

ACADEMIC REGULATIONS

FACULTY OF ADMINISTRATIVE SCIENCE

UNIVERSITY OF BRAWIJAYA

2013/2014 ACADEMIC YEAR

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2013/2014 ACADEMIC YEAR



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE
MALANG

Jl. Mayjen Haryono No. 163 Malang 65145
Phone (0341) 553737, 568914, 556703, 562005

Fax. (0341) 558227

Email: fia@ub.ac.id

Website: www.fia.ub.ac.id

Vision

To be a high quality educational institution in administrative sciences and admitted by national and international communities

Missions

1. To improve the quality and quantity in implementing the Three University Basic Principles: teaching and learning, research and community service
2. To create the ethos of administrative sciences in the community and to strengthen the position of alumni in the job market
3. To increase effectiveness and efficiency in faculty administration

FOREWORD

This book of Academic Regulations for 2013/2014 Academic Year is published under the Dean Decree number 218/UN10.3/SK/2013 dated July 10, 2013 in order to foster the dissemination of information related to teaching and learning activities in Faculty of Administrative Science, University of Brawijaya.

The content of this book reflects the implementation of the Act no. 20 of 2003 concerning the National Education System, Government Regulation number 60 of 1999 concerning Higher Education, Ministry of National Education Decree number 080/0/2002 concerning the University of Brawijaya's Statutes, and Rector of University of Brawijaya Decree number 310/K/2012 concerning Academic Regulations of University of Brawijaya for 2013/2014 academic year. This book is hoped to provide a better picture to officials, students, lecturers, and stakeholders concerning the educational system applied at Faculty of Administrative Science, University of Brawijaya.

This book has been going on revisions from year to year as the educational management continues to develop for better systematic perfection. Therefore, the revised version is hoped to satisfy the demands of the academic society as the user of this book.

I hope that this book of Academic Regulations will be a sole guide in the teaching and learning activities at Faculty of Administrative Science, University of Brawijaya.

Malang, July 2013
Faculty of Administrative Science
University of Brawijaya
Dean,

SIGNED

Prof. Dr. Bambang Supriyono, M.S.
NIP. 19610905 198601 1 002

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**THE DECREE OF DEAN OF FACULTY OF ADMINISTRATIVE SCIENCE
UNIVERSITY OF BRAWIJAYA
Number: xxxx**

On

**ACADEMIC REGULATIONS
FACULTY OF ADMINISTRATIVE SCIENCE, UNIVERSITY OF BRAWIJAYA
2014/2015 ACADEMIC YEAR**

**DEAN OF FACULTY OF ADMINISTRATIVE SCIENCE, UNIVERSITY OF
BRAWIJAYA**

Considering : a. that improving the implementation quality of Three Principles of Higher Education requires academic regulations which base all of their practical application;
b. that regarding the first point earlier stated above, Academic Regulations book needs to be published in order to direct the implementation of Three Principles of Higher Education at Faculty of Administrative Science, University of brawijaya.

Recalling : 1. Act No. 20 of 2003
2. Act No. 12 of 2012
3. Act No. 66 of 2010
4. Presidential Decree No. 72/M of 2010
5. Minister of National Education Decree No. 234/U/2000
6. Minister of National Education Decree No. 080/O/2002
7. University of brawijaya's Rector Decree No. 074/SK/2006
8. University of brawijaya's Rector Decree No. 281/SK/2013

DECIDING

Determining :
First : Academic Regulations of Faculty of Administrative Science, University of brawijaya, in 2013/2014 academic year as a sole basis for all academic-related units in Faculty of

- Administrative Science, University of brawijaya;
- Second : The 2014/2015 version of Academic Regulations apply to students enrolled since 2014/2015 academic year, while those from earlier batches are to follow the previous edition of Academic Regulations.
- Third : This decree is in effect from the date of enactment and will be evaluated when a misimplementation is found.

Malang, March 2014
Dean,

Signed and Sealed

Prof. Dr. Bambang Supriyono, M.S.
NIP. 19610905 198601 1 002

**LIST OF OFFICIALS AND STAFFS FACULTY OF
ADMINISTRATIVE SCIENCE UNIVERSITY OF
BRAWIJAYA**

**ACADEMIC CALENDAR FACULTY OF
ADMINISTRATIVE SCIENCE – UNIVERSITY OF
BRAWIJAYA 2013/2014 ACADEMIC YEAR**

CHAPTER I

INTRODUCTION

A. HISTORY OF FACULTY OF ADMINISTRATIVE SCIENCE

The history of Faculty of Administrative Science cannot be separated from the history of University of Brawijaya itself as it is a part of the university. University of Brawijaya, situated in the city of Malang, East Java Province, was first established on January 5, 1963, by Minister of Higher Education and Knowledge Decree number 1 of 1963 and later confirmed by Presidential Decree number 196 of 1963 issued on September 23, 1963.

It all began with the establishment of Faculty of Business Administration on September 15, 1960, with Drs. Soejekti Djajadiatma as its dean and Drs. Suparni Pamudji as the secretary of dean. At those days, both people also worked as lecturers at Civil Service Academy, Malang. On July 11, 1961, the President of the Republic of Indonesia granted the name University of Brawijaya which officially opened 4 faculties:

- Faculty of Law
- Faculty of Economics
- Faculty of Business Administration
- Faculty of Agriculture

In 1961, Drs. Ruspana, a lecturer at Civil Service Academy, was appointed as dean in order to replace Drs. Soejekti who was assigned to study in US.

On September 30, 1962, in order to comply with Act no. 22 of 1961 on Higher Education, the name Faculty of Business Administration was changed into Faculty of Public and Business Administrations. This faculty managed two departments, namely, Public Administration and Trade Administration Departments. An extension of the faculty was opened in Kediri, East Java Province, under the Minister of Higher Education and Knowledge Decree number 97 of 1963 since August 15, 1963. In later development, the Kediri branch was closed and moved back to the head office in Malang.

Despite a good progress on the university's development, the latest country's situation did not support for any academic performance due to the September 30th Rebellion by the Indonesian Communist Party that all activities were cancelled, particularly on April 2, 1966. An emergency action was, then, taken by the 083 Resort Military Commander with the issuance of a Decree number 021/IV/66 which regulated that the officials of University of Brawijaya must take the form of a presidium and set caretakers of its faculties' dean. This decree was strengthened by the issuance of Deputy Minister of Higher Education and Knowledge Decree number 4538 of 1966. Soon later, the presidium worked

to re-open the university on April 12, 1966. At that time, Drs. David Jats, M.A. was appointed as a caretaker of Dean of Faculty of Public and Business Administrations until September 16, 1966.

After that date, Officials of Faculty of Public and Business Administrations, University of Brawijaya, were as follows:

- Dean: Drs. Soejekti Djajadiatma, M.S.P.A
- Vice Dean I: Drs. Zamhir Islamy
- Vice Dean II: Drs. Ganda Sufrihat
- Vice Dean III: Drs. Niam Sovie

In 1971, concerning the latest situation and demands, the Faculty Senate decided to reformed the officials which resulted in the following structure:

- Dean: Drs. Soejekti Djajadiatma, M.S.P.A
- Vice Dean I: Drs. Taher Alhabsji
- Vice Dean II: Drs. Zainal Arifin Achmady
- Vice Dean III: Drs. Timotius Hartono

In 1976, two new concentrations were offered, namely, Local Government Administration under Public Administration Department and Accounting under Trade Administration Department. However, due to a juridictional obstacle, the Accounting concentration was forced to close. In the period of 1978-1982, the following officials led the faculty:

- Dean: Drs. Taher Alhabsji
- Vice Dean I: Drs. Moch. Ichsan
- Vice Dean II: Drs. Abdul Rachman Soendjoto
- Vice Dean III: Drs. Irfan Islamy
- Vice Dean IV: Drs. Ismani H.P.

In 1979, the Diploma III Program in Secretaryship was opened to provide an opportunity to fine-tune the skills and abilities to meet the demands of an office. The Head of the Program was Drs. Niam Sovie. In later development, the following people took turns as the Head of the Program: Drs. Saiful Bahri, Drs. AFX. Marsudi, Drs. Ahmad Sapari, Dra. Fransisca Yaningwati, M.Si (1999), and Drs. Rustam Hidayat (2003). The latter officer was appointed as the Secretary of the Business Administration in 2007, thus Dra. Zahroh, M.Si was appointed as the Head of the Program to replace him.

In the period of 1982-1985, the following officials were in charge of the faculty:

- Dean: Drs. Taher Alhabsji
- Vice Dean I: Drs. Chalim Chalil Jusuf
- Vice Dean II: Drs. Abdul Rachman Soendjoto

- Vice Dean III: Drs. Umar Nimran, M.A.

In accordance with Indonesia's Government Regulation number 27 of 1982 concerning Faculty Management in State Universities/Institutes as well as Presidential Decree number 59 of 1982 concerning the Organizational Structure of University of Brawijaya, the name Faculty of Public and Business Administrations was changed into Faculty of Administrative Science. The new name was coined during the Administration Symposium held by the faculty in 1974 and suggested by the Social Science Consortium on February 1982 held in Jakarta for the sake of better describing the body of knowledge being the focus of study and strengthening its development.

In 1995, Master's degree program in Administrative Science was opened and managed under Graduate Program, University of Brawijaya, and Prof. Dr. Moch. Ichsan was assigned as the Head of the Program. Later, the society demanded a more specified Master's degree program which divided the program into Master's degree in Public Administration and Master's degree in Trade Administration. The later program was officially offered not long after the idea of expansion first appeared; in 1995, it was approved by the General Director of Higher Education at Ministry of Education and Culture, and Prof. Dr. Bambang Swasto Sunuharyo, M.E was appointed as the Head of the Master's degree programs in the period of 1996-2000. The following is the Heads of the program in different periods.

- 2000-2005: Prof. Dr. Moch. Ichsan
- 2005-2009: Prof. Drs. Achmad Fauzi Dh. (Trade Administration Program)
- 2009-now : Dr. Kertahadi, M.Com. (Trade Administration Program)

A few months later, a permission from the General Director of Higher Education, Ministry of Education and Culture, to hold Master's degree program in Public Administration was issued. The following is the Heads of Master's degree program in Public Administration in different periods.

- 1997-2000: Drs. Solichin Abdul Wahab, M.A., Ph.D
- 2000-2005: Prof. Drs. Ismani H.P., M.A.
- 2005-2006: Prof. Dr. R. Riyadi Soeprapto, MS.
- 2006-now : Drs. Andi Fefta Wijaya, MDA., Ph.D

From 1996/1997 academic year, the non-regular *Sarjana's* degree program was opened to accommodate professionals to earn a *Sarjana's* degree with the same curriculum and syllabi as the regular program. The Head of the program was Drs. Bambang Supriyono, M.Si from 1997 to 2000. Then in 2001-2002 the Head of the program was Drs. Edy Yulianto, M.P. However, the program was

forced to close with the issuance of Minister of National Education Decree number 28/DIKTI/Kep/2002, thus the program no longer officially existed since 2003.

In order to satisfy the demands for tourism professionals, in 1997 the Diploma III Program in Tourism was offered. The first Head of the program was Drs. I Nengah Sujana, M.Si, which was then replaced by Drs. Topowiyono, M.Si in 2003.

Since 2010/2011 academic year, under the regulation of the university, all diploma programs were moved and managed under the Vocational Program of University of Brawijaya. Therefore, from that on the Diploma Programs in Secretaryship and Tourism were officially closed.

In 1998, a Master's degree program in Administrative Science was opened in order to produce scholars who would apply administrative science by means of interdisciplinary views, that is, public as well as trade administrations. The program continues to be the non-regular Master's degree program.

In 2001/2002 academic year, Doctoral degree program in Administrative Science was officially offered. In its early development, the program was managed under School of Graduate Studies. However, according to Rector Decree number 030/SK/2006 dated February 26, 2006, the management of the program was sent back to Faculty of Administrative Science.

Since its opening, the program had two majors: Public Administration and Business Administration. The Head of the program in 2001-2005 was Prof. Dr. Irfan Islamy, MPA, while in 2005-now was Prof. Dr. Soesilo Zauhar, MS. In 2011/2012 academic year, a Doctoral degree program in Business Administration was established with Prof. Dr. Suhadak, M.Ec as the Head of the program. In other words, this program would stand as a separate Program. In the same academic year, the Doctoral degree program opened English-based class to accommodate overseas students, that is, from Thailand and Libya.

In 2004, a Tailor-Made Master's degree program (13-month program) was opened under the cooperation between Faculty of Administrative Science and Ministry of National Development Planning. This program is still on until this day and puts emphasis on development planning major as a part of the Master's degree program in Public Administration.

Since the Rector Decree that put all Master's and Doctoral degree programs back under their respective faculty, both programs have established important relationships with various government and non-government institutions, both domestic and overseas.

In later development, the Master's degree program in Public Administration managed to establish Tailor-Made, Double Degree, and Community Empowerment programs working together with Ministry of National Development Planning, Ministry of Finance, Ministry of Interior, and Ministry of National Education. The Double Degree program was offered by building a cooperation with several overseas universities, such as Takushoku University (Tokyo), Tohoku University (Tokyo), Keio University (Tokyo), Ritsumeikan University (Kyoto), Ritsumeikan Asia Pacific University-APU (Kyoto), GRIPS University (Tokyo), Burapka University (Bangkok), and Prince Songkla University (Hat Yai, Thailand). This program enables student to earn two degrees at once from the faculty and from one of the overseas universities. Since 2011/2012 academic year, the Doctoral degree program also held cooperations with overseas universities, one of which was Burapka University. Up to now, both Master's and Doctoral degree programs have received students from various countries.

In 2010/2011, within Business Administration Department, two Programs were opened, namely, Tax Science and International Business. Also, within Public Administration Department, Development Planning and Government Administration Programs were opened. In 2011/2012, a new program was established in Business Administration Department, that is, Hospitality and Tourism, while Public Administration Department also established a new program, that is, Library Science. Moreover, in the Master's degree program, two new programs were established, that is, Master of Art in Higher Education and Master's degree in Entrepreneurial Government.

The following is the structure of the Faculty of Administrative Science in later periods.

Period	Officials
1985-1988 and 1988-1991	<ul style="list-style-type: none"> • Dean: Drs. Chalim Chalil Jusuf • Vice Dean I: Drs. Achmad Fauzi Dh., M.A. • Vice Dean II: Drs. Aspan Munadi • Vice Dean III: Drs. M. Djudi Mukzam
1992-1995 and 1995-1998	<ul style="list-style-type: none"> • Dean: Prof. Dr. Moch. Ichsan • Vice Dean I: Drs. Lukman Syamsuddin, M.A. • Vice Dean II: Drs. Heru Ribawanto, M.S. • Vice Dean III: Drs. Tjahjanulin Domai, M.S.
1998-2001	<ul style="list-style-type: none"> • Dean: Drs. Lukman Syamsuddin, M.A. • Vice Dean I: Drs. Kertahadi, M.Com. • Vice Dean II: Drs. Soewondo, M.S.

	<ul style="list-style-type: none"> • Vice Dean III: Dr. H.R. Rijadi Soeprpto, M.S.
2001-2005	<ul style="list-style-type: none"> • Dean: Drs. Kertahadi, M.Com. • Vice Dean I: Dr. Sumartono, M.S. • Vice Dean II: Drs. Choirul Saleh, M.Si. • Vice Dean III: Drs. Bambang Santoso Haryono, M.S.
2005-2007	<ul style="list-style-type: none"> • Dean: Dr. Suhadak, M.Ec. • Vice Dean I: Dr. Sumartono, M.S. • Vice Dean II: Drs. Choirul Saleh, M.Si. • Vice Dean III: Drs. Bambang Santoso Haryono, M.S.
2007-2009	<ul style="list-style-type: none"> • Dean: Dr. Suhadak, M.Ec. • Vice Dean I: Dr. Endang Siti Astuti, M.Si. • Vice Dean II: Dr. Zainul Arifin, M.S. • Vice Dean III: Dr. M.R. Khairul Muluk, S.Sos., M.Si.
2009-2013	<ul style="list-style-type: none"> • Dean: Prof. Dr. Sumartono, MS. • Vice Dean I: Prof. Dr. Bambang Supriyono, MS. • Vice Dean II: Dr. Zainul Arifin, MS. • Vice Dean III: Drs. Heru Susilo, M.A.
2013-now	<ul style="list-style-type: none"> • Dean: Prof. Dr. Bambang Supriyono, MS. • Vice Dean I: Dr. M.R. Khairul Muluk, S.Sos., M.Si. • Vice Dean II: Drs. Heru Susilo, M.A. • Vice Dean III: Dr. Sri Mangesti

B. ACADEMIC DEVELOPMENT AND PROGRAMS ESTABLISHMENT

Administrative science did not exist in Indonesia during the pre-independence period until 1951-1955 when the foundation of the science was first established as the early Indonesian government felt the necessary to build and manage the country in a more systematic manner, which is the core focus of public administrative studies.

Along with that, there was a shift of orientation in US from legal-continental to more practice and pragmatic in viewing the process of public administration. Thus, the aspects of this administration were not merely limited on the legal knowledge, but the principles of the Administrative Science itself influence the Jurisprudence, particularly the administrative law.

Beginning from 1954, there were attempts to establish Faculty of Public and Trade Administration at University of Indonesia; yet, as there was no consensus among people involved, such a faculty was hardly established. Nevertheless, the attention and discussions on this matter kept continuing. In the same year, the Government of Indonesia, through the hands of University of Indonesia, invited two experts, namely, Edward H. Litchfield (Dean of School of Public and Business

Administration at Cornell University) and Alan C. Rakin, to prepare and send a report and recommendation regarding administrative education in Indonesia.

Their report, entitled "Training for Administration in Indonesia", sent to Soepomo on May 1954, consisted of information on administrative science and, the most important part, a review on the latest development of the science. Moreover, the report also suggested the establishment of a formal faculty of administrative science and offered some grants from foreign countries, the forming of the so-called Executive Development Program, and the forming of a formal organization which would take care of the development of administrative science in Indonesia.

In order to respond to the report, a committee was formed with Mohammad Hatta (the Indonesia's Vice President) as the chair and H. Juanda, M. Hutasoit, Sumarman, and several other people as the members. In the committee's point of view, two points in the report were considered not appropriate and, therefore, suggested further actions. First, the implementation of the suggestions of the report must be taken care by Indonesian people without any intervention from outside parties. Second, there was a need to combine the public and business administrative sciences into one faculty.

In 1957, an administrative science program was established under Faculty of Social and Political Sciences at Gadjah Mada University, Jogjakarta, in cooperation with Indonesia's Ministry of Interior to produce professionals in government administration. A foreign expert, named Garth N. Jones, was once invited to share his expertise in public administration. Within the same year, exactly on February 13, 1957, the current Minister of Education and Culture, Sarino Mangoenpranoto, formed Committee for Establishing Public Administration Council. The committee worked to finally establish Public Administration Council on August 6, 1957, with the first Director was Prajudi Atmosudirdjo.

It was in 1957, too, that School of State Governance and Trade Management was established as an extension to Faculty of Economics. Moreover, Administration Training Center was established at Gadjah Mada University, Jogjakarta, on April 19, 1960. In the period of 1957-1964, there had been developments in administrative science in Indonesia that could be seen from a great number of paper publications.

During 1960-1965, the existence of public administrative and trade administrative sciences were formally admitted with the issuance of Higher Education Act number 22 of 1961. The act also formally categorized both sciences under the group of social sciences.

On December 1961, Convention on Public and Business Administration was held. The event was also marked as one important remark in the history of the development of administrative science in Indonesia. The convention concluded that the existence of State Governance and Trade Management Department under Faculty of Law, Faculty of Economics, or Faculty of Social and Political Sciences was merely a stepping stone to its independent establishment as Faculty of Public and Business Administrations Sciences. The convention also recommended that any parties responsible for running such departments all over Indonesia meet and work together to foster the establishment of such a faculty.

By the end of 1963, some ideas put emphasis on a development administration as beginning from 1967, attempts to better plan developments were needed, thus demanding an improvement on both public administrative and trade administrative sciences. The concepts behind development administration was seen as inevitable in the development of Indonesia.

In 1971, the National Institute of Public Administration held a seminar entitled "The Role of Administrative Science in Fostering National Development". In the seminar, two experts were given a chance to deliver their ideas; the first was Drs. Soejekti Djajadiatma, MSPA (Dean of Faculty of Public and Business Administrations, University of Brawijaya, Malang), and the second was Dr. Buchari Zainun (Dean of STIA LAN) and Dr. Awaluddin Djamin, MPA who delivered their paper entitled "Administrative Aspects in National Development".

In 1974, Faculty of Public and Business Administrations, University of Brawijaya, held a seminar entitled "The Role of Administrative Science in Modernizing Villages". In the same year, exactly on August 23-31, 1974, a symposium was held under the theme "The Role of Administrative Science and Skills in Indonesia's National Development". One of the most important recommendations from the symposium was that a change of name was needed, that is, "Faculty of Administrative Science" to replace "Faculty of Public and Business Administrations". The change was considered relevant with the focus of the faculty that developed administrative science as a whole.

Another operational activity which was once carried out by the faculty was holding a Training on Village Administration across cities and regencies in East Java Province. Moreover, the faculty also regularly held academic seminars as well as conducted research in both public administrative and trade (business) administrative sciences.

In 1976, the faculty offered a concentration in Local Government Administration within the curriculum of Public Administration Department and

Accounting within the curriculum of Business Administration Department. On September 28, 1976, Drs. Bintoro Tjokroamidjojo, M.A. (Deputy of Administrative Affairs in Ministry of National Development Planning) was granted as Professor of Public Administration. This historical remark signs the high trust from both the society and the government seeing the faculty as a considerable higher educational institution. Being the first professor in the faculty, Prof. Bintoro directly and indirectly encouraged other lecturers to soon seek for their professorship.

In 1982, a Consortium of Social Sciences officially recommended Faculty of Public and Business Administrations at University of Brawijaya change its name into "Faculty of Administrative Science". From that on, the faculty had undergone numerous institutional as well as academic developments. In terms of institutional development, the faculty was the first to establish links between associations, such as ASPA, Business Administrative Science Association (*Asosiasi Ilmu Administrasi Bisnis—AIABI*), Indonesian Association for Public Administration (IAPA), and so on.

In terms of academic development, the faculty keeps in line with the latest development of scientific and practical demands. Until recently, the faculty has offered various programs in different levels as the following.

1. *Sarjana's* Degree Programs
 - a. Public Administration Department
 - 1) Public Administration Program
 - 2) Development Planning Program
 - 3) Government Administration Program
 - 4) Library Science Program
 - b. Business Administration Department
 - 1) Business Administration Program, majoring:
 - a) Financial Management
 - b) Marketing Management
 - c) Human Resource Management
 - d) Information System Management
 - e) Production/Operational Management
 - 2) Tax Science Program
 - 3) International Business Program
 - 4) Hospitality and Tourism Program
2. Master's Degree Programs
 - a. Master in Public Administration, majoring:
 - 1) Public Policy

- 2) Public Management
- 3) Local Financial Administration
- 4) Local Government Administration
- 5) Local Development Planning
- 6) Community Empowerment
- 7) International English-based classes, including:
 - a) Double Degree program, in cooperation between Faculty of Administrative Science at University of Brawijaya (Master of Public Administration/MPA) with Takushoku University (Master of International Development/MID), Ritsumeikan University (Master of Arts in International Relations/MA), Ritsumeikan Asia Pacific University-APU (Master of Science in International Cooperation Policy/M.Sc), Tohoku University (Master of Public Science/M.P.Sc), and GRIPS University (Master of Public Policy/MPP) in Japan and Prince Sangklah University and Burapha University Hemikal in Thailand.
 - b) Single Degree program
 - c) Fast Track program, which is a scholarship for a Master's degree from Directorate General of Higher Education
- 8) Master of Art in Higher Education/MAHE)
 - b. Master in Business Administration, with concentrations in:
 - 1) Business Policy
 - 2) Human Resource Development
 - 3) Information System Development
 - 4) Organizational and Leadership Development
 - 5) Master in Applied Business Administration
3. Doctoral Degree Programs
 - a. Doctor in Administrative Science
 - b. Doctor in Business Administrative Science

C. VISION AND MISSIONS, EDUCATIONAL STANDARDS AND OBJECTIVES OF FACULTY OF ADMINISTRATIVE SCIENCE

- 1. Vision and Missions of Faculty of Administrative Science**
 - a. Vision

To be a high quality educational institution in administrative sciences and admitted by communities both at national and international levels

b. Missions

1. To improve the quality and quantity in each of the Three Basic Principles of university, teaching and learning, research and community service
2. To create the ethos of administrative sciences in the community and to strengthen the position of alumni in the job market
3. To increase effectiveness and efficiency in management and faculty management

2. Educational Standards

Higher education under the supervision of Ministry of National Education is regulated by Minister of National Education Decree number 232/U/2000 concerning Higher Education. In accordance with the decree, academic education is all that involve *sarjana's* degree, master's degree, and doctoral degree programs directed towards mastery of knowledge, technology, and arts. Diploma programs are those directed towards preparation to applying certain skills, while professional education deals with additional education after accomplishing *sarjana's* degree program in order to gain certain skills and professional certificate relevant with the *sarjana's* degree.

3. Educational Objectives

a. *Sarjana's* Degree Programs

The *Sarjana's* degree programs in the faculty are aimed at producing graduations possessing the following qualifications:

- 1) Able to master basic academic concepts and skills in a certain discipline in order to identify, understand, describe, and eventually formulate solutions to problems beneath the discipline.
- 2) Able to apply knowledge and skills in a certain discipline in order to empower surrounding society with productive actions and services with regard to norms held by the society.
- 3) Able to behave and perform attitudes with regard to norms held by the society, contribute to the society in terms of their discipline, and live together within the society.
- 4) Able to comply with the latest knowledge, technology, and/or arts within their discipline.

Also, it is aimed at producing Administrative Science's *Sarjana* who:

1. is *Pancasila*-minded

2. is noble, possesses integrity and are academically as well as socially responsible in his/her works and application of knowledge in the society
3. possesses empirical knowledge and ability to technically analyze in the discipline of public administration and business administration as well as shows sensitivity in administrative matters
4. is able to develop public administration and business administration as sciences.

b. Master's Degree Programs

The Master's degree programs in the faculty are aimed at producing graduations possessing the following qualifications:

- 1) Able to develop and present latest updates of knowledge, technology, and/or arts by mastering various approaches, methods, and empirical principles as well as ability to apply them in the field
- 2) Able to seek solutions to problems within their discipline through scientific research
- 3) Able to perform their professional development by showing sharp analysis on certain problems, adequate reviews, and integrated solutions

Also, it is aimed at producing Administrative Science's Masterwho:

1. is *Pancasila*-minded
2. is noble
3. is able to keep improving his/her services to the society by conducting research
4. contributes to the development of his/her discipline
5. promotes his/her professional existence within a broader spectrum by improving his/her works
6. is able to formulate solutions in order to solve problems existing in the society.

c. Doctoral Degree Programs

The Doctoral degree programs in the faculty are aimed at producing graduations possessing the following qualifications:

- 1) Able to develop novel knowledge, technological, and art innovation in administrative science through research
- 2) Able to manage, direct, and develop research projects

- 3) Able to apply interdisciplinary approaches during their work in the field of administrative science.

Also, it is aimed at producing Administrative Science's Doctor who:

1. is *Pancasila*-minded and noble, and possesses integrity
2. is open-minded and aware of latest updates on administrative science-related knowledge, technology, and developments
3. is able to manage and conduct research in the field of administrative science
4. is able to develop the field of administrative science through independent or individual research projects
5. is able to apply interdisciplinary approaches
6. is self-encouraged to improve him/herself as a scientist
7. possesses broadened knowledge in the field of administrative science and any related fields

D. VISION, MISSIONS, AND OBJECTIVES OF SARJANA'S, MASTER'S, AND DOCTORAL DEGREE PROGRAMS IN ADMINISTRATIVE SCIENCE

1. Vision and Missions of *Sarjana's* Degree Programs

- a. Public Administration Program

Vision

To produce high quality graduates in Public Administration who are able to compete in global competition

Missions

1. To improve the quality and quantity in each of the Three Basic Principles of university, teaching and learning, research and community service
2. To make the best quality of Public Administration Department in all over the countries

Objectives

Considering the stated missions, any teaching and learning activities in Public Administration Department are held under the following objectives:

1. To produce professional and highly-dedicated *sarjanas* in public administration who possess sensitivity towards public administrative-related issues

2. To produce *sarjanas* in public administration who master administrative-related knowledge and technology in the field of development, local government, and public policies.
 3. To produce *sarjanas* in public administration who are knowledgeable and able to develop public administrative science.
- b. Planning Development Program

Vision

To be a national-leading, international standardized planning development Program which contributes to fostering national development through improvements in education quality, research, and community services.

Missions

- a. To integrate moral and spiritual values in the attempts to develop the planning development discipline.
- b. To provide guidelines and methods to scientific planning towards restructuritation and reformation within both local and national developments.
- c. To provide education to future decision makers and development operators who are able to interpret and implement applicable and sustainable decentralized planning and budgeting.
- d. To encourage the application of good governance principles in nation development through establishing strong, well-designed cooperative pillars between the state, the private sectors, and civil society.
- e. To improve the quality of lecturers as well as learning outcomes which are able to academically and practically revitalize, evaluate, revise, and provide solutions in each stage of development.
- f. To provide researchers who are able to formulate problems, apply various research methods, and propose alternative solutions towards issues in planning development both qualitatively and quantitatively.

Objectives

Planning Development Program aims to produce graduates who:

1. Possess comprehensive knowledge on the discipline as well as methods of research supported with technical and practical skills.
2. Perform critical and applicable analyses on planning, evaluation and program development, formulation of policies, and solutions to issues on both national and local developments.

3. Possess integrity and commitments towards the development of planning development systems.
 4. Produce practical academic references and articles which can be used as guidelines to both local and national developments.
 5. Are qualified to continue their study to a higher degree.
- c. Government Administration Program

Vision

To be a scientific-based institution which produces professional and responsible experts in government administration who contribute to the development of knowledge as well as the governmental system of the Republic of Indonesia.

Missions

1. To be a melting pot of those interested in government administrative science coming from different points of view.
2. To contribute to the independence of the Republic of Indonesia by providing governmental concepts which puts a sole basis on the nation's interests and culture both in the local and national level.
3. To contribute to University of Brawijaya's attempts to be one center of excellence in providing professional and dedicated scholars.
4. To establish cooperations with any relevant parties, from the central government, local government, to local state institutions in order to improve the strategic role of the Three Pillars of Higher Education.

Objectives

Government Administration Program aims to produce graduates who:

1. are critical and able to academically contribute to the field of government administration.
 2. possess political wisdom in seeking solutions to current and future issues in Indonesia's governmental system.
- d. Library Science Program

Vision

To be a centre of education, research, and academic information in the field of library science in order to produce graduates who possess considerable quality and responsibility towards community empowerment.

Missions

1. To provide a theoretical- and empirical-based education to its students.
2. To develop the field of library science as a theoretical and empirical body of knowledge.
3. To be a center of academic research in the field of library science and be responsible towards demands in the development of the society.
4. To produce independent and professional graduates in library science who possess academic-based skills.

