculty of Engineering (FT)

- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Naval Architecture
- Architecture
- Industrial Engineering
- Informatics

Faculty of Law (FH)

- Law

Faculty of Health Sciences (FIK)

- Nursing
- Midwifery
- Medical Laboratory Technology
- Pharmacy
- Physiotherapy

Faculty of Economics and Business (FEB)

- Management
- Accounting

Faculty of Teacher Training and Education (FKIP)

- Indonesian Language and Literature Education
- English Language Education
- Mathematics Education
- Biology Education
- Early Childhood Education (PAUD)
- Elementary School Teacher Education (PGSD)

- Visual Communication Design
- Teacher Professional Education

DOUBLE DEGREE PROGRAM

General Provisions

1. The Double Degree Program is implemented by two or more higher education institutions offering different study programs at the same academic level, to award two degrees as official recognition of academic achievement at the undergraduate (S1) level.
2. The Double Degree Program shall be conducted with a foreign university (PTLN) that has obtained official approval for a joint degree collaboration from the Directorate General of Higher Education, Research, and Technology (*Kemdiktisaintek*) with MUS.
3. Study programs participating in the Double Degree Program must hold operational permits and have a minimum accreditation rating of “Very Good.”
4. Partner foreign universities (PTLN) must be accredited or formally recognized in their respective countries.
5. The study load to be completed by Double Degree students at the partner foreign university, the copyright and intellectual property rights (IPR) of the curriculum, diploma legalization, and other fundamental matters must be stipulated in a *Memorandum of Agreement (MoA)* and comply with the prevailing laws and regulations of both Indonesia and the partner country.
6. Graduates of the Double Degree Program shall receive two diplomas—one issued by MUS and one by the partner foreign university—at the same qualification level. Each diploma is signed by the respective university authorities and accompanied by an academic transcript.

7. Students are required to prepare one final thesis written in English.

Participant Requirements

Students eligible for the Double Degree Program must meet the following criteria:

1. Active undergraduate students of MUS who have completed at least four semesters (for the 2+2 scheme) or six semesters (for the 3+1 scheme), equivalent to a minimum of 50% of the total credits required in their study program at MUS, with a minimum GPA of **3.51**.
2. Pass the selection process conducted jointly by MUS and the partner foreign university.
3. Have no record of academic ethics violations, as proven by a formal statement letter.
4. Obtain a recommendation letter from the Head of Study Program, acknowledged by the Dean (Appendix 1).
5. Submit a *Letter of Financial Commitment* confirming the student's ability to bear the financial obligations of the Double Degree Program (Appendix 2).
6. For programs conducted with foreign universities (PTLN), students must meet at least one of the following language proficiency standards:
 - TOEFL ITP \geq **460**
 - TOEIC \geq **550**
 - IELTS \geq **4.0** from an officially recognized English testing institution, or possess equivalent English or other foreign language proficiency required by the partner university.
7. Submit a *Medical Certificate* from a Public Health Center (Puskesmas), Clinic, or Hospital, or one that meets the specific requirements of the partner university (Appendix 3).

8. Demonstrate strong commitment and motivation to participate fully in all preparatory and academic activities of the program.

Study Duration

1. Students participating in the Double Degree Program will spend four semesters (two years) in the 2+2 scheme or one year (two semesters) in the 3+1 scheme, completing at least 50% of the total study load at MUS before continuing their study at the partner foreign university.
2. Students who successfully complete their studies within a minimum of eight semesters and a maximum of fourteen semesters will be awarded two diplomas, one from each institution.
3. Students who fail to complete the required study load at the partner foreign university within the stipulated timeframe must comply with the provisions stated in the MoA.
4. Students violating point (3) will be declared **NOT GRADUATED**.
5. Students enrolled in the Double Degree Program are officially registered as “Double Degree” students in both the MUS Academic Information System and the National Higher Education Database (*PDDikti*).

