



UNIVERSITAS MERCU BUANA

Kode/No: 10-1.02.02.00

Tanggal: 11 Juni 2018

PROSEDUR *FULL DEGREE* PROGRAM,
GELAR BERSAMA ATAU GELAR GANDA,
ALIH KREDIT DAN *SHORT COURSE*
(*INBOUND*)

Revisi:

Halaman:

PROSEDUR PENERIMAAN MAHASISWA ASING (*INBOUND*)

Proses	Penanggung jawab			Tanggal
	Nama	Jabatan	Tanda Tangan	
1. Penyusun	Dr. Ing. Darwin Sebayang	Kepala Pusat Kerjasama Internasional dan Inovasi		04/06 2018
2. Penetapan	Prof. Ir. Dana S Saroso, PhD	Direktur Inovasi, Alumni, dan Hub Internasional		04/06 2018
3. Pengendalian	Ir. Desiana Vidayanti, MT	Kepala Pusat Penjaminan Mutu		11 / 06 / 18

1. TUJUAN:

- 1.1 Menjamin dan mengatur kelancaran program *inbound* yang dijalankan di Universitas Mercu Buana dan sesuai dengan peraturan yang telah ditetapkan.
- 1.2 Memastikan semua proses dalam pelaksanaan program program *inbound* berjalan sesuai dengan prosedur yang telah ditetapkan.

2. RUANG LINGKUP:

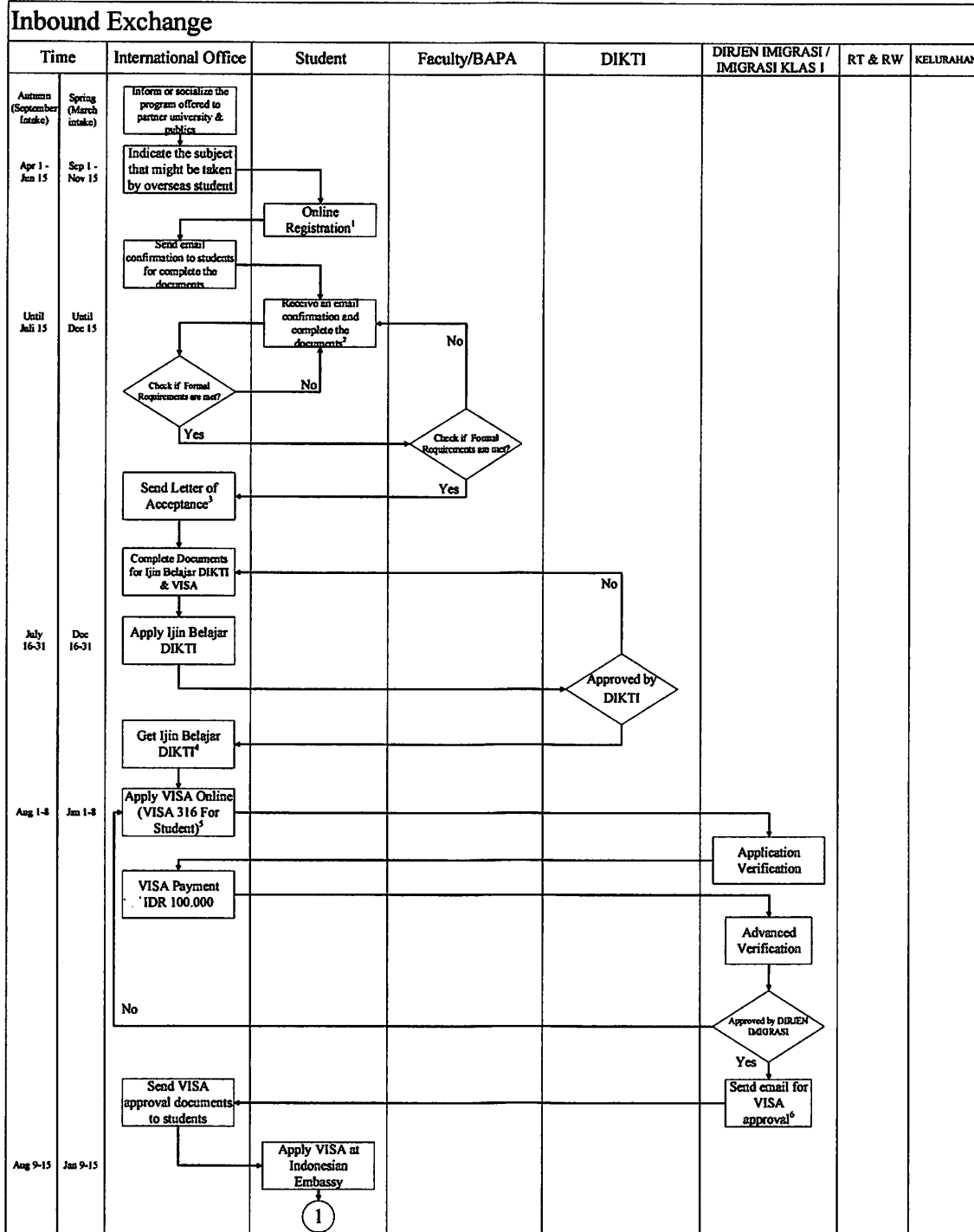
- 2.1 Prosedur ini berlaku bagi program studi yang berada dalam lingkup program *inbound* di lingkungan Universitas Mercu Buana.
- 2.2 Prosedur ini berlaku saat dilakukan penetapan, pelaksanaan, evaluasi pelaksanaan, pengendalian pelaksanaan, peningkatan atas Standar Kerjasama Universitas Mercu Buana.
- 2.3 Prosedur ini digunakan saat terjalannya kerjasama yang masih berlaku dengan mitra kerjasama dalam program Program *inbound*, adanya peserta yang mengikuti program *inbound*.
- 2.4 Prosedur ini berlaku hanya untuk *full degree* program, gelar bersama atau gelar ganda, alih kredit dan *short course* bagi mahasiswa asing yang mendaftar di Universitas Mercu Buana (*Inbound Student*).