Objectives

Library Science Program aims to produce graduates who:

1. are noble, academically skillful, innovative, and productive.
 2. are able to identify and analyze any empirical phenomena in the field of library science.
 3. are able to apply their theoretical knowledge in empirical research projects.
 4. are able to comply with latest technological-based developments in the field of information.
 5. are qualified to continue their study to a higher degree.
- e. Business Administration Program

Vision

To be a leading, internationally-standardized center of academic developments in the field of business administration.

Missions

To build student's potential for the sake of developing and applying the field of administrative science to become an administrator who is creative, innovative, professional, able to comply with current advancement of technology, and uphold the values of honesty and responsibility.

Objectives

Business Administration Program aims to produce graduates who:

1. are sensitive to changes
2. possess leadership qualities
3. are creative and innovative
4. possess integrity and social and professional networkings
5. perform good ethics in daily life

A *sarjanain* the field of business administration must possess competencies in:

1. Analyzing surrounding environment to detect any threads and opportunities towards a business organization
2. Formulating a clear and concise organizational vision and mission(s)
3. Formulating clear and concise organizational objectives and targets
4. Designing and developing comprehensive business plans in terms of organizational functions: operation, finance, marketing, human resource, and information system.

f. International Business Program

Vision

To be an internationally-recognized, highly-qualified, and competitive institution in the field of international business.

Missions

1. To provide an effective, efficient, accountable, and sustainable educational system leading to providing graduates in the field of international business
2. To produce educated graduates who are able to develop and perform their skills in the field of international business as well as compete in global competition
3. To actively participate in the development of international business science with the spirit of professionalism
4. To establish mutual cooperations in the field of international business with relevant parties (the state, industries, and so on) within the framework of the Three Pillars of Higher Education

Objectives

International Business Program aims to:

1. Develop an educational system which complies with current development in science and technology supported by highly qualified human resources
2. Produce highly-qualified and professional graduates in the field of international business who are able to compete in global competition
3. Contribute to the development of the field with regionally-, nationally-, and internationally recognized academic outcomes

4. Cooperate with relevant parties in the development of research and community service

g. Tax Science Program

Vision

To be an internationally-recognized, highly-qualified, and competitive institution in the field of tax science.

Missions

1. To improve the quality and quantity of the implementation of the Three Pillars of Higher Education in the field of tax science.
2. To create an ethos in administrative science, particularly in the field of tax science, and to strengthen the alumni's position in the job market.
3. To establish a strategic relationship between the faculty and users of the alumni, particularly in the field of tax science.

As stated in its vision and missions, the Tax Science Program attempts to satisfy the needs of Indonesia's development on professionals in the field of tax science who are able to compete in global competition.

Objectives

Instructional activities in the Program are directed to satisfy the following objectives.

1. To create an educational system which is relevant with the advancement of science and technology supported by highly qualified human resources.
2. To produce graduates in the field of tax science who uphold professionalism, moral integrity, and are able to compete in global competition.
3. To establish mutual, effective cooperations with relevant parties in research projects and community service actions in the field of tax science.

The Expected Core Competencies

The curriculum of higher education reflects the competencies of outcomes of a Program. The curriculum of the Tax Science Program is designed in such a way that it reflects the vision, missions, and objectives of the competencies.

Competencies

The alumni are expected to be able to:

1. Understand various concepts and discussions in tax-related issues in many aspects of the nation.

2. Possess professional skills which are ready to be applied in various positions, such as in a government institution, a tax office, a tax consultant office, a tax appraisal office, and in any other business and state organizations.
 3. Conduct research in the field of tax science.
- h. Hospitality and Tourism Program

Vision

To be an internationally-recognized, highly-qualified, and competitive institution in the field of international business with a strong commitment to the development of the field as demanded by national and international markets.

Mission

1. To carry out an education in the field of hospitality and tourism which leads student to think critically, creatively, and innovatively.
2. To conduct research and other academic-based activities in the field of hospitality and tourism and to publish the results as enrichment to the body of knowledge.
3. To carry out community services based on the results of research as demanded by the society.
4. To produce professional graduates who comply with users' demands.
5. To provide a tourism-based educational service to student with regard to building competencies based on spiritual values and global insight.

Objectives

The alumni of the Program are expected to:

1. Possess understanding on the theoretical concepts of hospitality and tourism as a part of other social sciences.
2. Possess the ability to produce and interpret conceptual solutions to problems into tactical steps.
3. Apply the theories of hospitality and tourism in practical circumstances.
4. Possess the ability to conduct interpersonal communication.
5. Be able to work with regard to professional spirit as well as ethical and spiritual values.

2. Vision, Missions, and Objectives of the Master's Degree Programs

a. Vision, Missions, and Objectives of Master in Public Administration

Vision

To be a highly qualified and recognized institution which sets a priority in the development of education, research, and community service as well as actively participate in improving civilization, science, and technology leading to an internationally recognized institution in 2015.

Missions

1. To provide a national and international quality of education in the attempts to build students to become highly qualified, religious, and academically as well as professionally skillful people that they can actively participate in the development of the society and the nation within the framework of good governance.
2. To disseminate research findings in the field of public administration and to make use such science and technology in global context in order to better improve the society's culture.
3. To apply the science and technology learned in the Program through community services which can be useful to better improve the society's standards of living.

Objectives

The program aims to produce graduates who:

1. Are able to master any related theories, concepts, and research methods which are relevant with the field of public administration, so that further planning, implementation, and analysis may help them to prepare for continuing their study in a higher degree.
 2. Possess an analytical skill in order to develop their academic and professional competencies in a certain professional organization.
- b. Vision, Missions, and Objectives of Master in Business Administration

Vision

To be a center of excellence in education, research, and community service as well as to actively participate in the advancement of civilization, science, and technology and to be able to provide solutions to any related issues in the field of business administration both in national and international level.

Missions

1. To carry out highly qualified, accountable instructional process in order to achieve the competencies of the Program.
2. To improve research in the field of business administration in order to produce better scientific and technological insights.
3. To apply the knowledge through community services , such as holding trainings, assistance, and seminars which are helpful to the society, business organizations, and the government.

Objectives

To produce graduates with the following qualifications:

1. Open and responsive towards changes and development of science and technology as well as issues within the society.
2. Mastering theoretical and methodological bases of administrative science that the results of their research in the field of business administration comply with the needs of the body of knowledge and the society.
3. Able to develop their professional competencies in a certain professional organization.

3. Vision, Mission, and Objective of the Doctoral Degree Program

Vision

To be the center of well-recognized Indonesia's human resources in the field of administrative science (public and business administrations) and to produce noble graduates that can contribute in its highest level to the humanity and prosperity of the Republic of Indonesia.

Missions

1. To carry out highly qualified and efficient instructional process which attempts to learn the latest advancement of the field of public and business administrations which is in accordance with the development of science and technology in the globalization era.
2. To develop a scientific tradition which bases on critical analysis and argumentative turn towards the latest phenomena in the field of public and business administrations leading to Indonesia's good governance and good corporate governance.
3. To sharpen research findings and developmental activities that can establish state-of-the-art public and business administrative sciences.
4. To improve and sharpen any proactive attempts within public and business sectors.

5. To create highly qualified doctors who are able to apply good attitudes and scientific principles.

Objective

To produce noble doctors who are able to review, analyze, develop, and apply public and/or business administrative sciences in order to improve the society's and the nation's welfare.

CHAPTER II

EDUCATION SYSTEM

As one of the faculties in University of Brawijaya, Faculty of Administrative Science applies the credit system in its academic affairs. This is in line with the regulation set by the university according to the Rector Decree number 22/SK/1976 dated May 3, 1976. Moreover, the faculty also considers the Indonesia's Government Regulation number 60 of 1999 concerning Higher Education, Minister of National Education Decree number 232/U/2000 concerning Guidelines to Curriculum Design and Student's Outcome Evaluation for Higher Education, Act number 20 of 2003 concerning the National Education System, Guidelines to the Implementation of Credit System for Higher Education, Guidelines to Educational Process for Higher Education based on the Credit System, and Guidelines to Education System for University Lecturers. Therefore, Guide to the Implementation of Credit System is published as a sole basis of the implementation of the system in University of Brawijaya.

As a higher education institution, Faculty of Administrative Science employs the credit system with six factors to consider, as follows:

- 1) The students who by nature consist of unique individuals with their own potentials, interests, and academic performances
- 2) A growing demand from the society for experts in various aspects of life
- 3) The advancement of science and technology in recent days
- 4) The need for adequate facilities, such as classrooms, libraries, and labs
- 5) Staffs which can contribute to the success or failure of the education process
- 6) Lecturers which are the key component to the learning outcome

A. THE DEFINITION OF CREDIT SYSTEM

1. Credit System

- a. The credit system gives value to student's study load, lecturer's work load, and an operational load to the education system which is stated in the form of a credit unit.
- b. A credit unit states the content of a course quantitatively.
- c. The characteristics of the credit system are:
 - 1) A university course is weighted by means of credit hour(s).
 - 2) Different credit hour(s) for various courses apply.
 - 3) Credit hour(s) for a course is based on the number of instructional activities both in the classroom and the lab (if any) as well as field works and the like.

2. Semester System

- a. A semester system is a system of education that divides one academic year into two terms (or simply called “semester”).
- b. A semester is the smallest unit of time to indicate the length of an educational activity which is equal to 16-19 weekdays, including the time for classroom meetings and a final examination week, or 22 weekdays, including two silent weeks.
- c. Activities within one semester include classroom meetings, seminars, lab activities, field works, and structured and independent learning activities.

3. Semester Credit System (*Sistem Kredit Semester*, hence referred to “credit”)

- a. Semester credit system is measured by means of one semester.
- b. There are two objectives attempted to achieve by means of this system:
 - 1) General Objective
To satisfy the nation’s demands, universities face a challenge to provide a varied and flexible educational program. With such a program, the students are given a wide opportunity to determine and manage the curriculum and their individual strategies to achieve the objectives of learning, so that the best learning outcome may be expected to appear from the individual students.
 - 2) Specific Objectives
 - a) To give students with high academic performance a wide opportunity to finish their study within a shorter time
 - b) To provide students with options of courses that comply with their individual talents and interests
 - c) To enable an educational system by which a composite input and output is provided
 - d) To keep a space for any changes in curriculum with regard to recent updates of science and technology
 - e) To perform the best evaluation system of the students’ academic progress

- f) To enable a credit transfer from a Program to another, from one faculty to another within the same university, or from one university to another
 - g) To enable student's movement from one university to another or from one Program to another within the same university
- c. The credit system is to measure a student's study load, his/her study progress, and to weigh a lecturer's academic-based work load.
 - d. In the beginning of every new semester, a list of available courses is provided along with the credit value of each course, reflecting the load of activities within a particular course.

B. SEMESTER CREDIT UNIT AND STUDY LOAD

1. The Semester Credit Hour for a Class

For each course, one semester credit hour (or credit) reflects the load of academic activities in one week as the following:

- a. For Student
 - 50 (fifty) minutes of a scheduled face-to-face meeting with the lecturer, including classroom meeting, seminar, and other classical instructional methods
 - 60 (sixty) minutes of structured academic activities, that is, certain activities which are not regularly scheduled but designed by the lecturer, such as doing homework
 - 60 (sixty) minutes of independent academic activities, that is, individual activities in order to study or prepare for coming academic activities, including reading reference books.
- b. For Lecturer
 - 50 (fifty) minutes of a scheduled face-to-face meeting with the students
 - 60 (sixty) minutes of planning and evaluating a structured academic activity
 - 60 (sixty) minutes of designing materials of the course

2. The Semester Credit Hour for a Seminar

When holding a seminar in which a student is obliged to present a material to a forum, 1 (one) credit equals to one credit of a class, that is, 50 (fifty) minutes of a face-to-face meeting in a week.

3. The Semester Credit Hour for Lab, Research, and Fieldwork

One credit is equal to 2-5 hours of lab, research, or fieldwork activities in a week for the whole semester, or sums up 32-80 hours of activities per semester.

- a. The Semester Credit Hour for Lab Activities
One credit is equal to 2-3 hours lab activities in a week for the whole semester.
- b. The Semester Credit Hour for Research, Thesis and Dissertation Writing
One credit is equal to 3-4 hours research activities a day for one month, which consists of 25 working days.
- c. The Semester Credit Hour for Fieldwork
One credit is equal to 4-5 hours doing fieldwork activities a week for one semester.

4. S1 Students' (*Sarjana's Degree Program*) Study Load

The study load of an S1 student in one semester is determined by an average amount of time needed for working in a day and his/her personal capacity. Generally, people work 6-8 hours a day for five days in a row. Yet, a university student may need a longer working hour as he/she works not only in the morning but also in the evening. Assumed that a student works 6-8 hours a day in the morning plus 2 hours in the evening for five days in a row, the amount of his/her study time is 8-10 hours a day or 48-60 hours a week.

If one credit is more or less equal to 3 working hours, then the study load of a student in every semester will be equal to 16-18 credits or around 18 credits. To determine a student's study load for one semester, one needs to consider his/her personal capacity based on his/her academic achievement in the previous semester by means of the GPA system.

The GPA in one semester is counted by the following formula:

$$GPA = \frac{\sum_{i=1}^n Ci \cdot Si}{\sum_{i=1}^n Ci}$$

where:

GPA is Grade Point Average, either per semester or cumulative

C is the number of credit each course possesses

S is the final score of each course

n is the number of courses taken

The study load of all students in the first semester is set similar with one another, while in the next semester it should be based on a student's GPA under the following convention:

Grade Point Average (GPA)	Allowed Study Load (credit)
≥ 3.00	22 – 24
2.50 – 2.99	19 – 21
2.00 – 2.49	16 – 18
1.50 – 1.99	12 – 15
< 1.50	< 12

5. S2 Students' (Master's Degree Program) Study Load

The study load of S2 students is 39 credits (for those taking a program parallel with their *sarjana's* degree) and 42 credits (for those taking a program unparallel with their *sarjana's* degree and/or graduating with GPA less than 2.75).

For those taking a program parallel with their *sarjana's* degree, they should undertake the following course structure:

1) Compulsory courses (the Program)	6 courses	= 18 cr
2) Compulsory courses (individual interests)	4 courses	= 9 cr
3) Elective courses	1 course	= 3 cr
4) Thesis		= 9 cr
Total		= 39 cr

For those taking a program unparallel with their *sarjana's* degree and/or graduating with GPA less than 2.75, they should undertake the following course structure:

1) Prerequisite courses	1 course	= 3 cr
2) Compulsory courses (the Program)	6 courses	= 18 cr
3) Compulsory courses (individual interests)	4 courses	= 9 cr
4) Elective courses	1 course	= 3 cr
5) Thesis		= 9 cr
Total		= 42 cr

The prerequisite courses may be taken before the first or the second semester starts or during the first or the second semester.

Those wishing to take the Master Linkage or Double Degree program in Public Administration should undertake 37 credits consisting of 9

compulsory courses (27 credits) during their first year in Indonesia and begin their thesis writing during their study abroad in Japan. There, 6 universities have acknowledged the 10 credits of courses undertaken at Faculty of Administrative Science, University of Brawijaya, or at other overseas universities.

Those wishing to take the Fast-Track Master's Degree Program and Double Degree program in Business Administration should undertake 39 credits consisting of 10 compulsory courses (30 credits) during their first year in Indonesia and begin their thesis writing during their study abroad. There are 3 universities in Taiwan and 1 university in Thailand which have acknowledged the 9 credits of courses undertaken at Faculty of Administration, University of Brawijaya, or at other overseas universities.

6. Doctoral Degree Program Study Load

In order to finish a doctoral degree program, students have to satisfy the following requirements:

- 1) Those taking a program parallel with their master's degree should undertake 50 credits consisting of classroom meetings and lab activities (22 credits) and dissertation (28 credits).
- 2) Those taking a program unparallel with their master's degree should undertake 52 credits consisting of classroom meetings and lab activities (24 credits) and dissertation (28 credits).

The maximum number of credits allowed to take in the first semester is 12, while the load for the next semesters should be based on a student's academic achievement (GPA of the previous semester) and suggestions from his/her academic supervisors.

C. THE CURRICULUM

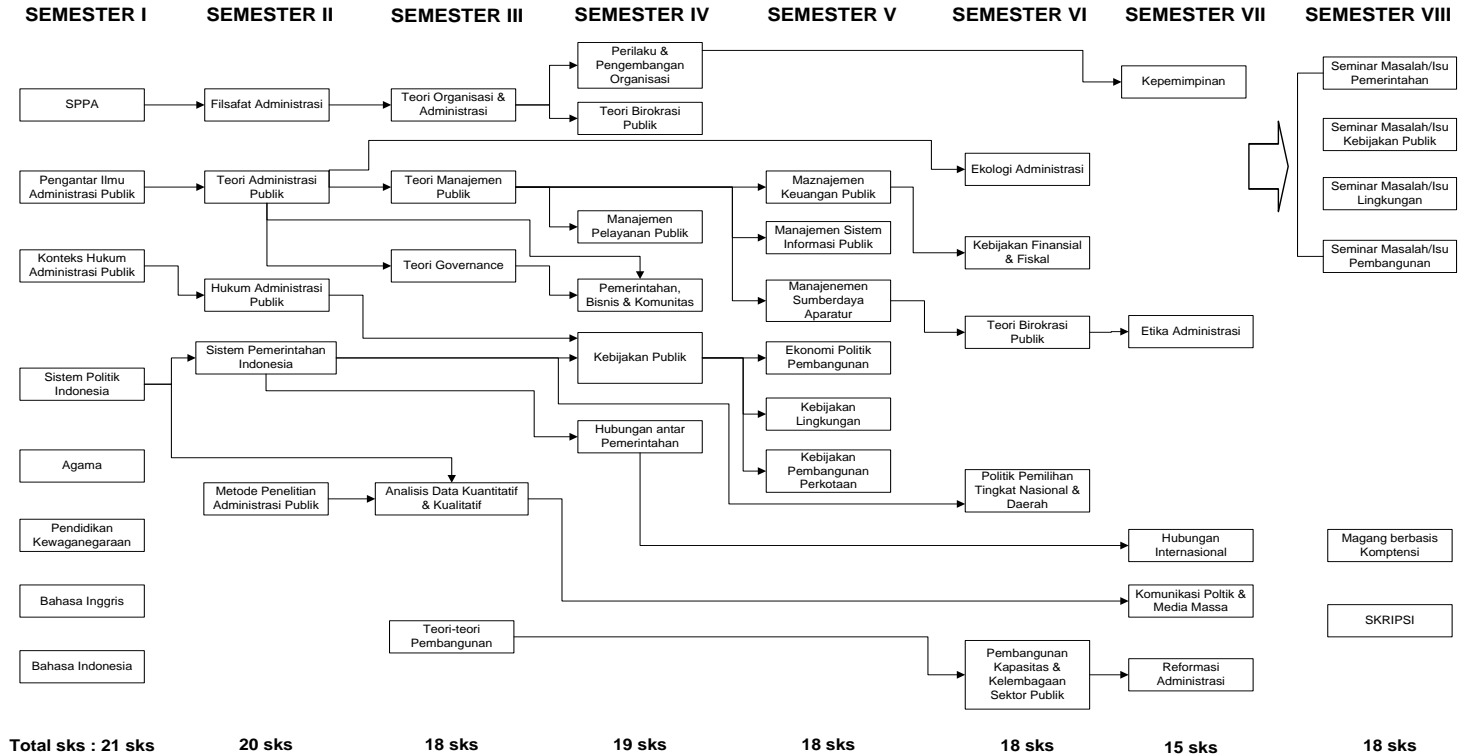
The design of the curriculum as a guideline in the instructional process refers to the Minister of National Education Decree number 232/U/2000 dated December 20, 2000, the Act number 20 of 2003 concerning the National Education System, and the General Director of Higher Education Decree number 43/DIKTI/2006.

**CURRICULUM FOR PUBLIC ADMINISTRATION PROGRAM
FACULTY OF ADMINISTRATIVE SCIENCE
UNIVERSITY OF BRAWIJAYA**

N O.	SMT	CODE	COURSE	CREDIT	PREREQ.
			Choose one religion course		
1	I	MPK4001	Islamic Education	3	
2		MPK4002	Catholic Religious Education	3	
3		MPK4003	Christianity Education	3	
4		MPK4004	Hinduism Education	3	
5		MPK4005	Buddhist Religious Education	3	
6		MPK4006	English Language Skills	3	
7		MPK4007	Civic Education	3	
8		MPK4008	Indonesian Language Skills	3	
9		IAP4101	Legal Context in Public Administration	3	
10		IAP4102	Introduction to Public Administrative Science	3	
11		IAP4103	History of the Development of Public Administration	3	
			Total CREDIT	21	
12	II	IAP4204	Philosophy of Administration	3	
13		IAP4205	Law of Public Administration	4	IAP4101
14		IAP4206	Research Method in Administrative Science	3	
15		IAP4207	Indonesia's Political System	3	
16		IAP4208	Theories of Public Administrative Science	4	
17		IAP4209	Social Science Theories	3	
			Total CREDIT	20	
18	III	IAP4110	Quantitative & Qualitative Data Analysis	3	IAP4206
19		IAP4111	Indonesian Government System	3	
20		IAP4112	Governance Theories	3	
21		IAP4113	Public Management Theories	3	
22		IAF4001	Organization & Administrative Theories	3	
23		IAP4114	Development Theories	3	
			Total CREDIT	18	
24	IV	IAP4215	Public Sector Economy	3	
25		IAP4216	Intergovernment Relationship	3	
26		IAP4217	Public Policy	4	
27		IAP4218	Public Service Management	3	
28		IAF4002	Organizational Behavior & Development	3	
29		IAP4219	Government, Business, & Society	3	
			Total CREDIT	19	

NO.	SMT	CODE	COURSE	CREDIT	PREREQ.
30	V	IAP4120	Developmental Economy & Politics	3	
31		IAP4121	Environmental Policy	3	IAP4217
32		IAP4122	Urban Development Policy	3	IAP4217
33		IAP4123	Public Financial Management	3	
34		IAP4124	Public Information System Management	3	
35		IAP4125	Human Resource Management	3	
			Total CREDIT	18	
36	VI	IAP4226	Administrative Economy	3	
37		IAP4227	Fiscal and Financial Policy	3	IAP4217
38		UBU4001	Selected Topics on Entrepreneurship	3	
39		IAP4228	The Development of Capacity and Institutional of Public Sector	3	
40		IAP4229	Public Bureaucracy Theories	3	
41		IAP4230	Politics of Local and National Election	3	
			Total CREDIT	18	
42	VII	IAF4003	Ethics in Administration	3	
43		IAP4131	International Relationship	3	
44		IAF4004	Leadership	3	
45		IAP4232	Political Communication and Mass Media	3	
46		IAP4133	Administrative Reformation	3	
			Total CREDIT	15	
			Choose Three Seminar-based Courses	3	
47	VIII	IAP4034	Issues on Public Policy	3	
48		IAP4035	Issues on Environment	3	
49		IAP4036	Issues on Public Service	3	
50		IAP4037	Issues on Development	3	
51		IAP4040	Issues on Government Administration	3	
52		UBU4002	Competency-based Internship	3	
53		UBU4003	TOEIC	0	
54		UBU4004	Computer Application	0	
55		UBU4005	Thesis	6	
			Total CREDIT	18	
			Total CREDIT for sarjana's degree	147	

ALUR PENGAMBILAN MATA KULIAH JURUSAN ILMU ADMIN ISTRASI PUBLIK FAKULTAS ILMU ADMINISTRASI UNIVERSITAS BRAWIJAYA



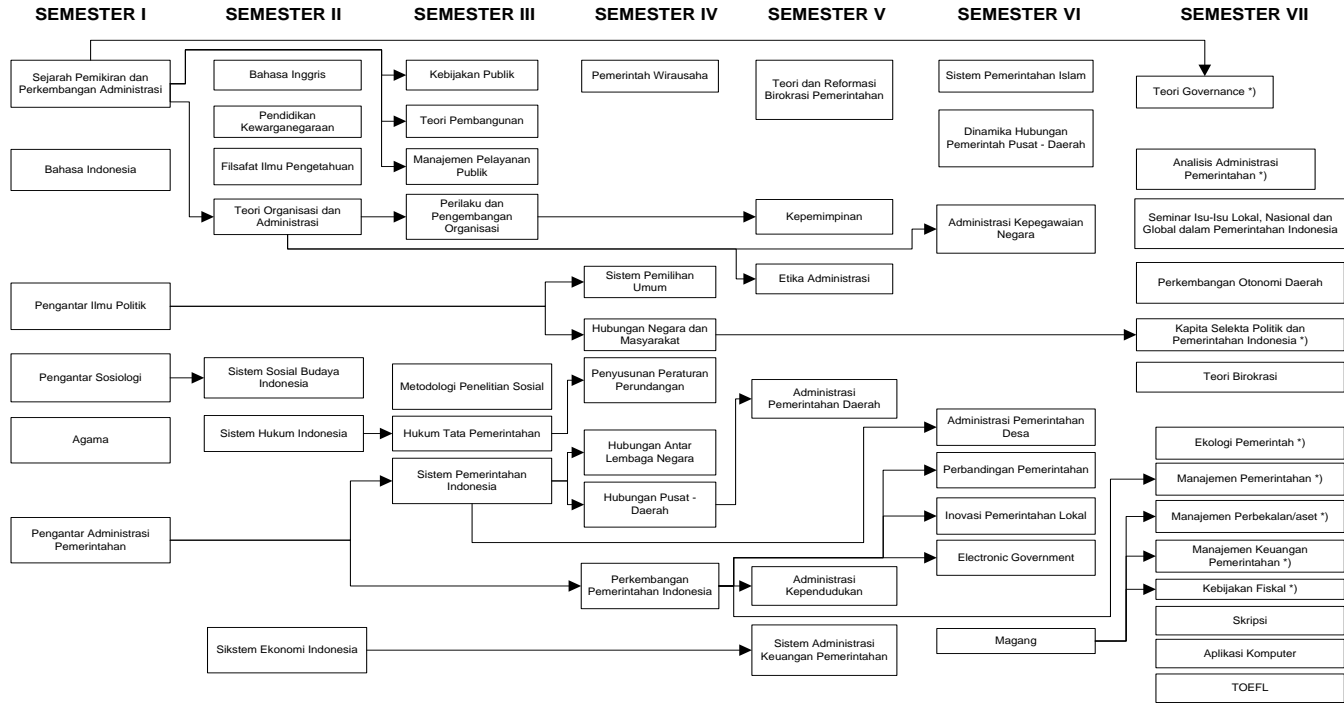
CURRICULUM FOR GOVERNMENT ADMINISTRATION PROGRAM
FACULTY OF ADMINISTRATIVE SCIENCE
UNIVERSITY OF BRAWIJAYA

NO.	COURSE	CODE	CREDIT
	Semester I		
1	Islamic Education	MPK4001	3
	Catholic Religious Education	MPK4002	3
	Christianity Education	MPK4003	3
	Hindu Religious Education	MPK4004	3
	Buddhist Religious Education	MPK4005	3
2	Indonesian Language Skills Skills	MPK4008	3
3	Introduction to Sociology	IAM4101	3
4	Introduction to Politics	IAM4102	3
5	History and Development of Administration	IAN4001	3
6	Introduction to Government Administration	IAM4103	3
	Total CREDIT		18
	Semester II		
7	English Language Skills	MPK4006	3
8	Civic Education	MPK4007	3
9	Theories in Organization and Administration	IAF4204	3
10	Indonesian Legal System	IAM4204	3
11	Philosophy of Science	IAM4205	3
12	Indonesian Economic System	IAM4206	3
13	Indonesian Social-Cultural System	IAM4207	3
	Total CREDIT		21
	Semester III		
14	Legal Governance	IAM4208	3
15	Indonesian Government System	IAN4002	3
16	Public Service Management	IAN4003	3
17	Public Policy	IAN4004	3
18	Development Theories	IAN4005	3
19	Organizational Behavior and Development	IAN4006	3
20	Research Method in Social Sciences	IAM4209	3
	Total CREDIT		21
	Semester IV		
21	Drafting Legislation	IAM4210	3
22	Entrepreneur Government	UBU4001	3
23	Development of Indonesian Government	IAM4211	3
24	Relationship between the State and Society	IAM4212	3
25	Relationship among State Institutions	IAM4213	3
26	Local and Central Government Relationship	IAM4214	3
27	Election System	IAM4215	3
	Total CREDIT		21

NO.	MATA KULIAH		CREDIT
	Semester V		
28	Leadership	IAF4004	3
29	Government Financial Administration System	IAM4116	3
30	Ethics in Administration	IAF4003	3
31	Local Government Administration	IAM4117	3
32	Population Administration	IAM4118	3
33	Theories and Reformation of Government Bureaucracy	IAM4119	3
	Total CREDIT		18
	Semester VI		
34	Electronic Government	IAM4220	3
35	State Personnel Administration	IAM4221	3
36	Village Administration	IAM4222	3
37	Local Government Innovation	IAM4223	3
38	Islamic Government System	IAM4224	3
39	Comparison of Administrations	IAM4225	3
40	The Dynamics of Local-Central Government Relationship	IAM4226	3
41	Internship	UBU4002	3
	Total CREDIT		24
	Semester VII		
42	Development of Local Autonomy	IAM4227	3
43	Bureaucracy Theories	IAM4228	3
44	Analysis on Government Administration *)	IAM4216	3
45	Governance Theories *)	IAM4127	3
46	Government Management *)	IAM4128	3
47	Fiscal Policy *)	IAM4129	3
48	Local, National, and Global Issues in Indonesian Government	IAM4130	3
49	Selected Topics in Indonesian Politics and Government *)	IAM4131	3
50	Administrative Ecology *)	IAM4132	3
51	Government Financial Management *)	IAM4133	3
52	Asset Management *)	IAM4134	3
53	Thesis	UBU4005	3
54	Computer Application	UBU4003	3
55	TOEIC	UBU4004	3
	Total CREDIT		21
	Total CREDIT for sarjana's degree		144

Note: *) >9 elective courses are available to choose (3 courses at the most or 9 credits)

**ALUR PENGAMBILAN MATA KULIAH PROGRAM STUDI ADMINISTRASI PEMERINTAHAN
FAKULTAS ILMU ADMINISTRASI UNIVERSITAS BRAWIJAYA**



SKS 18 21 21 21 18 18 21 TOTAL 144
 Ket: *) tersedia 9 mata kuliah pilihan (maks. Diambil 3 MK atau 9 SKS)