Registration Procedure

1. Administrative Selection

Students must apply through the New Student Admission Office by submitting the following required documents:

- Academic transcript;
- Certificate of active student status;
- High school (SMA) diploma or equivalent;
- TOEFL/IELTS or other standardized international foreign language certificate;

- Recommendation letter from the Head of Study Program, acknowledged by the Dean (Appendix 1);
- Letter of Financial Commitment for the Double Degree Program (Appendix 2);
- Statement letter declaring no academic ethics violations (Appendix 4);
- Medical certificate (Appendix 3); and
- Curriculum vitae (CV).

After document verification, applicants will proceed to the next selection stages.

2. Interview Selection

Applicants who pass administrative screening will undergo an interview evaluation conducted by MUS and the partner foreign university.

3. Announcement of Results

Successful applicants will be officially announced and are required to attend a pre-departure orientation program before commencing study abroad.

Academic Implementation

1. The learning process follows the MoA agreed upon between MUS and the partner foreign university.
2. Students accepted into the Double Degree Program shall begin their study at the foreign university according to the academic calendar determined by the partner institution.
3. Supervision of the final thesis may be conducted jointly by both institutions or solely by the supervisor assigned by the partner university.
4. The recognition of the student's final project/thesis will follow the mutual agreement between the two universities.

Funding Scheme

There are **three (3) funding schemes** available for the Double Degree Program:

1. **Fully Funded Scheme**

- All expenses related to the implementation of the Double Degree Program are covered by a scholarship.
- Students must continue paying the *UKT* (Tuition Fee) for the Double Degree Program at MUS while studying at the partner university abroad.

2. **Partially Funded Scheme**

- All expenses related to the implementation of the Double Degree Program are borne by the student, except for the tuition fee.
- Students must continue paying the *UKT* fee at MUS during their study period abroad.

3. **Self-Funded Scheme**

- All expenses related to the implementation of the Double Degree Program are fully borne by the student.

Monitoring, Evaluation, and Reporting

1. Monitoring and evaluation are conducted in **three stages** pre-implementation, implementation, and post-implementation by the MUS Quality Assurance Agency (*Lembaga Penjamin Mutu*).

Table 1. Schedule of Monitoring and Evaluation

| Activity | Period | Mode |
|-----------------|--------------------------------------|-------------|
| Monitoring 1 | Mid-Term Fall (October – November) | Online |
| Monitoring 2 | Final-Term Fall (January – February) | Offline |
| Monitoring 3 | Mid-Term Spring (April – May) | Online |
| Monitoring 4 | Final-Term Spring (July – August) | Online |

2. Faculties implementing the Double Degree Program must periodically submit data to the Higher Education Database through the Academic and Administration Bureau (*BAA*) and/or the Digitalization and Information Technology Center (*LDIT*) as part of the internal and external quality assurance processes.
3. Monitoring and evaluation are jointly conducted by MUS and the partner foreign university. The evaluation team consists of representatives from the Dean's Office, the relevant Study Program, and the Office of Internationalization and Partnership (*LKI*).
4. Expenses related to offline monitoring and evaluation activities are covered by the university, with funding allocated by the faculty, study program, or institutional budget. Costs include round-trip airfare, accommodation, per diem, and tokens of appreciation for partner representatives.
5. Students must submit a monthly progress report on their academic performance at the partner foreign university to their home study program at MUS.

JOINT DEGREE PROGRAM

General Provisions

1. The Joint Degree Program is a collaborative academic program implemented by two universities offering the same study program at the same academic level, resulting in the award of **one degree** as recognition of the academic achievements at the undergraduate level.
2. The Joint Degree Program must ensure alignment and equivalence of **learning outcomes** between the participating study programs of both universities.
3. Study programs conducting the Joint Degree Program must possess a valid operational permit and have a minimum

- accreditation rating of **“Very Good”**, or hold an internationally recognized accreditation that remains valid.
4. Partner foreign universities (PTLN) collaborating with MUS must be **accredited or officially recognized** in their respective countries.
 5. The study load required at the partner foreign university, along with curriculum copyrights, intellectual property rights (IPR), diploma legalization, and other fundamental aspects, must be clearly stated in a **Memorandum of Agreement (MoA)** and comply with the applicable laws and regulations of Indonesia and the partner country.
 6. Graduates of the Joint Degree Program will receive **two diplomas** — one issued by MUS and one by the partner foreign university — both representing the **same academic qualification (degree)**.
 7. Each diploma will be signed by the respective university authorities and accompanied by an academic transcript.