3. RINCIAN KEGIATAN DALAM MENJALANKAN PROSEDUR

- 3.1 Rektor memantau program Program *inbound* yang dilaksanakan di Universitas Mercu Buana.
- 3.2 Wakil Rektor Bidang Inovasi, Alumni dan Hubungan Internasional memberikan arahan terhadap proses berjalannya program *inbound*.
- 3.3 Dekan, Kaprodi, Kepala Pusat Kerjasama Internasional dan Inovasi, Kepala Program Kelas Internasional, Sekprodi membentuk kurikulum untuk program *inbound*.
- 3.4 Kepala Pusat Kerjasama Internasional dan Inovasi dan Kepala Program Kelas Internasional menyusun konten program *inbound*.
- 3.5 Kepala Pusat Kerjasama Internasional dan Inovasi memonitoring perijinan para mahasiswa peserta program *inbound*.
- 3.6 Dekan, Kaprodi dan Kabiro BAP mempersiapkan ijazah (bagi program *full degree*) dan transkrip bagi mahasiswa yang telah menyelesaikan program *inbound*.
- 3.7 Kepala Pusat Kerjasama Internasional dan Inovasi mengirimkan form monitoring dan evaluasi kepada universitas mitra setiap program berakhir.
- 3.8 Kepala Pusat Kerjasama Internasional dan Inovasi mengawasi berjalannya program *inbound*.
- 3.9 Staff Kantor Internasional mempunyai tugas dan tanggung jawab dalam:
 - a. Melakukan sosialisasi kepada mahasiswa dengan memberikan informasi menggunakan media *website, flyer, banner*.
 - b. Menyediakan *platform online registration* untuk mahasiswa dalam rangka mempermudah mahasiswa untuk mendaftar dalam program *inbound*.
 - c. Menyeleksi mahasiswa yang telah mendaftar untuk program *inbound*.
 - d. Membantu administrasi mahasiswa asing dalam proses kedatangan (pengurusan visa, kitas dan tempat tinggal / dormitory).
 - e. Melaporkan mahasiswa asing yang datang ke Universitas Mercu Buana dan telah selesai menjalankan program Short Course dan Alih Kredit kepada Dekan, Ketua Program Studi, Bagian Keuangan, Badan Akademik Pembelajaran.

- f. Mengumpulkan rekam jejak dari setiap mahasiswa asing yang datang ke Universitas Mercu Buana.
- g. Mengirimkan form monitoring dan evaluasi terhadap mahasiswa yang telah selesai mengikuti program *inbound*.