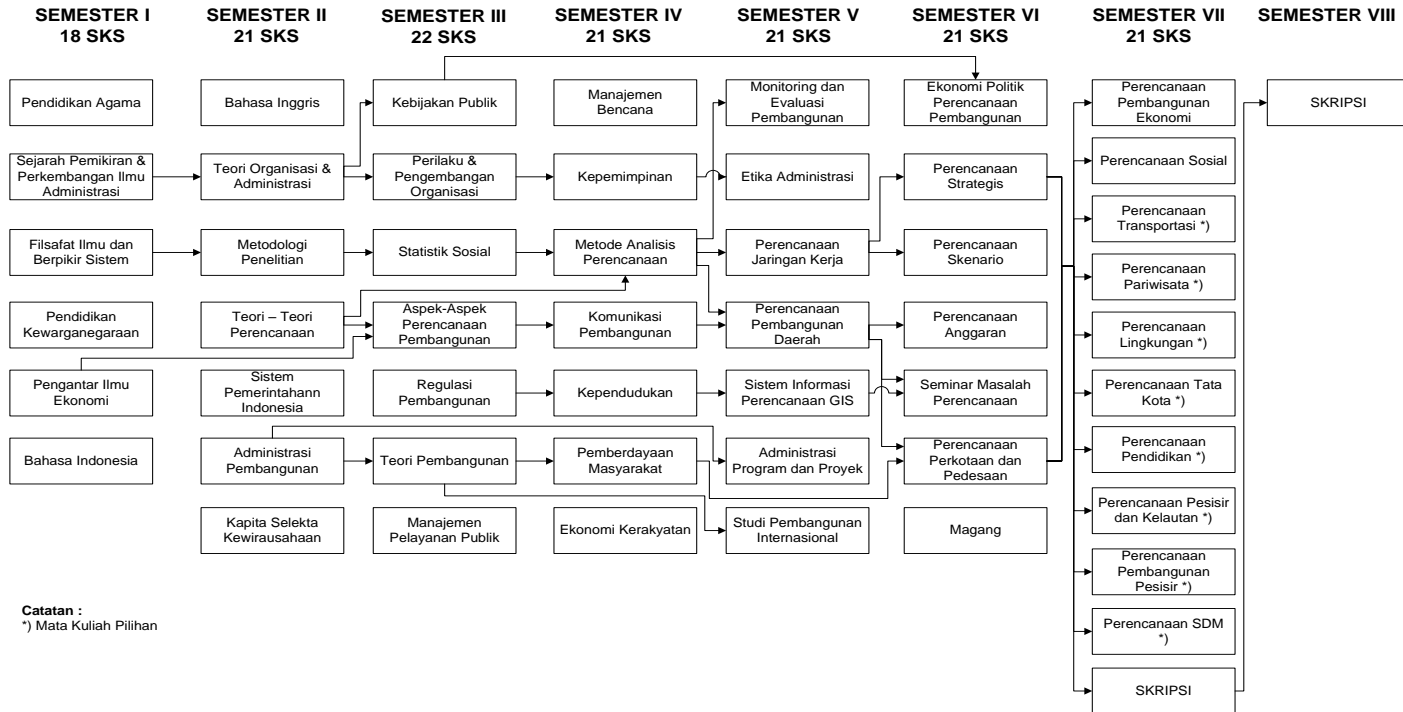
**KURIKULUM PROGRAM STUDI PERENCANAAN PEMBAGUNAN
FAKULTAS ILMU ADMINISTRASI
UNIVERSITAS BRAWIJAYA**

NO	MATA KULIAH	KODE MK	CREDIT
	Semester I		
1	Islamic Education	MPK4001	3
	Catholic Religious Education	MPK4002	3
	Christianity Education	MPK4003	3
	Hindu Religious Education	MPK4004	3
	Buddhist Religious Education	MPK4005	3
2	Civic education	MPK 4007	3
3	Indonesian Language Skills	MPK4008	3
4	History and Development of Administrative Science	IAN4001	3
5	Introduction to Economics	IAR4101	3
6	Philosophy of Science and Systematic Thinking	IAR4102	3
	Total CREDIT		18
	Semester II		
7	English Language Skills	MPK4006	3
8	Organizational and Administrative Theories	IAF4001	3
9	Research Methods	IAR4203	3
10	Planning Theories	IAR4204	3
11	Indonesian Government System	IAN4002	3
12	Development Administration	IAR4025	3
13	Selected Topic in Entrepreneurship	UBU4001	3
	Total CREDIT		
	Semester III		
14	Organizational Behavior and Development	IAF4002	3
15	Public Service Management	IAN4003	3
16	Public Policy	IAN4004	4
17	Development Theories	IAN4005	3
18	Aspects of Development Planning	IAR4106	3
19	Planning Regulations	IAR4107	3
20	Social Statistics	IAR4108	3
	Total CREDIT		22
	Semester IV		
21	Leadership	IAF4004	3
22	Population	IAR4209	3
23	Development Communication	IAR4210	3
24	People's Economy	IAR4211	3
25	Society Empowerment	IAR4212	3
26	Methods in Planning Analysis	IAR4213	3
27	Disaster Management	IAR4214	3
	Total CREDIT		21

NO	MATA KULIAH	KODE MK	CREDIT
	Semester V		
28	Local Development Planning	IAR4115	3
29	Networking Planning	IAR4116	3
30	Programs and Project Administration	IAR4117	3
31	Sistem Informasi Perencanaan dan GIS	IAR4118	3
32	Development Monitoring and Evaluation	IAR4119	3
33	Ethics in Administration	IAF4003	3
34	International Development	IAR4120	3
	Total CREDIT		21
	Semester VI		
35	Strategic Planning	IAR4221	3
36	Urban and Village Development	IAR4222	3
37	Budgeting	IAR4223	3
38	Economy and Politics of Planning Development	IAR4224	3
39	Seminar on Issues in Planning	IAR4225	3
40	Planning Scenario		3
41	Internship	UBU4002	3
	Total CREDIT		21
	Semester VII		
42	Economic Development Planning		3
43	Social Planning	IAR4126	3
44	Tourism Planning *)	IAR4127	3
45	Transportation Planning *)	IAR4128	3
46	Environmental Planning *)	IAR4129	3
47	Participative Planning *)	IAR4130	3
48	Urban Planning *)	IAR4131	3
49	Educational Planning *)	IAR4132	3
50	Coastal and Marine Planning *)	IAR4133	3
51	Agricultural Development Planning *)	IAR4134	3
52	Human Resource Planning *)		3
53	TOEIC	UBU4003	0
54	Computer Application	UBU4004	0
55	Thesis	UBU4005	6
	Total CREDIT		21
	Total CREDITfor Sarjana's Degree		145

Note: *) >9 elective courses are available to choose (3 courses at the most or 9 credits)

ALUR KURIKULUM PRODI PERENCANAAN PEMBANGUNAN JURUSAN ILMU ADMINISTRASI PUBLIK



CURRICULUM FOR LIBRARY SCIENCE PROGRAM
FACULTY OF ADMINISTRATIVE SCIENCE
UNIVERSITY OF BRAWIJAYA

NO	CODE	COURSE	CREDIT	NOTE
Semester I				
1	MPK4001	Religion Education	2	Univ. Comp.
2	IAK4101	Introduction to Library Science	2	Prereq.
3	MPK4006	English Language Skills	4	Univ. Comp.
4	IAK4102	Introduction to Psychology	3	Prereq.
5	IAK4103	Introduction to Communication	3	Prereq.
6	IAK4104	Introduction to Documentation & Archives	3	SP Comp.
7	MPK4008	Indonesian Language Skills	3	Univ. Comp.
8	IAN4001	History and Development of Administrative Science	3	Prereq.
		Total CREDIT	23	
Semester II				
9	MPK4007	Civic education	2	Univ. Comp.
10	IAK4105	Indonesian Social and Cultural System	2	Prereq.
11	IAK4201	Management and Organization of Information Agency (Organization & Administration of Library)	2	SP Comp.
12	IAK4202	Organization of Information	3	SP Comp.
13	IAK4203	Research Methods	3	Univ. Comp.
14	IAK4204	Information Service Management	3	SP Comp.
15	IAK4205	Computer Networks	3	SP Comp.
16	IAK4206	Practicum on Architecture and Computer Operating System	2	SP Comp.
		Total CREDIT	20	
Semester III				
17	IAK4106	Statistics	3	SP Comp.
18	IAK4107	Collection Management	2	Wajib Prodi
19	IAK4108	Description of Bibliography (Catalogue)	3	Wajib Prodi
20	IAK4109	Classification System	3	Wajib Prodi
21	IAK4110	Programming I	3	Wajib Prodi
22	IAF4001	Organizational Theories	3	Wajib Fakultas
23	IAN4002	Indonesian Government System	3	Wajib Jurusan
24	IAN4003	Public Service Management	3	Wajib Jurusan
		Total CREDIT	23	
Semester IV				
25	IAK4207	Information Retrieval (Subject Code, Thesaurus, Index and Abstract)	3	Wajib Prodi
26	IAK4208	Programming II	3	Wajib Prodi
27	IAK4209	Techniques of Web Programming and Security	3	Wajib Prodi
28	IAK4210	Metadata and Techniques of Hyperlinks	3	Wajib Prodi

29	IAN4004	Public Policy	3	Wajib Prodi
30	IAF4004	Leadership	3	Wajib Fakultas
31	IAK4211	Information Source and Bibliography	3	Wajib Prodi
Total CREDIT			21	
Semester V				
32	IAK4111	Information Repackaging	3	Wajib Prodi
33	IAF4002	Organizational Behavior and Development	3	Wajib Fakultas
34	IAK4112	Government and International Publication	3	Wajib Prodi
35	IAK4113	Materials and Reference Services	3	Wajib Prodi
36	IAN4005	Developmental Theories	3	Wajib Jurusan
37	IAK4114	Cooperation and Information Networking	3	Wajib Prodi
38	IAF4003	Ethics in Administration	3	Wajib Fakultas
Total CREDIT			21	
Semester VI				
39	IAK4212	Developing Internet Applications	3	Wajib Prodi
40	IAK4213	Entrepreneurship/Commercial Information Service	3	Wajib Prodi
41	IAK4214	Developing Digital Library	3	Wajib Prodi
42	IAK4215	Graphic and Electronic Publication	3	Wajib Prodi
43	IAK4216	Conservation and Preservation	3	Wajib Prodi
44	IAK4217	Information Source and Service	3	Wajib Prodi
45	IAK4218	The Economy of Information	3	Wajib Prodi
46	IAK4219	Science Management	2	MK Pilihan
Total CREDIT			22	
Semester VII				
47	UBU4202	Internship	3	Wajib Universitas
48	UBU4004	TOEIC	0	Wajib Prodi
49	IAK4115	Office Application Software	2	Wajib Prodi
50	IAK4116	Social Context of Information*	2	MK Pilihan
51	IAK4117	Children and Adolescent Literature	2	MK Pilihan
Total CREDIT			9	
Semester VIII				
52	UBU4005	Thesis	6	Wajib Universitas
Total CREDIT			145	
Total CREDITfor Sarjana's Degree			145	

Index

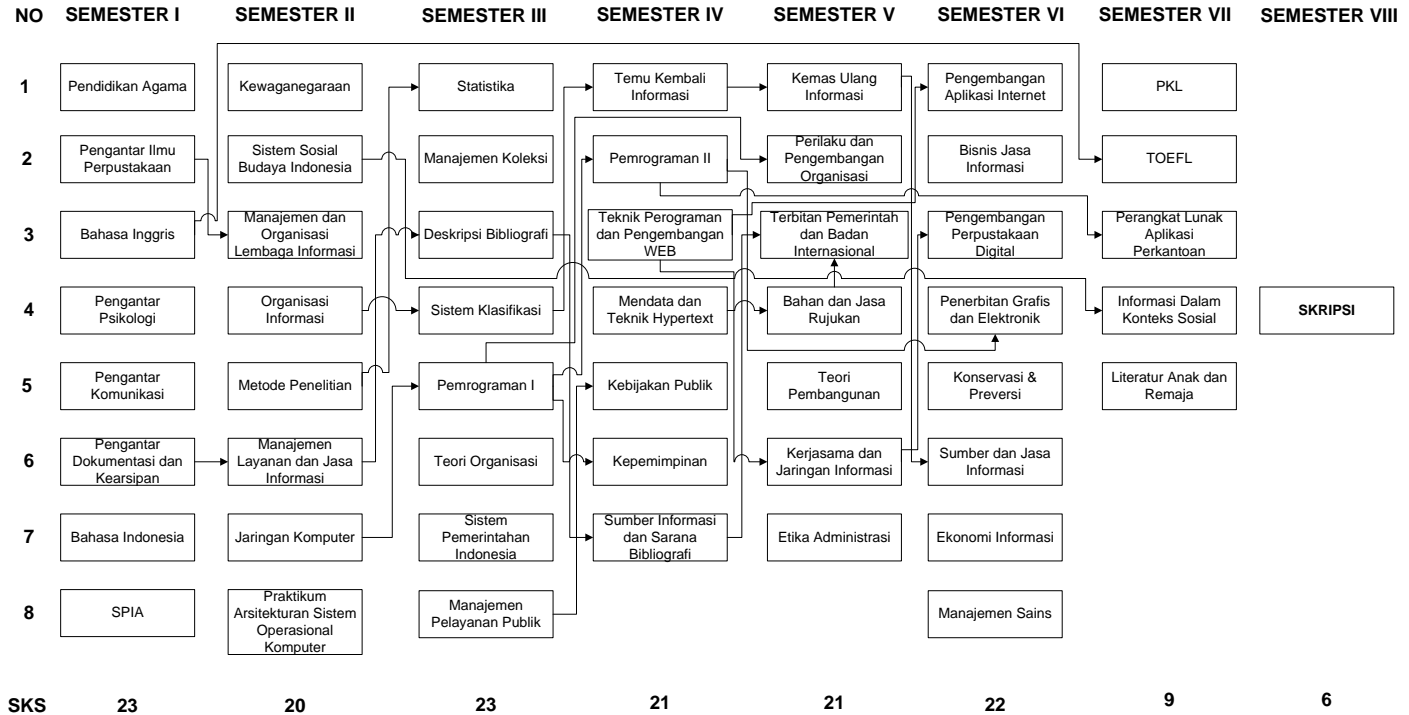
Total Credit 21

Note: *) Elective Course

Course Code:

1. Univ. Comp.: University's Compulsory Course
2. SP Comp. : The Program's Compulsory Course
3. F. Comp. : Faculty's Compulsory Course
4. IAP : Compulsory Courses for Public Administration
5. IAK : Compulsory Courses for Tax Science

**ALUR MATA KULIAH PROGRAM STUDI ILMU PERPUSTAKAAN FAKULTAS ILMU ADMINISTRASI
UNIVERSITAS BRAWIJAYA**



**2007/2008 CURRICULUM FOR BUSINESS ADMINISTRATION DEPARTMENT
FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA
(Apply to Class of 2007 – 2012)**

SMT.	NO	CODE	COURSE	CONCENTRATION	CREDIT	PREREQUISITE			
						CODE	CODE	CODE	
I	1	MPK4001	Islamic Education		3				
	2	MPK4002	Catholic Religious Education		3				
	3	MPK4003	Christianity Education		3				
	4	MPK4004	Hindu Religious Education		3				
	5	MPK4005	Buddhist Religious Education		3				
	6	MPK4006	English Language Skills		3				
	7	MPK4007	Civic education		3				
	8	IAB4001	Organization and Administration Theories		3				
	9	IAB4101	Mathematics for Business		3				
	10	IAB4102	Business Legals		3				
	11	IAB4103	Financial Accounting I		3				
			Total CREDIT		21				
II	12	IAB4002	Organizational Behavior and Development		3				
	13	IAB4003	Ethics in Administration		3				
	14	IAB4204	Microeconomic		3				
	15	IAB4205	Business English		3				
	16	IAB4206	Introduction to Business Administration		3				
	17	IAB4208	Financial Accounting II		3				
	18	IAB4207	Statistics		3				
	19	MPK4008	Indonesian Language Skills		3				
				Total CREDIT		24			
	20	IAB4109	Cost Accounting I		3				
	21	IAB4110	Macroeconomic		3				
III	22	IAB4111	Business Operational Research		3				
	23	IAB4112	Business Communication		3				
	24	IAB4113	Financial Accounting III		3				
	25	IAB4114	Banking		3				
	26	IAB4115	Research Methods		3				
	27	IAB4004	Leadership		3				
				Total CREDIT		24			
	28	IAB4216	Information Management System I		3				
	29	IAB4217	Human Resource Management I		3				
	30	IAB4218	State Financial Administration		3				
31	IAB4219	Cost Accounting II		3					

SMT.	NO	CODE	COURSE	CONC.	CREDIT	PREREQUISITE		
						CODE	CODE	CODE
IV	32	IAB4220	Accounting System I		3			
	33	IAB4221	Business Finance I		3			
	34	IAB4222	Marketing Management I		3			
	35	IAB4223	Managerial Economics		3			
			Total CREDIT		24			
	36	UBU4001	Entrepreneurship and Innovation Management		3			
	37	IAB4124	Tax Science		3			
	38	IAB4125	Risk Management		3			
	39	IAB4126	Business Finance II		3			
	40	IAB4127	Business Strategy		3	IAB4217	IAB4221	IAB4222
V	41	IAB4128	Auditing I	Finance	3		IAB4220	
	42	IAB4129	Information and Telecommunication System	IMS	3		IAB4216	
	43	IAB4130	Production Strategy and Policy	Production	3			
	44	IAB4131	Human Resource Planning and Development	HRM	3		IAB4217	
	45	IAB4132	Marketing Strategy and Policy	Marketing	3		IAB4222	
	46	IAB4133	International Business		3			
	47		<i>Elective Course 1*</i>		3			
			Total CREDIT		24			
	48	IAB4234	Management Accounting	Finance	3		IAB4219	
	49	IAB4235	Accounting System II	Finance	3		IAB4220	
	50	IAB4236	Investing Management	Finance	3		IAB4221	
	51	IAB4237	System Analysis and Design	IMS	3		IAB4129	
	52	IAB4238	Database Management	IMS	3		IAB4129	
	53	IAB4239	Information System Management	IMS	3		IAB4129	
	54	IAB4240	Production Planning & Control	Production	3		IAB4130	
VI	55	IAB4241	Buying and Inventory Management	Production	3		IAB4130	
	56	IAB4242	Productivity Management	Production	3		IAB4130	
	57	IAB4243	Compensation and Performance Management	MSDM	3		IAB4130	
	58	IAB4244	Strategic Human Resource Management	MSDM	3		IAB4131	
	59	IAB4245	International Human Resource Management	MSDM	3		IAB4131	
	60	IAB4246	Marketing Research	Marketing	3		IAB4132	
	61	IAB4247	Consumer Behavior	Marketing	3		IAB4132	
	62	IAB4248	International Marketing	Marketing	3		IAB4132	
	63		<i>Elective Course 2*</i>		3			
	64		<i>Elective Course 3*</i>		3			
			Total CREDIT		15			

	66	IAB4050	Seminar on Information System Management	IMS	3		IAB4129	
	67	IAB4051	Seminar on Production Management	Production	3		IAB4130	
VII	68	IAB4052	Seminar on Human Resource Management	MSDM	3		IAB4131	
	69	IAB4053	Seminar on Marketing	Marketing	3		IAB4132	
	70	IAB4054	Seminar on Business Policy		3		IAB4127	
			Total CREDIT		6			
	71	JBU4002	Internship		3			
VIII	72	JBU4003	Computer Application		0			
			Total CREDIT		9			
			Total CREDIT for a sarjana's degree		147			

PREREQUIRED COURSES ARE COMPULSORY AND GRADE "K" IS NOT ACCEPTABLE

ELECTIVE COURSES

NO	CODE	COURSE	CONCENTRATION	CREDIT
1	IAB4055	Strategic Information System		3
2	IAB4056	Auditing II		3
3	IAB4057	Production Strategy & Policy II		3
4	IAB4058	Industrial Relationship		3
5	IAB4059	China's Economic Development		3
6	IAB4060	International Finance		3
7	IAB4061	Banckruptcy Management		3
8	IAB4062	Business Feasibility Study		3
9	IAB4063	Project Management		3
10	IAB4064	Information System Management II		3
11	IAB4065	E-Business		3
12	IAB4066	Sharia Banking and Business		3
13	IAB4067	Environmental Management		3

**2013 CURRICULUM FOR BUSINESS ADMINISTRATION PROGRAM
FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA
(Apply to Class of 2013)**

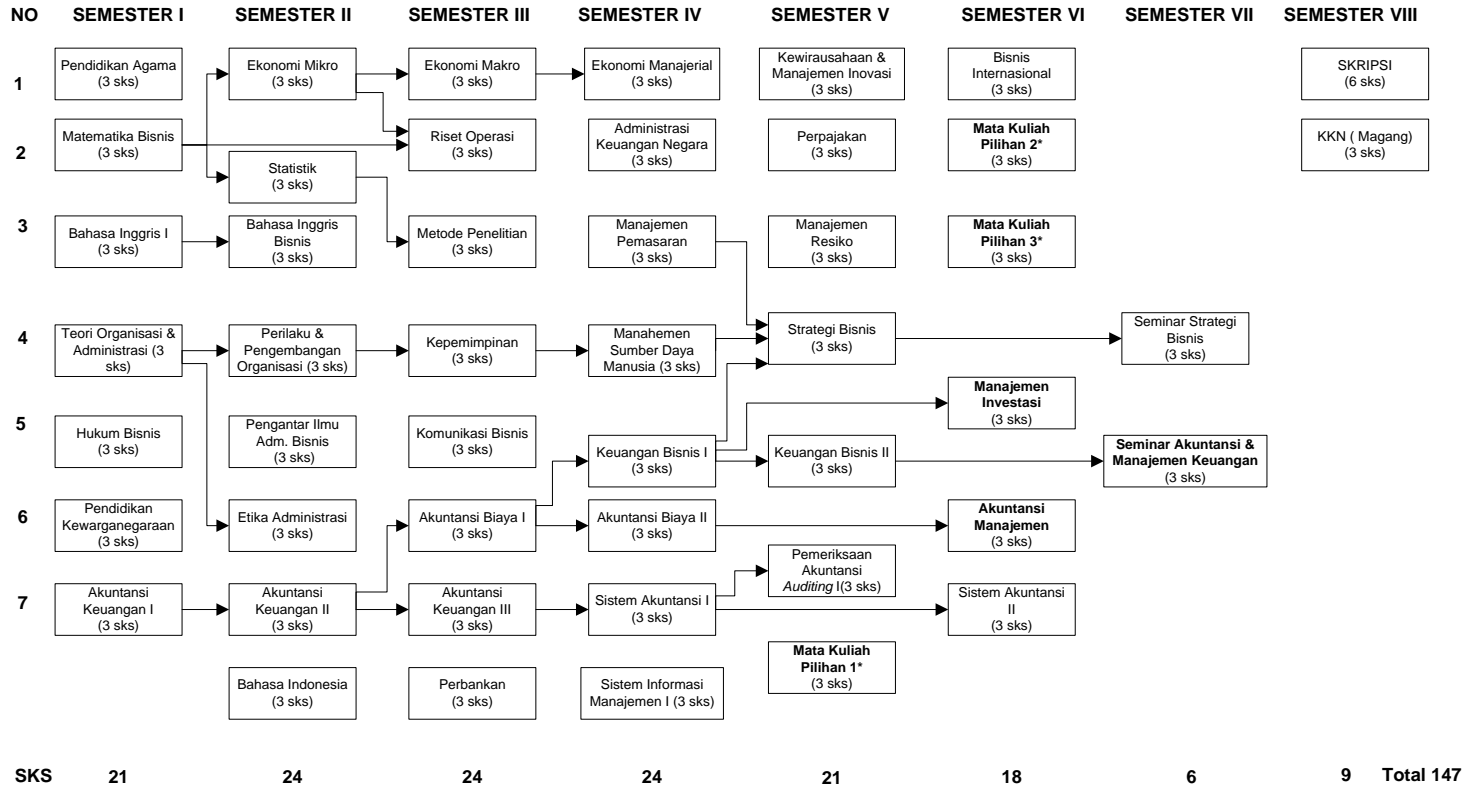
SMT.	NO	CODE	COURSE	CONC.	CREDIT	PREREQUISITE			
						CODE	CODE	CODE	
I	1	MPK4001	Islamic Education		3				
	2	MPK4002	Catholic Religious Education		3				
	3	MPK4003	Christianity Education		3				
	4	MPK4004	Hindu Religious Education		3				
	5	MPK4005	Buddhist Religious Education		3				
	6	IAS4101	Business English		3				
	7	IAS4102	Business Legal		3				
	8	IAS4103	Introduction to Business Administration		3				
	9	IAB4101	Applied Business Mathematics		3				
	10	MPK4007	Indonesian Language Skills		3				
	11	IAS4104	Finance Accounting I		3				
			Total CREDIT		21				
II	12	IAF4002	Organizational Behavior and Development		3		IAS4103		
	13	IAF4003	Business Ethics		3		IAS4102		
	14	IAB4204	Microeconomic		3		IAS4101		
	15	UBU4001	Entrepreneurship		3				
	16	IAB4203	Business Philosophy		3		IAS4103		
	17	IAS4206	Finance Accounting II		3		IAS4104		
	18	IAB4204	Business Statistics		3		IAB4101		
	19	IAB4205	Business Communication		3		IAB4102		
				Total CREDIT		24			
	20	IAB4106	Systematic Thinking		3		IAB4203		
21	IAB4107	Creativity & Innovation		3		UBU4001			
22	IAF4102	Organization & Administration Theories		3		IAF4201			
III	23	IAB4108	Macroeconomic		3		IAB4202		
	24	IAB4109	Finance Accounting III		3		IAS4206		
	25	IAB4110	Business Negotiation		3		IAB4205		
	26	IAS4107	Information System Management		3				
	27	IAB4111	Cost Accounting I		3				
			Total CREDIT		24				
IV	28	IAB4212	Decision Making Theories		3		IAB4110		
	29	IAB4213	Business Operation		3		IAB4107		
	30	IAB4214	Business Analysis		3		IAB4107		
	31	IAB4215	Cost Accounting II		3		IAB4111		
	32	IAS4208	Human Resource		3				
	33	IAS4209	Business Finance		3				
	34	IAB4216	Marketing		3				
	35	IAB4217	Finance Accounting IV		3		IAB4109		
			Total CREDIT		24				

SMT. NO	CODE	COURSE	CONC.	CREDIT	PREREQUISITE			
					CODE	CODE	CODE	
V	36	MPK4008	Civic education		3			
	37	IAB4118	Business Planning & Development		3			
	38	IAS4110	Tax Science		3		IAB4212	
	39	IAF4103	Leadership		3		IAS4206	
	40	IAB4119	Business Modelling		3			
	41	IAB4120	Marketing Strategy & Policy	Marketing	3		IAB4216	
	42	IAB4121	Consumer Behavior	Marketing	3			
		IAB4122	System Analysis & Design	IMS	3			
		IAB4123	Information System Management	IMS	3			
		IAB4124	Human Resource Planning & Development	HR	3			
		IAB4125	International Human Resource	HR	3			
		IAB4126	Financial Report Analysis	Business Finance	3			
	43	IAB4127	Accounting System	Business Finance	3			
			<i>Elective Course 1*</i>		3			
			Total CREDIT		24			
	44	IAB4228	Indonesian Business Practices		3			
	45	IAB4229	Business Strategy & Policy		3		IAB4118	
	46	IAB4230	International Marketing	Marketing	3		IAB4120	
	47	IAB4231	Marketing Research	Marketing	3		IAB4121	
		IAB4232	Strategic Information System	IMS	3		IAB4123	
	IAB4233	Database Management System	IMS	3		IAB4122		
	IAB4234	Performance & Compensation Management	SDM	3		IAB4124		
	IAB4235	Strategic Human Resource	SDM	3				
VI	IAB4236	Advanced Business Finance	Business Finance	3		IAS4209		
	IAB4237	Investing Management	Business Finance	3		IAS4209		
	48		<i>Elective Course 2*</i>		3			
	49	IAB4238	Research Methods in Business & Report Writing Techniques		3		IAB4204	
	50	IAB4039	Marketing System	Marketing	3		IAB4120	
		IAB4040	Seminar on Information Management	IMS	3		IAB4123	
			Seminar on Human Resource	HR	3		IAB4214	
		Seminar on Business Finance	Business Finance	3		IAB4236		
51	IAB4043	Seminar on Business Policy		3		IAB4126		
		Total CREDIT		24		IAB4118		

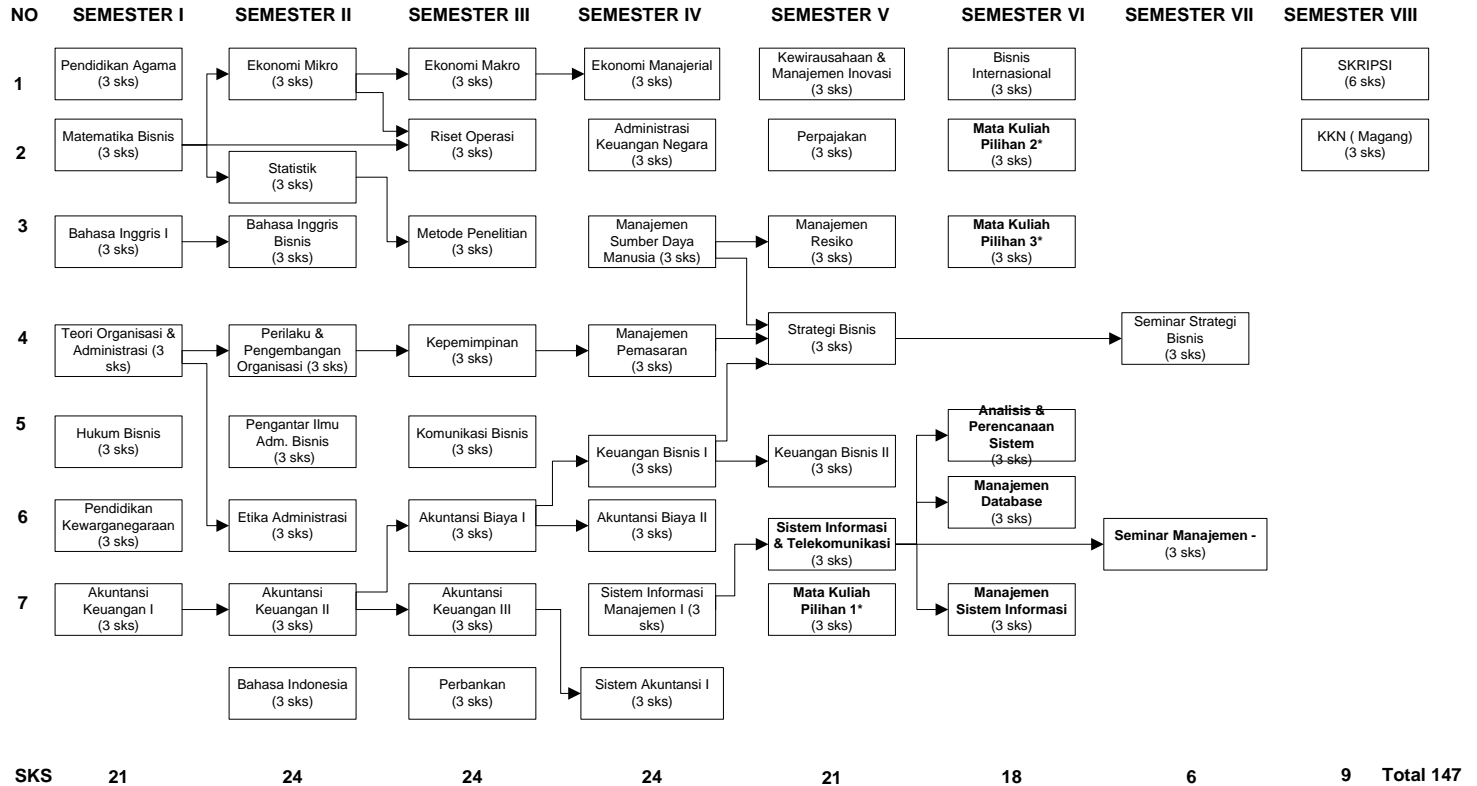
VII	52	UBU4002	Internship		3			
VIII	53	UBU4003	Computer Application (IC3)		0			
		UBU4004	TOEIC		0			
	54	UBU4005	Thesis / Final Report		6			
			Total CREDIT		9			
			Total CREDIT for sarjana's degree		150			

