STUDENT HANDBOOK

2021

MASTER OF MANAGEMENT

UNIVERSITAS DIPONEGORO

STUDENT HANDBOOK

Master of Management Study Program
Faculty of Economics and Business
Diponegoro University
year 2021

FOREWORD

We express our gratitude for all His grace and guidance so that the Student Handbook for the Master of Management Study Program, Diponegoro University in 2020/2021 can be completed.

The Student Handbook was prepared as a reference and guideline for the entire academic community of the Master of Management Study Program for the smooth teaching and learning process. This manual contains the rules for implementing education and curriculum based on the Diponegoro University Academic Regulations and the Academic Guidelines for the Faculty of Economics and Business.

We would like to thank all those who have assisted in the preparation of this academic manual. We hope that this academic manual can be used as well as possible. This book has been compiled as well as possible, but is not free from shortcomings that we may not be aware of. Criticisms and suggestions for the improvement of this academic manual are very meaningful to us.

Semarang, November 2020

Head of the Master of Management Study Program
Diponegoro University

Dr. H. Susilo Toto Rahardjo, SE., MT.
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1 PRELIMINARY

1.1 Brief History of UNDIP Master of Management

The Master of Management Study Program, Diponegoro University is a study program within the Diponegoro University established based on the Decree of the Director General of Education No. 166/DIKTI/Kep/1994 dated July 4, 1994 with an academic degree in Master of Management in Management Science and Accredited with an A grade of No 2936/SK/BAN-PT/Akred/M/XII/2016. It is one of the Study Programs at the Faculty of Economics and Business, Diponegoro University, which provides education at the Strata Two (S2) level.

Main competencies graduates of the UNDIP Master of Management Study Program are:

1. Able to identify, analyze, and find solutions to business problems based on the relevant theoretical foundations of Management and Organization.
2. Able to identify, analyze, and find solutions to the problems of "Financial management, Marketing Management, Strategic Management, Human Resource Management, Operations Management" based on the relevant theoretical foundations of Financial Management, Management theory, Marketing Management, Strategic Management, Human Resource Management and Operations Management .
3. Able to analyze economic problems and dynamics by using appropriate research methodologies and business management models, both with quantitative and quantitative approaches.

Supporting competence graduates of the UNDIP Master of Management Study Program are:

1. Loves the chosen profession, has broad and wise insight;
2. Demonstrate creativity, think critically and act ethically in managing business or organizational activities
3. Mastering and understanding the application of tools in Management science
4. Upholding academic ethics and being aware of being responsible as intellectuals;

Other competencies graduates of the UNDIP Master of Management Study Program are:

1. Have leadership skills in making appropriate business decisions based on accurate and relevant information and data
2. Have relational skills that support their work
3. Have a positive attitude, rational, honesty, integrity and professionalism
4. Demonstrate effective communication skills both orally and in writing in Indonesian and international languages such as English, when carrying out duties and responsibilities in their work.

1.2 Vision, Mission, and Objectives of the UNDIP Master of Management

Vision:

"To be the best management school with integrity, vision of the future and adaptive to changes in the domestic and regional arenas"