Participant Requirements

Students applying for the Joint Degree Program must meet the following criteria:

1. Be an **active undergraduate student** of MUS who has completed at least **six semesters** with a minimum **GPA of 3.51**.
2. For Joint Degree Programs with foreign universities (PTLN), students must meet at least one of the following minimum English proficiency requirements:
 - TOEFL ITP: **460**
 - TOEIC: **550**
 - IELTS: **4.0**

From an officially recognized English language testing institution, or possess proficiency in English or another foreign language as required by the partner university.

3. Obtain a **recommendation letter** from the Head of Study Program, acknowledged by the Dean (Appendix 1).
4. Pass the selection process conducted jointly by MUS and the partner foreign university.
5. Have **no record of academic ethics violations**, as proven by an official statement letter (Appendix 4).
6. Submit a **Letter of Financial Commitment** confirming the student's ability to meet the financial requirements for participating in the Joint Degree Program (Appendix 2).
7. Submit a **Medical Certificate** from a Public Health Center (Puskesmas), Clinic, or Hospital, or in accordance with the requirements of the partner foreign university (Appendix 3).
8. Demonstrate a **strong commitment and willingness** to fully participate in all preparatory and program-related activities.

Study Duration

1. The duration of the undergraduate-level Joint Degree Program is a **minimum of eight (8) semesters** and a **maximum of fourteen (14) semesters**.
2. The program must be conducted for **at least four (4) semesters** at MUS and **at least two (2) semesters** at the partner foreign university (PTLN).
3. Students who successfully complete the program will receive **two diplomas**, each issued by MUS and the partner foreign university, both representing one equivalent academic qualification.
4. Students who fail to complete the Joint Degree Program must **return to MUS** to complete their studies and will be awarded a degree solely from MUS.
5. Students who do not complete the required study load at the partner foreign university within the agreed period must adhere to the provisions stated in the MoA.

6. Students violating the provision in point (4) shall be declared **NOT GRADUATED**.
7. Students participating in the Joint Degree Program will be officially registered as “Joint Degree” students in both the **MUS Academic Information System** and the **National Higher Education Database (PDDikti)**.

Registration Procedure

1. Administrative Selection

Applicants must register through the **New Student Admission Office** by submitting the following required documents:

- Academic transcript
- Certificate of active student status
- High School / Vocational / Equivalent diploma
- TOEFL / IELTS / other foreign language certificate
- Recommendation letter from the Head of Study Program acknowledged by the Dean
- Letter of Financial Commitment for participation in the Joint Degree Program
- Statement letter confirming no academic ethics violation
- Medical Certificate
- Curriculum Vitae (CV)

Applicants who meet all administrative requirements will proceed to the next selection stage.

2. Interview Selection

Applicants will undergo interviews conducted jointly by MUS and the partner foreign university.

3. Announcement of Results

Successful applicants will be officially announced and must attend **pre-departure orientation** or preparatory training before departure.

Academic Implementation

1. Students who pass the selection for the Joint Degree Program may begin their studies at the partner foreign university (PTLN) at the beginning of the **odd or even semester**, depending on the academic schedule.
2. Supervision of the final thesis or project may be conducted **jointly** by MUS and the partner university, or **independently** by a supervisor from either institution.
3. Recognition of the student's final project will follow the **mutual agreement** established between both universities.

Funding Scheme

There are **three (3) funding schemes** available for the Joint Degree Program:

1. **Fully Funded Scheme**
 - All expenses related to the implementation of the Joint Degree Program are covered by a scholarship.
 - Students must continue paying the **MUS UKT (Tuition Fee)** during their study period at the partner university abroad.
2. **Partially Funded Scheme**
 - All expenses related to the program are borne by the student, **except tuition fees**.
 - Students are still required to pay the **MUS UKT** while enrolled at the partner foreign university.
3. **Self-Funded Scheme**
 - All expenses related to the program are **fully borne by the student**.

