

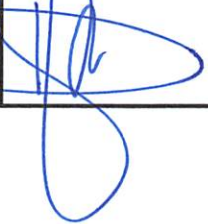
	UNIVERSITAS MERCU BUANA	Kode/No: 10-1.02.03.00
		Tanggal: 11 Juni 2018
	PROSEDUR <i>SHORT COURSE</i> DAN ALIH KREDIT (<i>OUTBOUND</i>)	Revisi:
		Halaman:

PROSEDUR *SHORT COURSE* DAN ALIH KREDIT (*OUTBOUND*)

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 *short course* dan alih kredit yang dijalankan di Universitas Mercu Buana dan sesuai dengan peraturan yang telah ditetapkan.
- 1.2 Memastikan semua proses dalam pelaksanaan program *short course* dan alih kredit berjalan sesuai dengan prosedur yang telah ditetapkan.

2. RUANG LINGKUP:

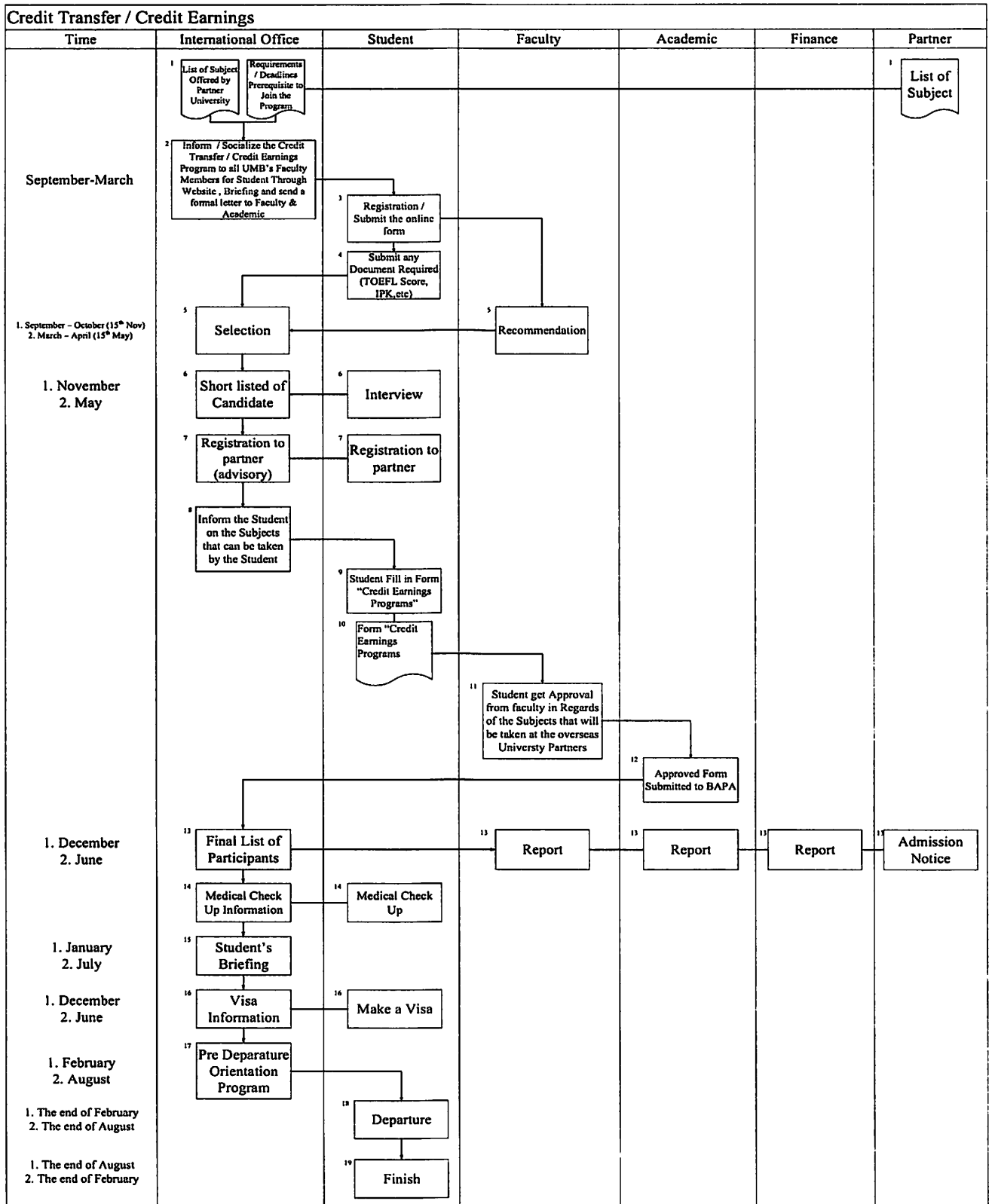
- 2.1 Prosedur ini berlaku bagi program studi yang berada dalam lingkup program *short course* dan alih kredit di lingkungan Universitas Mercu Buana.
- 2.2 Prosedur ini berlaku saat dilakukan penetapan, pelaksanaan, evaluasi pelaksanaan, pengendalian pelaksanaan, peningkatan atas Standar Kerjasama Universitas Mercu Buana.
- 2.3 Prosedur ini digunakan saat terjalinnya kerjasama yang masih berlaku dengan mitra kerjasama dalam program *Short Course* dan Alih Kredit, adanya peserta yang mengikuti program *Short Course* dan Alih Kredit.
- 2.4 Prosedur ini berlaku hanya untuk Program *Short Course* di Universitas Mitra, baik dalam maupun luar negeri dan Alih Kredit bagi mahasiswa Universitas Mercu Buana (*Outbound Student*).