4. DIAGRAM ALIR

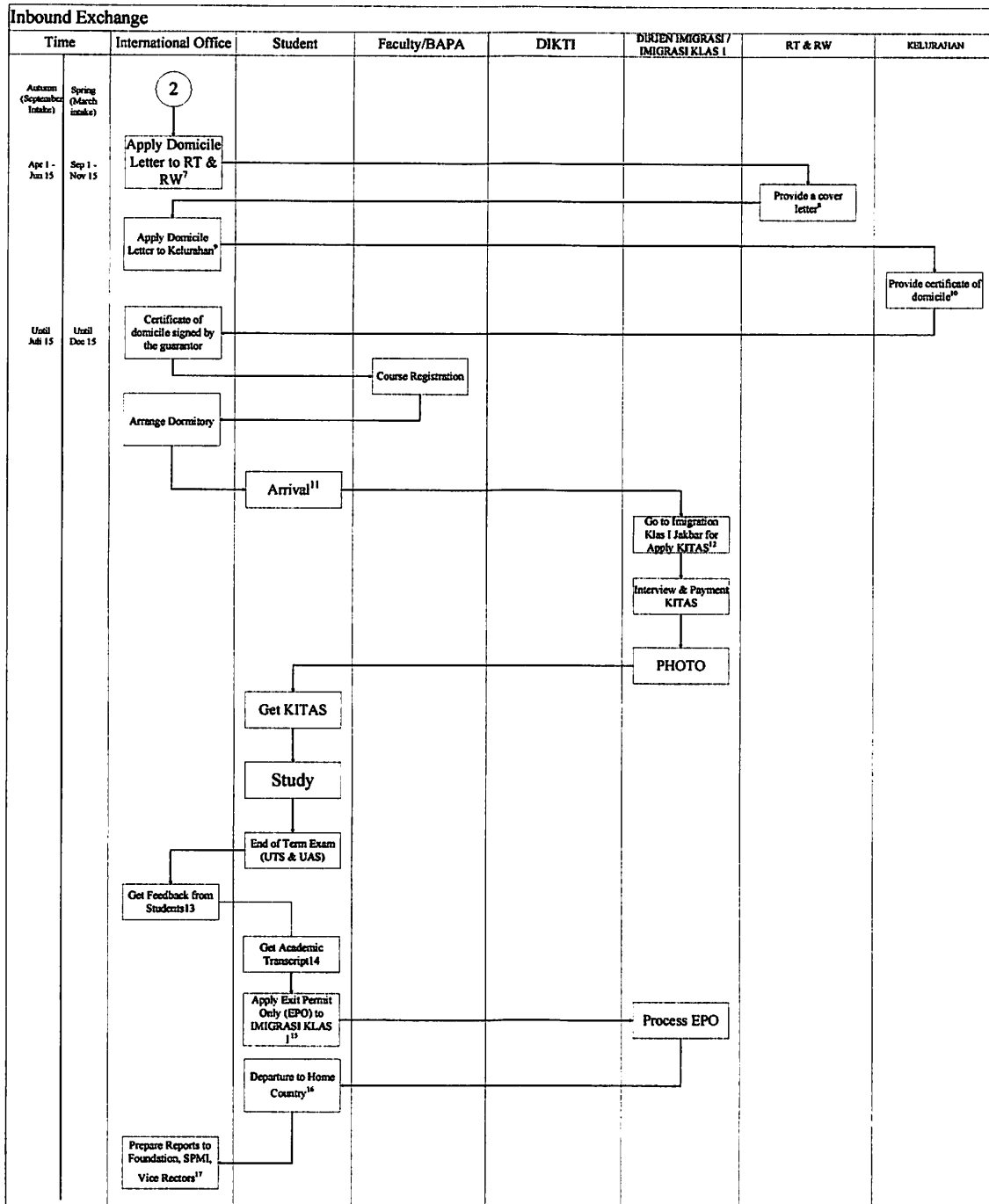


Note:

- ¹ <http://international.mercubuana.ac.id/r/inbound>
- ² -Photo
- Scan of Passport All Page (including empty ones)
- Bank Account Statement of previous 3 months with a minimum balance of USD 1500
- Personal Statement (please find the sample at: <http://international.mercubuana.ac.id/inbound-exchange/>)

- Medical Statement of good health
- High School graduation diploma/certificate
- Letter of Recommendation from the home University
- Travel Insurance
- Latest Academic Transcript
- ³ Letter of Acceptance