Note : IAS (Compulsory Courses of the Department)
IAB (Compulsory Courses of the Program)
IAF (Compulsory Courses of the Faculty)
UBU (Compulsory Courses of the University)
MPK (National Compulsory Courses)

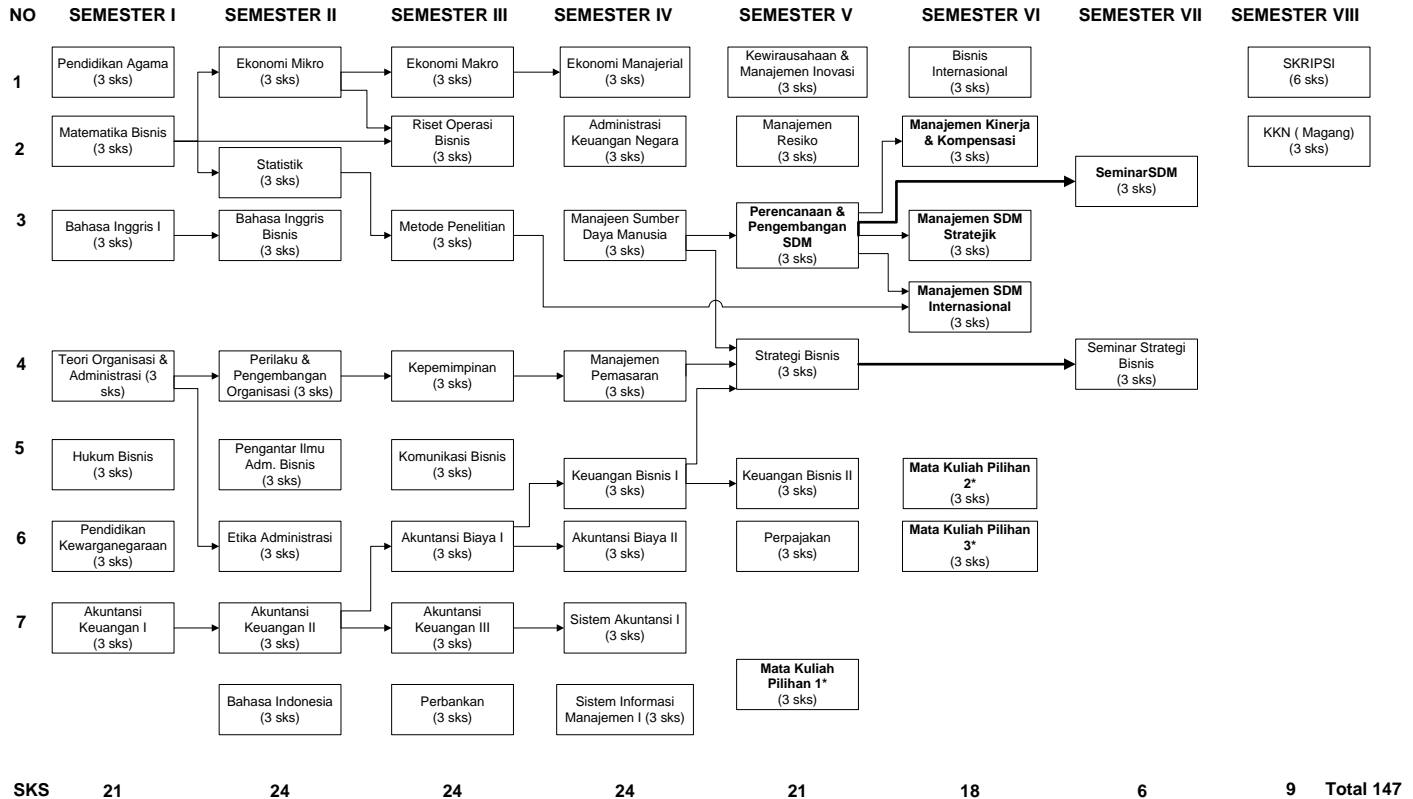
ALUR MATA KULIAH KONSENTRASI KEUANGAN (Berlaku Angkatan 2007 – 2012)



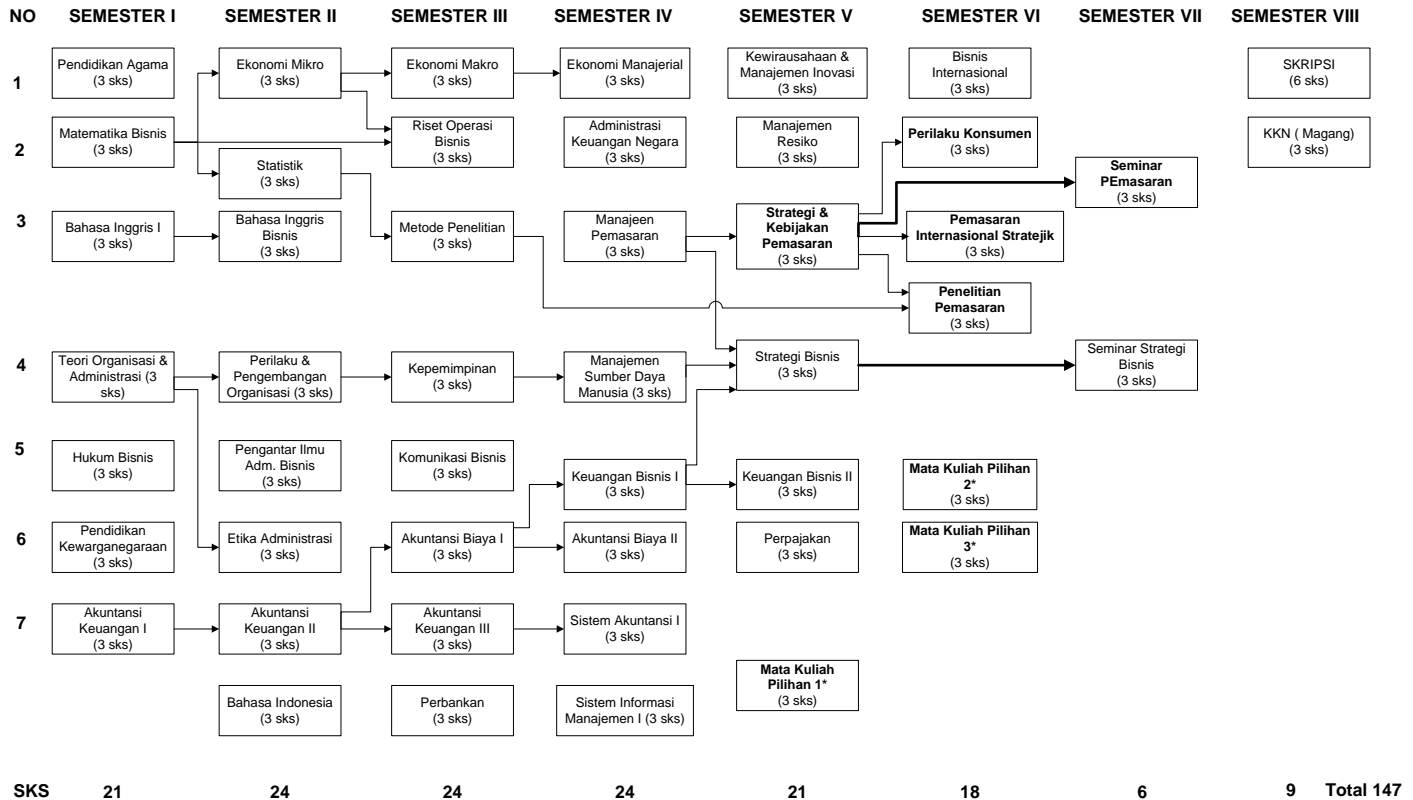
ALUR MATA KULIAH KONSENTRASI SIM (Berlaku Angkatan 2007 – 2012)



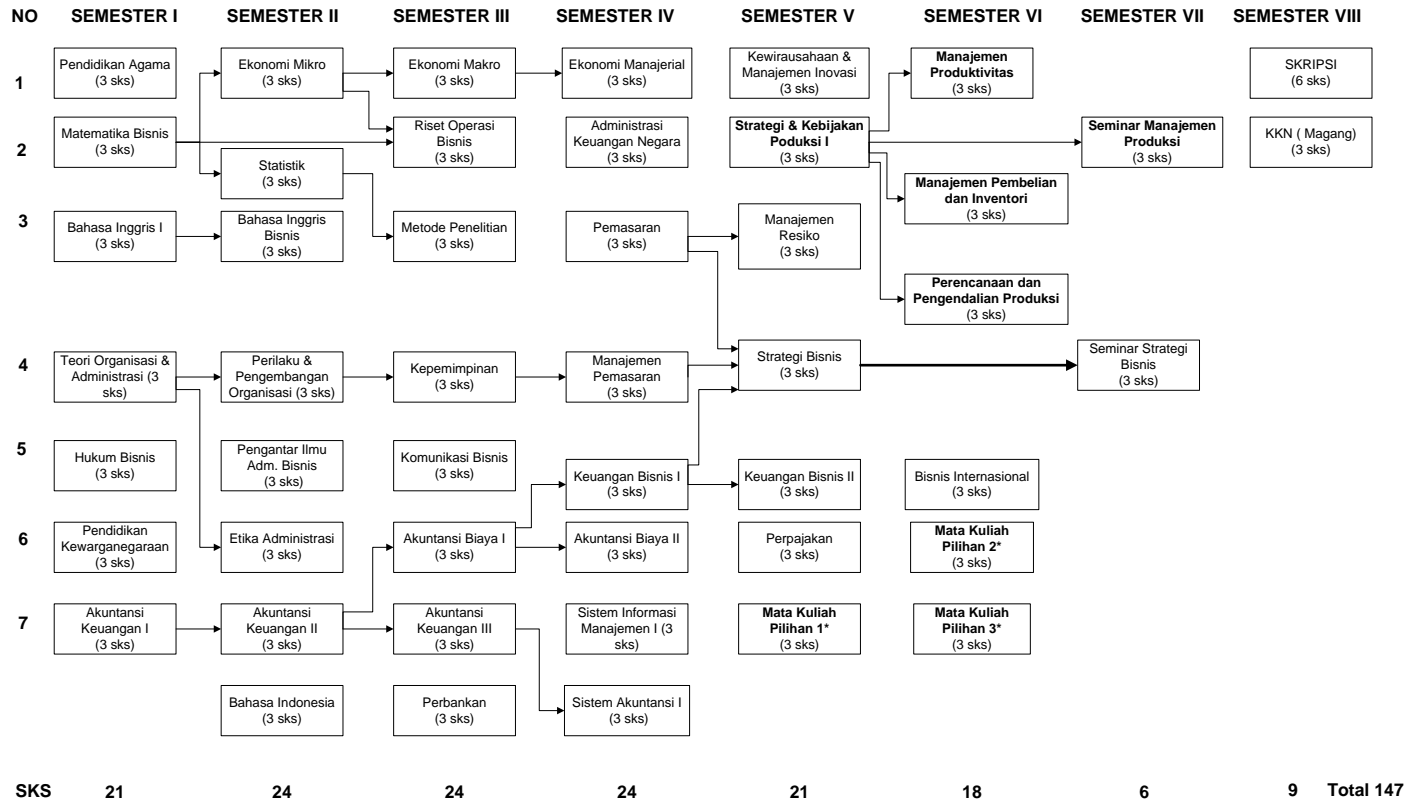
ALUR MATA KULIAH KONSENTRASI SDM (Berlaku Angkatan 2007 – 2012)



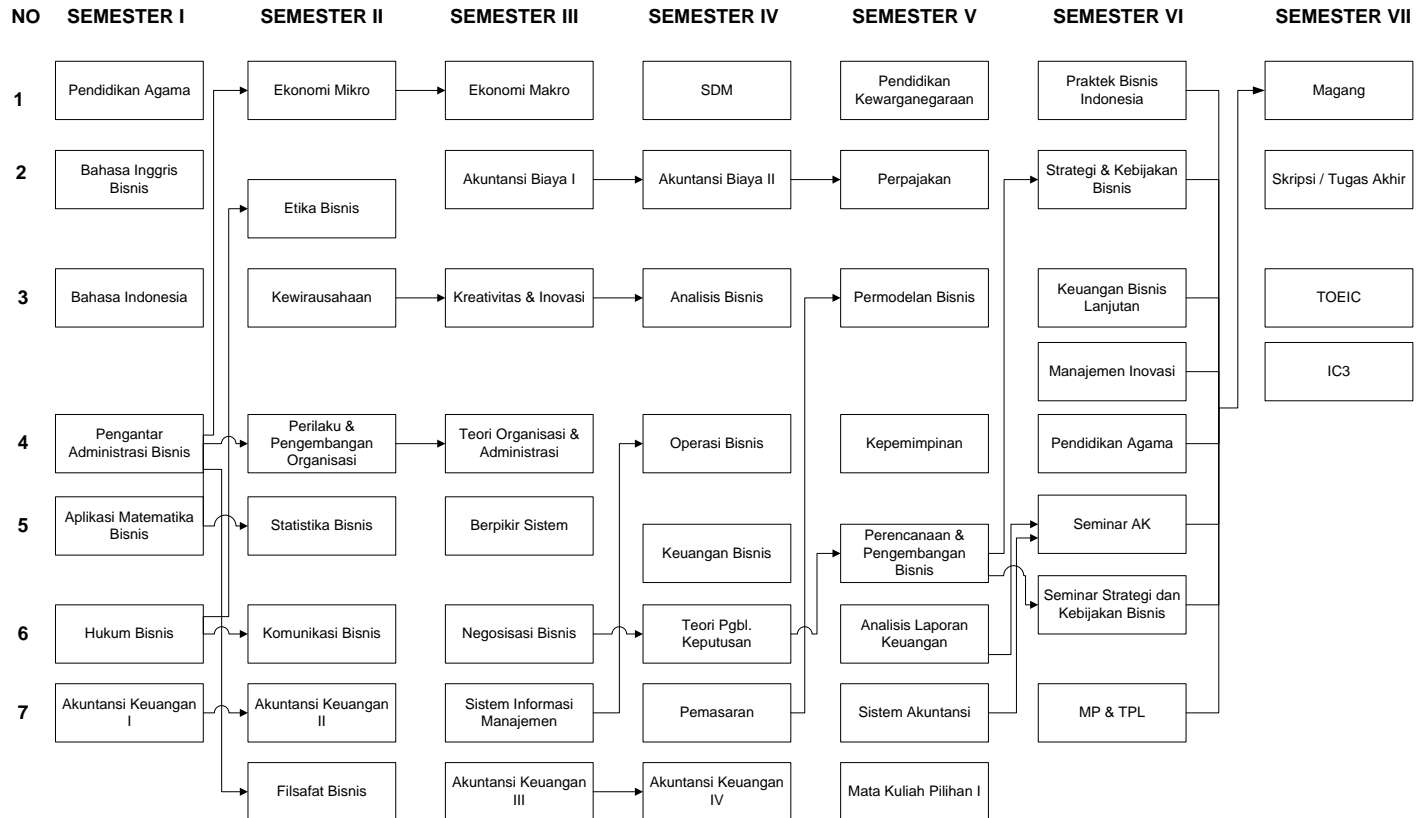
ALUR MATA KULIAH KONSENTRASI PEMASARAN (Berlaku Angkatan 2007 – 2012)



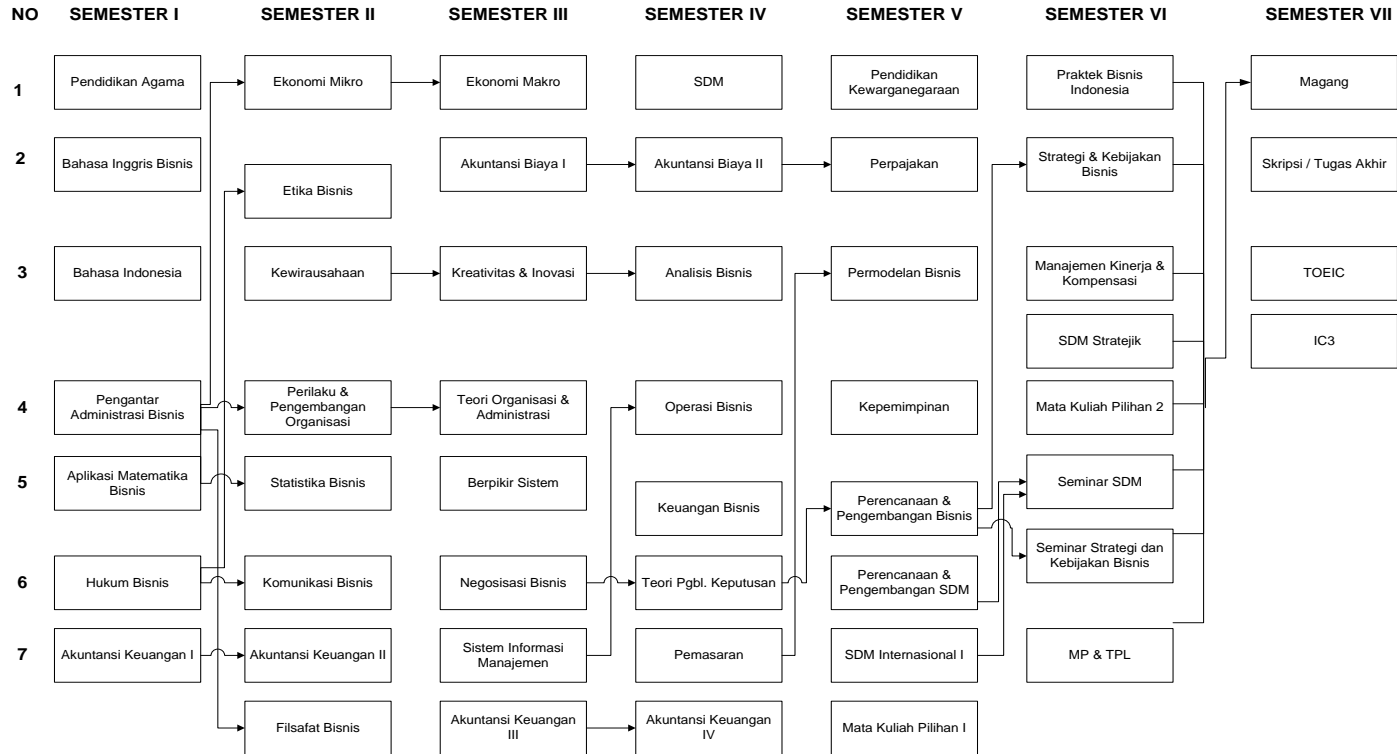
ALUR MATA KULIAH KONSENTRASI PRODUKSI (Berlaku Angkatan 2007 – 2012)



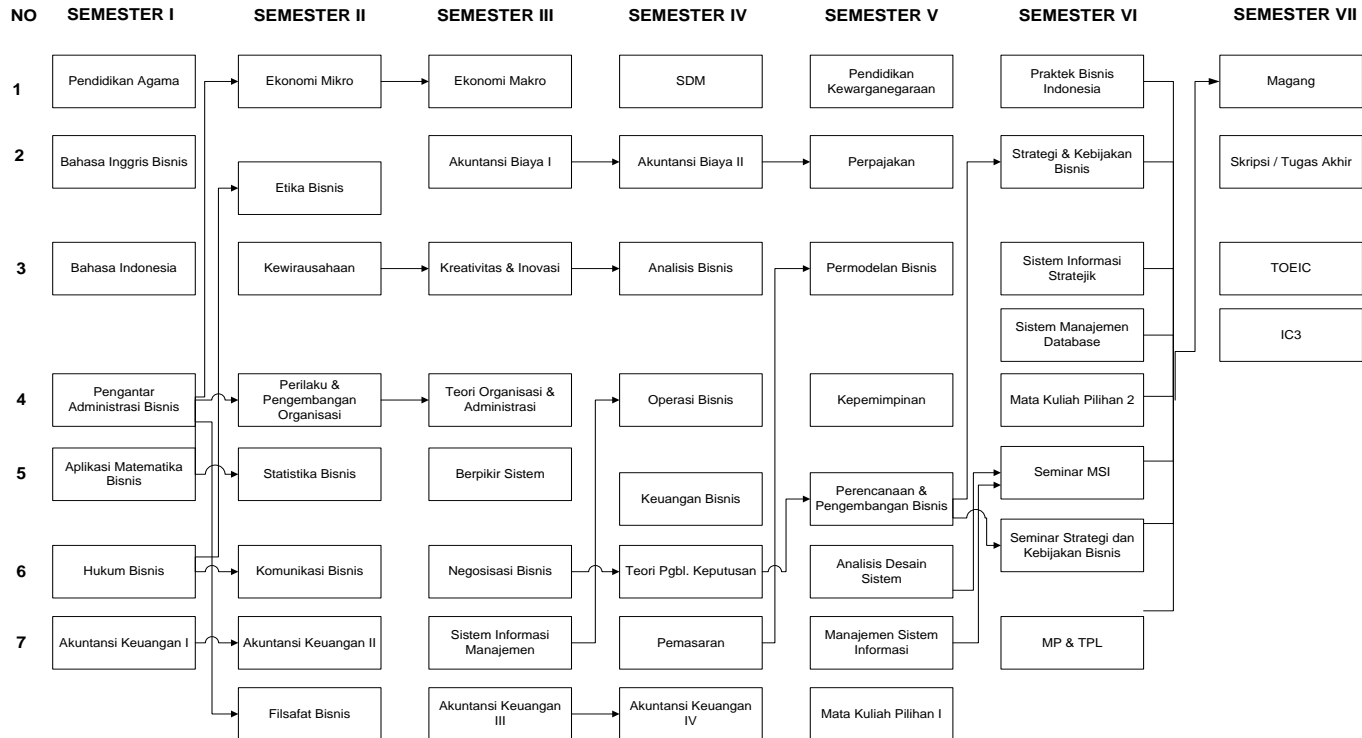
ALUR MATA KULIAH KONSENTRASI KEUANGAN (Berlaku Angkatan 2013)



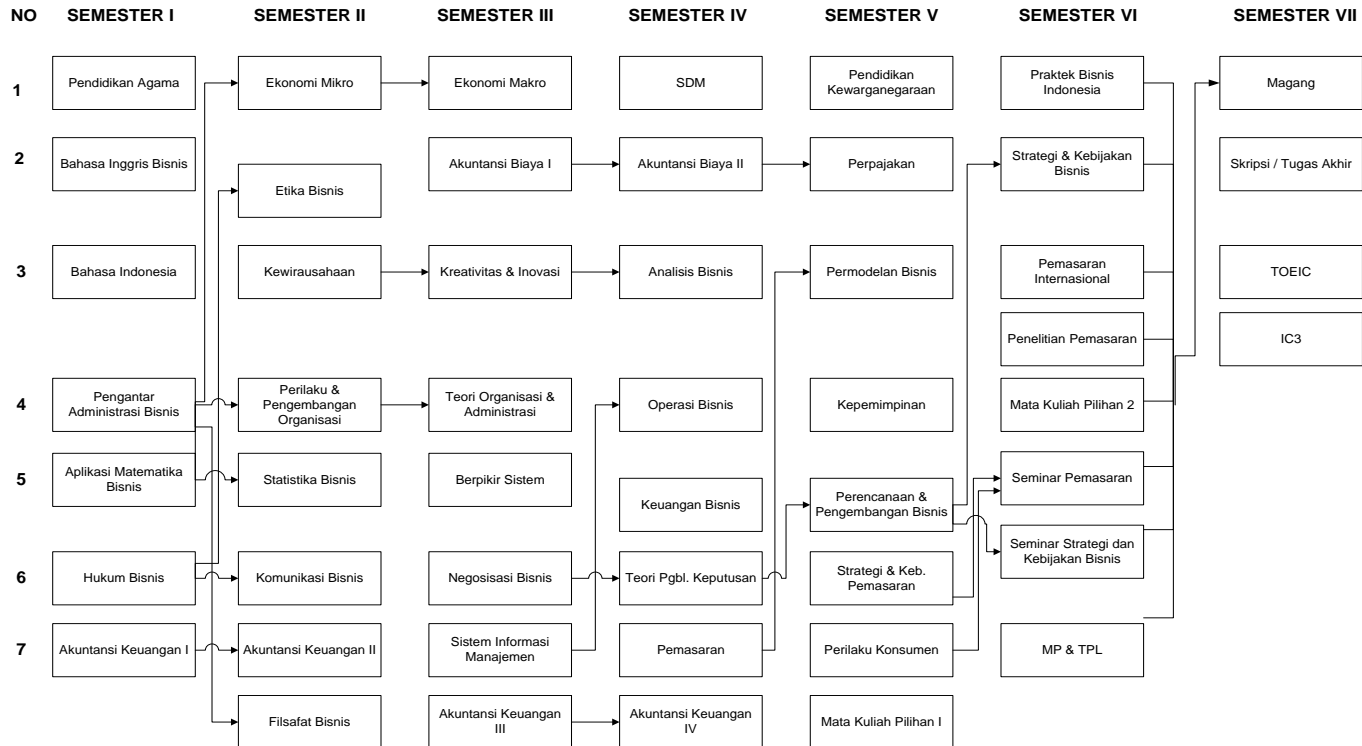
ALUR MATA KULIAH KONSENTRASI SDM (Berlaku Angkatan 2013)



ALUR MATA KULIAH KONSENTRASI SISTEM INFORMASI (Berlaku Angkatan 2013)



ALUR MATA KULIAH KONSENTRASI SISTEM PEMASARAN (Berlaku Angkatan 2013)



CURRICULUM FOR TAX SCIENCE PROGRAM
LIST OF COURSES

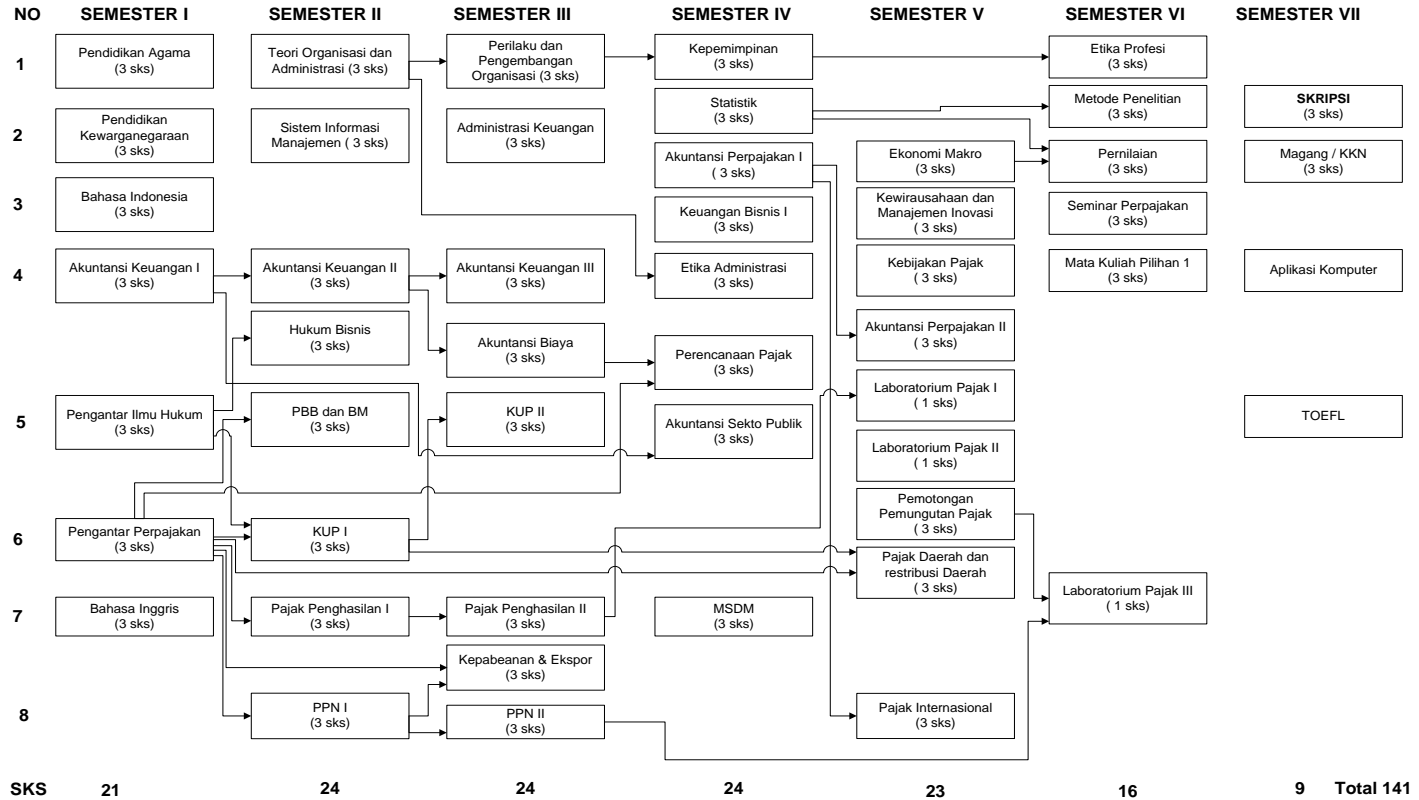
SMT	NO	CODE	COURSE	CREDIT	PREREQUISITE
I	1	MPK4001	Islamic Education	3	
	2	MPK4002	Catholic Religious Education	3	
	3	MPK4003	Christianity Education	3	
	4	MPK4004	Hindu Religious Education	3	
	5	MPK4005	Buddhist Religious Education	3	
	6	MPK4006	English Language Skills Skills	3	
	7	MPK4008	Indonesian Language Skills Skills	3	
	8	MPK4007	Civic education	3	
	9	IAS4103	Financial Accounting I	3	
	10	IAJ4101	Introduction to Tax Science	3	
	11	IAJ4133	Introduction to Legal Science	3	
			21		
II	12	IAF4001	Organization & Administration Theories	3	
	13	IAS4208	Financial Accounting II	3	IAS4103
	14	IAS4216	Information System Management	3	
	15	IAJ4234	General Provisions of Taxation I	3	IAJ4101, IAJ4133
	16	IAJ4235	Business Legal	3	IAJ4133
	17	IAJ4203	Income Tax I	3	
	18	IAJ4204	Land and Building Tax	3	IAJ4101
	19	IAJ4211	Value Added Tax I	3	IAJ4101
				45	
III	20	IAF4002	Organizational Behavior & Development	3	IAF4001
	21	IAS4109	Cost Accounting	3	
	22	IAJ4105	Income Tax II	3	IAJ4203
	23	IAJ4117	Value Added Tax II	3	IAJ4211
	24	IAJ4137	General Provisions of Taxation II	3	IAJ4234
	25	IAJ4107	Financial Accounting III	3	IAS4208
	26	IAJ4108	State Financial Administration	3	
	27	IAJ4136	Import and Export Customs	3	IAJ4101, IAJ4211
			69		
IV	28	IAF4004	Leadership	3	IAF4002
	29	IAF4003	Ethics in Administration	3	IAF4001
	30	IAS4207	Statistics	3	
	31	IAS4221	Business Finance	3	
	32	IAJ4210	Tax Accounting I	3	
	33	IAJ4213	Accounting in Public Sector	3	
	34	IAJ4214	Tax Planning	3	IAS4103
	35	IAJ4238	Human Resource Management	3	IAJ4101, IAS4109
			93		