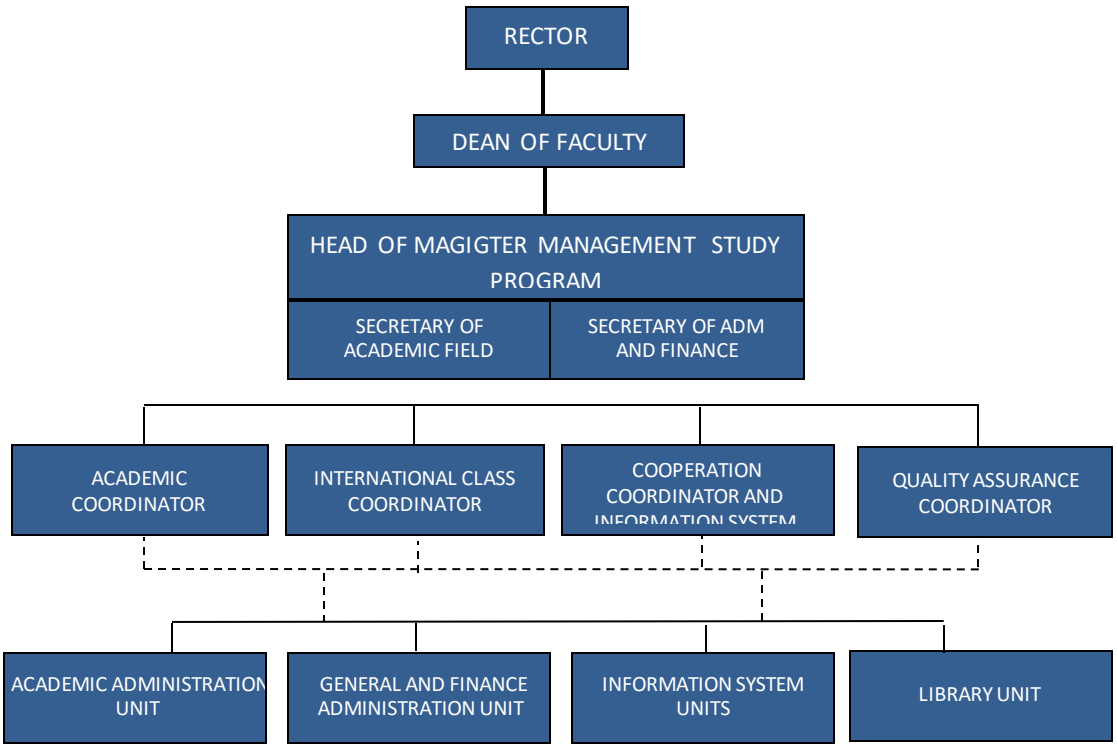
Mission:

1. Developing Management Science
2. Carrying out Community Service
3. Dissemination of study program output
4. Building a stakeholder network

Destination:

1. Produce graduates who are professional, competent in the fields of management and business, independent and able to compete globally
2. Produce works in the field of research and community service in accordance with the development of science and technology that can improve the image of the Master of Management Study Program in the view of stakeholders, both nationally and internationally.
3. Developing the life of an academic community that has an entrepreneurial spirit in all campus residents supported by a scientific culture that believes and is devoted to God Almighty.
4. Develop academic programs such as postgraduate programs to increase professionalism, capability, and accountability by following the development of science and technology in good governance and the independence of higher education administrators.

1.3 Organizational structure



1.4 Program Manager

Head of the study program	: Dr. Susilo Toto Rahardjo, SE, MT
Secretary for Academic Affairs	: Mirwan Surya Perdhana, SE, MM, Ph.D
Secretary for Administration and Finance	: Dr. Ahyar Yuniawan, SE, M.Si

1.5 List of Lecturers

1. Ahyar Yuniawan, Dr, SE, M.Si
2. Amie Kusumawardhani, Dra, M.Sc, Ph.D
3. Andriyani, Dr, MM
4. Anis Chariri, Prof, M.Com., Ph.D, Akt
5. Arfan Bahtiar, Dr. rer. oec, MT
6. Augusty Tae Ferdinand, Prof, Drs, MBA, DBA
7. Darsono, Dr, M.Si
8. Dian Ratna Sawitri, Dr, M.Si
9. Edy Raharja, Dr, SE, M.Si
10. Edy Yusuf Agung Gunanto, Drs, M.Sc, Ph.D

11. Farida Indriani, Dr, MM
12. Fuad Mas'ud, Dr, MIR
13. FX. Sugiyanto, Prof, Dr, MS
14. Hadi Sasana, Dr, SE, M.Si
15. Harry Soesanto, Dr. M.Kes
16. Harjum Muharam, Dr. SE, ME
17. I Made Sukresna, M.Si, Ph.D
18. I Made Bayu Dirgantara, Dr, MM
19. Imam Ghozali, Prof, Drs, M.Com, Ph.D, Akt
20. Indi Djastuti, Dr, MS
21. Intan Ratnawati, Dr, MS
22. Irene Rini Demi Pangestuti, Dr, ME
23. Johanes Sugiarto Partohardjono, Dr, SU
24. M. Chabachib, Dr, M.Si, Akt
25. Mahfudz, Dr, MT
26. Mirwan Surya Perdhana, Ph.D, MM
27. Miyasto, Prof, Dr, SU
28. Paul Th. Basuki Hadiprajitno , Dr, SE, MBA, MSA, Akt
29. Naili Farida, Prof, Dr, M.Si
30. Nugroho SBM, Dr, MSP
31. Purnawan Adi Wicaksono, Dr, MT
32. Retno Hidayati, Dr, MM
33. Robiyanto, Dr, MM
34. Rr. Karlina Aprilia Kusumadewi, Dr, M.Si, CA
35. Sugeng Wahyudi, Prof, Dr, MS
36. Sugiono, Dr. MSIE
37. Suharnomo, Prof, Dr, SE, M.Si
38. Surya Rahardja, Ph.D, M.Si, CA
39. Susilo Toto Rahardjo, Dr, SE, MT
40. Syuhada Sufian, Dr, MSIE
41. Tarmizi Achmad, Prof, Drs, MBA, Ph.D, Akt
42. Vishnu Mawardi, Dr, MM
43. Yoestini, Dr, MM
44. Yos Johan Utama, Prof, Dr, M. Hum, SH