- ⁴ Letter of Ijin Belajar
- ⁵ -Application & guarantee letter using stamp to Dirjen Imigrasi
- Letter of Ijin Belajar DIKTI
- Scan Cover Passport & Biodata Page
- Bank account statement student's
- ⁶ Visa Approval

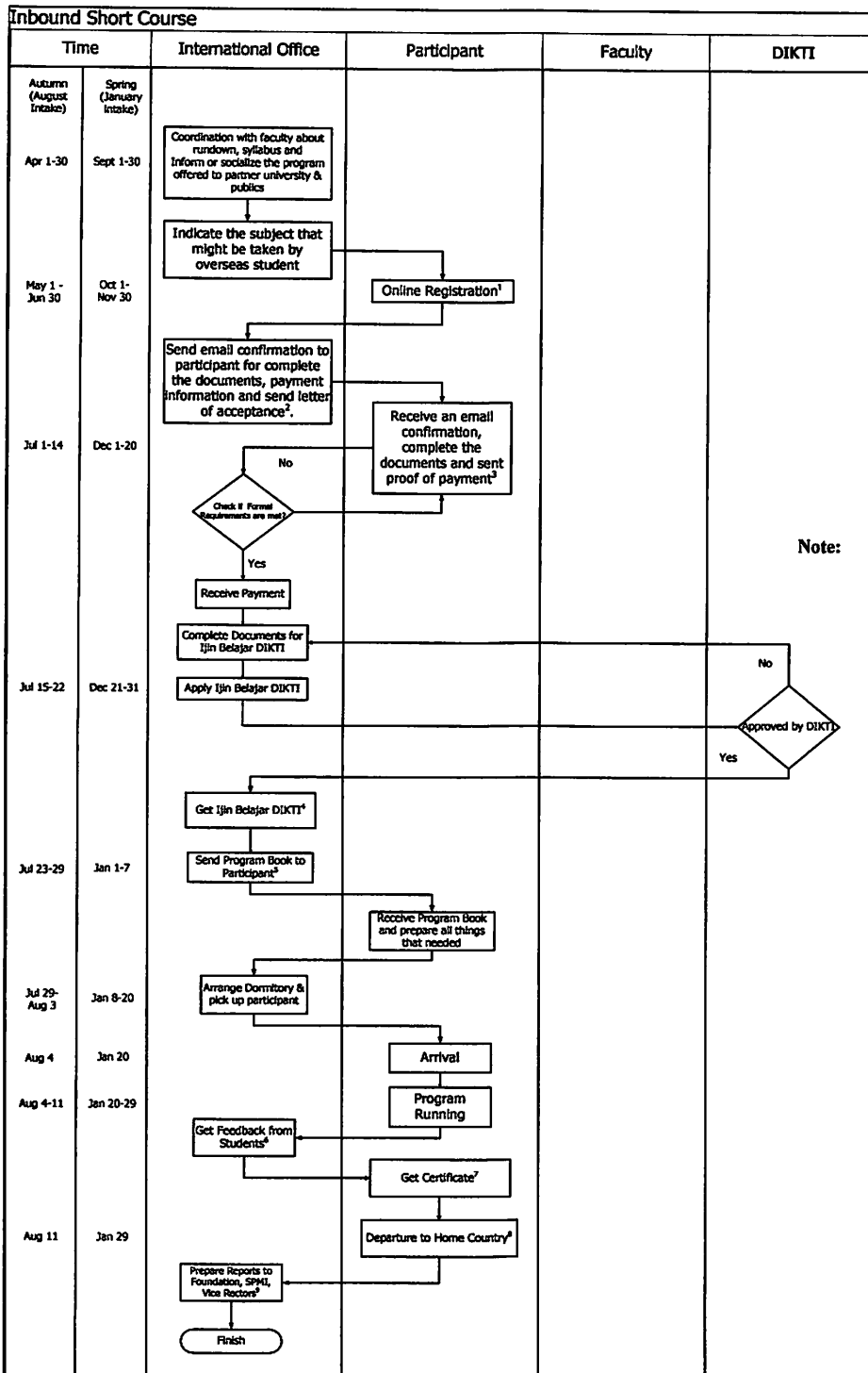


Note:

- ⁷ -Letter of Application for domicile
- Fotocopy of Passport
- ⁸ -Covering letter from RT RW
- ⁹ -Covering letter from RT RW
- Letter of Application for domicile
- Copy guarantee ID Card
- Application & guarantee letter using stamp to Dirjen Imigrasi
- ¹⁰ Certificate of domicile
- ¹¹ Documentation
- ¹² -Letter of Application for new KITAS to IMIGRASI KLAS I JAKBAR