Monitoring, Evaluation, and Reporting

1. Monitoring and evaluation of the Joint Degree Program are conducted in three stages:
 - Pre-implementation,
 - Implementation, and
 - Post-implementation.

All stages are coordinated by the MUS Quality Assurance Unit (*Satuan Penjaminan Mutu*).

Table 2. Monitoring and Evaluation Schedule

| Activity | Period | Mode |
|--------------|--------------------------------------|---------|
| Monitoring 1 | Mid-Term Fall (October – November) | Online |
| Monitoring 2 | Final-Term Fall (January – February) | Offline |
| Monitoring 3 | Mid-Term Spring (April – May) | Online |
| Monitoring 4 | Final-Term Spring (July – August) | Online |

2. Faculties conducting the Joint Degree Program must periodically submit data to the Higher Education Database via the Academic and Administrative Bureau (BAA) and/or the Digitalization and Information Technology Center (LDTI) to support the implementation of internal and external quality assurance systems.
3. Monitoring and evaluation are jointly conducted by MUS and the partner foreign university. The evaluation team consists of representatives from the Dean's Office, Study Program, and the Office of Internationalization and Partnership (LKI).
4. Costs related to offline monitoring and evaluation activities are covered by the university through allocated budgets from the faculty, study program, or relevant units. The expenses include round-trip airfare, accommodation, per diem, and partner appreciation items.

5. Students are required to submit a monthly progress report to their home study program at MUS regarding their academic activities at the partner foreign university.

FAST TRACK PROGRAM

General Provisions

1. The Fast Track Undergraduate–Master’s Program (*Sarjana–Magister*) is designed to be completed within 10 semesters.
2. The Fast Track Program may be conducted between closely related study programs.
3. The Fast Track Program is implemented collaboratively by two universities offering the same or similar study programs at different academic levels (undergraduate and master’s), resulting in the award of two degrees as recognition of learning outcomes at both levels.
4. The program must ensure alignment of learning outcomes between the undergraduate and postgraduate levels.
5. Study programs participating in the Fast Track Program must have valid operational permits and a minimum “Very Good” accreditation rating, or an international accreditation that remains valid.
6. The partner foreign university (PTLN) collaborating with MUS must be accredited or officially recognized in its home country.
7. The study load undertaken by students at the partner foreign university, including curriculum copyright, intellectual property rights (IPR), diploma legalization, and other fundamental provisions, must be stipulated in a Memorandum of Agreement (MoA) and must comply with the laws and regulations of both Indonesia and the partner country.
8. Graduates of the Fast Track Program will receive two diplomas:

- one issued by MUS for the Undergraduate Degree (S1), and
 - one issued by the partner foreign university for the Master's Degree (S2).
9. Each diploma will be signed by the respective university authorities and accompanied by a complete academic transcript.

Participant Requirements

For students applying to the Fast Track Undergraduate (S1) to Master's (S2) Program, the following requirements apply:

1. Must be an active MUS student in their 6th semester, with no history of academic leave or absenteeism.
2. Must have obtained a minimum GPA of 3.50 by the end of the 6th semester and completed at least 120 credits (SKS).
3. Must pass the selection process jointly conducted by MUS and the partner foreign university (PTLN).
4. Must have a minimum English proficiency score of:
 - TOEFL ITP ≥ 460 ,
 - TOEIC ≥ 550 , or
 - IELTS ≥ 4.0 , from an officially recognized English language testing institution, or demonstrate proficiency in English or another foreign language as required by the partner institution.
5. Must have no record of academic ethics violations, as proven by a formal statement letter.
6. Must submit a Recommendation Letter from the Head of Study Program, acknowledged by the Dean (Appendix 1).
7. Must have a research topic that can be further developed at the postgraduate level and aligned with the research roadmap of the designated supervisors at both MUS and the partner foreign university.

8. Must provide a Medical Certificate issued by a Public Health Center (Puskesmas), Clinic, or Hospital, or as required by the partner institution.
9. Must demonstrate a strong commitment and motivation to participate in all stages of the program.