2 ACADEMIC ACTIVITIES

2.1 Admission of new students

2.1.1 Registration Requirements

1. Minimum GPA of 2.75 (accredited PTN / PTS)
2. Curriculum vitae and work history
3. Academic recommendation from 2 people (may be S1 supervisor/direct supervisor with min. S2 qualification)
4. Photocopy of S1 diploma and transcript that has been legalized 1 sheet each
5. Statement of ability to complete the study
6. Permission letter from work agency (for those who are already working)
7. Projection/Overview of Thesis to be taken

2.1.2 New Student Admission Test

The new student acceptance test for the Master of Management program consists of:

1. Academic Potential Test (TPA) UNDIP
2. English Test
3. Scientific competency test in the form of a written test / interview

2.1.3 New Student Academic Registration

Online registration is a web application to register new students for the Postgraduate Program (Profession, Masters, and Doctoral Degrees) at Diponegoro University, Semarang, which consists of the Odd Semester Local Tests and Even Semester Local Tests. The registration is done by filling in the data, including personal data, and educational data.

2.1.4 Transfer/Transfer Student

The Undip Master of Management Study Program accepts students transferring studies from other State Universities (PTN) (according to Undip Silver No. 209/PER/UN7/2012) with the following conditions:

1. The Undip Masters of Management Study Program accepts transfer students from government universities with an accreditation rating from BAN PT of the same level/higher.
2. The Undip Master of Management Study Program does not accept students who are expelled/dropped out of study from other State Universities (PTN).
3. The length of study at the abandoned faculties/study programs is still taken into account in the study period in the Undip Management Masters Study Program.
4. Never violate the rules of university campus life or faculty or other similar causes, by attaching a certificate from the institution of origin.
5. The reason for moving is due to following the husband/wife (substantiated by a certificate from the competent authority).
6. As a regional/university/institutional representative (strengthened by a letter of recommendation from the local government or the relevant Rector).
7. The application for transfer of study is submitted no later than one month before the start of odd semester lectures according to the academic calendar. Applications that exceed the specified time limit will be rejected.

2.2 Academic Registration

New student registration is carried out 2 (two) times in a year, namely around January and July. Each batch is carried out in 2 (two) period. The number of students accepted in each selection should not exceed the capacity of each class of approximately 200 students.

New Student Selection Stages

Stage 1 (academic administration selection):

General terms and conditions:

1. Bachelor's Degree Graduate or equivalent
2. Minimum GPA 2.75 from an accredited college perguruan
3. Curriculum vitae/work history

4. Academic recommendation from 2 people (may be S1 supervisor/direct supervisor with minimum qualification of S2)
5. Photocopy of S1 diploma and transcript that has been legalized, 1 sheet each
6. Statement of ability to complete the study
7. Permission letter from work agency (for those who are already working)
8. Projection / Overview of the Thesis research to be taken
9. BPPDN participants can only register on the Odd Semester calendar

Additional terms and conditions:

1. Graduates from all disciplines
2. A health certificate from a doctor
3. Certificate of study payment guarantee
4. Passport photos 3x3 (2 sheets) and 3x4 (4 sheets)
5. Special for Executive Class Masters in Management lectures on Friday at 15.30 - 21.00 WIB and Saturday at 08.00 - 21.00 WIB.