- Copy guarantor ID CARD
- Passport & Copy
- Entry Permit VISA
- Ijin Belajar Letter
- Certificate of domicile
- Application & guarantee letter using the stamp to IMIGRASI KLAS I JAKBAR
- ¹³ Feedback form
- ¹⁴ Academic Transcript
- ¹⁵ -Application Control Sheet
- Changing foreign data forms from IMIGRASI Klas I Jakbar
- Power of Attorney

- Passport & Copy
- Entry Permit VISA
- KITAS & Copy
- Letter of Application EPO
- Application & guarantee letter using the stamp
- Copy guarantor ID CARD
- ¹⁷ Pencapaian Sarmut Report



¹ <http://international.mercubuana.ac.id/r/pbl>

- Photo
- Passport
- Medical Statement

² LOA

- Pre Departure Form
- Dormitory Form
- Travel Insurance

³ Proof of Payments

⁴ Letter of Ijin Belajar

- Personal Statement

- Bank Account Statement

- Letter of Recommendation from home University

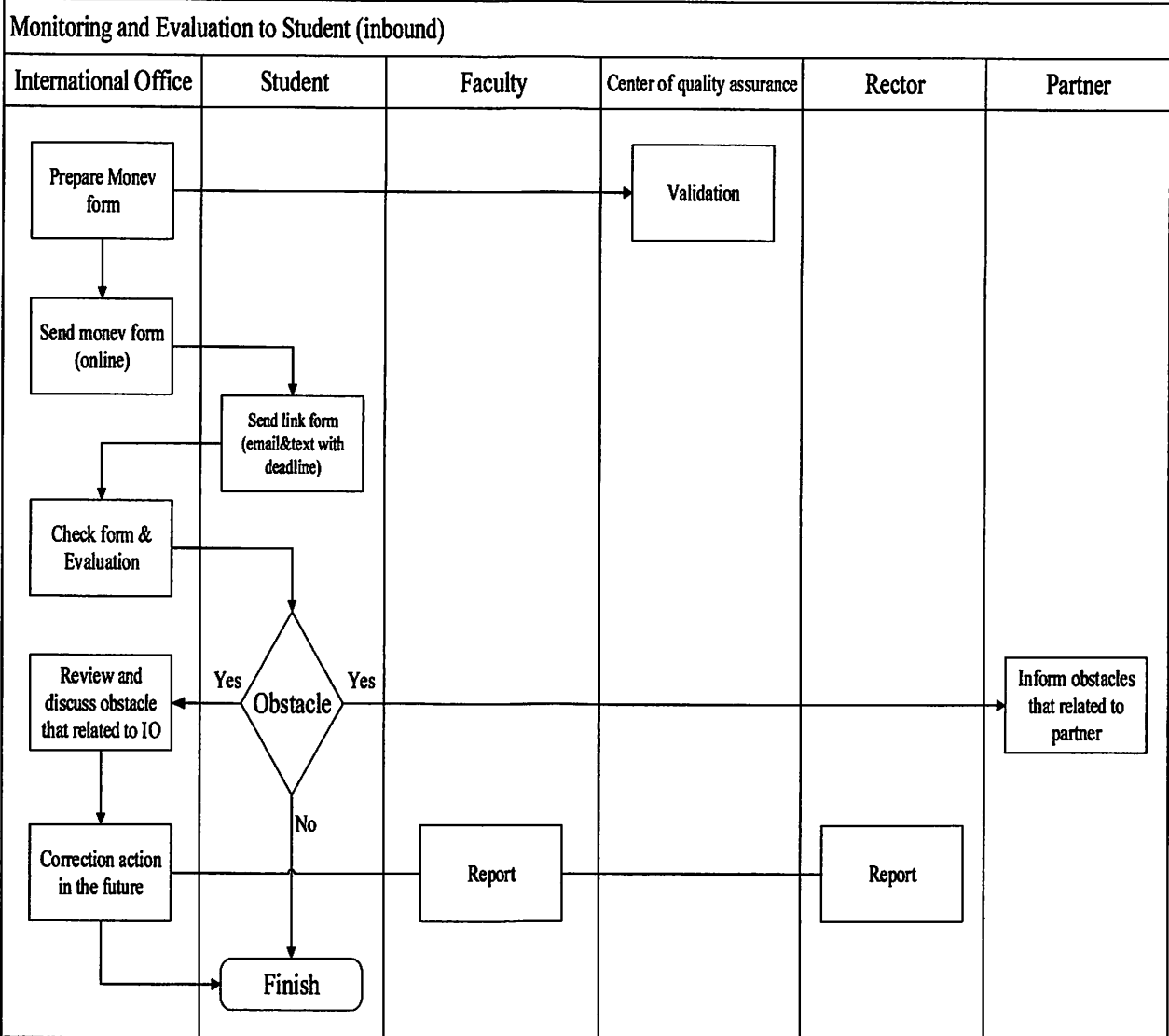
⁵ Program Book

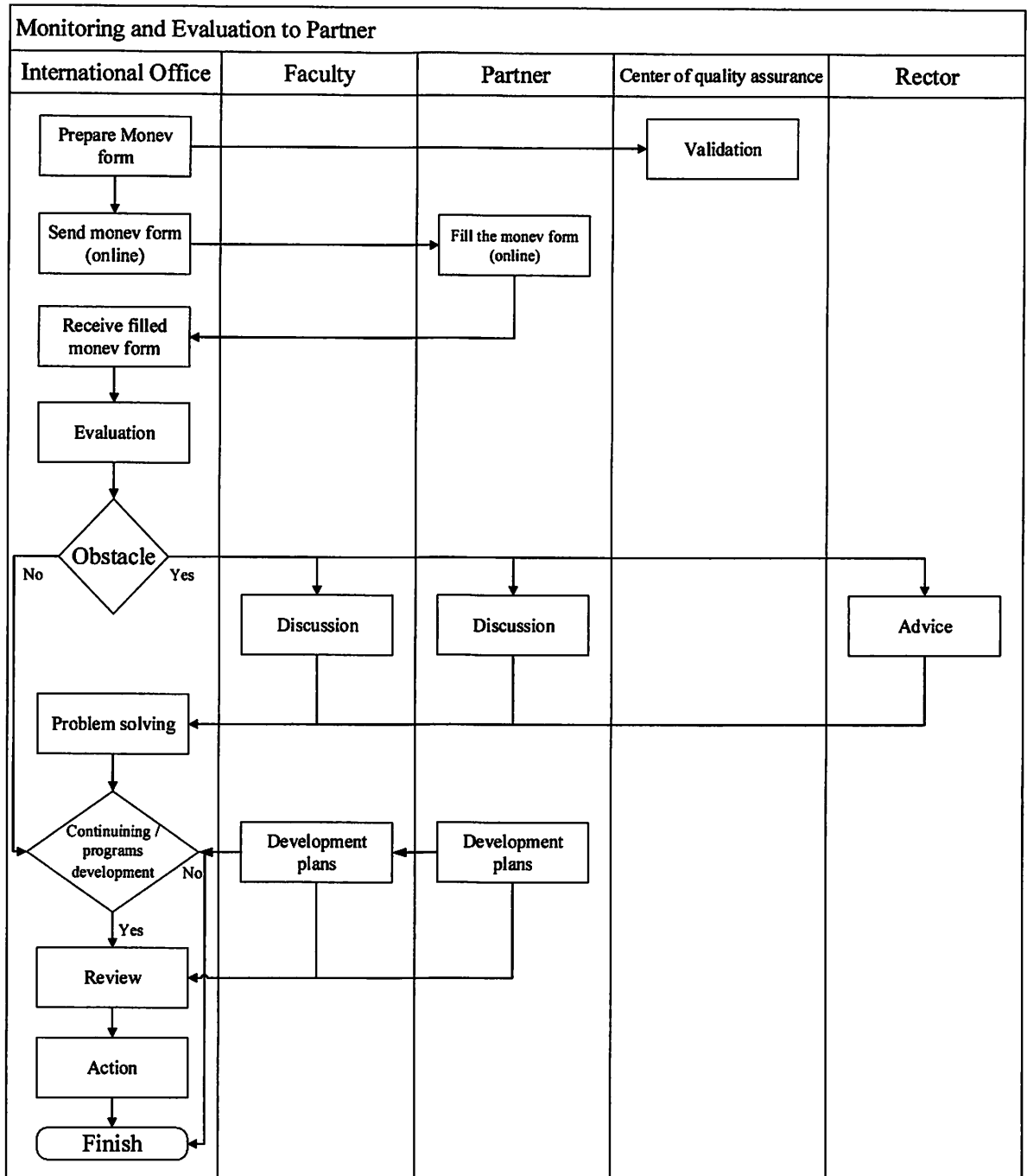
⁶ Feedback Form

⁷ Certificate

⁸ Documentation

⁹ Pencapaian Sarmut Report





5. SARANA YANG DIPERLUKAN

5.1 Alat komunikasi (telepon seluler)

5.2 Alat penunjang untuk berjalannya program (Komputer dan Jaringan Internet)

6. FORMULIR PENDUKUNG

6.1 Form Registrasi Online

6.2 Form Monitoring dan Evaluasi



DIREKTORAT INOVASI, ALUMNI, DAN HUBUNGAN INTERNASIONAL



Nomor Formulir	10-1.04.04.00	Distribusi					
Tanggal Efektif		ALL					