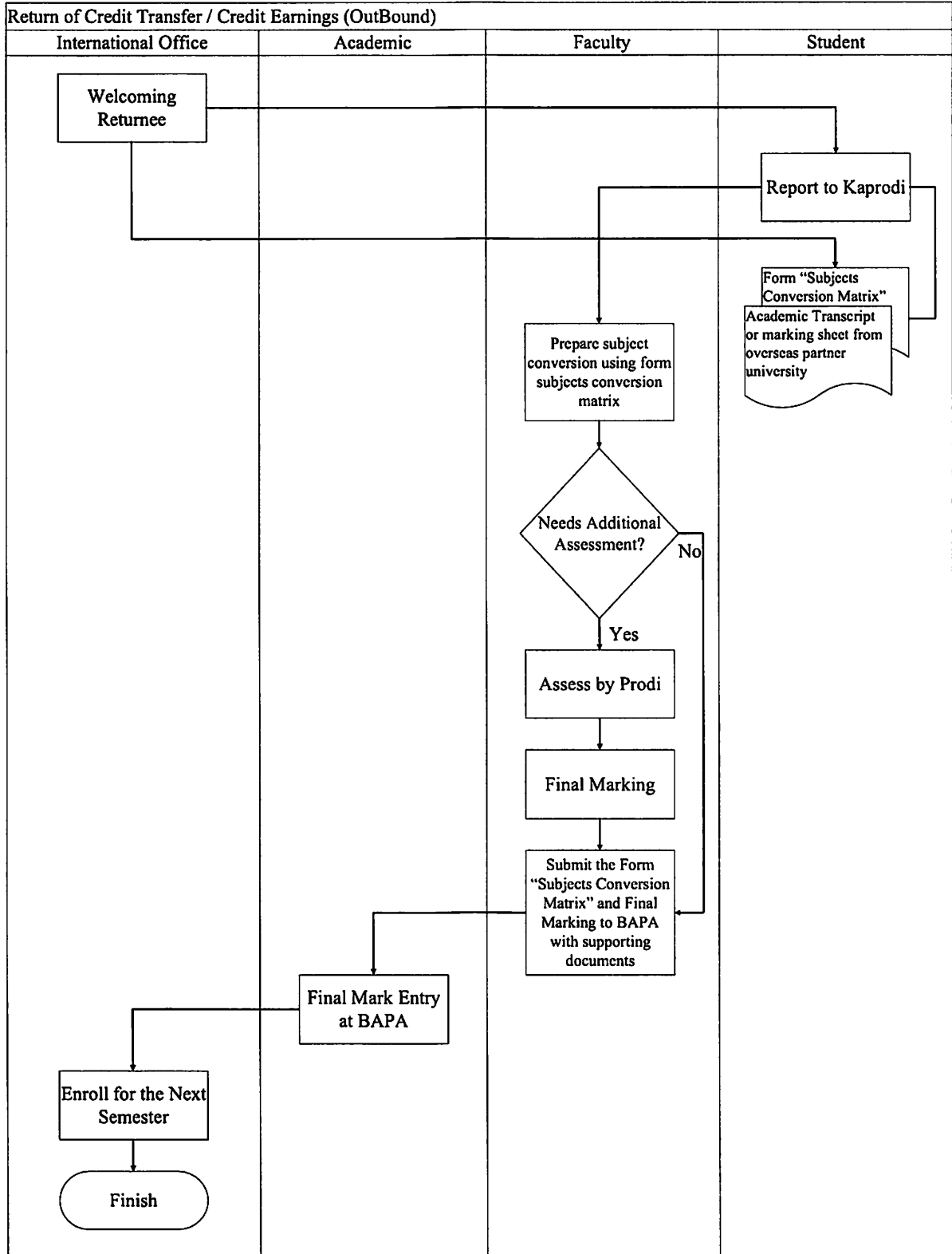
3. RINCIAN KEGIATAN DALAM MENJALANKAN PROSEDUR