Study Duration

1. The status of a student enrolled in the Fast Track Undergraduate–Master’s Program remains as an undergraduate student until officially declared as having completed the undergraduate degree.
2. Upon successful completion of the undergraduate program, the student’s status will be automatically transferred to the master’s level.
3. Students who fail to complete the required study load at the partner foreign university within the stipulated timeframe must comply with the provisions stated in the MoA.
4. Students violating point (3) shall be declared NOT GRADUATED.
5. Students enrolled in the Fast Track Program are officially registered as “Fast Track” students in both the MUS Academic Information System and the National Higher Education Database (PDDikti).

Registration Procedure

1. Administrative Selection

Applicants must register through the New Student Admission Office by submitting the following required documents:

- Academic transcript
- Certificate of active student status
- High school diploma (SMA) or equivalent
- TOEFL / IELTS / other foreign language certificate

- Recommendation letter from the Head of Study Program, acknowledged by the Dean (Appendix 1)
- Letter of Financial Commitment for the Double Degree Program (Appendix 2)
- Statement letter confirming no academic ethics violation (Appendix 4)
- Medical certificate (Appendix 3)
- Curriculum Vitae (CV)

Applicants meeting the administrative requirements will proceed to the next selection stages.

2. Interview Selection

Applicants must attend an interview conducted jointly by MUS and the partner foreign university.

3. Announcement of Results

Successful applicants will be officially announced and required to attend pre-departure orientation prior to departure.

Academic Implementation

For the Undergraduate (S1) to Master's (S2) Fast Track Program, the academic structure is as follows:

1. Semesters 1–6: Students complete the full undergraduate curriculum at MUS.
2. Semesters 7–8: Students complete the remaining undergraduate courses at the partner foreign university (PTLN).
3. Semesters 9–10: Students complete all required coursework and research at the master's level.
4. The final thesis or research project must follow the research roadmap jointly developed by supervisors from both MUS and the partner foreign university.

Funding Scheme

1. In the first year at the partner university (PTLN), all expenses related to the Fast Track Program are borne by the student, except tuition fees.
2. In the second year, the student will receive a tuition fee waiver and living allowance from the partner university (PTLN).
3. Students participating in the Fast Track Program must continue paying the MUS UKT (Tuition Fee) during the first year of study abroad.

Monitoring, Evaluation, and Reporting

1. Monitoring and evaluation of the Fast Track Program are conducted in three stages — pre-implementation, implementation, and post-implementation — by the MUS Quality Assurance Unit (*Satuan Penjaminan Mutu*).

Table 3. Monitoring and Evaluation Schedule

| Activity | Period | Mode |
|--------------|--------------------------------------|---------|
| Monitoring 1 | Mid-Term Fall (October – November) | Online |
| Monitoring 2 | Final-Term Fall (January – February) | Offline |
| Monitoring 3 | Mid-Term Spring (April – May) | Online |
| Monitoring 4 | Final-Term Spring (July – August) | Online |

2. Faculties conducting the Fast Track Program must regularly submit student data to the Higher Education Database through the Academic and Administrative Bureau (BAA) and/or the Digitalization and Information Technology Center (LDTI) as part of the internal and external quality assurance process.
3. Monitoring and evaluation are jointly conducted by MUS and the partner foreign university. The evaluation team

shall include representatives from the Dean's Office, Study Program, and the Office of Internationalization and Partnership (LKI).

4. Costs related to offline monitoring and evaluation are covered by the university through budgets allocated from faculties, study programs, and institutional units. The costs include round-trip airfare, accommodation, per diem, and partner appreciation items.
5. Each participating study program must regularly report student academic progress, including Semester GPA, seminar activities, study progress reports, and scientific publications, in accordance with the academic regulations of MUS. Reports are submitted monthly to the respective study program.