Online Registration Inbound Full Degree
International Program
Universitas Mercu Buana

ON 100%

English
Inbound Full Degree

- 1. Full Name
- 2. Gender
 Female Male
- 3. Place of Birth
- 4. Date of Birth
- 5. Nationality
- 6. Phone Number
- 7. Mobile Phone Number
- 8. Address (As in your ID card)
- 9. Mailing Address
- 10. Email Address
Primary Email
Alternate Email
- 11. Passport Number
- 12. Home Country
- 13. High School
- 14. High School Major
- 15. Average Grade
- 16. Year of Enrollment in High School
Only numbers may be entered in this field.
- 17. Scan Passport (Every Page - Including Blank Ones)
Upload Files
- 18. Photo (3x4 - Red Background)
Upload Files
- 19. Photo (2x3 - Red Background)
Upload Files
- 20. Academic Report
Upload Files
- 21. English Certificate (TOEFL/IELTS/Others)
Upload Files
- 22. Participation Agreement
Upload Files
- 23. Acknowledge Letter from Parents
Upload Files
- 24. Certificate of Good Health
Upload Files
- 25. Curriculum Vitae
Upload Files
- 26. Proof of Funds (Bank Account Statement)
Upload Files
- 27. High School Diploma or Equivalent
Upload Files
- 28. Personal Statement
Upload Files
- 29. Certificate of Insurance
Upload Files

Submit

Link: <http://survey.mercubuana.ac.id/index.php/866393/lang-en>



DIREKTORAT INOVASI, ALUMNI, DAN HUBUNGAN INTERNASIONAL

Nomor Formulir	10-1.04.05.00	Distribusi					
Tanggal Efektif		ALL					