SMT. NO		CODE	COURSE	CREDIT	PREREQUISITE
V	36	UBU4001	Entrepreneurship and Innovation Management	3	
	37	IAS4110	Macroeconomic	3	
	38	IAJ4218	Tax Accounting II	3	IAJ4210
	39	IAJ4119	Local Taxes and Levies	3	IAJ4101, IAJ4234
	40	IAJ4120	International Tax	3	IAJ4210
	41	IAJ4121	Withholding Tax Collection	3	
	42	IAJ4106	Taxation Policy	3	
	43	IAJ4224	Taxation Laboratorium I	1	IAJ4105
	44	IAJ4225	Taxation Laboratorium II	1	
				116	
VI	45	IAJ4109	Professional Ethics	3	
	46	IAJ4237	Assessment	3	IAS4110, IAS4207
	47	IAJ4215	Research Methods	3	IAS4207
	48	IAJ4023	Seminar on Taxation	3	
	49	IAJ4226	Tax Laboratorium III	1	IAJ4117, IAJ4121
	50		Elective Course 1*	3	
			132		
VII	51	UBU4002	Internship	3	
	52	UBU4003	Computer Application	0	
	53	UBU4004	TOEIC	0	
	54	UBU4005	Thesis	6	
			141		

**TAX SCIENCE PROGRAM
ELECTIVE COURSES**

NO	CODE	COURSE	CREDIT
1	IAJ4027	Government Administration	3
2	IAJ4028	Local Financial Administration	3
3	IAJ4030	Corporate Social Responsibility	3
4	IAJ4031	Auditing	3

ALUR MATA KULIAH PROGRAM STUDI PERPAJAKAN



CURRICULUM FOR INTERNATIONAL BUSINESS PROGRAM
FACULTY OF ADMINISTRATIVE SCIENCE
UNIVERSITY OF BRAWIJAYA

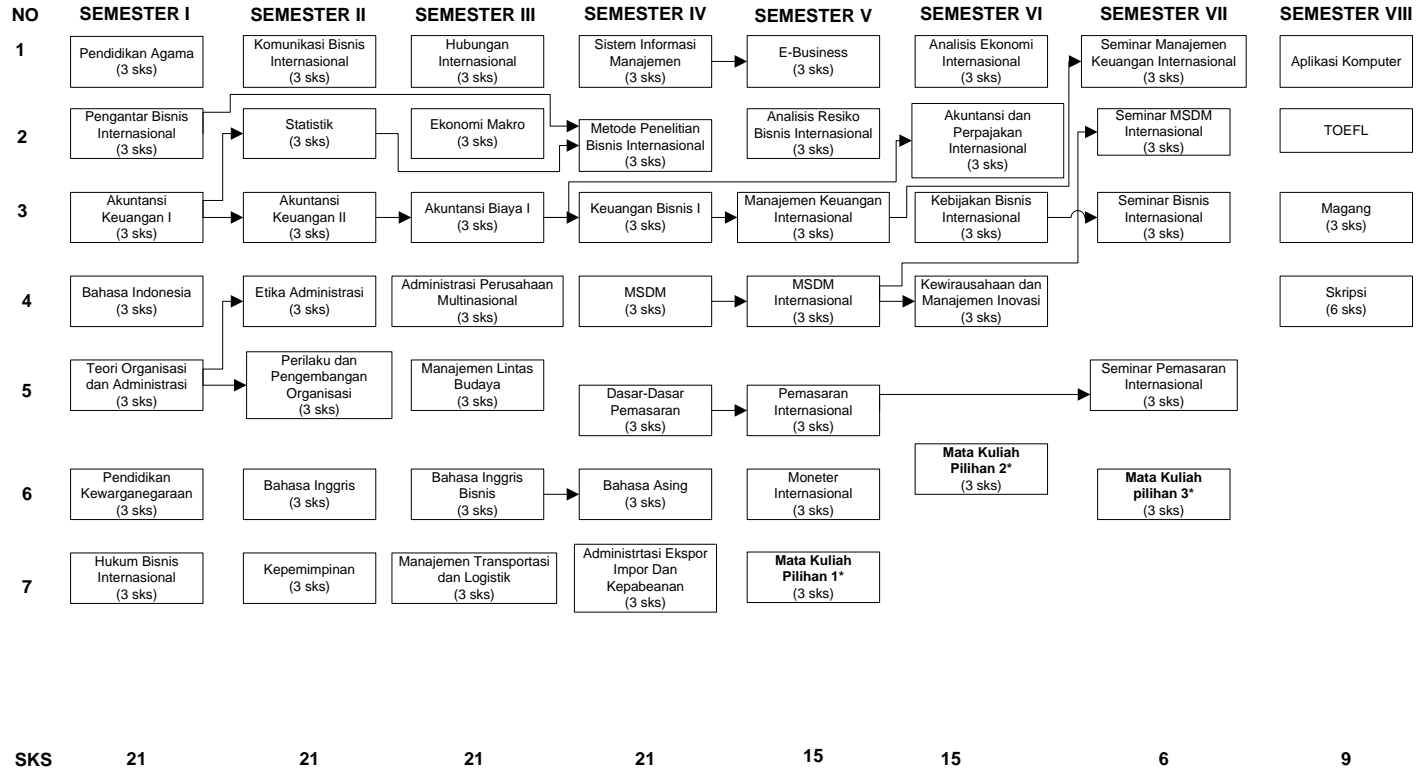
SMT.	NO	CODE	COURSE	CREDIT	PREREQUISITE
I	1	MPK4001	Islamic Education	3	
	2	MPK4002	Catholic Religious Education	3	
	3	MPK4003	Christianity Education	3	
	4	MPK4004	Hindu Religious Education	3	
	5	MPK4005	Buddhist Religious Education	3	
	6	MPK4007	Civic education	3	
	7	MPK4008	Indonesian Language Skills Skills	3	
	8	IAF4001	Organization and Administration Theories	3	
	9	IAS4103	Financial Accounting I	3	
	10	IAI4101	Introduction to International Business	3	
	11	IAI4102	International Business Legal	3	
		Total CREDIT	21		
II	12	MPK4006	English Language Skills Skills	3	
	13	IAF4004	Leadership	3	
	14	IAF4002	Organizational Behavior and Development	3	
	15	IAF4003	Ethics in Administration	3	IAJ4001
	16	IAS4208	Financial Accounting II	3	IAJ4001
	17	IAS4207	Statistics	3	IAS4103
	18	IAI4203	International Business Communication	3	
			Total CREDIT	21	
III	19	IAS4109	Cost Accounting I	3	IAS4208
	20	IAS4110	Macroeconomic	3	
	21	IAI4104	English Language Skills Skills	3	MPK4006
	22	IAI4105	International Relationship	3	
	23	IAI4106	Multinational Company Administration	3	
	24	IAI4107	Transportation and Logistic Management	3	
	25	IAI4108	Cross-Cultural Management	3	
			Total CREDIT	21	
IV	26	IAS4216	Information System Management I	3	
	27	IAI4209	Marketing Basic	3	
	28	IAS4217	Human Resource Management	3	
	29	IAS4221	Business Finance I	3	IAS4109
	30	IAI4210	Import and Export Custom Administration	3	IAS4109
	31	IAI4211	Foreign Language	3	IAI4104
	32	IAI4212	Research Methods in International Business	3	IAI4104, IAB4207
			Total CREDIT	21	

SMT.	NO	CODE	COURSE	CREDIT	PREREQUISITE
V	33	IAI4113	E-Business	3	IAS4216
	34	IAI4114	International Human Resource Management	3	IAS4217
	35	IAI4115	International Marketing	3	IAS4209
	36	IAI4116	International Financial Management	3	IAS4221
	37	IAI4117	International Monetary	3	
	38	IAI4118	Risk Analysis for International Business	3	
	39		Elective Course 1*	3	
			Total CREDIT	21	
	VI	40	IAI4219	International Accounting and Tax	3
41		IAI4210	International Business Policy	3	IAI4114
42		UBU4001	Entrepreneurship and Innovation Management	3	
43		IAI4221	Analysis on International Economy	3	
44			Elective Course 2*	3	
		Total CREDIT	15		
VII	45	IAI4022	Seminar on International HR	3	IAI4114
	46	IAI4023	Seminar on International Marketing	3	IAI4115
	47	IAI4024	Seminar on International Financial Management	3	IAI4116
	48	IAI4025	Seminar on International Business	3	IAI4220
	49		Elective Course 3*	3	
		Total CREDIT	15		
VIII	50	UBU4003	Computer Application	0	
	51	UBU4004	TOEIC	0	
	52	UBU4002	Internship	3	
	53	UBU4005	Thesis	6	
			Total CREDIT	9	
		Total CREDIT for sarjana's degree	144		

EELCTIVE COURSES

NO	CODE	COURSE	CREDIT
1	IAI4026	Global Investment Portfolio	3
2	IAI4027	Strategic Global Planning	3
3	IAI4028	Global Business Environment	3

ALUR MATA KULIAH PROGRAM STUDI BISNIS INTERNASIONAL



**CURRICULUM FOR HOSPITALITY AND TOURISM PROGRAM
FACULTY OF ADMINISTRATIVE SCIENCE
UNIVERSITY OF BRAWIJAYA**

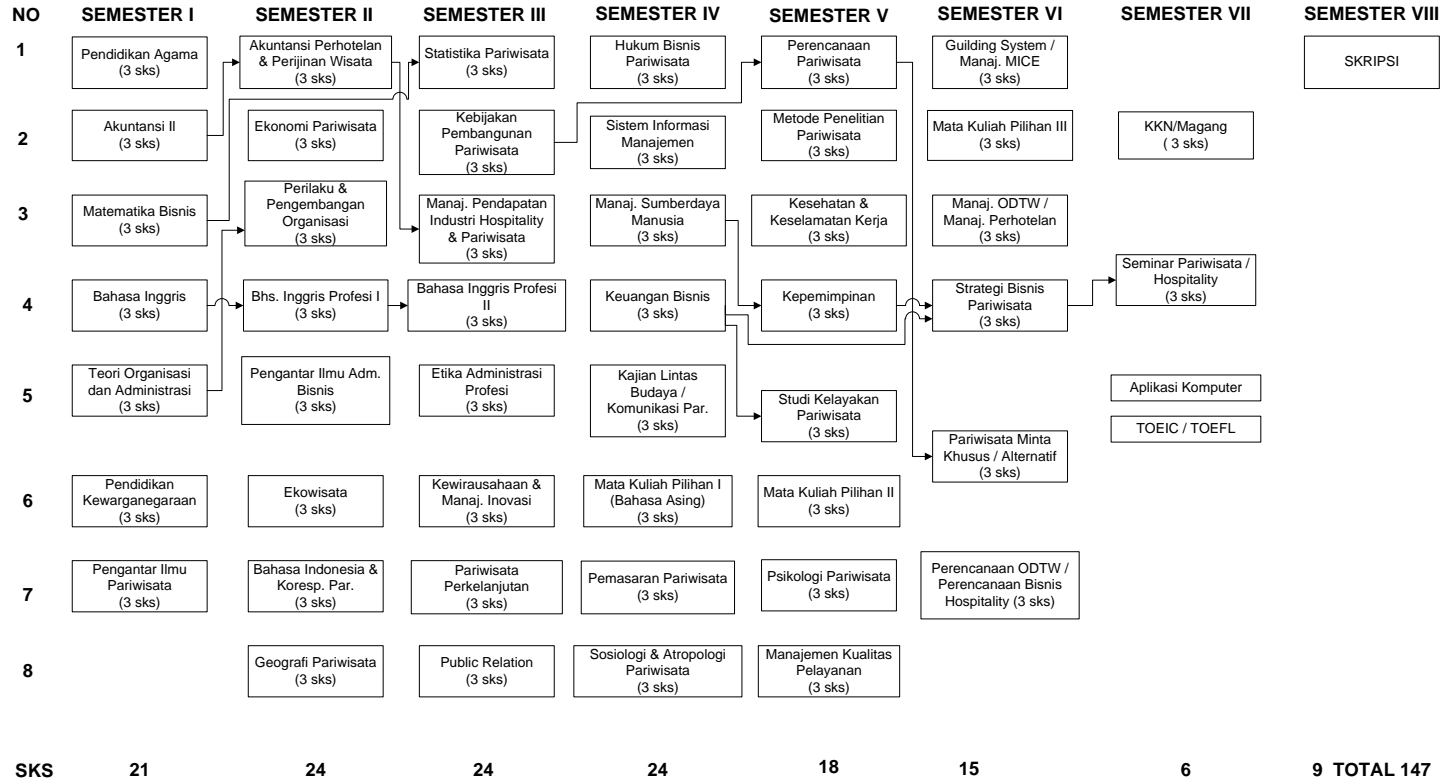
NO	CODE	COURSE	CREDIT	PREREQUISITE	
				CODE	COURSE
Semester 1					
1	MPK4001	Islamic Education	3		
	MPK4002	Catholic Religious Education			
	MPK4003	Christianity Education			
	MPK4004	Hindu Religious Education			
	MPK4005	Buddhist Religious Education			
2	IAS4208	Accounting I	3		
3	IAT4201	Business Mathematics	3		
4	MPK4006	English Language Skills Skills	3		
5	IAF4001	Organization and Administration Theories	3		
6	MPK4007	Civic education	3		
7	IAT4101	Introduction to Tourism Science	3		
		Total	21		
Semester 2					
8	IAS4209	Hospitality Accounting and Tourist Trips	3		Accounting I
9	IAT4200	Tourism Economy	3		
10	IAF4002	Organizational Behavior and Development	3		Organizational Administration Theories
11	IAT4202	English for Specific Purpose I	3		English Lg. Skills
12	IAB4206	Introduction to Business Administration	3		
13	IAT4208	Ecotourism	3		
14	MPK4008	Indonesian Language Skills and Tourism Correspondence	3		
15	IAT4204	Tourism Geographics	3		
		Total	24		

NO	CODE	COURSE	CREDIT	CODE	PREREQUISITE COURSE
Semester 3					
16	IAT4102	Tourism Statistics	3		Business Mathematics
17	IAT4103	Tourism Development Policy	3		Introduction to Tourism Science
18	IAS4109	Management of Industrial Revenue in Hospitality and Tourism	3		Hospitality Accounting and Tourist Trips
19	IAT4105	English for Specific Purpose II	3		ESP I
20	IAT4106	Administrative and Professional Ethics	3		Organizational Administration Theories
21	UBU4001	Entrepreneurship and Innovation Management	3		
22	IAT4107	Sustainable Tourism	3		
23	IAT4104	Public Relation	3		
		Total	24		
Semester 4					
24	IAT4203	Tourism Business Legal	3		
25	IAS4216	Information System Management	3		
26	IAB4217	Human Resource Management	3		Organizational Behavior
27	IAB4234	Business Finance	3		Management of Industrial Revenue
28	IAT4207	Cross-Cultural Understanding/Tourism Communication	3		
29		Elective Course I (Foreign Language)	3		
	IAT4108	Japanese Language Skills			
	IAT4109	Chinese Language Skills			
30	IAT4205	Tourism Marketing	3		
31	IAT4218	Tourism Sociology and Anthropology	3		
		Total	24		
Semester 5					
32	IAT4115	Tourism Planning	3		Tourism Dev. Policy
33	IAB4115	Research Methods in Tourism	3		Tourism Statistics
34	IAT4113	Health and Safety	3		
35	IAF4004	Leadership	3		HRM
36	IAT4114	Tourism Feasibility Study	3		Business Finance

NO	CODE	COURSE	CREDIT	PREREQUISITE	
				CODE	COURSE
37	IAT4116	Tourism Psychology	3		
38	IAT4112	Service Quality Management	3		
		Elective Course II	3		
		Total	24		
Semester 6					
		Concentration in Tourism Destination			
39	IAT4118	Guiding System (DP)	3		Tourism Planning
40	IAT4120	Objects and Attractions Management	3		
41	IAT4122	Objects and Attractions Planning	3		
42	IAT4111	Tourism Business Strategy	3		
43	IAT4121	Special Interest Tourism (DP and PH)	3		
44		Elective Course III	3		
		Total	18		
		Concentration in Hotel Destination			
45	IAT4119	Mice Management (PH)	3		HRM, Marketing, Business Finance
46	IAT4209	Hotel Management	3		
47	IAT4111	Tourism Business Strategy (DP and PH)	3		
48	IAT4121	Special Interest Tourism (DP and PH)	3		
49	IAT4123	Hospitality Business Planning (DP and PH)	3		
50		Elective Course III	3		
		Total	18		
Semester 7					
51	UBU4002	Internship	3		Tourism Business Strategy
52	IAT4116	Seminar on Tourism (DP)	3		
53	IAT4117	Seminar on Hospitality (PH)	3		
		Total	6		

NO	CODE	COURSE	CREDIT	PREREQUISITE	
				CODE	COURSE
Semester 8					
54	UBU4005	Thesis	6		
		Total	6		
ELECTIVE COURSES					
Elective Courses I					
	IAT4108	Japanese Language Skills	3		
	IAT4109	Chinese Language Skills	3		
Elective Courses II and III					
	IAT4221	Restaurant, Bar, and Catering Management	3		
	IAT4225	Spa, Recreation, and Entertainment Management	3		
	IAT4226	Analysis on the Impact of Tourism	3		
	IAT4227	Tourism Destination Planning	3		
	IAT4228	Transportation Business Management	3		

ALUR MATA KULIAH S1 HOSPITALITY DAN PARIWISATA



**CURRICULUM FOR MASTER IN PUBLIC ADMINISTRATION
FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA**

Individual Prerequisite Courses

No	Code	Course	CREDIT	Smt
1		Introduction to Public Administration		MMP
2		Research Methods and Academic Writing Principles		MMP

Compulsory Courses

No	Code	Course	CREDIT	Smt
1	IAP6121	Public Administration Philosophy and Theories	3	I
2	IAP6122	Ethics and Public Accountability	3	I
3	IAP6123	Organizational Change and Culture	3	I
4	IAP6124	Research Methods	3	I

Compulsory Courses for Concentration in Local Financial Administration

No	Code	Course	CREDIT	Smt
1	IAP6111	Project Management	3	II
2	IAP6114	Auditing Management	3	II
3	IAP6211	Public Accounting	3	II
4	IAP6260	Seminar on Local Finance	3	II

Compulsory Courses for Concentration in Public Policy

No	Code	Course	CREDIT	Smt
1	IAP6201	Analysis on Public Policy	3	II
2	IAP6202	Evaluation on Public Policy	3	II
3	IAP6203	Public Policy Formulation	3	II
4	IAP6204	Public Policy Implementation	3	II

Compulsory Courses for Concentration in Local Government Administration

No	Code	Course	CREDIT	Smt
1	IAP6116	Government's Personnel Management	3	II
2	IAP6126	Seminar on Local Government	3	II
3	IAP6217	Desentralization Theories	3	II
4	IAP6222	Local Government	3	II
5		Elective Course	3	II

Compulsory Courses for Concentration in Public Management

No	Code	Course	CREDIT	Smt
1	IAP6127	Seminar on Public Management	3	II
2	IAP6207	Reformation in Public Administration	3	II
3	IAP6220	Strategic Management for Public Sector	3	II
4	IAP6223	Governance and Partnership	3	II

Compulsory Courses for Concentration in Local Development Planning

No	Code	Course	CREDIT	Smt
1	IAP6210	Local Development Planning	3	II
2	IAP6228	Development Theories	3	II
3	IAP6256	Strategic Planning	3	II
4	IAP6257	Seminar on Local Development Planning	3	II
5		2 Elective Courses	3	II

Elective Courses

No	Code	Course	CREDIT	Smt
1	IAP6113	Local Financial Management & Policy	3	II
2	IAP5125	Seminar on Public Policy	3	II
3	IAP6205	Public Service Management	3	II
4	IAP6212	Development Political Economy	3	II
5	IAP6221	Performance Measurement Management	3	II
6	IAP6258	Local Development Evaluation & Monitoring	3	II
7	IAP6259	Local Government Financial & Budgeting Management	3	II
Total CREDIT			21	

Compulsory Course for the Master's Program

No	Code	Course	CREDIT	Smt
1	UBU6007	THESIS	9	III/IV

**CURRICULUM for
DOUBLE DEGREE PROGRAM / LINKAGE MASTER PROGRAM /
INTERNATIONAL CLASS / FAST TRACK**

Prerequisite Courses

No	Code	Course	Credit	Smt
1		Introduction to Public Administration Theory (International Class)		
2		Introduction to Scientific Writing and Research Methods (International Class)		

Compulsory Courses

No	Code	Course	Credit	Smt
1	MDG6102	Cross-Culture Management	3	I
2	MDG6103	Research Methodology	3	I
3	MDG6104	Theory of Public Administration	3	I
4	MDG6108	Environment Management	3	I
5	MDG6109	Development Theory	3	I
1	MDG6101	Public Policy Analysis	3	II
2	MDG6105	Political Economy of development	3	II
3	MDG6106	Seminar of Governance	3	II
4	MDG6107	Globalization, Regionalism and Social Welfare	3	II
1	MDG6007	Thesis	3	III
		Total Credit	36	

**CURRICULUM FOR CONCENTRATION IN HIGHER EDUCATION MANAGEMENT (MMPT)
FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA**

NO	CODE	COURSE	CREDIT	SMT	STS
1	MMP1	Introduction to Public Administration	2	I	MMP*
2	MMP2	Introduction to Research Methods and Academic Writing	2	I	MMP*
NO	CODE	COURSE	CREDIT	SMT	STS
1	IAP6121	Public Administration Philosophy & Theories	3	I	WP**
2	IAP6124	Research Methods	3	I	WP**
3	IAP6122	Public Ethics & Accountability	3	I	WP**
4	IAP6123	Organizational Change & Culture	3	I	WP**
NO	CODE	COURSE	CREDIT	SMT	STS
1	IAP6248	History of the Development of Higher Education in Indonesia and Other Countries	3	II	WM***
2	IAP6249	Personnel and Research Management in Higher Education	3	II	WM***
3	IAP6250	Academic Service and Program Development Management	3	II	WM***
4	IAP6251	Integrated Information and E-Learning Management	3	II	WM***
5	IAP6252	Leadership (Higher Education)	3	II	WM***
6	IAP6253	Higher Education Institution's Budgeting and Finance	3	II	WM***
NO	CODE	COURSE	CREDIT	SMT	STS
1	UBU6007	Thesis	9	III	WP***

Note :

*MMP : Prerequisite Course

**WP : Compulsory Course of the Program

***WM : Compulsory Course for the Concentration

**CURRICULUM FOR MASTER'S PROGRAM IN BUSINESS ADMINISTRATION
FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA**

NO	CODE	INDIVIDUAL PREREQUISITE COURSE	CREDIT	SEMESTER
1	IAB8001	Administration Theories	3	MMP
Compulsory Course				
1	IAB6201	Strategic Management	3	I
2	IAB6202	Human Resource Management	3	I
3	IAB6203	Information System Management (IMS)	3	I
4	IAB6204	Organizational Theories & Behavior	3	I
5	IAB6205	Business Financial Strategies	3	I
6	IAB6206	Marketing Strategies	3	I
Compulsory Courses for Concentration in Business Policy				
1	IAB7101	International Business	3	II
2	IAB6225	Research Methods in Business	3	II
Compulsory Courses for Concentration in Human Resource Development				
1	IAB7104	Human Resource Planning and Development	3	II
2	IAB6225	Research Methods in Business	3	II
Compulsory Courses for Concentration in Information System Management				
1	IAB7107	Database Management	3	II
2	IAB7109	Information System Management	3	II
3	IAB6225	Research Methods in Business	3	II
Compulsory Courses for Concentration in Organizational & Leadership Development				
1	IAB7111	Organizational Development	3	II
2	IAB6225	Research Methods in Business	3	II
Elective Courses for Concentration in Business Policy				
1	IAB7102	Global Marketing	3	II
2	IAB7103	International Financing Strategies	3	II
3	IAB7216	Management Accounting	3	II
4	IAB7204	Portfolio Management	3	II

Elective Courses for Concentration in Human Resource Development				
1	IAB7105	Human Resource Information Management	3	II
2	IAB7106	Performance and Compensation Management	3	II
3	IAB7205	Issues on Contemporary Human Resource Management	3	II
4	IAB7206	International Human Resource Management	3	II
Elective Courses for Concentration in Information System Management				
1	IAB7108	System Analysis and Design	3	II
2	IAB7110	Information and Telecommunication System	3	II
3	IAB7207	Strategic Information System	3	II
4	IAB7209	IT Project Management	3	II
Elective Courses for Concentration in Organizational & Leadership Development				
1	IAB7112	Analysis on Business Decision	3	II
2	IAB7113	Organizational Leadership and Communication	3	II
3	IAB7212	Corporate Culture	3	II
4	IAB7213	Innovation Strategies	3	II
The minimum total of credits that should be taken for each concentration			39/42	

Note :

- WP : Compulsory Course of the Program
- WM : Compulsory Course of the Concentration
- P : Elective Course
- 39 CREDIT : for concentration in Business Policy, Human Resource Development, Organizational Development and Leadership
- 42 CREDIT : for concentration in Information System Management

**CURRICULUM for
MASTER'S PROGRAM IN BUSINESS ADMINISTRATION
FAST TRACK AND DOUBLE DEGREE**

NO	CODE	COURSE	CREDIT	SEMESTER
1	IAB8001	Administration Theory	3	MMP
Compulsory Course of the Program (PCC)				
1	IAB6201	Strategic Management	3	I
2	IAB6102	Human Resource Management	3	I
3	IAB6103	Information System Management	3	I
4	IAB6104	Organizational Theory and Behavior	3	I
5	IAB6105	Business Financial Strategy	3	I
6	IAB6106	Marketing Strategy	3	I
Compulsory Courses of the Concentration (CCC) : Business Policy				
1	IAB7101	International Business	3	II
2	IAB6225	Research Methods in Business	3	II
Elective Courses (EC) : Concentration in Business Policy				
1	IAB7102	Global Marketing	3	II
2	IAB7103	International Financial Strategy	3	II
3	IAB7216	Management Accounting	3	II
4	IAB7204	Portofolio Management	3	II
Compulsory Courses of the Concentration (CCC) : Human Resource Development				
1	IAB7104	Human Resources Planning and Development	3	II
2	IAB6225	Research Methods in Business	3	II
Elective Courses (EC) : Concentration in Human Resource Development				
1	IAB7105	Human Resource Information System	3	II
2	IAB7106	Performance and Compensation Management	3	II
3	IAB7205	Issues on Contemporary Human Resources Management	3	II
4	IAB7206	International Human Resource Management	3	II
Compulsory Courses of the Concentration (CCC) : Information System Management				
1	IAB7107	Database Management	3	II
2	IAB7109	Management of Information System	3	II
3	IAB6225	Business Research Method	3	II

Compulsory Courses of the Concentration (CCC): Information System Management				
1	IAB7107	Database Management	3	II
2	IAB7109	Management of Information System	3	II
3	IAB6225	Business Research Method	3	II
Elective Courses (EC) : Concentration in Information System Management				
1	IAB7108	System Analysis and Design	3	II
2	IAB7110	Information System and Telecommunication	3	II
3	IAB7207	Strategic Information System	3	II
4	IAB7209	IT Project Management	3	II
Compulsory Courses of the Concentration (CCC): Organizational and Leadership Development				
1	IAB7111	Organizational Development	3	II
2	IAB6225	Research Methods in Business	3	II
Elective Courses (EC) : Concentration in Organizational and Leadership Development				
1	IAB7112	Business Decision Analysis	3	II
2	IAB7113	Organizational Leadership and Communication	3	II
3	IAB7212	Corporate Culture	3	II
4	IAB7213	Innovation Strategy	3	II
Compulsory Course of the Program (PCS)				
1	UBU6007	Thesis	9	III/IV

**CURRICULUM FOR CONCENTRATION IN BUSINESS ADMINISTRATION
 MASTER'S PROGRAM IN BUSINESS ADMINISTRATION
 FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA**

Prerequisite Course (MMP)

NO	KODE	Mata Kuliah	CREDIT	STATUS	SEMESTER
1	IAB6101	Introduction to Business	3	Comp.	MMP
Compulsory Courses of the Program					
1	IAB6101	Business Information System	3	MW	1
2	IAB6102	Marketing Strategies	3	MW	1
3	IAB6103	Financing Strategies	3	MW	1
4	IAB6104	Human Resource Strategies	3	MW	1
5	IAB6105	Organizational Theories & Behavior	3	MW	1
6	IAB6106	Business Strategies	3	MW	1
Elective Courses (Select 6 out of 12 offered courses)					
1	IABT6201	Managerial Decision Making	3	MP	2
2	IABT6202	Leadership	3	MP	2
3	IABT6203	Budgeting	3	MP	2
4	IABT6204	Organizational Communication and Negotiation	3	MP	2
5	IABT6205	Operating Strategies	3	MP	2
6	IABT6206	Creativity and Innovation	3	MP	2
7	IABT6207	Entrepreneurship	3	MP	2
8	IABT6208	Corporate Governance	3	MP	2
9	IABT6209	Office Management	3	MP	2
10	IABT6210	Wealth Management	3	MP	2
11	IABT6211	Investment Portfolio	3	MP	2
12	IABT6212	Policy Analysis in Agribusiness	3	MP	2
13	IABT6213	Supply Chain and Logistics	3	MP	2
14	IABT6214	Banking Management	3	MP	2
15	UBU6008	Final Assessment	4	MW	3

CURRICULUM FOR DOCTORAL PROGRAM
FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA

NO	CODE	COURSE	CREDIT	STATUS	SEMESTER
1	IAF8005	Foundations of Administration Theories	2	WK	I/II
2	IAF8004	Introduction to Public Policy	2	WK	I/II
3	IAF8101	Philosophy of Science and Research Methods	3	WP	I/II
4	IAF8102	Administration Theories	3	WP	I/II
5	IAF8103	Leadership in Public Sector	3	WM	I/II
6	IAF8104	Reformation in Public Policy	3	WM	I/II
7	IAP8206	Local Government Administration System Reformation in Administration &	2	PD	II
8	IAP8210	Governance	2	PD	II
9	IAP8203	Political Economy of Public Policy	2	PD	II
10	IAP8204	Public Service Management Administrative Regulations in Developing	2	PD	II
11	IAP8209	Countries	2	PD	II
12	UBU8006	Dissertation	28	WP	III/VI
Total Credits Taken :					

Note:

Please circle the number of the selected courses.