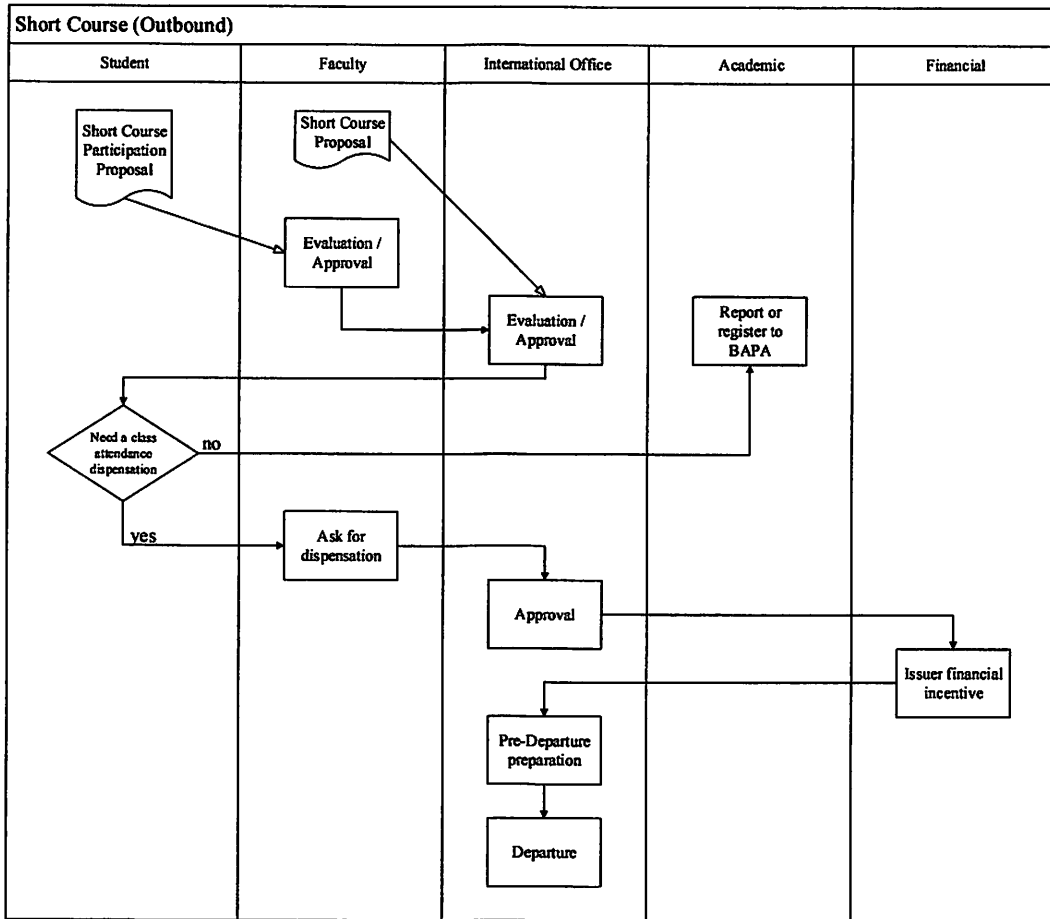
- 3.1 Rektor memantau program *Short Course* dan Alih Kredit yang dilaksanakan di Universitas Mercu Buana.
- 3.2 Wakil Rektor Bidang Inovasi, Alumni dan Hubungan Internasional memberikan arahan terhadap proses berjalannya program *Short Course* dan Alih Kredit.
- 3.3 Dekan, Kaprodi, Kepala Pusat Kerjasama Internasional dan Inovasi, Sekprodi melakukan konversi nilai atas mata kuliah yang telah diambil mahasiswa di universitas mitra.
- 3.4 Kaprodi dan Sekprodi mendispensasi mahasiswa selama yang bersangkutan menjalani program *Short Course* dan Alih Kredit.
- 3.5 Kepala Pusat Kerjasama Internasional dan Inovasi mengirimkan form monitoring dan evaluasi kepada universitas mitra setiap program berakhir.
- 3.6 Kepala Pusat Kerjasama Internasional dan Inovasi menjamin proses berjalannya program *Short Course* dan Alih Kredit.
- 3.7 Staff Kantor Internasional mempunyai tugas dan tanggung jawab dalam:
 - a. Melakukan sosialisasi kepada mahasiswa dengan memberikan informasi menggunakan media website, flyer, banner, presentasi, kunjungan ke kelas-kelas.
 - b. Menyediakan platform online registration untuk mahasiswa dalam rangka mempermudah mahasiswa untuk mendaftar dalam program *Short Course* dan Alih Kredit.
 - c. Menyeleksi mahasiswa yang telah mendaftar untuk program *Short Course* dan Alih Kredit.
 - d. Memberikan insentif sesuai dengan peraturan dalam Surat Keputusan Rektor mengenai Alih Kredit, terhadap mahasiswa yang lolos seleksi.
 - e. Membantu administrasi mahasiswa dalam proses keberangkatan.
 - f. Melaporkan mahasiswa yang berangkat dan telah selesai menjalankan program *Short Course* dan Alih Kredit kepada Dekan, Ketua Program Studi, Bagian Keuangan, Badan Akademik Pembelajaran.
 - g. Mengumpulkan rekam jejak dari setiap mahasiswa yang berangkat.