Registration is held online at the UM UNDIP Online Registration System (http://um.undip.ac.id).

Stage 2 (financial administration selection):

Prospective new students in the Master of Management Study Program must meet the administrative criteria for registration which refer to the provisions on the page http://um.undip.ac.id.

Stage 3 (Entrance Selection Exam):

Participants who take part in the entrance selection to the UNDIP Master of Management Study Program must follow the entry selection criteria in the form of a Written Examination and Interview with the Study Program Manager. Written exams and interviews are conducted at the end of each registration period which consists of 2 registration waves. The place for the selection of written tests and interview tests is at the Diponegoro University campus.

2.3 Education Implementation

2.3.1 Academic Activity Cycle

Academic activities are a series of student learning activities from the time they are accepted into the Master of Management Study Program until they graduate.

2.3.2 Semester Credit System (SKS)

Education is held based on the Semester Credit System (SKS). In this Semester Credit System, the weight of each educational activity is assessed with credits which are determined based on the study load that must be carried out by students, the workload of lecturers and program implementation based on a unit of time called semester.

Educational activities take place in stages called semesters which consist of 14 weeks of lectures and 2 weeks of exams (Middle Semester and Final Exams) = a total of 16 weeks. The implementation of education in one semester consists of lecture activities, seminars, guest lectures, company work, in the form of face-to-face, as well as structured and independent academic activities.

For students, the load of one credit (semester credit system) is equivalent to:

- 50 minutes/week face-to-face with lecturers in scheduled lectures.
- 50 minutes/week structured activities (eg tutorials, task completion).
- 50 minutes/week of independent academic activities to explore, prepare and/or complete other academic tasks, for example in the form of reading reference books.

2.3.3 Lecture Activities

The learning system applied by the Undip Master of Management Study Program tries to make theory and practice run parallel. Lecture material is delivered through cases and projects (case & project based approach). Therefore, lectures are not only face-to-face in the classroom. Case exercises, surveys and company visits, as well as presentations are included in lecture activities aimed at sharpening students' sensitivity to real business problems. There are even some courses that make exhibitions to present the ideas and creativity of students. Lecture materials are not only delivered by Undip lecturers, but also practitioners who act as guest lecturers (guest lectures).

The Process of Closeness to the World of Practice

In addition to conventional methods such as lectures, class discussions, and case discussions, to increase insight into the implementation of concepts in the business world, various other methods of teaching courses are given, namely:

1. ***Survey*** **to Company**

Survey to the company is carried out by student groups independently. This survey aims to analyze the relationship between business practices and business concepts/theories that have been obtained, and what difficulties are experienced by the company in applying these concepts.

As a result of their writing, students are also required to provide recommendations if deemed necessary. In general, the results of the analysis are seminarized in class and open to discussion and questions and answers between students and faculty members. If requested, a copy of the results of the analysis can be provided to the company concerned.

2. **Company Visit**

   The visit to the company will be guided by a lecturer. The results of this visit are written in the form of a report and must be presented in class and open to discussion and question and answer between students and lecturers. The results of the analysis will be given a copy to the company concerned if necessary. Students will also provide recommendations if deemed necessary.

3. **Inviting business practitioners as guest speakers**

   Another way that is proposed to be done in an effort to improve students' ability to apply concepts to business is to invite business practitioners who are experts in their fields as guest speakers. In this session, students are given the opportunity to discuss and ask questions so as to enrich their business insight.

2.3.4 Class Rules

1. The implementation of the teaching and learning process is carried out with the following provisions:

Class	Day	Hour	
		Pre - MM	Regular
Regular Class I	Monday Friday	07.00 – 18.00 WIB	07.00 - 18.00 WIB
Regular Class 2	Monday Friday	16.30 – 21.00 WIB	16.30 - 21.00 WIB
Regular Class 3	Friday Saturday	16.30 – 22.00 WIB 07.30 – 21.00 WIB	16.30 – 22.00 WIB 07.30 – 21.00 WIB

   If the student is more than 30 minutes late, the student is not allowed to attend the lecture or at the discretion of the tutor.

2. Before attending lectures, students are required to pay tuition fees according to each semester which will be taken through an online billing system with payment procedures / mechanisms that will be further informed.