1.
 - a. Academic Affair (page 1)
 - b. Head of Doctoral Program (page 2)
 - c. Promotor (page 3)
 - d. Student (page 4)
2. Students are responsible to their selection on the desired courses.
3.
 - WP : Compulsory Courses of the Program
 - WM : Compulsory Courses of the Concentration
 - WK : Special Compulsory Courses
 - PD : Preparation Courses for Dissertation

**KURIKULUM PROGRAM DOKTOR ILMU ADMINISTRASI BISNIS
FAKULTAS ILMU ADMINISTRASI UNIVERSITAS BRAWIJAYA**

NO	KODE	MATA KULIAH	CREDIT	STATUS	SEMESTER
1	IAF8005	Foundations of Administration Theories	2	WK	I/II
2	IAF8002	Introduction to Public Policy	2	WK	I/II
3	IAF8101	Philosophy of Science and Research Methods	3	WP	I
4	IAB8102	Administration Theories	3	WP	I
5	IAB8101	Organizational Development	3	WP	I
6	IAB8104	Business Economy	3	WM	I
7	IAB8201	Business Policy	2	PD	II
8	IAB8202	Financial Management	2	PD	II
9	IAB8203	Human Resource Management	2	PD	II
10	IAB8204	Marketing Management	2	PD	II
11	IAB8205	Information System Management	2	PD	II
12	UBU8006	Dissertation	28	WP	II/VI
Total Credits Taken:					

Note:

Please circle the number of the selected courses.

1.
 - a. Academic Affair (page 1)
 - b. Head of Doctoral Program (page 2)
 - c. Promotor (page 3)
 - d. Student (page 4)
2. Students are responsible to their selection on the desired courses.
3.
 - WP : Compulsory Courses of the Program
 - WM : Compulsory Courses of the Concentration
 - WK : Special Compulsory Courses
 - PD : Preparation Courses for Dissertation

LIST OF COURSES
DOCTORAL PROGRAM IN PUBLIC ADMINISTRATION
FACULTY OF ADMINISTRATIVE SCIENCE
UNIVERSITY OF BRAWIJAYA

a. Compulsory Courses

NO	Code	Course	CREDIT	Smt
1	IAP8101	Philosophy of Science and Research Methods	3	I
2	IAP8102	Advanced Public Administration Theory	3	I

b. Special Courses

NO	Code	Course	TCK	Smt
1	IAP8103	Public Sector Leadership	3	I
2	IAP8107	Public Policy Reformation and Innovation	3	I

c. Preparation Courses for Dissertation

NO	Code	Course	TCK	Smt
1	IAP8206	Administration System of Local Government	2	II
2	IAP8210	Public Administration Reform and Governance	2	II
3	IAP8203	Political Economy of Public Policy	2	II
4	IAP8204	Public Service Management	2	II
5	IAP8209	Regulations in Developing Countries	2	II

Dissertation

NO	Kode	Mata Kuliah	TCK	Smt
1	UBU8006	Dissertation	28	III/VI
Total Credits			50	

LIST OF COURSES
DOCTORAL PROGRAM IN BUSINESS ADMINISTRATION
FACULTY OF ADMINISTRATIVE SCIENCE
BRAWIJAYA UNIVERSITY

a. Compulsory Courses

No	Code	Course	TCK	Smt
1	IAF8101	Philosophy of Science and Research Methods	3	I
2	IAF8102	Advanced Public Administration Theory	3	I

b. Special Courses

No	Code	Course	TCK	Smt
1	IAB8104	Business Economic	3	I
2	IAB8101	Organizational Development	3	I

c. Preparation Courses for Dissertation

No	Code	Course	TCK	Smt
1	IAB8201	Business Policy	2	II
2	IAB8204	Marketing Management	2	II
3	IAB8202	Financial Management	2	II
4	IAB8205	Information System Management	2	II
5	IAB8203	Human Resource Management	2	II

Dissertation

No	Code	Course	TCK	Smt
1	UBU8006	Dissertation	28	III-VI
Total Credits			50	

D. Assessment on Academic Ability**1. Sarjana's's Degree Program****a. General Provision**

- a. Academic ability assessment activities of a course are assessed from structured assignment, quiz, midterm (UTS), final examination (UAS) and practicum activities assessment.
- b. Structured activities in an academic ability assessment of a course in a semester is conducted at least twice (2) in a semester
- c. Midterm and final examination are conducted according to the schedule which has been determined in academic calendar.
- d. Assessment from structured assignment, quiz, midterm, final and practicum examination is intended to determine final score (FS) with certain weighting. The amount of weight from each component submitted to the lecture of the subject matters.

b. Final Score

- 1) The student's achievement assessment success for every course is based on three alternative assessments that are stated as follow:
 - a) Using standard assessment reference system (PAP) by determining the graduation limit
 - b) Using normal assessment reference systems (PAN) by comparing a student score with his/her classmates' score.
 - c) Using combination system between PAP and PAN by determining graduation score limit first and then comparing the relatively passing score with his/her classmates' score. It is recommended that the assessment scoring system use PAN or the combination between PAN and PAP.

2. Final course result assessment is stated with letter (HM) and number (AM).
3. The allocation of score on each activity can be done with quality letter grades based on the quality number with raw number range (0-100).
4. The assessment weight of an activity of a subject matter is determined by the balance of the overall material activities with the course material in one semester.
5. The calculation of final score is done by weighting each class activity in one semester by using the following formula:

$$\sum_{i=1}^n Bt_i \cdot Nt_i + Bq_i \cdot Nq_i + Bm \cdot Nm + Ba \cdot Na + Bp \cdot Np$$

$$\sum_{i=1}^n Bt_i + Bq_i + Bm + Ba + Bp$$

Bt_i is a weight score of a structured assignment no i

Bq_i is a weight score of a quiz no i

Bm is a weight score of midterm examination

Ba is a weight score of final examination

Bp is a weight score of practicum

Nt_i, Nq_i, Nm, Na, Np is every academic activities

6. The calculation of the formula in point (2) and point (5) is converted to the following letters and numbers:

Numeric Value	Quality Letter	Quality Number	Class Capabilities
> 80 – 100	A	4	Very good
> 75 – 80	B+	3.5	Between very good and good
> 69 -75	B	3	good
> 60 - 69	C+	2.5	Between good and fair
> 55 – 60	C	2	Fair
> 50 – 55	D+	1.5	Between fair and less
> 44 – 50	D	1	Less
0 – 44	E	0	Fail

c. Remedy and Specific Examination

1. Remedy and specific examination are aimed to improve the final achievement of the courses that students have ever taken by:
 - a) Following all academic activities that are related to the course in the semester in which the courses that will be repaired are offered. Remedy examination is intended to courses with the C as the highest score, while for the final score, the best score is taken.
 - b) Specific examinations is intended for students who have accumulated 141 credits and have completed the final task, but earn GPA that is less than 2.00
2. Specific test applies to courses with a maximum score C+

d. Supplementary Examination

Supplementary examinations can be conducted under the provisions of the faculty. Supplementary examinations in the Faculty of Administrative Sciences, University of Brawijaya, apply only to students who at the examination time cannot take the exam due to illness, accident/crash, the task of the faculty/university or other purposes deemed appropriate by the Vice Dean of Academic Affairs or Head of the Department. Supplementary examinations performed 1 week after the regular exam is completed, with the following conditions: (1) the student who join supplementary exam

apply a letter of statement attached, (2) the letter received by Vice Dean of Academic Affairs cq. Head of Academic Affairs no later than on the last day of the regular examination held.

2. Master's Degree Program

The assessment of academic ability in a course is conducted through structured tasks, paper-writing, class discussion, midterm and final examination. Academic assessment activities are carried out at least twice (2) in a semester, the midterm and final examination are adjusted to academic calendar schedule. The assessment is left entirely to the lecture team coordinated by a lecturer by using letters and numbers as shown in the following table:

Numeric Value	Quality Letter	Quality Number	Class Capabilities
> 80 – 100	A	4	Very good
> 75 – 80	B+	3.5	Between very good and good
> 69 -75	B	3	good
> 60 - 69	C+	2.5	Between good and fair
> 55 – 60	C	2	Fair
> 50 – 55	D+	1.5	Between fair and less
> 44 – 50	D	1	Less
0 – 44	E	0	Fail

3. Doctoral Degree Program

The student achievement assessment in academic activities use the following terms:

- a. The assessment result of a course is left entirely to each subject lecturers
- b. The final score of the course who is taught by more than one lecturer is the combination score of all the lecturers that is combined by the coordinating lecture
- c. The final score is the combination scores from structured assignments, midterm, and final examination
- d. The assessment guidelines is stated in the following table

Numeric Value	Quality Letter	Quality Number	Class Capabilities
> 80 - 100	A	4	Very good
> 75 - 80	B+	3.5	Between very good and good
> 69 - 75	B	3	good
> 60 - 69	C+	2.5	Between good and fair
> 55 - 60	C	2	Fair
> 50 - 55	D+	1.5	Between fair and less
> 44 - 50	D	1	Less
0 - 44	E	0	Fail

E. Academic Misconduct Penalties

Academic Misconduct Penalties are imposed to *Sarjana's*, Master's and Doctoral degree students who commit academic violations:

- a. Students who attend classes less than 80% are not allowed to take the final examination of the relevant course.
- b. Students who cancel a course beyond the time that has been specified, then the course cannot be canceled and calculated to determine the GPA.
- c. Students who are cheating in an examination are due to penalties which may include cancellation of the entire semester study plan or other sanctions that established by the Dean. Sanctions or punishment given to students who commit fraud in addition to the above, based on the weight of fraud committed, so the penalty is applied as follows:
 - 1) Penalties Level I
The penalty rate is applied to students who perform suspicious actions during the exam, such as talking, sitting without calm attituded and else. They will be warned by the invigilator.
 - 2) Penalties Level II
The penalty rate is applied to students who during a test put books, records or things which are intended for the benefit of the exam without the permission of the examiner, the exam is replaced by others using the exam paper which is not provided by the faculty, copying, imitating or copying the work of other test taker, including those who provide opportunities, and to exchange or switch the

exam answer sheets to other students, he/she will be punished to be disqualified from the exam that he/she follows.

3) Penalties Level III

The penalty rate is applied for students who have done punishment level II and conducting the same violation. Those will get a punishment in that he/she will be disqualified from his/her concerned course.

- d. Student who commits violations by buying/selling, stealing, offering /delivering exam questions that will be tested will be excluded with no respect as a student of Faculty of Administrative Science, University of Brawijaya.
- e. Students who are done other student's examination or students in which his/her exam is done by someone else may be sanctioned in the form of cancellation of all test, in the semester.
- f. Students who conduct unauthorized changes in their KRS may be punished in the form of KRS cancellation for all courses in the semester.
- g. Students who commit illegal grade changes will be suspended for a maximum of two (2) semesters and not counted as a terminal.
- h. Students who commit such violations if it is accompanied by threats of violence or inducements, or promises or gimmick will be expelled from the faculty
- i. Students who are known to commit fraud in the making of the final report, *Sarjana's* thesis, Master's thesis and dissertation, then the whole plan of the semester will be canceled.
- j. Students who are convicted a criminal offense that upheld by a court ruling will be given the academic penalties in the form of:
 - Suspension when the punishment is less than a year
 - Dismissed as a student of Faculty of Administrative Science, University of Brawijaya
- k. Students' scientific work that is proven as the result of plagiarism can be penalized in the form of cancellation of the scientific papers and final assignments scores and to be considered to be expelled / fired as student of Faculty of Administrative Science, University of Brawijaya

- l. Students who imitate the signature of the official authorized on their KHS and a revised letter of statement of scientific work was suspended more than 2 (two) semesters and not counted as a terminal.
- m. Students who have imitated transcripts of score, certificate may be expelled/dismissed as a student of Faculty of Administrative Science, University of Brawijaya

F. FINAL EXAMINATION OF SARJANA, MASTER AND DOCTORAL DEGREE

Sarjana's, Master's and doctoral degree program in Faculty of Administrative Science, University of Brawijaya is conducted by means of credit system and is finished by a final examination.

1. Final Examination for *Sarjana's* Degree

Final assignment of *Sarjana's* program

For final exam tasks *Sarjana's* program, a student is assigned to make the final project in the form of a thesis, namely scientific work in the field of science that is based on a study, library research, field practice, job training, or other tasks that are set in the Preparation Manual Tasks end / Thesis and Field Work Experience Handbook.

- a. Requirements to write final assignment of *Sarjana's* degree
Students are allowed to make a final assignment if following these several requirements:
 - 1) Enrolled as a student in concerned academic year
 - 2) Has taken 110 or more and credits of 110 credits have been obtained no E score
 - 3) Has taken 3 courses of concentration for students majoring in business administration
 - 4) At least 2:00 GPA
 - 5) There is no E for the prerequisites course
 - 6) Grade D/D+ should not exceed 10% of the total credit load
 - 7) Research methods course did not get grade E or K
 - 8) Met the other requirements set forth in the handbook preparation of final project

- b. The procedures and methods of writing the Final Course
 - 1) Pick up and fill out the submission form in the sub-section of academic titles, and a letter of credits that have been earned and courses related to the title, subsequent documents submitted to the department
 - 2) Submit three copies of the title to the department and also 1 sheet of 3x3 photographs
 - 3) Selecting and deciding one (1) title through consultation to department
 - 4) The things that are not in this book are dealt with separately in the preparation of the final project guidebook *Sarjana's* program

- c. Final assignment credit score
Final assignment credit score for *Sarjana's* program at least six (6) credits

- d. Final Assignment time limit
 - 1) Final assignment must be completed within six (6) months since the final assignment is programmed in KRS
 - 2) The extension of time must be approved by the Dean / Head of Department with the procedures regulated in the final assignment manual preparation for *Sarjana's* program

- e. Thesis Supervisor
In writing a final assignment, a student is guided by 2 people that consist of a primary supervisor and an assistant supervisor.
 - 1) the terms of supervisor
 - a. The main supervisor have functional academic position at least as an Associate Professor, with additional title of Master's degree/equivalent.
 - b. Supervisor assistance have functional academic positions as least as a Lector with additional title of Master's degree/equivalent or assistant expert with additional title of Doctorate degree/equivalent.

- c. Determination of supervisors outside the above requirements are determined by the Dean/Head of the program upon the recommendation of the Head of Department/Study Program.

2) Determination of supervisor

Dean /Head of Program/Section determine a main supervisor and an assistant supervisor on the proposal of the Head of Department /Head of Study Program. A lecturer who comes from outside faculty/guest lecturer can be determined as the main supervisor or an assistant supervisor.

3) Duties and Obligations of Supervisor

The main duties and responsibilities of supervisor are:

- a. Assisting students in finding problems that become the basis of final assignment
- b. Guiding students in the implementation of final assignment
- c. Guiding students in the writing of final assignment

Duties and obligations of the assistant supervisor are to help the main supervisor in implementing the guidance of students' final assignment.

- **Character and Purpose of final project of *Sarjana's* program**

- a. Final project of *Sarjana's* program is the final test to be taken as a requirement for students to get a *Sarjana's* degree
- b. Final exam project of *Sarjana's* program is comprehensive
- c. Examination conducted orally and aims to evaluate student mastery of science and application of technology in accordance with the areas of expertise
- d. Final project of *Sarjana's* program also aims to equip students about things that are considered as the students' weakness.

- **Requirements to take the Final Exam of *Sarjana's* Program**

A student was allowed to take the thesis exam of *Sarjana's* program if he/she meets the requirements that stated as follows:

- a. Enrolled as a student in the concerned academic year

- b. Accumulated 136-141 credits
- c. Obtaining at least 2.00 GPA
- d. No E grade
- e. Has completed the final assignment
- f. Having a certified English with a minimum 500 score of TOEIC or 450 score of TOEFL
- g. Having at least 2 applications computer certificate program
- h. Meeting other requirements that arranged in the handbook preparation of final project
- i. Grade D/D+ does not exceed 10%.

- **Procedures for Requesting Final Assignment of *Sarjana's* program**

Procedure for requesting final assignment is arranged in the manual guideline of final assignment by paying attention to the administrative and academic requirements.

- a. The Final Examination Board of Examiners of *Sarjana's* program
 - 1) The board of examiners is determined by the Dean upon the recommendation of the head of the department
 - 2) The composition of the board of examiners consists of a chairman of the supervising committee, a member of the supervising committee and 2 examiner lectures.
 - 3) The chairman and the secretary of the board of examiners is the head and the secretary of the department/program of study or other faculty lecturer who appointed by the head of department
 - 4) The examiners are lecturers who fulfill the following requirements: at least have functional positions as lecturers for lecturers who holds S-2 (Master's) degree or expert assistants for lecturers who holds S-3 (Doctorate) degree.
The determination of examiners outside the above requirements is determined by the Dean upon the recommendation of the head of department.
 - 5) The members of examinee can be consisted of a supervisor or a non-supervisor. Examiners who is not a supervisor can be appointed from other institution in accordance with the field of

expertise of students' final assignment that appointed by the Dean upon the recommendation of the head of department.

- 6) The duties of the final assignment board of examiners of *Sarjana's* program are stated as follow:
 - a) The head of the board of examiners is responsible for the smoothness of the examination implementation
 - b) The tasks of the board of examiners are to test and to give evaluation.

- b. Time Allotment for Final Assignment of *Sarjana's* Program
The time provided for final assignment exam is no more than 2 (two) hours.
- c. Assessment
 - 1) Assessment in final assignment of *Sarjana's* program is stated as follow:
 - a. Final assignment quality (thesis) which includes the weight of academic and writing procedures
 - b. Appearance during examination process
 - c. Mastery of the material that shown when answering the questions from the board of examiners
 - d. Other components beside the three components above that arranged in the preparation of final assignment handbook for *Sarjana's* program
 - 2) The determination of Final Score
Chairman of the board of examiners leads the discussion to determine the final score of the examination that represented by the letters of A, B+, B, C+, C, D+, D or E. The final score of final assignment also includes the score of the implementation of final assignment and the score of the seminar proposal and other components which arranged in the preparation of final assignment handbook for *Sarjana's* program.
 - 3) The students declared to have passed the final assignment for *Sarjana's* program if the student achieve at least grade of C.
 - 4) Students who declared have not passed the final assignment should implement the decision from the board of examiners.

d. *Sarjana's* Judicium

a) A student can be declared that he/she has passed the final assignment for *Sarjana's* program if he/she has met requirements as stated in the terms of making the final assignment for *Sarjana's* program and he/she did not exceed maximum study period of 7 (seven) years.

b) Predicate

Predicate of graduation consists of three levels, they are satisfying, very satisfying and with honor (cum laude) that stated on the academic transcript. Grade point average (GPA) as a basis to determine predicate of graduation are:

- 1) to 2.75 GPA: Satisfying
- 2) GPA > 2.75 to 3.50: very satisfying
- 3) GPA > 3.50 to 4.00: cum laude (with honors)

Predicate of graduation with honors (cum laude) is determined by these conditions:

- 1) 4-year study period
- 2) The entire score is not obtained from the remedy test
- 3) The score of thesis is A.

2. Final Assignment for Master's Degree

1) Thesis

Thesis is the final assignment for postgraduate student, in the form of paper which is written based on research result. Thesis is written in a manner and format in accordance with applicable regulation and the compilation is guided by the supervising committee. The weight of the thesis is at least 9 credits.

The process of making and completing of the thesis are consists of: (a) making the proposed research, (b) test the proposed research, (c) implementation of research, (d) thesis draft writing, (e) results of research seminars and (f) the thesis examination.

The Weight Ratio of the Thesis Component is Stated as Follows:

- (1) Research proposals 10%
- (2) The implementation of the study 20%

- (3) The results of research seminars 30%
- (4) Thesis final examination 40%

Score for point (2) and (3) is given by the supervising committee, while the point (1) and (4) are given by a team of examiners. Thesis result seminar is an academic activity to discuss in the form of a scientific paper in the journal article.

Score is given in accordance with the prevailing system. The final value is the average (according to the weighting) of the values mentioned earlier.

Minimum passing grade for thesis examination is B. If the students' grade is less than that, the students must repeat the test and given 1 (one) chance to repeat. If the student does not pass the exam again, then the concerned student is given a special task (with the approval of the head of department) to fix the thesis script or stated failed in Master's degree program.

The script reparation (based on suggestions from thesis board of examiner) must be completed no later than three (3) months after the thesis examination. If the reparation script in specified time limit is run out and the thesis script improvement has not been completed and the student cannot give his/her reason to the supervising committee, than the head of the supervising committee may propose that the concerned student should do the thesis examination again.

Students who have passed the thesis, and have made improvements with the approval of the supervising committee, can duplicate his/her the thesis manuscript into specific numbers (for a commission supervising, Master's program organizer, the reading room and library department of UB and other parties that needed). Thesis script must be approved and signed by the supervising committee and the head of faculty.

2) Graduation Requirements

Students is declared to have graduated from the Master's education programs, Faculty of Administrative Science, University of

Brawijaya, if he/she has completed at least 39 credits (including thesis) with GPA > 2.75 and there is no D except for double degree, 36 credits for public administration, 40 credits for applied Business, and 42 credits for the system development of management information.

3) Predicate of Graduation

Judicium is implemented after a student can complete the entire academic and administrative requirements.

Student who is declared to be graduate if he/she receives a predicate of graduation that stated as follows:

1. graduated with cum laude predicate: if GPA > 3.75 to 4.0, with no C, the maximum period of study 4 (four) semesters and thesis exam scores = A, he/she has published scientific papers in accredited national journals (according to the decree of Rector of University of Brawijaya 225/PER/2010 number)
2. Graduated with very satisfying predicate
 - a. GPA > 3.75 to 4,0 but do not meet other requirements in item (1)
 - b. GPA > 3.50 to 3.75
3. Graduated with satisfying predicate: GPA = 2.75 - 3.49.

4) Final Assignment Supervisor for Master's Program

To create a final assignment, a student is guided by a supervisor.

1. The requirements of the supervisor and examiners. Lecturer who is eligible to guide and examine the final assignment is a lecture with the title of Doctor (S-3). Supervisors and examiners who are outside the provisions are determined by the head of the faculty.
2. The determination of the supervising personnel.
Dean assigns a supervisor upon the recommendation of the head of department. Adjunct lecture / guest lecturers can be proposed to become a supervisor.

3. Duties and obligations of a supervisor
Duties and obligations of supervisor are:
 - a) Guiding the planning, implementation of research, writing journal articles and theses proposal
 - b) Providing an assessment of the research proposal (research proposal exam), the implementation of the research, research finding seminars, writing and thesis examination.
 - c) Attending a research proposal exam, research finding seminar and students supervised thesis examination.

3. Final Assignment Examination of Doctoral Degree

1) A qualifying examination

A qualifying exam is an examination that held orally to assess students' academic abilities. Assessment components of the qualifying examination are:

1. Mastering research methodology in the field of administrative sciences
2. Mastering materials of administrative science both theoretical and applied science
3. Reasoning skills including the ability to organize abstraction
4. Reasoning skill to systematize and formulating the ideas.

Qualifying examination held anytime, it is adjusted to readiness of students and examiners.

Students are entitled and obliged to follow a qualifying examination at a certain period, is essentially a student who meets the academic and administrative requirements that stated as follows.

1. Enrolled as a doctoral student in that semester
2. Taking all the required courses with a minimum GPA of 3.00 for the 12 best credits, and without D.

Qualifying examination is conducted orally. The qualifying examination time is arranged by the head of the department. Student is declared passed if he/she obtains an average grade at

least B. if he/she does not pass the qualifying exam, students are given the opportunity to repeat the qualifying exam.

The repetition of qualifying examination held at least one month after the first qualifying exam. Qualifying exam committees are same like the previous qualifying exam committee. If the student does not pass the retest, the students are given the opportunity once again to follow the next qualifying examination period. If he/she still did not pass the re-examination, the concerned student considered drop out.

Students who have passed the qualifying examination are obliged to immediately propose the promoter team candidate in accordance with the applicable procedures. Furthermore, the students quickly prepare his/her dissertation research proposal together with his/her team promoters. Dissertation research proposal that has been approved by a team of promoters can be submitted to the head of the department (KPS) to be authenticated.

Doctoral candidate (promovendus) is doctoral education program participants who have passed the qualifying examination and dissertation research proposal that was approved by the committee of dissertation research proposal assessment.

2) Dissertation

1. Dissertation is a deep and thorough research finding academic writing which are carried out independently and contains a new contribution to the development of science and / or technology that implement by the doctoral candidate under the supervision of the supervisor
2. Dissertation is the final project that must be completed by each student in the doctoral program in university of Brawijaya.

Basically dissertation can be assessed by:

- a. Originality and contribution to the field of science and administration or application value

- b. Recent methodologies and research approaches, depth, reasoning and theory mastery
- c. Systematic thinking and accuracy of problem formulation, discussions of research results, and conclusions.

The weight of the dissertation is 28 credits, consisting of academic activities as follows:

- a. Special assignments team of promoters
- b. Academic seminars
- c. Writing scientific journal articles for publication
- d. Preparation of the dissertation, which consists of the activities
 - Preparation of a dissertation research proposal
 - Test the feasibility of the proposed dissertation research
 - Implementation of research for the dissertation
 - Seminar results (scientific journal article format)
 - The final dissertation examination.

3) Preparation of Dissertation Research Proposal

Dissertation research proposal is a student paper that contains the plan as final project research activities in the study in order to follow the doctorate program. Written research proposal writing in accordance with the applicable guidelines, which contains:

- (a) introduction, which contains background of the research, certain phenomena that need to be observed, the framework and the formulation of the problems posed, the intent and purpose of research and hypotheses (if any);
- (b) Review of related literature, which contains the results of the analysis (review) literature (derived from the journals, a collection of research articles, research progress reports from agencies) issues relevant to the proposed research;
- (c) research methods, which contains the methods used by researchers to address the problem, the determination of example, variables used and operational constraints, how to measure it, the methods and techniques of data analysis, analysis tools is also presented information about the place and time of the research and information another relevant to the conduct of the study;

- (d) Bibliography, which contains a list of scientific papers used in preparing the research proposal. Alphabetical writing of bibliographies as exemplified in the procedure of writing literature in the dissertation writing guidelines for the Doctoral Program.

Research proposals can be proposed by students who have been through compulsory courses, with a GPA > 3.00, do not have a D, and have passed the qualifying examination.

Research proposals that have been consulted and approved by a team of promoters can be immediately put into the proposed dissertation research eligibility test.

4) Eligibility of Dissertation Research Proposal

Eligibility of dissertation research proposal is a test conducted by the doctoral program in administrative sciences to evaluate the dissertation research proposal submitted by the students and has been approved by a team of promoters.

- 5) Procedures for the Submission of Research Proposal Dissertation Exam
Chairman of the supervising commission and his/her members propose the board of examiner and test execution time of the research proposal to the head of the doctoral program. Based on the proposal, the head of the doctoral program establishes three educators (based on objective considerations, students can add one examiner qualified academic) as additional testing beyond the promoter team. Head of PDIA decision of the examination team should not always be the same as that proposed by the promoter team.

Research proposal dissertation exam team is led by the chief promoter; if the chief promoter is absent for any reason, the head of PDIA can assign one member to lead the test. Examination can be implemented if attended by at least two examiners beside the team promoter and at least person from the team promoters. Examination cannot be implemented outside the examination forum.

Dissertation research proposal examination is conducted during +-120 minutes with the test material is research proposal script. Components are assessed include: research background, research problem, the concept to answer the research problem, research methods, literature analysis and comprehensive abilities of students in presenting and maintaining the content of a research proposal.

The final result of dissertation research proposal is determined by the deliberation in accordance with the score given by the assessors proposed dissertation research committee (team of examiner) and published directly to the concerned students.

The grade limit to pass this exam is minimum B. if less than the grade stated, the student is required to retake the dissertation research proposal exam within 1-2 months after the first exam. If the student does not pass the re-examination again in the promoter gave a special task team to improve the research proposal, the student is given a further opportunity to test the proposed dissertation research on next semester.

Students who have passed the research proposal dissertation is required to immediately repair the research proposal in accordance with the suggestions of the committee appraiser dissertation research proposal in consultation with the supervising commission. Dissertation research proposal that has been approved by team of promoters and assessment is than approved by the head of the doctoral program as a dissertation research proposal. Furthermore, the concerned student can do research.

6) The implementation of the Research

The implementation of the research is the implementations of the activity plan that drawn up in dissertation research proposals that have passed and endorsed by the head of doctoral program.

Research can be conducted in the area / region which is selected in accordance with the approval of the promoter team. Before conducting

the research, the student must complete all applicable academic and administrative requirements.

The implementation of research shall be supervised by the promoter or team representative. Students are required to use the LOG-BOOK to document the process / research activities as well as a means of communication with the team of promoters.

Students, who have completed the research, immediately prepare a journal article (for the research seminar materials) and the dissertation script.

7) Seminar of Result

Dissertation seminar is an academic activity that must be carried out by doctoral student program, who has completed the field research.

Students who will conduct a seminar of the results, consulting with the promoter about the seminar dissertation schedule and other matters related to the seminar. Furthermore, the promoter team proposes examiner lecture and seminar schedule to be process further. Examiner assigned by the head of department should not be the same as that proposed by the team of promoters. In the results seminar, it shall be attended by the external examiner. External examiner determined by the Head of department after getting advice / input from a team of promoters.

The results seminar was led by the head of the promoter or the representative teams. The result seminar must be followed by at least ten (10) students. Seminar materials in the form of script articles for publication journal must be approved by a team of promoters and delivered two (2) weeks prior to the seminar to the team of examiners.

Students who had a seminar results and his/her dissertation script is approved by promoter team, can immediately request a dissertation examination.

8) The writing of Journal Article and Dissertation

- 1) One of the requirements that must be met by a student to be able to graduate are the student has published the whole or part of the material of his/her dissertation substance in international scientific journals
- 2) The number of scientific articles to be published as referred in point a is 1 (one) is an article published in international journals recognized by the ministry of education and culture
- 3) For students who managed to publish some or all of the material / substance dissertation into two (2) international scientific journals recognized by the ministry of education and culture, the dissertation has been approved by a team of promoters do not need to be directly tested and passed with an A grade.

9) Dissertation Examination

Dissertation Examination is one of the academic activities of doctoral students to assess the dissertation submitted by the student and approved by a team of promoters. The Chairman of PDIA establishes the board of dissertation examiners, the board of examiners at the final examination is just the same with the board of examiners in dissertation seminar results.

This dissertation examination is led by the dean /vice dean of academic affairs in the case of dean/vice dean of academic affairs is absent, the head of PDIA who led the exam. In certain cases, the promoter can act as head of examination. Examination can only be held if attended by at least 7 testers, in which guest examiner and team leader of the promoter must be present. Examination cannot be made outside the test forum. Dissertation examination conducted for + - 180 minutes. Dissertation examination components include:

- (1) 30% contribution of science and technology research
- (2) 30% mastery of research methods
- (3) 25% Ability to maintain scientific work promovendus
- (4) 15% dissertation writing

The end result of this dissertation exam is determined by deliberation in accordance with the score given by all members of the dissertation board

of examiners and published directly to the concerned students. Dissertation grade includes the following components:

- (a) The dissertation research proposal
- (b) The research implementation
- (c) Research results seminar
- (d) Dissertation examination

The limit of "passing grade" in this test dissertation is minimum B, if less than this grade, the student must be retake and given the opportunity to repeat 1 (one) test replications dissertation. If the student does not pass again, the promoters give the team a special assignment to the student to improve his/her dissertation script. Within a maximum period of one semester if the student's academic achievement does not show real progress, the concerned student stated as "failed student".