GRADUATION CEREMONY (WISUDA)

1. Every student who has completed their studies is required to participate in the graduation ceremony in the corresponding academic year, in accordance with the established requirements.
2. Each graduate is required to pay a graduation ceremony fee, the amount of which is determined by the Rector's decree.
3. All graduation participants are required to contribute to the graduation book donation fund, the amount of which is determined by the Rector's decree. Symbolically, this donation is handed over by the graduates to the Rector during the graduation ceremony.
4. Muhammadiyah University of Muhammadiyah (MUS) may hold the graduation ceremony twice a year, corresponding to the odd and even semesters.
5. The requirements for participating in the graduation ceremony are as follows:
 - a. The student has no outstanding library loans, has submitted their thesis/final project/scientific paper/master's thesis,

and has obtained approval from the Head of the Library via Cybercampus.

- b. The student has settled all financial obligations in accordance with university regulations and has obtained approval from the Head of the Academic and Financial Bureau (BAK) via Cybercampus.
- c. The student has participated in the Student Orientation Program (Ordik).
- d. The student possesses a certificate of passing the competency test in Al-Islam and Kemuhammadiyahahan issued by the Institute for the Study of Al-Islam and Kemuhammadiyahahan (LPAIK).
- e. The student has obtained final approval from the Head of the Academic Administration Bureau (BAA) via Cybercampus.

DIPLOMA, CERTIFICATE, ACADEMIC TRANSCRIPT, AND DIPLOMA SUPPLEMENT (SKPI)

1. Students who have graduated and participated in the graduation ceremony are entitled to receive their Diploma, Certificate, Academic Transcript, and Diploma Supplement (SKPI) no later than two (2) weeks after the graduation ceremony.
2. The personal data used as the basis for issuing the Diploma, Certificate, Academic Transcript, and SKPI shall correspond to the information provided by the student during the Yudisium registration process.
3. The Diploma, Certificate, Academic Transcript, and SKPI can be collected at the Academic Administration Bureau (BAA) office once all the specified requirements have been fulfilled.
4. If the Diploma cannot be issued within the specified timeframe, the student is entitled to receive a Certificate of Graduation (Surat Keterangan Lulus) as a temporary replacement.

5. The Diploma, Certificate, Academic Transcript, and SKPI are issued only once.
6. In the event of damage or loss, a Certificate of Replacement for the Diploma, Certificate, Academic Transcript, and SKPI will be issued.
7. The Certificate of Replacement for the Diploma, Certificate, Academic Transcript, and SKPI will be issued upon submission of a police report.
8. A Certificate of Correction for Diploma Wording will be issued if an error is found in the writing of the diploma.
9. The Certificate of Diploma Replacement shall be issued by the Rector upon the request of the Dean of the Faculty or the Director of the Postgraduate Program.
10. Students are required to possess a TOEIC test certificate issued by the Language Center of Muhammadiyah University of Surabaya.

STUDENT REGULATION

1. Shall comply with all laws and regulations of the Republic of Indonesia, including those set by the Directorate General of Immigration.
2. Shall adhere to all academic and non-academic rules and regulations enforced by Muhammadiyah University of Muhammadiyah (MUS) during my period of study.
3. Shall refrain from committing any indecent acts or engaging in any conduct that violates legal, academic, or ethical standards.
4. Shall refrain from entering into any marriage or marital arrangement during the study;
5. Understand and accept that should I be found to have violated any of the above provisions.

The following consequences will apply

1. Termination of my scholarship;
2. Full repayment of any scholarship funds already received;
3. Notification of my misconduct to the Embassy of my home country;
4. Agree to return to home country.



DORMITORY RULES

1. The latest time to enter the dormitory is 9:00 p.m.
2. International students must ask permission from the dormitory guard before leaving or record your leaving details in the permission logbook located in the dormitory lobby.
3. Staying overnight outside the dormitory frequently is prohibited.
4. International students are required to attend communal prayers when staying in the dormitory.
5. Maintain shared cleanliness, including the bedroom, bathroom, and kitchen areas.
6. Dress modestly and appropriately when leaving the dormitory.
7. Visiting hours end at 8:00 p.m.