3. College attendance is mandatory with a minimum attendance rate of 75%. Apart from that, students are not allowed to take the exam. Tolerance for special cases (hospitalization, childbirth, umrah and hajj) can be given to students with a minimum attendance of up to 70% with the permission of the Program Chair, and accompanied by a relevant certificate.
4. MM Undip does not hold follow-up examinations for the Mid-Semester Examination (UTS) and the Final Semester Examination (UAS).
5. Neat clothes, men wear shirts and ties, or batik clothes. When wearing a shirt but not wearing a tie, students are not allowed to attend lectures. Students are prohibited from wearing t-shirts, jeans and sandals. Neat woman adjusts.
6. Students are not allowed to smoke, receive and use cell phones, eat and drink in the room, unless there is a discretion from the lecturer by taking into account certain conditions.
7. **The length of study is 4 semesters**. If a student cannot complete his studies within the 4 semesters time limit, the student must continue the next semester by paying tuition fees/SPP/UKT. The deadline for the end of the study is 8 semesters. Therefore, if the student cannot finish within the time limit, the student must resign as a student without receiving a diploma, and instead only receive a certificate of having attended lectures in the Undip Management Masters Study Program.
8. For students taking remedial courses, the following rules are applied:
    a. Students are given the right to take remedial courses, with a note that the value to be included in the Transcript is the value of the courses taken in the last semester (during the repair course), not the best value.
    b. Students who take remedial courses are required to follow the teaching and learning process in accordance with the provisions of the teaching and learning process that applies in the class and courses taken.
    c. Minimum course grade B.
    d. In accordance with the Undip Academic Regulations (Perak), the test scores are stated in the letters A, B, C, D and E.
9. For students who want to change classes (from morning class to evening class or executive class and vice versa) or change specialization, the following rules apply:
    a. Submit a written application to the Head of the Undip Management Masters Study Program, a copy to the Secretary for Academic Affairs and the Secretary for General Administration & Finance
    b. 1. The amount of tuition fees adjusts to the new class (does not apply to transfers from evening & executive classes to morning classes).

2. Agree to pay the maximum SPP and SBP if the transfer request is approved.

c. The transfer of the class mentioned above is possible as long as the capacity of the new class can still accommodate and is at the discretion of the Manager.
d. Transfer time must not exceed 2 weeks after the lecture takes place.
e. For prospective new students, the application for class transfer is submitted to the Chancellor with a copy of the Dean of FEB and the Head of the Master of Management Program before the Pre-Master lecture starts

10. The college leave procedure refers to the provisions issued by Diponegoro University.
11. If for any reason you want to resign, the resignation procedure can be carried out with the following conditions:
    a. Submit a resignation letter to the Dean of the Faculty of Economics and Business UNDIP through the Head of the Master of Management Study Program.
    b. Required to complete all other financial and administrative obligations.
12. Students must pay tuition fees on time according to the schedule set by the Master of Management Study Program. Students who have not paid tuition fees are not allowed to:
    a. Take classes and exams.
    b. Participate in thesis guidance activities.
    c. Take Study Result Card.
    d. Take the Research Proposal Design Examination for Thesis and Thesis Examination.
13. Students may be expelled from the Master of Management Study Program for the following reasons:
    a. Unable to meet academic requirements.
    b. Have violated academic discipline or honesty and have received warning letters 3 (three) times.
    c. Does not enter without a clear reason for 2 (two) consecutive months.
    d. Postpone participation for more than 1 (one) year.
14. Students are required to comply with all regulations during their studies in accordance with applicable regulations by signing a statement provided by the study program.
15. Everything that has not been regulated in this regulation, will be regulated in accordance with applicable regulations and at the discretion of the Undip Master of Management Study Program Manager.

2.4 Curriculum

The Master of Management Study Program at Diponegoro University currently uses a curriculum based on the 2017 Indonesian National Qualifications Framework (KKNI). The KKNI curriculum is a competency qualification tiering framework that can juxtapose, equalize, and integrate the fields of education and the field of job training and work experience in order to provide recognition of competence work in accordance with the structure of work in various sectors.