10) Predicate of Graduation

Doctoral degrees awarded the doctoral candidates (promovendus/promovenda) who passed the final exam and the dissertation has met the administrative requirements. Doctoral graduation predicates criteria are stated as follows:

No	Component of Assessment	Credit	Score/GPA
1	Lecture	22	(IPx100)
2	Dissertation	28	
3	15% Proposal	4.2	In Numberx100
4	25% Research Implementation	7	In Numberx100
5	25% Seminar of Result	7	In Numberx100
6	Dissertation Examination	9.8	In Numberx100

1. Graduated with honors (cum laude)
 - a) GPA > 3.75, with no C
 - b) The maximum period of study is seven (7) semesters
 - c) The value of the final exam dissertation is AA.
 - d) Publishing the scientific papers (some or whole of the research dissertation) in accredited scientific journals in accordance with the Rector's Decree dated August 2, 2010 No.225/PER/2010.
2. Graduated with honors if:
 - a. Achieve GPA > 3.75 but otherwise unsatisfactory in point (1)
 - b. Graduated with GPA => 3.50 to 3.75
3. Graduated with honors satisfactory, if having GPA = 3.00 to 3.50
Predicate completion delivered in iudicium forum.

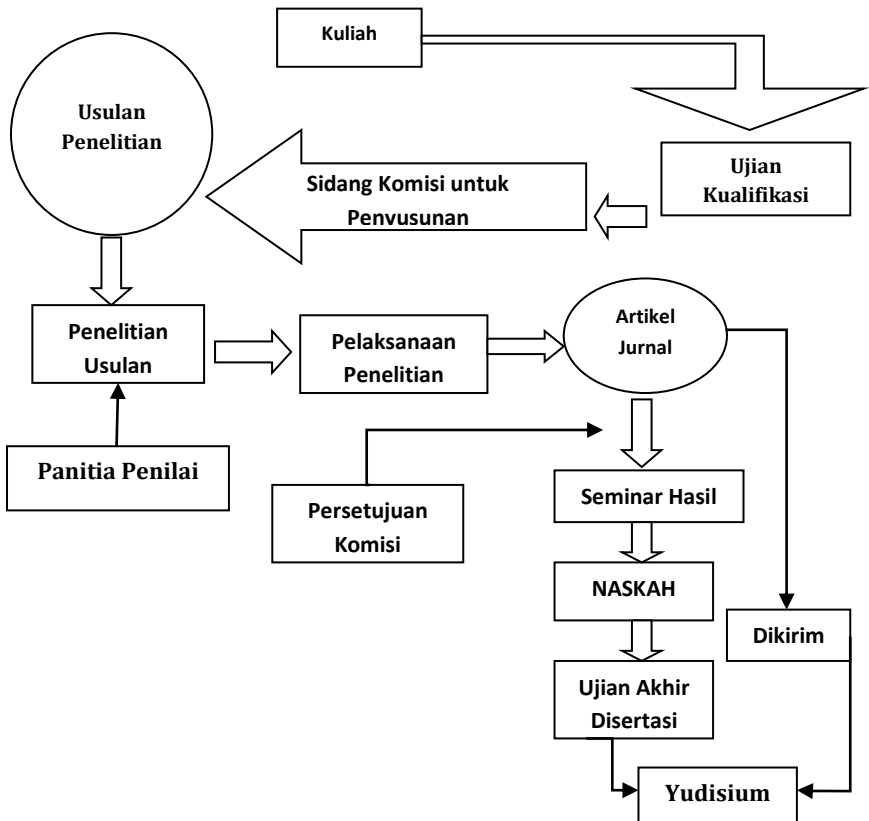
11) Committee

Some committees are involved in the educational process of the doctoral program are:

- (1) Qualification exam committee is a group of educators who were given the task of carrying out assessments in the qualifying examination. The committee consists of educators in relevant field of science and has academic position of professors, or at least associate professor of the doctoral degree.
- (2) Dissertation research proposal committee is a group of educators who were given the task of conducting an assessment of research proposal for the dissertation. This committee consists of the promoter and co-promoter, plus at least three educators whose field of science relevant to the proposed dissertation research and academic posts, a great teacher, or at least hold doctoral Associate Professor.
- (3) Dissertation Assessment committee is a group of educators who were given the task of conducting an assessment of the dissertation script that has been approved by the supervising committee. This committee consists of the promoter and co-promoter and at least 6 educators in which his/her fields of science is relevant to the dissertation script and had a professor academic position, or at least

associate professor who holds a doctorate degree, one of which comes from outside the university Brawijaya / outside Malang and have scientific competence that nationally recognized.

- (4) Final exam dissertation committee is a group of educators who were given the task of carrying out the final exam doctoral candidate. This committee consists of 9 dissertation committee assessors (at least 1 of the examiner come from outside University of Brawijaya who meet academic requirements and has a national reputation)
- (5) Every committee personnel that stated above are established by the SK Dean Faculty of Administrative Science.



G. EVALUATION OF STUDENT COMPLETION

Evaluation of Student Completion is represented by their grade point average (GPA), which was written by numbers. Evaluation of student completion is carried out at least every semester, first year, second year, third year, fourth year and end of the study.

1. *Sarjana's* program

a. Evaluation of success in the end of semester

Evaluation of the success is conducted at the end of the semester end of every semester, including courses that taken by the student in that semester. The results of this evaluation are primarily used to determine the burden of studies that may be taken in the next semester based on the following provisions:

IP Semester yang diperoleh	Beban studi dalam semester
≥ 3,00	22 – 24 SKS
2,50 – 2,99	19 – 21
2,00 – 2,49	16 – 18 SKS
1,50 – 1,99	12 – 15 SKS
< 1,50	< 12 SKS

b. Evaluation of success in the first year of study

At the end of the first year, students who enrolled in a *Sarjana's* program at University of Brawijaya, conducted an evaluation to determine whether the student may continue to study or not. Students were allowed to proceed if it meets the following requirements:

- 1) Collecting at least 24 credits
- 2) Achieving GPA at least 2.00 calculated from 24 credits from courses that have the best grade.

c. Evaluation of success in the second year of study

Students are still allowed to continue their studies after the second year, if it meets the following requirements:

- 1) Collecting at least 48 credits
- 2) Achieving GPA at least 2.00 calculated from the value of 48 credits from the courses that have the best grade.

- d. Evaluation of success in the third year of study
Students are still allowed to continue their studies after three years, if it meets the following requirements:
- 1) Collecting at least 72 credits
 - 2) Achieving GPA at least 2.00 calculated from 72 credits from the courses that have the best grade.
- e. Evaluation of success in the fourth year study
Students are still allowed to continue their studies after the fourth year, if it meets the following requirements:
- 1) Collecting at least 96 credits
 - 2) Achieving GPA at least 2.00 calculated from 96 credits from the courses that have the best grade.
- f. Evaluation of success at the end of *Sarjana's* study program
The numbers of credits that must be collected by a student to complete the undergraduate program of study reach 147 credits including thesis.
The minimum number of credits is determined by each department within the limits of the distribution. Students who have accumulated at least the minimum number of credits stated above have completed *Sarjana's* degree if they meet the following conditions:
- 1) Grade point average (GPA) is at least 2.00
 - 2) The grade of D/D + does not exceed 10% of the total credit load, and the main subject competencies are not allowed to acquire D/D +
 - 3) There is no E
 - 4) Passing the *Sarjana's* examination
- If the achievement index is less than 2.00 the concerned student shall fix the grade of the subjects and not exceeded the limit the study period. Improvements must be made in the next semester when the fixed courses are offered. Every course that repaired, the highest grade is used for evaluation.

2. Magister Program

Master's programs (for participants who have similar *Sarjana's* education) designed within a period of four semesters (two years), can be reached in less than four semesters and a maximum of 8 semesters (4 years).

For students who have not been able to complete the study within four years without justifiable reasons, the student is determined to have failed to follow the Master's program.

The time of study include academic leave (terminal), and every student has the right to do academic leave as much as 2 (two) semesters during his/her studies.

Academic leave can be taken by students on the conditions (1) medical disorders/sick in a long time, so it is not possible to implement the learning process, (2) maternity leave, (3) live in a place that does not allow to implement the learning process, (4) other reasons that can be accepted by the head of the organizers of the Master's program.

Evaluation of success

- a) The student has not been able to achieve GPA = 2.75 at the end of the first semester for the best eight credits will be given a warning, so they will study harder to improve their performance in the next semester.
- b) Students at the end of the second semester who has not been able to achieve a GPA of 2.75 for the best 16 credits, therefore the student has failed and not allowed to continue his/her studies.
- c) Subjects matter that obtained D and C can be repeated. Repetition lectures for a particular course can only be done once and the results of the test subjects whose highest value is B
- d) For a student who has taken at least 24 credits with a minimum GPA of 2.75 with no D, the concerned students can formally propose a thesis proposal
- e) Thesis research proposal must be approved by the supervising committee and maintained and passed in front of research proposal assessment team (i.e. commission supervising examiner plus two examiners that has been established by organizing leaders based on the proposed head of the Master's department).

- f) Students who have passed research proposal examination and have been carried out all mistakes and approved by the supervising commission to immediately can carry out the thesis research

3. Doctoral Degree

Evaluation of success

- a) The students who at the end of the first semester has not been able to achieve a minimum GPA of 3.0 for the 12 best credits will be given a warning, in order to do better to improve their academic achievement in the next semester.
- b) Subjects matter that received D shall be repeated while subject matter that received C can be repeated and implemented on a scheduled semester. Subjects matter that were repeated only be done once and the highest value of it is B+.

H. LENGTH OF STUDY

1. *Sarjana's* degree

Sarjana's program must be completed in no more than seven years, starting from when the student enrolled as a student. If at the limit of specified study period, the student has not been able to complete his/her *Sarjana's* degree, then the concerned student not being able to continue his/her studies.

The seven-year study period does not include academic leave/terminal, but for students who did not re-enroll without permission of the Rector might contribute to the study period.

For students who go beyond the four-year study period will apply the provisions of progressive SPP.

2. Master's Degree

Master's degree (for students who hold similar *Sarjana's* degree) is designed in a period of 4 (four) semesters (2 years), can be taken less than 4 (four) semesters and a maximum of eight (8) semesters (4 years). One semester is between 3-6 months.

For students who have not been able to complete the study within 8 (eight) semesters without justifiable reasons, the student is determined to have failed to follow the Master's program.

The period of studies countless the academic leave (terminal), and every student has the right to take academic leave as much as 2 (two) semesters during his studies.

Academic leave can be taken by students on the condition (1) medical disorders / pain in a long time, so it is not possible to implement the learning process, (2) maternity leave, (3) live in a place that does not allow to implements the learning process, (4) other reasons acceptable to the head of the department.

The study period of 8 (eight) semesters not including academic leave / terminal, but for students who did not re-enroll without permission of the rector might contribute to the study period.

3. Doctoral degree

The study period of doctoral degree who is graduated from similar S2 degree is scheduled four (4) semesters and can be completed in less than four semesters to study at most 10 (ten) semesters.

The study period of doctoral student from different S2 degree of science is scheduled five (5) semesters and can be completed less than five semesters of study with at most 11 (eleven) semesters.

If there is something or another which resulted in the delay period of the student study, then the student is requesting an extension to the rector of the study (with the consent of the promoter) in accordance with the ability of study completion within the stipulated time. Long academic leave countless studies, and every student is entitled to take academic leave as much as possible 2 (two) semesters in the study period.

Academic leave can be taken by students on the condition (1) medical disorders / pain in a long time, so it is not possible to implement the learning process, (2) maternity leave, (3) live in a place that does not allow to implements the learning process, (4) other reasons acceptable to the head of the department.

I. SHORT SEMESTER PROGRAM FOR SARJANA'S DEGREE**1. Definition**

The short semester program is a program that was conducted during the semester holidays.

2. PURPOSES

Short-term program aimed to giving students opportunity to fix the grade of the courses that have already been taken in order to improve the grade point average and shorten study time and prevent drop out of the study. If the student is in critical condition then it is allowed to take a course which has not been taken.

3. IMPLEMENTATION

Implementation of short-term program includes face-to-face, lab work (if the subject have practicum activities), structured tasks, independent tasks and the final exam. Implementation and execution time is conducted by the faculty organizers.

4. Curriculum and Academic Regulations

Curriculum and academic regulations in lectures of short term still refers to the curriculum and academic regulations that applicable at that time, with the additional provision that already passed the practicum does not need to be repeated.

5. The subjects that were taken in the short semesters is maximum B +**J. CROSS FACULTY ENROLMENT**

Students who follow the cross faculty enrolment will be charged with each credits to the concerned faculty (provision will be regulated separately).

Chapter III

Administration of Education

In order to fulfill the needs of a semester credit system (SKS), the implementation of educational administration will be arranged step by step and carried out centrally, by utilizing SIAKADonline.

A. The requirements of the credit system administration

To implement the good credit system, there are some requirements that must be fulfilled, they are:

1. Education guidelines

The education guidelines is provided before the lecture of certain academic year begins, and contains:

- a. academic calendar, which regulates:
 - 1) the beginning and end of the lecture, test, re-registration and other academic activities on odd and even semesters
 - 2) Dies Natalis activities, graduation and other ceremonial activities.
 - 3) Student activities
- b. explanation about the semester credit system
- c. The explanation of the purpose of education: diploma, *sarjana*, master, specialist and doctoral degrees.
- d. An explanation of the academic rules related to lectures, exams, evaluation of the learning success, students mutations, and etcetera.
- e. The explanation of the educational administration management
- f. The explanation of counseling guidance and academic advisors
- g. an explanation of the life on college manners

2. Academic adviser (PA)

Is a lecturer who provide assistance in the form of academic advices to students, in accordance to their study program, to improve the academic abilities of students, so that the program of study is completed properly. Each of student gets a faculty academic advisor according to the student registration number and regulated in a separate dean decree.

1. Task

The academic advisor tasks are stated as follow:

- a. providing information about the utilization of facilities and infrastructure for academic and non-academic activities
- b. assisting students in overcoming the academic problems
- c. assisting students to develop their attitudes and study habits (skill learning) therefore, they grow their independent learning for the achievement of their studies as an expert
- d. providing recommendations on the level of student learning achievement for certain purposes.
- e. Assisting students to develop their personalities towards the realization of the Indonesian character who are insightful think and behave in accordance with the values of religion, nationality and customs and various other positive norms
- f. Helping students to develop insight into the lifelong scientific independent study
- g. warning the students about academic evaluation to the students whose GPA are less than 2 (two) in 2 (two) consecutive semesters and students who get credits less than 24 credits.

2. At the academic registration period in the beginning of every semester, the PA shall implement academic supervise duties with activities that stated as follow:

- a. Processing KRS that have been filled and responsible for the accuracy of its contents
- b. Establishing the truth of the amount of credit that may be taken by students in the semester with the applicable regulations
- c. Examining and approving to semester of study that planned by students in KRS
- d. When establishing the amount of studies load, PA are required to provide sufficient explanation of the provisions that taken by students so that students can be aware and accept the stipulation with a lot of attention and understanding

3. In carrying out their duties, the PA lecturer in each semester considering the learning achievement:
 - a. caring to their students as an individual student or a group
 - b. All concerned faculty / department students as a group in the relevant year or earlier
4. Academic advisor may request assistance to other work units (in example guidance and counseling) in order to do an advisory.
5. Advisory activities in the academic field coordinated by PD I, while the non-academic issues coordinated by PD III.
6. Every academic supervisor must always pay attention to the code of ethics in college life.
7. Administration of academic guidance developed through various lists and cards. Types and uses of the card list and must be comprehended by the academic advisor.
 - a. The meaning of lists is stated as follows:
 - 1) a list of students' names
 - 2) a list of attending lecture students
 - 3) a list of test scores
 - b. The meaning of card is stated as follows:
 - 1) Card of study plan (KRS) which records all programmed courses (taken by concerned students) in each semester
 - 2) Card of study plan change (KPRS) that records all the taking load studies changes after consultation
 - 3) the study results cards (KHS) which records the value obtained for the subjects that programmed in students' KRS
 - 4) personal card / student academic progress (KPAM) which is used to record the personal data of students.
 - a. within the limits of possibility as well as the efficient consideration, the types of cards as mentioned in item 7.b.1), 2), 3) can be printed or used in a single card

- b. each faculty can develop other lists and cards other than lists and card that stated on numbers 7a and 7b.
8. Others
- a. Each faculty academic advisor duties shall report periodically to the head of faculties, departments and postgraduate
 - b. The leader of faculty, majors, and postgraduate should pay attention to the rights of faculty academic supervisor

3. Student registration number (NIM)

Student registration number (NIM) have been arranged in education guidelines of Brawijaya University academic year 2013/2014 which consists of 15 digits

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B. The implementation of the credit system administration

To implement the administration of the credit system, it required several stages of activity in each semester, they are:

1. preparation of registration

The materials required during the preparation of this registration is stated as follow:

- a. a list of academic advisor names (PA) and their supervised students.
- b. The filling instruction along with the cards are:
 - (1) study plan card (KRS)
 - (2) the study achievement cards (KHS)

2. filling study plancard

First of all students print their KHS (the study achievement cards) this semester online.

- a. Semesters study plan determination
Semesters study plan determination is carried out with the guidance of faculty academic advisor (PA) who has been designated. Determination of semesters study plan is carried out

with the guidance of faculty academic advisor (PA) who have been appointed. The amount of studies load that may be taken in the next semester is determined by the grade point that have been achieved with the approval of the PA lecturer. Semester study plan that have been approved by PA lecturer, then programmed through the SI Academic online then printed and after being validated, PA submitted 2 sheets to the subacademic department.

b. changes in the study plan

What is meant by change in the study plan is to replace the course with another course in the same semester. The changes carried out in accordance with the study plan in the academic calendar online.

c. Course cancellation

What is meant by the course cancellation is cancellation of taking plan course therefore that course is not tested in the semester.

For students who cancel a course program, the student must be approved by the PA lecturer, and submit a copy of KRS immediately before and after the cancellation of courses to academic department.

d. the results of the study

What is meant by the results of the study are the score that obtained from all subjects that students programmed in KRS and included in the study result cards (KHS).

3. lectures, seminars, practical work and other similar activities

Students are required to attend lectures, seminars, practicums and similar academic activities in accordance with their study plan in an orderly and organized in accordance with the applicable provisions

4. Course Exam Implementation

The stages that need to be considered in the implementation of the test is stated as follows.

a. Examination Schedule Plan

in accordance with the academic calendar, the midterm and end of the semester schedule should be carefully planned in advance and made known to students and lecturer.

The examination schedule announced no later than one week before the exam, so students and lecturers can arrange the necessary preparations as early as possible. Exam schedule should be drawn up together with the preparation of class schedules and practice schedules.

The midterm and final examination(UAS) are organized by the committee that established by the dean.

b. The Exam implementation

The students who may be able to take the exam are students who have attended at least 80% of the lectures in a semester and meet other requirements. For students who attend classes less than 80% are not eligible to participate in UAS and all the score that he/she has been obtained for these subjects are disqualified and the course credits is calculated in semester IP. The examination results as a final score and its components (score of midterms, practicum, quiz, independent tasks, etc.) are announced to the students. The weighting of each component submitted to the respective lecturers.

5. the administration of the score

a. Study Results Card (KHS)

The results of Examination by the lecturer must be submitted to the Sub-Section Academic, to be processed into UB SIAKAD program so that students can be accessed online. KHS can be printed directly by the student to be signed by the PA lecturer.

b. Student Exam Results Storage

Storage of test results performed by the faculty Academic subsection (Sarjana program, master's, and doctoral). Student Examination result data that needs to be stored are:

- 1) list of student test scores of each subject
- 2) KHS including the score of the student cumulative results of Examination in each semester and performance index
- 3) cumulative score for all subjects since the beginning of the semester until the last semester.

C. STUDENT REGISTRATION

1. Purposes

- a. In order to control of the implementation of academic activities in each semester
- b. To know the 'student body' and the number of students who are actively follow the academic activities in each semester
- c. In order to obtain data on student activities and circumstances.

2. Type of Student Registration

a. Administration registration

What is meant by the administrative registration is an activity to obtain the status of registered as a student at the Faculty of Administrative Science.

Administrative registration activities must be done by all students in an orderly manner at the beginning of each semester in accordance with the academic calendar.

1) The registration of a new Administration Student Candidate

- a. The requirements of the sarjana program registration
 - a. every candidates of new students are required to come in person to complete the administration registration
 - b. submitting entrance examination card
 - c. bringing original diploma / STTB and submit its copy / photocopy
 - d. bringing the original report card and submitting a copy / photocopy
 - e. bringing the pure score of Ebtanas (NEM) national examination score and submitting a copy / photocopy.
 - f. Bringing the birth certificate / know birth certificate and its copies / photocopy.
 - g. submitting two (2) pieces of photograph, each size is 3x4 cm and 4x6cm.
 - h. bringing a certificate of citizenship for foreign descendant citizens and submitting a copy / photocopy.

- i. filling the registration form as well as the administration of new students to sign a statement released on seal by the university of Brawijaya
 - j. submitting proof of payment in accordance with these set of rules
 - k. submit copies / photocopies of other documents specified as a requirement of registration.
 - b. Conditions registration of master and doctoral programs
 - l. making payments fees online
 - m. performing online registration
 - n. performing KRS attached with proof of payment and online registration (proof is copied 3x)
 - o. a photocopy of KTM in the central office (academic section) to bring proof of registration and take the almatersuit
 - p. legalizing KTM with the academic hot stamp part by bringing proof of registration.
 - c. Sanctions
 - (1) every student candidates who do not meet the specified requirements, can not be accepted as a student of the faculty of administrative science, university of Brawijaya
 - (2) every candidates student who late to pay the registration fee, for any reason can not be justified and considered resigning
 - (3) every candidates student who gives false information, his/her administration registration can be canceled or removed from the faculty of Administrative Science
 - (4) there is no extension of time for administration registration.
- 2) Old Student Registration Administration
- a. Conditions of Courses registration
every old student must complete registration with the administrative requirements:

- (1) Submitting proof of fees repayment of the concerned academic year
 - (2) legalizing KTM with hot stamp as evidence that he/she has been re-registration in the semester
 - (3) For students who are not enrolled in the previous semester must have permission to register the administration back from the rector.
- b. registration Requirement of master and doctoral programs every old student is required to come in person to complete the requisite administrative registration:
- (1) performing administrative registration (pay the fees) online at a designated bank
 - (2) Performing academic registration (fill in the KRS) by carrying:
 - submitting proof of the semester fees repayment, duplicate in 3
 - Submitting color photographs in size 3 x 4, 1 sheet (for master degree)
 - (3) legalizing KTM with hot stamp as evidence that he/she has been re-registration
 - (4) for students who are not enrolled in the previous semester must have permission to register the administration back from the rector.
- c. Sanctions
- (1) old students who do not perform administrative registration at a certain semester without the approval of the principal, he declared not a student for the semester and taken into account in future studies
 - (2) old student who late to re-registration administration for any reason can not be justified and declared that at that semester he/she is not enrolled as a student of university of brawijaya

- (3) old student who is not registered as in point 2 may apply for academic leave to the provost no later than 1 (one) week from the closing of the administrative registration
- (4) old students who are not registered more than two (2) cumulative semester stated resigned as university students brawijaya
- (5) old master and doctoral programs students are required to perform re-registration on a predetermined schedule, for students who do not register in the current semester declared to resign
- (6) there is no extension of time for registration administration.

b. Academic registration

What is meant by academic registration is the registration to obtain the right to follow the activities of a particular academic semester.

- 1) The registration of an academic Sarjana program includes:
 - i. filling online and validating study plan card (KRS)
 - ii. filling the study plan change card online by the approval of the academic department of faculty of Administrative Science, University of Brawijaya
 - iii. the cancellation of an online course by the approval of the academic department of faculty of administrative sciences, university of Brawijaya.
- 2) study plan Consultation is an activity that must be done between students and academic advisor lecturer in accordance with the academic calendar
- 3) a student can attend a course if it is in compliance with applicable regulations and approved by PA lecturers and academic department
- 4) for master program, charging and KRS endorsement by KPS while charging and doctoral study programs KRS endorsement by the promoter or KPS.

D. STUDY PAYMENT TERMS

New Students

Every new student who is accepted in Brawijaya University must pay education development donation (fees), donations and the development of educational facilities (SPFP) and other costs that determined by the rector decree. The Payment of the registration fee is conducted at the time of administration.

Previous Academic Year Students

1. every student is required to pay the administrative registration fees can be paid at the beginning of each odd or even semester
2. for students who did not re-register for 1 or 2 semesters without the permission of the rector, still obliged to pay the relevant fees for inactive and payment is made at the time of re-registration will be active which concerned by applying for college back active again.
3. if the student receives rector permission for academic furlough, therefore the concerned students exempted from paying fees during his/her academic furlough.
4. Progressive fees will be charged to the student if:
 - a. undergraduate students that goes beyond the four-year study period, the amount of fees (100 +15)% in the fifth year, (100 + 30)% in the sixth year (100 + 45)% in the seventh year.
 - b. graduate student (S2) that goes beyond the study period of 2 (two) years, then the amount of fees (100 + 15)% in the third, and the fourth year (100 + 30)%
 - c. doctoral student (S3) which goes beyond the study period of 3 (three) years, then the amount of fees (100 +15)% in the fourth year, and (100 +30)% in the fifth year.
5. The amount of fees is determined by the rector decree.

E. STUDENT CARD (KTM)

Students who enrolled will have a physical plastic card with a 'barcode number' in the KTM, in which the registration is legalize with the 'hot stamp'.

1. KTM were administered to students who have completed the administrative registration completely

2. if there is a mistake in filling the KTM, the student must report to BAAK to be replaced with a new KTM
3. KTM is a proof of a student enrolled in Brawijaya university at that semester.

F. STUDENTS MUTATION

What is meant by student mutation is a change of student status that include academic and administrative status.

Students mutations can be classified as follows.

1. academic leave
 - a. academic leave is the administrative registration delays within a specified period with the permission of the rector
 - b. a student who apply for academic leave per semester and must be renewed with a maximum of two (2) cumulative years.
 - c. academic leave period is not counted as the study period except for students who are not re-list without the permission of the rector might contribute to the study period
 - d. academic leave petition submitted to the rector, accompanied by strong reasons, known by the dean and the parents / guardians / students concerned agencies. This filing is no later than 1 (one) week from the close of academic registration.
2. Student Learning Task

University of Brawijaya accepts learning task students from government / private sector with the following terms.

 - a. certified in college / baccalaureate / Sarjana / master in state universities
 - b. meets the specified requirements of academic and administrative.
 - c. come from appropriate faculty or course
 - d. The acceptances of learning task students are performed by the rector with the considerations of dean if the capacity is allowed. learning task students are obliged to apply a request letter to the rector with a copy to the dean. Head of master or doctoral study programs related to at least 1 month before the new academic lecture year begins.

3. Moving to Other Universities

- a. UB students who will move to other universities, must apply their request to the rector with a copy to the dean, with their reasons to move.
- b. students who have moved to other universities can not be accepted as a student of university of brawijaya

4. Drop out

Drop out students is a students who do not meet the requirements of the evaluation of the success of the study in each year and at the end of the study, or students who are not enlisted because he/she does not register in accordance with the university rules.

- a. the number of drop out students in each semester is reported by dean to the rector
- b. rector issued a decree about drop out for the concerned students.

5. Pass away

If there is a student who passed away, Dean reports to the Rector.

6. Dismissal as University of Brawijaya Students

Students may be dismissed permanently or temporarily if he /she violate Rector Decree No. 044/SK/1985 about the Big Family rules of University of Brawijaya, as well as other applicable regulations in University of Brawijaya.

G. TRANSFER STUDENTS TO UNIVERSITY OF BRAWIJAYA

1. Conditions

(1) transfer students who can be accepted:

- a. Sarjana programs student who has been followed education continuously for at least 4 semesters, and a maximum of 6 semesters, and accumulated;
 - 1) 4 semesters, 72 credits with a GPA of at least 2.75
 - 2) 6 semesters, 108 credits with a GPA of at least 2.75

- b. Master and Doctoral programs
 - (1) coming from state universities or private universities which A accredited and have conformity in the field of study and program
 - (2) not dropping study because it does not meet the academic requirements
 - (3) never violate the home university rules
 - (4) Having approval from the faculty of home university
 - (5) the dean of the faculty of Administrative Science declare in writing, his willingness to accept that student
 - (6) transfer students accepted at Brawijaya University has an obligation to pay education expenses like other new students and meet the conditions set by the faculty of administrative sciences University of Brawijaya
- 2. Procedure to apply a request to move to other universities

The procedure to apply a request to move is stated as follows:

 - (1) the move request is submitted in writing with a strong reason to Brawijaya university rector with a copy to the dean of the Faculty of Administrative Science
 - (2) The petition shall be accompanied by:
 - a. list of original grade which obtained from the college home, with his GPA
 - b. moving letter from the college of origin
 - c. approval from parent / guardian (for students of diploma and undergraduate programs)
 - d. letter of information that never violated university rules of origin
- 3. Submission of Time Move Application
 - (1) the moved request must be received by University of Brawijaya at least 1 (one) month prior to the new academic year of course (first semester) begins
 - (2) the move request will not be considered if exceeded the time limit referred to clause (1)

4. Displacement Determination Process

- (1) head of the study program giving consideration to the dean relating to the feasibility study program, subjects were admitted and academic skills
- (2) the dean gave approval / rejection of the candidate to rector

H. TRANSFER STUDENTS AMONG FACULTY IN UNIVERSITY OF BRAWIJAYA

1. Conditions

- (1) transfer students who can be accepted:
 - a. for Sarjana's program who has been followed education continuously for at least 2 semesters and a maximum of 4 semesters and have accumulated:
 - 1) for 2 semesters, 24 credits with a GPA for at least 2.75
 - 2) for 4 semesters, 48 credits with a GPA for at least 2.75
 - b. for DIII programs who have followed the continuous education for at least 2 semesters and a maximum of 4 semesters and have accumulated:
 - 1) for 2 semesters, 24 credits with a GPA for at least 2.75
 - 2) for 3 semesters, 36 credits with a GPA for at least 2.75
- (2) not breaking study because it does not meet the requirements the academic faculty of origin
- (3) never violate school rules of origin
- (4) approval to moved from the origin faculty
- (5) the dean of the faculty of the destination state in writing his willingness to accept
- (6) the transfer of students between faculties an only be conducted one (1) time during the concerned student is an University of Brawijaya student

2. Procedure for Applying for a Move

The procedure for applying a request for transfer between faculties is stated as follows:

- (1) Transfer request is submitted in writing with a strong reason to the rector with a copy to the intended dean of the faculty

- (2) The petition shall be accompanied by:
- a. a list of the original value obtained from the original faculty with his/her GPA
 - b. moving letter from the faculty of origin
 - c. approval from parent / guardian / agency
 - d. letter of information that never violated rules of faculty origin

3. The Transfer Submission Application Time

- (1) The transfer request must be received by rector at least 1 (one) month before classes begin
- (2) Transfer request will not be considered if the time limit is exceeded

I. TRANSFER AMONG STUDENTS IN THE FACULTY DEPARTMENT

Administrative Science

Transfer student between majors can be done by paying attention to the following requirements:

- 1) transfer students who can be accepted:
 - iv. for sarjana programs, education has followed continuously for at least 2 semesters and a maximum of 4 semesters and have accumulated:
 - For 2 semesters, 24 credits with a GPA for at least 2.75
 - For 4 semesters, 48 credits with a GPA for at least 2.75
 - v. for Diploma III has attended educational programs continuously for at least 2 semesters and a maximum of 3 semesters, and have accumulated:
 - For 2 semesters, 24 credits with a GPA for at least 2.75
 - For 3 semesters, 36 credits with a GPA for at least 2.75
- 2) not breaking study because it does not meet the requirements the academic faculty of origin
- 3) never violate school rules of origin
- 4) approval to moved from the origin faculty
- 5) the dean of the faculty of the destination state in writing his willingness to accept

- 6) the transfer of students between faculties can only be conducted one (1) time during the concerned student is an University of Brawijaya student

J. TRANSFER STUDENTS AMONG STUDY PROGRAM

Transfer of students between programs of study in the department / faculty arranged by the rules of each faculty with the provisions of the guidelines of this education. Student registration number (NIM) changes according to a new study program.