Online Registration Inbound Credit Transfer
International Program Universitas Mercu Buana
Jl. Merdeka Selatan No.1, Kemang, West Jakarta 11150

0% 100%
English
Inbound Credit Transfer

1. Full Name
2. Gender
 Female Male
3. Place of Birth
4. Date of Birth
5. Nationality
6. Phone Number
7. Mobile Phone Number
8. Address (As in your ID card)
- 8a. Postal Code
Only numbers may be entered in this field
9. Mailing Address
- 9a. Postal Code
Only numbers may be entered in this field
10. Email Address
Email Address
Primary Email
Alternate Email
11. Passport Number
12. Home Country
13. Home University
14. Faculty / Department
15. Current Major
16. Latest GPA
17. Current Semester
Choose one of the following answers
 3
 4
 5
 6
18. Year of Enrollment
Only numbers may be entered in this field
19. Name of Student Exchange Coordinator at Your Home University
20. Phone Number of Student Exchange Coordinator
21. Email Address of Student Exchange Coordinator
22. Statement
 I have read the program schedule and regulations and I would like to apply as a participant Inbound Exchange Student of Universitas Mercu Buana

Resume later Submit Exit and clear answers



DIREKTORAT INOVASI, ALUMNI, DAN HUBUNGAN INTERNASIONAL



Nomor Formulir	10-1.04.06.00	Distribusi					
Tanggal Efektif		ALL					

Online Registration Project Based Learning 2019
PROJECT BASED LEARNING 2019
UNIVERSITAS MERCU BUANA