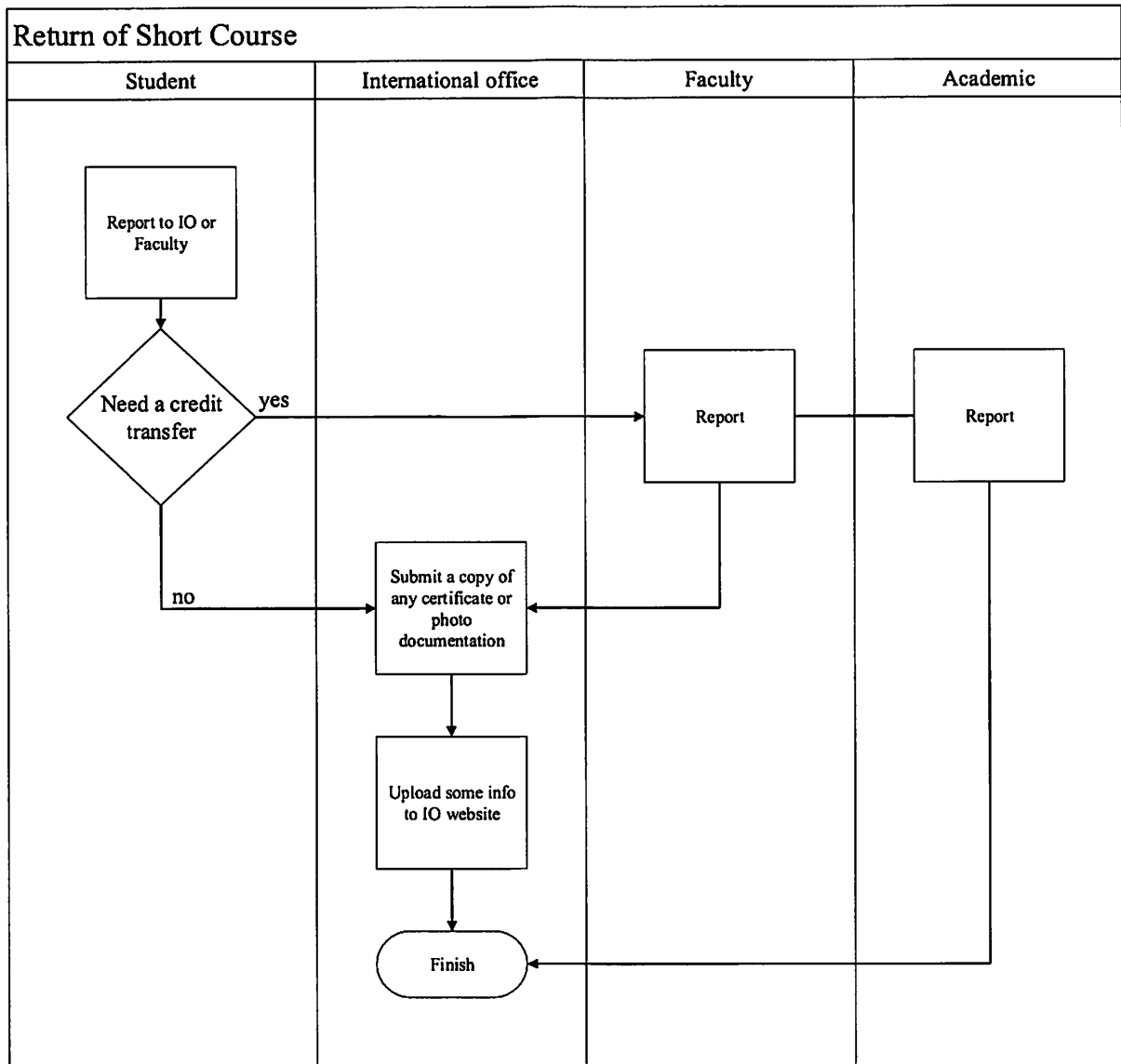
- h. Mengirimkan form monitoring dan evaluasi terhadap mahasiswa yang telah selesai mengikuti program *Short Course* dan Alih Kredit.

5. DIAGRAM ALIR









6. SARANA YANG DIPERLUKAN

- 6.1 Alat komunikasi (telepon seluler)
- 6.2 Alat penunjang untuk berjalannya program (Komputer dan Jaringan Internet)

7. FORMULIR PENDUKUNG

- 7.1 Form Registrasi Online
- 7.2 Form Monitoring dan Evaluasi



DIREKTORAT INOVASI, ALUMNI, DAN HUBUNGAN INTERNASIONAL

Nomor Formulir	10-1.04.08.00	Distribusi					
Tanggal Efektif		ALL					

Online Registration Inbound Credit Transfer
International Program Universitas Mercu Buana
J. Meruya Selatan No. 1, Kembangan, West Jakarta 11552

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)

9a. Postal Code
This number may be entered in the field

9. Mailing Address

9b. Postal Code
This number may be entered in the 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
This number may be entered in the 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

Link: <http://survey.mercubuana.ac.id/index.php/363172/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 accomodation 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, Accomodation, 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!