THE REGULATION OF MUHAMMADIYAH UNIVERSITY OF SURABAYA GLOBAL HUB

To maintain order, cleanliness, and a conducive atmosphere for learning and interaction, the following regulations apply to all users of the Global Hub Room.

1. Purpose of the Room

The Global Hub Room is designed to support international students in academic, cultural, and social activities. It serves as a space for:

- Studying or completing assignments
- Group discussions and collaborative projects
- Intercultural meetings or educational events approved by the university

2. Access and Usage Time

- The Global Hub Room may only be used during free time.
- Students are not allowed to stay in the room during class hours or scheduled lectures.
- The room may be temporarily closed for official university events or maintenance.

3. Cleanliness and Maintenance

- All users must maintain cleanliness and hygiene at all times.
- Food and drinks are allowed but dispose of all trash in the provided bins.
- Rearrange chairs, tables, and other furniture after use.
- Report any damage or malfunction of facilities to the International Office immediately.

4. Behavior and Conduct

- Users are expected to behave respectfully toward others and the property of the university.

- Sleeping, lying down, or occupying multiple seats is strictly prohibited.
- Loud talking, playing music without earphones, or engaging in disruptive activities is not allowed.
- The Global Hub must remain a quiet and comfortable environment for study and discussion.
- Dress appropriately and in accordance with university regulations

5. Furniture and Facilities

- All facilities, including sofas, tables, and electrical outlets, must be used properly.
- Do not move or remove furniture or equipment from the room without authorization.

6. Responsibility

- Every user is responsible for maintaining the order and cleanliness of the room.
- Any damage caused intentionally or through negligence will be the responsibility of the user(s) involved.

These regulations are established to ensure that the Global Hub remains a safe, clean, and welcoming environment for all international students. All users are expected to read, understand, and comply with these regulations at all times.

Annex 1

SURAT PERNYATAAN

Statement Letter

Saya yang bertanda tangan di bawah ini

I, the undersigned

Nama :

.....

Name

Tempat, Tanggal Lahir :

.....

Place and Date of Birth

Kebangsaan :

.....

Nationality

Nomor Paspor :

.....

Passport Number

Program Studi :

.....

Study Program

Dengan ini menyatakan bahwa saya

Hereby declare that I

1. Bersedia mematuhi seluruh peraturan dan perundang-undangan yang berlaku di Negara Republik Indonesia,

termasuk ketentuan yang ditetapkan oleh Direktorat Jenderal Imigrasi.

Shall comply with all laws and regulations of the Republic of Indonesia, including those set by the Directorate General of Immigration.

2. Bersedia mematuhi seluruh ketentuan akademik dan non-akademik yang berlaku di Universitas Muhammadiyah Surabaya (UMSurabaya) selama mengikuti kegiatan belajar.

Shall adhere to all academic and non-academic rules and regulations enforced by Universitas Muhammadiyah Surabaya (UMSurabaya) during my period of study.

3. Tidak akan melakukan tindakan asusila, pelanggaran norma, atau aktivitas lain yang bertentangan dengan hukum dan etika akademik maupun sosial.

Shall refrain from committing any indecent acts or engaging in any conduct that violates legal, academic, or ethical standards.

4. Tidak menikah selama masa studi masih berjalan;

Shall refrain from entering into any marriage or marital arrangement during the study;

5. Memahami bahwa jika saya terbukti melanggar salah satu ketentuan di atas, maka:

Understand and accept that should I be found to have violated any of the above provisions, the following consequences will apply

1. Beasiswa saya akan dibatalkan;
Termination of my scholarship;
2. Saya bersedia untuk mengembalikan seluruh dana beasiswa yang telah diterima;
Full repayment of any scholarship funds already received;
3. Saya bersedia untuk dilaporkan kepada Kedutaan Besar negara asal saya;
Notification of my misconduct to the Embassy of my home country;
4. Saya bersedia kembali ke negara asal.
Agree to return to home country.

Demikian surat pernyataan ini saya buat dengan sebenar-benarnya dan tanpa paksaan dari pihak manapun. Saya siap menanggung segala akibat hukum dan administratif apabila di kemudian hari saya melanggar isi pernyataan ini.