0% 100%
PGL

- Term
 January 2019-27th. 2019
- Full Name
- Place of Birth
- Date of Birth
- Gender
 Female Male
- Nationality
- Home Address
- City
- State/Province
- Country
- Postal Code
- Email Address
- Mobile Phone
- I am currently at home address at 120112 100 0100 00
- Passport Number
- Date of Issue
- Date of Expiry (the active period of your passport at least 1 year)
- Home University
- Address of University
- Country of University
- Faculty
- Major
- Semester
- Upload your Photo
Upload files
- Upload the scan of your passport
Upload files
- Upload your medical statement of good health
Upload files
- Upload Your Personal Statement
Upload files
 Personal statement template (in PDF format)
- Upload your bank account statement of previous 3 months with a minimum balance of IDR 1.000 (or equivalent)
Upload files
- Upload Letter of Recommendation from Your Home University
Upload files
- Statement
 I have read the program schedule and conditions and I would like to apply as a participant in the Project Based Learning of Universitas Mercu Buana

Submit

Link: <http://survey.mercubuana.ac.id/index.php/355496/lang-en>



DIREKTORAT INOVASI, ALUMNI, DAN
HUBUNGAN INTERNASIONAL



Nomor Formulir	10-1.04.07.00	Distribusi				
Tanggal Efektif		ALL				

Students Evaluation Form

International Office Universitas Mercu Buana

Jl. Meruya Selatan No. 1, Kembangan, West Jakarta 11650

0% 100%

English ▼

Student Evaluation

* 1. Full Name

* 2. Place of Birth

* 3. Date of Birth

* 4. Student ID (NIM)

Only numbers may be entered in this field.

* 5. Faculty

Choose one of the following answers

* 7. The Program

Choose one of the following answers

- Credit Earnings
- Long Term Credit Transfer

* 8. Year of Enrollment to Mercu Buana (Angkatan)

Only numbers may be entered in this field.

* 9. Time Spent Abroad in The International Program

Choose one of the following answers

* 10. Date of Departure

Link: <http://survey.mercubuana.ac.id/index.php/825291/lang-en>

• 11. Date of Returning home to Indonesia

• 12. Host Institution

• 13. How Would You Rate Your Overall 'Credit Transfer Program' Experience?
Choose one of the following answers

- Very Good
- Good
- Fair
- Less
- Bad
- Very Bad

• 14. How Would You Rate The Service from UMB International Office?
Choose one of the following answers

- Very Good
- Good
- Fair
- Less
- Bad
- Very Bad

• 15. Service from international office of the host institution?
Choose one of the following answers

- Good
- Fair
- Less
- Bad
- Very Bad

• 16. Facilities of the host institution?
Choose one of the following answers

- Very Good
- Good
- Fair
- Less
- Bad
- Very Bad

• 17. Academic quality of the host institution?
Choose one of the following answers

- Very Good
- Good
- Fair
- Less
- Bad
- Very Bad

• 18. Difficulty of following the classes?
Choose one of the following answers

- Very Difficult
- Difficult
- Fair
- Less
- Easy
- Very Easy

• 19. Difficulty of the exams?
Choose one of the following answers

- Very Difficult
- Difficult
- Fair
- Less
- Easy
- Very Easy

• 20. How did the academic experience differ from that of UMB? (explain)

• 21. How many courses/subjects did you take?

Only numbers may be entered in this field.

• 22. Course load?
Choose one of the following answers

• 23. Was your English proficiency sufficient?
Choose one of the following answers

- Entirely
- Sufficient
- Sometimes Sufficient Sometimes Not
- Insufficient
- Not At All

• 24. How much did your English proficiency improve?
Choose one of the following answers

- A Lot
- A Little Bit
- It Hasn't Improved

• 25. How would you describe the social aspect of the student exchange?

• 26. What area of accommodation did you stay in?
Choose one of the following answers

- Inside Campus Area
- Outside Campus Area

• 27. What form of accommodation did you stay in?
Choose one of the following answers

- Dormitory
- Share House

• 28. How would you rate the accommodation overall?
Choose one of the following answers

- Very Good
- Good
- Fair
- Less
- Bad
- Very Bad

• 29. What were the cultural differences you faced while abroad?

• 30. What advice do you have for future exchange students?

• 31. Living Cost per month? (Meals, Accommodation, Local Travel)
Please provide an estimate on how much you spent on your exchange in your host country's currency.

• 32. Any other major expenses during stay overseas?
Please provide an estimate on how much you spent on your exchange in your host country's currency.

• 33. Affordability of the program?
Choose one of the following answers

- Very Affordable
- Affordable
- Fair
- Less
- Expensive
- Very Expensive

• 34. Please describe your testimonial for this program!