K. GRADUATION of doctoral program, MASTER, AND GRADUATE

Students declared to have passed doctoral, master, and Sarjana, if they had followed judgement and they are deserve to obtain a notification of graduation. Students who passed must follow the graduation ceremony and deserved to obtain certificate of graduation when they followed the graduation ceremony. Before following the graduation ceremony, students have already write a journal in scientific journals recognized by the directorate of Higher Education.

CHAPTER IV

REGULATIONS OF FACULTY OF ADMINISTRATIVE SCIENCE UNIVERSITY OF BRAWIJAYA

A. GENERAL PROVISION

The academic society of Faculty of Administrative Science, University of Brawijaya, refers to those consisting of:

1. Lecturers, including tenured and time ones
2. Staffs, including the civil servants and non-civil servants
3. Students

B. RIGHTS AND OBLIGATIONS

a. Lecturers' Rights

1. To publish their academic works (i.e. papers) and other academic achievements regarding relevant Indonesia's acts
2. To deserve fair treatments regarding relevant Indonesia's acts

b. Staffs' Rights

1. To publish their working achievements
2. To deserve fair treatments regarding Indonesia's acts

c. Students' Rights

1. To receive education according to their selected majors, academic services with regard to their individual talents, interests, and capabilities, and lecturers' assistance in accomplishing their study
2. To attend all student activities held and acknowledged by both the faculty and the university
3. To utilize facilities provided at the university with proper responsibility in order to foster learning
4. To raise opinions and suggestions in an appropriate manner with regard to norms of obscenity and decency; in other words, to demand for and study knowledge with regard to norms in the academic environment
5. To receive information regarding their Program and learning outcomes
6. To accomplish their study earlier than normally expected

7. To receive welfare assistance, particularly those with excellent academic achievements, in the forms of scholarships and reduce of tuition fee
 8. To utilize resources within student organizations in order to define their welfare, interests, and norms within the society
 9. To attend any student-based organizational activities
 10. To receive special treatments (for those with disabilities)
- d. Lecturers' Obligations
1. To provide education to students in attempts to produce young generation who masters science and technology and is responsible to the future of the nation within the framework of the Three Pillars of Higher Education
 2. To contribute to the development of the campus as a scientific society with regard to local culture and being Pancasila-minded
 3. To allow creative, constructive, and responsible academic-based freedom in order to contribute to the development of the nation
 4. To develop and follow latest updates in science and technology with regard to their respective disciplines
 5. To comply with Indonesia's states of law
- e. Staff's Obligations
1. To contribute to the development of the campus as a scientific society with regard to local culture and being Pancasila-minded
 2. To comply with government laws both the general and work-specific ones
 3. To provide the best service to the Academic Society of University of Brawijaya
 4. To establish sense of belonging with one another with regard to the Three Pillars of Higher Education and the Civil Service Corps
 5. To present highly dedicated and honest works with a great responsibility
- f. Student's Obligations
1. To contribute to the development of the campus as a scientific society with regard to local culture and being Pancasila-minded along with the other members of the academic society

2. To establish sense of belonging with one another, particularly within the environment of Faculty of Administrative Science
3. To assist and actively participate in every curricular, co-curricular, and extra-curricular activity
4. To hold integrity as future *sarjanas* and to comply with regulations set by Faculty of Administrative Science, in particular, and University of Brawijaya, in general
5. To be modest and fully responsible with any member of the academic society and the society in general
6. To keep all the facilities as well as clean and safe environment
7. To contribute to the funding of the education, except for those deserved to receive a reduce in tuition fee
8. To fully appreciate science, technology, and arts
9. To hold the faculty's and university's authority and good reputation
10. To uphold the national culture

C. MANNERS AND RESPONSIBILITY

In accordance with Indonesia's Government Regulation number 60 of 1999, students who are registered to study at a certain university, along with the lecturers and staffs as parts of scientific society, should hold dialogues during the teaching and learning process.

The academic policy appreciates others' works, provides equal opportunities, keeps each other's confidentiality, upholds objectivity, respects to others, performs well manners, and keeps the environment clean, safe, and well. The Faculty's academic society should understand and apply these values in all academic aspects, such as in study, research, publication, and during holding the *sarjana's* degree. Sanctions will apply to any violances to these general policy.

In order to make it run well, the students, in particular, should pay attention and comply with the following values, norms, and ethics that can control their attitudes and behaviors:

1. Manners in the faculty's environment are based on principles of kinship and by upholding harmony and equality based on Pancasila.
2. The Academic Society of Faculty of Administrative Science, University of Brawijaya, has a responsibility to maintain the well reputation of the alma

mater and to understand that campus is an academic society which will keep developing, thus a conducive atmosphere must be altogether made in order to hold a teaching and learning process.

3. Intellectual Property

Intellectual property is one's work that costs thoughts, feelings, time, energy, and money. Therefore, members of the academic society must appreciate one's intellectual property by avoiding plagiarism, that is, taking somebody else's work without permission or mentioning the original source. All the diploma, *sarjana's*, master's, and doctoral degree programs will impose strict sanctions concerning this violation on academic ethics. The faculty's senate is to determine the sanctions.

4. Equality

Despite ability and strong willingness, opportunities are the key to win achievements. Therefore, any member of the academic society should be given an equal chance to win achievements above all differences in race, sex, religion, research discipline, and so on.

5. Privacy

Every individual possesses information concerning him/herself which is confidential. Personal identity of students of master's and doctoral degree programs are secured, including home address, phone number, cell phone number, academic achievements, family, and so on. Access to the information will only be given under the student's permission, except as reports to the faculty's convenors.

6. Sense of Belonging

Possessing a sense of belonging with each other reflects one's emotional capacity. All members of the academic society are to have this sense and display it in real actions, such as donating books or being involved in a broader-scope social activity. Other forms of help may include health and morale assistance.

7. Ombuds

All members of the academic society have the right to be protected from things that may make them to experience certain losses. They may file a complaint concerning unfair policies or decisions.

8. Smoking Regulation

To respect everyone in the academic society is an important value to hold. Smoking may reflect disrespect to others as it is proven to cause many diseases. Therefore, it is forbidden to smoke cigarettes in the classroom, library, the office building, particularly when an air conditioner is installed in the room, and while taking examinations and working with a computer.

9. Courtesy, Hygiene, Fineness, and Security

All members of the academic society is obliged to uphold courtesy, hygiene, fineness, and security during their activities in the campus. Therefore, wearing t-shirts, overly tight, exposing, or short clothing is forbidden. Sandals are also not appropriate. Any actions of vandalism, such as breaking tables or chairs or drawing on the wall. They must throw trash into the provided wastebaskets. Also, they are not allowed to make noise that potentially disturbs others, damage parks and plants, and any other activities that can cause threats to the campus's security.

10. Utilization of Facilities

All facilities in the campus belong to all members of the academic society. Therefore, responsibility to keep the facilities must be taken into account. Any damage to certain facilities will be given to the member who is known to cause the damage.

D. VIOLATIONS TO THE REGULATIONS

1. To perform and behave any actions that can potentially threat and damage the reputation of Faculty of Administrative Science, University of Brawijaya
2. To threat the authority of the faculty's officials in accomplishing their responsibilities
3. To perform any actions which are out of their given authority
4. To treat their inferiors or other officials unfair
5. To leak confidentiality concerning their position or the one belonging to the government
6. To perform unauthorized charges for the sake of individual or group's interest
7. To decline any tasks given by their superiors

8. To impede or to compound any academic and non-academic activities set by the university/faculty
9. To intervene in administrative matters without any permission from the university/faculty
10. To damage, skew, or falsify legal documents
11. To perform actions against decency in terms of behavioral, oral, written, or pictorial discourses
12. To abuse the official name and logo of University of Brawijaya
13. To use any room, building, or other facility in Faculty of Administrative Science without permission
14. To blackmail, gamble, and abuse drugs
15. To disseminate any writing or ideology that is forbidden by the government
16. To negatively provoke members of the academic society
17. To perform any actions that are forbidden by the government regulations and acts

E. SANCTIONS

1. Sanctions will apply to any member of the academic society who is proven to violate one of these rules or more.
2. The forms of sanction may be:
 - a. Warning
 - b. Order to compensate for the damage he/she has made
 - c. Suspension
 - d. Prohibition to attend a part or the whole academic activities for a certain period of time or forever
 - e. Disfranchisement of right of dismissal from his/her job as the member of the academic society
 - f. Leaking question items during examination will cause an administrative sanction regarding the law

F. THE ADVISORY COMMITTEE TO VIOLATION OF REGULATIONS

1. Any member of the academic society who is suspected to violate certain regulation will be reported to the Advisory Committee to Violation of Regulations which is formed by a Dean Decree.

2. Members of the committee consist of lecturers appointed by the dean on the basis of a recommendation from the head of the department and will work for the next two years.
3. The committee is to report its investigation to a violation to the dean and the final decision is made by the dean.

G. ADDITIONAL TERMS

1. Any member of the academic society who is suspected to violate a rule will be given the right to defend him/herself, through either an oral or written statement, before the dean sets his final decision.
2. For Civil Servants, the Government Regulation number 30 of 1980 concerning Discipline of Civil Servants applies.

CHAPTER V

TECHNICAL FACILITIES AND SUPPORT

A. Laboratory and Supporting Units

- a. Laboratory of organization and leadership
- b. Laboratory of financial and accounting
- c. Laboratory of business and entrepreneurship
- d. Laboratory of policies and development planning
- e. Laboratory of politics and governance
- f. Laboratory of organizations development and management of public

B. Studies Center

- a. Assessment and administration development center
 - (2) Assessment and administration development center has the tasks to implement the assessment, development and also spread administrative science to society
 - (3) Assessment and administration development center has the task that stated as follows:
 - a. Reviewing administrative problems both in the field of public administration or business administration
 - b. Developing and disseminating the science, technology and art (science and technology) of administration as well as the application to improve people's lives and of knowledge and also enrich the national culture
 - c. Publication of literature written by literature/students, and
 - d. Publishing scientific and popular journals.
- f. Corruption Study Center
 - (1) Corruption study center assigned to conduct educational activities, research, socialization and internalization of anti-

corruption values in order to create a culture of anti-corruption

(2) corruption assessment center has the task:

- a. Organizing studies and research related to the phenomenon of corruption
- b. Designing and updating course syllabus teaching system and anti-corruption culture
- c. Socializing program delivery and internalization of anti-corruption culture, and
- d. Empowerment of the community in the prevention and fight against corruption

g. Study Center and Development of Management Information Systems (PKPMSI)

(1) Study center and development of management information systems (PKPMSI) assigned to conduct a scientific study on management information systems to improve organizational performance

(2) PKPMSI has several functions:

- a. Reviewing management information systems to encourage the creation of organizational innovation
- b. Developing concepts and methods in the management information system of innovative and competitive
- c. Reviewing and providing consultancy services on the design and implementation of new information technology, and
- d. Educating and training the management information system.

h. Conflict and Policy Studies Center

(1) the center of the conflict and policy assessment (research center for conflict and policy), hereinafter referred to RCCP has the tasks to implement education and training activities (training) as well as review both consultative and operative

for various aspects of policies, conflict, and conflict resolution through cooperation with various necessary parties.

- (2) in order to carry out the duties as prescribed in paragraph (1), RCCP has the tasks:
 - a. implementing cooperation with various parties for the implementation of education and training;
 - b. organizing scientific cooperation for policy studies, policy implementation and the impact of the policy, and
 - c. implementing other cooperation with various parties with principles that agreed and independent.
- i. Study Center, Education and Training for Apparatus Empowerment
- j. Business Development Study Center (center of business development studies)
 - (1) business development assessment center (center of business development studies) in which is called as CBDS has the task to implement activities related to business development, including research and publications, education and training, consulting and creative business through cooperation with various stakeholders in the business sector as well as public sector
 - (2) Business development study center (center of business development studies) has several functions:
 - a. organizer of research and publication activities who works closely with various parties, both in the form of market research, policy research, and research for the development of science
 - b. organizers cooperation with various parties for the implementation of education and training business development, among others in the field of finance, human resources, tourism and international business etc.

- c. implementation of consulting for requires business and public sector
- d. Implementation of creative business activities in the form of visual communication design and business modeling
- e. provider certification activities related to business development
- f. Other cooperation organizers with various parties with the agreed principles.

C. Technical Services Unit

- a. Language Unit
 - (1) Language unit has the task to organize language training services of Indonesian and foreign language
 - (2) Language has several functions:
 - a. Training service of Indonesian and foreign languages
 - b. Implementing language competency test for students and lectures, and
 - c. consulting services and translation of Indonesian and foreign language
- b. Scientific Reference Service unit / Learning Resource Center
 - (1) Scientific Reference Service unit has the task to provide scientific reference library services for lecture and students;
 - (2) scientific references service unit has several functions:
 - a. provision and management of library materials;
 - b. utilization of library services;
 - c. maintenance and preservation of library materials, and
 - d. coordination, evaluation, and library collections.
- c. (1) Public Relations unit has information services task related to the identity and activities of the faculty
 - (2) Public Relations unit has several functions:
 - a. preparation of action plans, targets, and an annual budget of the Public Relations unit;

- b. identification and description of external stakeholders as a basis for the selection and design of communication media;
- c. imaging faculty through faculty socialization programs and activities to community stakeholders, and
- d. evaluating and monitoring the implementation of activities.

D. Scholarship

Scholarships are awarded to students of the Faculty of Administrative Science that aims to:

1. equitable distribution of learning opportunities for students who are excel and underachieving, but economically not or economically less disadvantaged
2. encouraging and sustaining the spirit of student learning so that they still able to remain passionate and outstanding in completing their study
3. encouraging students compete to the highest levels of academic achievement so that potential human resources are not wasted

The scholarships are offered, from the Government (State and non-tax revenues) and other sources, they are:

- | | |
|--|------------------------|
| 1. student learningsupport (BBM) | 15. PGN |
| 2. improvement of academic achievement (PPA) | 16. State Savings Bank |
| 3. BMU | 17. Pertamina |
| 4. BKM | 18. Indosat |
| 5. BidikMisi | 19. Daihatsu |
| 6. I-MHERE | 20. BCA Finance |
| 7. Competitive Scholarship | 21. Eka Tjipta |
| 8. Supersemar | 22. pawnshop |
| 9. Djarum Foundation | 23. MandiriBank |
| 10. IndonesiaBank | 24. TNI Police |
| 11. Bank Rakyat Indonesia | 25. SOE Care Education |

- | | |
|------------------------------|---------------------------------|
| 12. Toyota and Astra | 26. Foundation Charity Services |
| 13. TASPEN | 27. Kaltim Prima Coal Co. |
| 14. Indonesia State Bank '46 | 28. Marga Jaya, etc. |

Who can apply a scholarship are students of University of Brawijaya:

1. S1 program (the lowest is a student who sit in a second semester and the highest is a student who sit on the eight VIII)
2. Diploma III program / vocational education (the lowest is a student in the II semester and the highest sit in VI semester), and
3. An active status in the even semester of 2013/2014

In general, the requirements of the students who apply for scholarships must attach the following file:

- A. To be collected at the Faculty (all files are put into a blue binder and write a name, NIM, Faculty and cellphone number):
 1. Photocopy of student ID card (KTM)
 2. student biographical data form
 3. The scholarship application form
 4. verification form
 5. photocopy of the certificate match / championship) 1,2 and 3) and the student activities committee obtained during 2011-2014 were legalized by the Faculty of each (if any)
 6. active certificate of intra-campus student organization (BEM, EM, HMJ, SME, etc.) followed (for students who take charge of the organization of intra-campus student earned during the year 2013-2014) (if any).
- B. To be collected in the Rector Building First Floor Corridor (files included names written in red folder along with NIM, faculty and No. HP):
 1. Student biographical data form

2. verification form
3. photocopy of student ID card (KTM)
4. Photocopy of identity card (KTP / SIM)
5. Photocopy of salary slip / income information of parents / guardians (for civil servants / private Person authorized by the finance department agencies / companies and for other than civil servants / private companies approved by the headman / village head with a nominal handing gross income last three months)
6. photocopies of family cards (KK)
7. The certificate that validated by RT, RW if one of the parents does not work
8. photocopy of a certificate of retirement, permanent illness, divorce, death and termination (if any)
9. photocopy of electricity bills, telephone and or PDAM for the last three months (for those who do not use electricity, telephone, and or wear PDAM use letter of notification from RT, RW)
10. Photocopy of payment of land and building tax proof (for those who do not have proof of PBB payment use a letter of notification from local RT, RW)
11. One sheet photocopy of tuition fees of parents dependent child (elementary, junior high, high school, Universities)

CHAPTER VI

STUDENTS GUIDANCE

A. Students' Ethic

According to Regulation No. 60 of 1999 students who was registered as learners and learning at particular colleges, along with faculty as part of the scientific community are appropriately using the method of discourse or dialogue in the teaching-learning process. In order to make that the process runs smoothly, especially for students, need to pay attention to the traditions associated with values, norms and ethics that govern attitudes and behavior. The ethics include:

1. students have the intellectual capacity and motivation to serve their state and nation
2. Students have to master the academic freedom of science and technology through the mastery of method and theory testing in accordance with the norms and rules of science
3. students always sensitive to a growing problem in society
4. students have a scientific mindset and professional
5. students continue to adhere to academic regulations, among others:
 - a. New students must register again and then performed periodically each semester
 - b. the presence of at least 80% of students
 - c. obliged to take part in face-to-face
6. students have the same rights and obligations with citizens of other Indonesian
7. students are engaged in the improvement of reasoning through student activities such as: discussion, research, seminars, scientific writing and the form of training

B. Obligation and Right

Students are human being who has a variety of dimensions, such as part of academicians who have the same rights and obligations with citizens of Indonesia. For the rights and obligations of students are stated as follows.

a) Rights of Students

1. academic success in demanding and reviewing appropriate science and moral norms prevailing in the academic environment
2. obtaining teaching and academic services in accordance with their interests, talents and abilities
3. utilizing existing facilities in order to smooth the process of learning
4. receiving guidance in the completion of studies lecturer
5. obtaining service information related to the course and the learning outcomes
6. completed earlier study, in accordance with the applicable
7. obtaining welfare services, especially for students who will receive operational support berpretasi study, tuition waivers and scholarships
8. Utilizing resources through representatives / student organizations to organize the welfare, interests and governance of social life
9. participating in the activities of student organizations
10. obtaining special services for the disabled

b) Obligations Students:

1. complying with applicable regulations
2. maintaining infrastructure and cleanliness and security faculty.

3. bearing the cost of providing education except for students who obtain waivers of education
4. appreciate science, technology and art
5. maintaining the dignity and good name of the faculty
6. upholding national culture

C. Prohibition and Penalties

1. for students whose scientific work was evidently the result of plagiarism, it can be penalized cancellation scientific papers and test scores to be considered for the final project disbanded / fired as students of the Faculty of Administrative Science, University of Brawijaya
2. Students who have forged the value, authorized officer's signature on the KRS, KHS, sheet revision of scientific papers, transcripts, diplomas may be subject to sanctions ranging from administrative sanctions, suspension maximum of two (2) semesters and can be considered removed / dismissed as a student of the Faculty of Administrative Science, University of Brawijaya
3. Disclosure of examination questions by the officer in charge of administrative sanction in accordance with the applicable provisions

D. Student Organizations

1. Student Consultative Council (MPM) is the highest forum in the student activities in the faculty of administrative science. Daily executor is held by three (3) students were selected as the presidium. Presidium chosen by the students in the MPM forum, tasked to formulate the outlines of the bow of the organization of work (GBHKO) for the student executive board (BEM).

2. Student executive board (BEM) is a high executive agency in the lives of student affairs at the faculty level. chairman called the president elected by the students of the faculty through Pemilwa(Student General Election) shall implement GBHKO faculty defined by MPM as the bow of the organization of work for 1 (one) year management.
3. Student representative council (DPM) is a high-legislative institution in the life of a student at FIA University of Brawijaya. a membership of nine (9) members, who are selected through faculty Pemilwa obliged to formulate policies related to institutional FIA together with BEM.
4. Student Association department/ Program (HMJ / P) is the executive in the life of a student at the department / program. Board selected through Pemilwa majors. There are 2 (two) HMJ and 2 (two) HMP consisting of:
 - a. HMJ called humanistic of Public Administration (of Public Administration Student Association)
 - b. HMJ called HUMABIS of Business Administration (Business Administration Student Association)
 - c. Student Association of Taxation Studies Program
 - d. Student Association of International Business Studies
5. Faculty autonomous institutions (LOF) is implementing elements of extracurricular activities at the faculty level. Moving in search and development of interests and talents. There are 6 (six) LOF, which consists of:
 - a. RSC (Research Study Club), the development of interest in the field of research and writing scientific papers.
 - b. DIANNS, as a news agency specializing in the development of campus interest journalism talent.
 - c. FORKIM (Islamic Studies and Public Forum), the development in the field of Islamic religiosity

- d. AEC (Administration English Club), improving students English ability
- e. AMC (Administration Music Club), interest in the arts of music talent
- f. PSM (Students Choir) interest in the arts of singing.
- g. MAFIOSO, interest in the area of sport.
- h. SSM (Students art studio), interest in the area of traditional dance and music.

APPENDICES

1. DRAFTING TEAM OF ACADEMIC REGULATIONS FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA 2013/2014 ACADEMIC YEAR

Responsible Person	:	Prof. Dr. Bambang Supriyono, MS.
Chair	:	
Vice Chairs	:	1. Dr. Zainul Arifin, MS. 2. Drs. Heru Susilo, M.A.
Secretary	:	1. Drs. Lukisan Edi Kuncoro 2. Jaedi, S.P.
Members	:	1. Dr. M.R. Khairul Muluk, S.Sos., M.Si 2. Dr. Srikandi Kumadji, MS. 3. Prof. Dr. Soesilo Zauhar, MS 4. Prof. Dr. Suhadak, M.Ec. 5. Andi Fefta Wijaya, MDA., Ph.D 6. Dr. Kertahadi, M.Com 7. Drs. Minto Hadi, M.Si. 8. Devi Farah Azizah, S.Sos., M.AB. 9. Dr. Hermawan, S.IP., M.Si 10. Dr. Siti Ragil Handayani, M.Si. 11. Dr. Mochammad Al Musadieg, MBA 12. Dr. Luqman Hakim, M.Sc. 13. Irwan Noor, M.A. 14. Dr. Djamhur Hamid, Dipl.Bus, M

**2. CURRICULUM DEVELOPER SARJANA'S PROGRAM IN PUBLIC
ADMINISTRATION FACULTY OF ADMINISTRATIVE SCIENCE –
UNIVERSITY OF BRAWIJAYA 2007**

Patron	:	Prof. Dr. Suhadak, M.Ec.
Steering Committee	:	1. Dr. Endang Siti Astuti, M.Si 2. Dr. Zainul Arifin, MS 3. Dr. M.R. Khoirul Muluk, S.Sos., M.Si
Responsible Person	:	1. Prof. Drs. Solichin Abdul Wahab, M.A., Ph.D 2. Dr. Imam Hanafi, M.Si
Chair	:	Prof. Dr. M. Irfan Islamy, MPA
Secretary	:	Dr. Mardiyono, MPA
Members	:	1. Prof. Dr. Sjamsiar Sjamsuddin 2. Prof. Dr. Soesilo Zauhar, MS 3. Drs. Andi Fefta Wijaya, MDA., Ph.D
Technical Assistant	:	1. Wima Yudho Prasetyo, S.Sos., MAP 2. Firda Hidayati, S.Sos., MPA

**3. CURRICULUM DEVELOPER SARJANA'S PROGRAM IN BUSINESS
ADMINISTRATION FACULTY OF ADMINISTRATIVE SCIENCE –
UNIVERSITY OF BRAWIJAYA 2007**

Patron	:	Prof. Dr. Suhadak, M.Ec.
Steering Committee	:	1. Dr. Endang Siti Astuti, M.Si 2. Dr. Zainul Arifin, MS 3. Dr. M.R. Khoirul Muluk, S.Sos., M.Si
Responsible Person	:	1. Dr. Kusdi Rahardjo, DEA 2. Drs. R. Rustam Hidayat, M.Si
Chair	:	Prof. Drs. Achmad Fauzi Dh., M.A.
Secretary	:	Drs. Heru Susilo, M.A.
Members	:	1. Dr. Suharyono, M.A. 2. Drs. Kertahadi, M.Com. 3. Drs. M. Al Musadieg, MBA 4. Drs. Wilopo, MAB
Technical Assistant	:	1. Nila Firdausi Nuzula, S.Sos., M.Si. 2. M. Faisal Riza, S.Sos., M.Si

**4. CURRICULUM DEVELOPER INTERNATIONAL BUSINESS PROGRAM
FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA**

Responsible Person	:	Prof. Dr. Sumartono, MS.
Steering Committee	:	Prof. Dr. Bambang Supriyono, MS
Chair	:	Dr. Kusdi Rahardjo, DEA
Vice Chair	:	Dr. Hamidah Nayati Utami, MS.
Secretary	:	Drs. R. Rustam Hidayat, M.Si
Members	:	1. Dr. Kertahadi, M.Com. 2. Dr. M. Al Musadieq, MBA 3. Gunawan Eko N, S.Sos., M.Si. 4. M. Faisal Riza, S.Sos., M.Si 5. Cacik Rut Damayanti, S.Sos., M.Prof.Acc 6. Saparilla Worokinarsih, S.Sos., M.Si
Technical Assistant	:	Agus Suyanto, S.AP.

5. CURRICULUM DEVELOPER TAX SCIENCE PROGRAM FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA

Responsible Person	:	Prof. Dr. Bambang Supriyono, MS
Steering Committee	:	Prof. Dr. Sumartono, MS
Chair	:	Dr. Kusdi Rahardjo, DEA
Vice Chair	:	Dr. Siti Ragil Handayani, MS.
Secretary	:	Drs. R. Rustam Hidayat, M.Si
Members	:	1. Devi Farah Azizah, S.Sos., M.AB 2. Dra. Zahroh Z.A., M.Si. 3. Drs. Nengah Sudjana, M.Si. 4. Drs. Dwi Atmanto, M.Si.
Technical Assistant	:	Agus Suyanto, S.AP.

**6. CURRICULUM DEVELOPER GOVERNMENT ADMINISTRATION
PROGRAM FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF
BRAWIJAYA**

Responsible Person	:	Prof. Dr. Sumartono, MS
Steering Committee	:	Prof. Dr. Bambang Supriyono, MS
Chair	:	Dr. M.R. Khoirul Muluk, S.Sos., M.Si.
Vice Chair	:	Dr. Luqman Hakim, M.Sc.
Secretary	:	Muhammad Nuh, SIP., M.Si
Vice Secretary	:	Ainul Hayat, S.Pd., M.Si.
Members	:	1. Prof. Dr. Syamsiar Indradi 2. Dr. M. Saleh Soeaidy, M.A. 3. Drs. Suwondo, M.S. 4. Drs. Irwan Noor, M.A. 5. Drs. ABB Fuad, M.S. 6. Dra. Farida Nurani, M.Si. 7. Ike Wanusmawatie, S.Sos., M.AP
Technical Assistant	:	Uus Rahmansaleh, A.Md.

**7. CURRICULUM DEVELOPER DEVELOPMENT PLANNING PROGRAM
FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA**

Responsible Person	:	Prof. Dr. Sumartono, MS
Steering Committee	:	Prof. Dr. Bambang Supriyono, MS
Chair	:	Dr. M.R. Khoirul Muluk, S.Sos., M.Si.
Vice Chair	:	Dr. Hermawan, S.IP., M.Si.
Secretary	:	Muhammad Nuh, SIP., M.Si
Vice Secretary	:	Fadillah Putra, S.Sos., M.Si., M.Paff.cc
Members	:	<ol style="list-style-type: none">1. Prof. Z.A. Achmady, MPA2. Prof. Dr. Agus Suryono, M.S.3. Prof. Dr. Abdul Hakim, M.Si.4. Dr. M. Makmur, M.S.5. Drs. Heru Ribawanto, M.S.6. Drs. Abdullah Said, M.S.7. Drs. Siswidiyanto, M.S.
Technical Assistant	:	Uus Rahmansaleh, A.Md.

8. CURRICULUM DEVELOPER TAX SCIENCE PROGRAM FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF BRAWIJAYA

Responsible Person	:	Prof. Dr. Sumartono, MS
Steering Committee	:	Prof. Dr. Bambang Supriyono, MS
Chair	:	Dr. M.R. Khoirul Muluk, S.Sos., M.Si.
Vice Chair	:	Dr. Irwan Noor, M.A.
Secretary	:	Nike Lastiti V.A., S.AP., M.AP
Members	:	1. Dr. Choirul Saleh, M.Si. 2. Dra. Welmin S.A., M.Lib. 3. H. Muslech, Dipl.Lib., M.Si. 4. Erlita Cahyasari, S.AP., M.AP 5. Dra. Rosadah Agustin S., M.AB
Technical Assistant	:	Uus Rahmansaleh, A.Md.

**9. CURRICULUM DEVELOPER HOSPITALITY AND TOURISM
PROGRAM FACULTY OF ADMINISTRATIVE SCIENCE – UNIVERSITY OF
BRAWIJAYA**

Responsible Person	:	Prof. Dr. Sumartono, MS
Steering Committee	:	Prof. Dr. Bambang Supriyono, MS
Chair	:	Dr. Kusdi Rahardho., DEA.
Vice Chair	:	Dr. Djamhur Hamid, Dipl.Bus., M.Si
Secretary	:	Drs. Topowijono, M.Si.
Members	:	1. Drs. R. Rustam Hidayat, M.Si. 2. Dr. Luqman Hakim, S.Si., M.Agr.Sc 3. Gunawan Eko N, S.Sos, M.Si 4. Devi Farah Azizah, S.Sos., M.AB. 5. Nathania Regina, B.A., M.IB
Technical Assistant	:	Dyah Susanti Evi Suwarni