This statement is made in good faith and without any coercion, from any party I fully accept all legal and administrative consequences that may arise should I breach any part of this statement.

Surabaya;.....

Yang menyatakan.

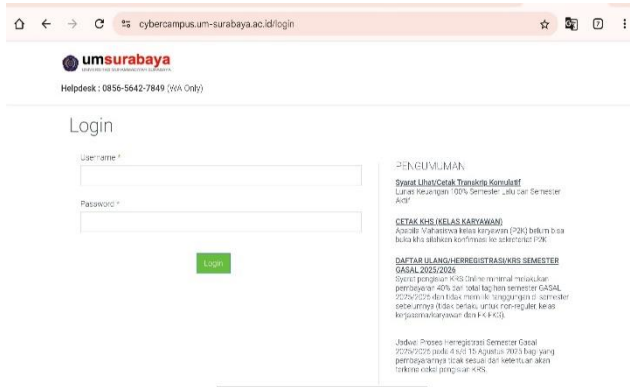
Sincerely,

Materai
Rp10.000

.....

Annex 2

KRS Regulation



umsurabaya
UNIVERSITAS SURABAYA

Hotline: 0856-5642-7849 (VIA Only)

Login

Username *

Password *

Login

PENGUMUMAN

Syarat Ulang Cetak Transkrip Konsultasi
Lulus Keunggulan 100% Semester 1 dan 2 Semester A dan B

CETAK KHS (KELAS KARYAWAN)
Asesori Mahasiswa kelas karyawan (P20) belum bisa melakukan konfirmasi ke administrasi P20

DAFTAR ULANG/REDEKSTRASWIS SEMESTER GASAL 2023/2023
Syarat pengisian KHS dan minimal meluluskan persentase 40% dari total tahun semester GASAL 2022/2023 dan tidak memiliki tanggungan di semester sebelumnya tidak berlaku untuk pendaftaran kelas kepastiannya dan KHS KHS.

Jadwal Proses Registrasi Semester Gasal 2023/2023 pada 4 s.d 15 Agustus 2023 bagi yang persentasenya tidak sesuai dan ketentuan akan berlaku untuk pengisian KHS.

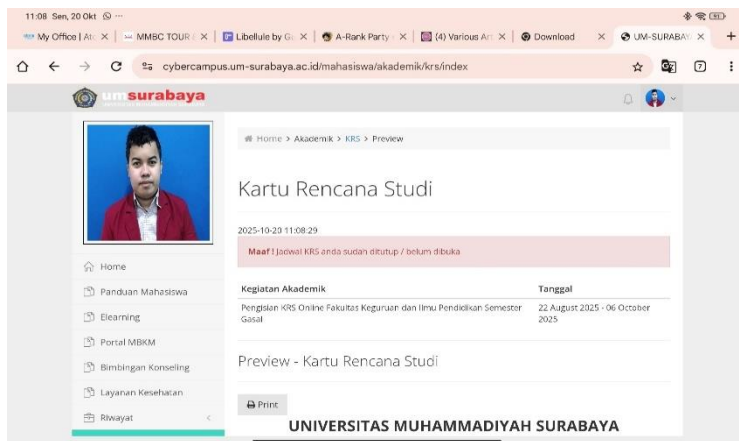


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Home > Biodata > Index

Riwayat

| Riwayat | Jum Data | Belum Approve | Sudah Approve |
|------------------------|----------|---------------|---------------|
| Buku | 0 | 0 | 0 |
| HAKI | 0 | 0 | 0 |
| Non HAKI | 0 | 0 | 0 |
| Organisasi | 0 | 0 | 0 |
| Penghargaan | 0 | 0 | 0 |
| Prestasi Mandiri | 0 | 0 | 0 |
| Prestasi Diri | 0 | 0 | 0 |
| Magang / Praktik Kerja | 0 | 0 | 0 |
| Mengajar | 0 | 0 | 0 |





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UNIVERSITAS MUHIYAD-DIYAH SURABAYA



**DIKTISAINTEK
BERDAMPAK**