2.3.5 UNDIP Master of Management Program Curriculum

2020 CURRICULUM STRUCTURE

CODE	COURSES	SEMESTER		credits
Pre-Master Courses				
EMM 22 600	Introduction to Management and Business Communication	Pre MM	COMPULSORY	3
EMM 22 601	Introduction to the Philosophy of Science	Pre MM	COMPULSORY	3
EMM 22 602	Statistics for Managers	Pre MM	COMPULSORY	3
EMM 22 603	Introduction to Economics For Managers	Pre MM	COMPULSORY	3
EMM 22 604	Soft Competence 1. Personal Development 2. *Table Manner* 3. Mendeley 4. Paraphrasing Technique 5. Research Techniques 6. Qualitative Research 7. Qualitative Data Analysis 8. Mixed Methods Research 9. SEM Analysis with AMOS 10. SEM Analysis with PLS	Pre MM	COMPULSORY	0

CODE	COURSES	SEMESTER		credits
	11. Internship / Business Case Writing			
SEMESTER 1				
PEMJ8614	CROSS-CULTURAL STRATEGIC MANAGEMENT	1	COMPULSORY	3
PEMJ8613	OPERATIONS MANAGEMENT III	1	COMPULSORY	3
PEMJ8612	HUMAN RESOURCES MANAGEMENT AND ETHICAL LEADERSHIP	1	COMPULSORY	3
PEMJ8611	FINANCIAL MANAGEMENT III	1	COMPULSORY	3
PEMJ8610	MARKETING MANAGEMENT III	1	COMPULSORY	3
SEMESTER 2				
PEMJ8616	RESEARCH PROJECT I	2	COMPULSORY	3
LEMJ8615	PROBLEM SOLVING AND DECISION MAKING	2	COMPULSORY	3
MARKETING SPECIALIZATION				
LEMJ8620	STRATEGIC MARKETING	2	COMPULSORY	3
LEMJ8621	CONSUMER BEHAVIOR ANALYSIS	2	COMPULSORY	3
WEALTH MANAGEMENT SPECIALIZATION				
LEMJ8685	STRATEGIC ANALYSIS FOR WEALTH MANAGEMENT (SAWM)	2	COMPULSORY	3
LEMJ8684	WEALTH PROTECTION AND INVESTMENT DECISION (WPID)	2	COMPULSORY	3
CROSS-CULTURAL BUSINESS MANAGEMENT SPECIALIZATION				
LEMJ8681	CROSS-CULTURAL HUMAN RESOURCES MANAGEMENT	2	COMPULSORY	3
LEMJ8680	CROSS-CULTURAL MARKETING MANAGEMENT	2	COMPULSORY	3
PUBLIC SECTOR STRATEGIC MANAGEMENT SPECIALIZATION				
LEMJ8670	OPERATIONAL PERFORMANCE PLANNING AND EVALUATION	2	COMPULSORY	3
LEMJ8671	PUBLIC SECTOR INVESTMENT AND PORTFOLIO MANAGEMENT	2	COMPULSORY	3

CODE	COURSES	SEMESTER		credits
FINANCIAL MANAGEMENT SPECIALIZATION				
LEMJ8630	INVESTMENT AND PORTFOLIO MANAGEMENT	2	COMPULSORY	3
LEMJ8631	BUSINESS PLANNING AND CORPORATE BUDGET	2	COMPULSORY	3
HUMAN RESOURCES MANAGEMENT SPECIALIZATION				
LEMJ8640	ORGANIZATIONAL BEHAVIOR ANALYSIS	2	COMPULSORY	3
LEMJ8641	COMPENSATION MANAGEMENT II	2	COMPULSORY	3
OPERATIONS MANAGEMENT SPECIALIZATION				
LEMJ8650	SUPPLY CHAIN MANAGEMENT II	2	COMPULSORY	3
LEMJ8651	QUALITY MANAGEMENT	2	COMPULSORY	3
STRATEGIC MANAGEMENT SPECIALIZATION				
LEMJ8660	STRATEGIC PLANNING	2	COMPULSORY	3
LEMJ8661	COMPETITIVE ADVANTAGE STRATEGY	2	COMPULSORY	3
3RD SEMESTER				
PEMJ8617	RESEARCH PROJECT II	3	COMPULSORY	3
WEALTH MANAGEMENT SPECIALIZATION				
LEMJ8633	RISK MANAGEMENT II	3	ELECTIVES	3
LEMJ8686	MANAGING PENSION AND WEALTH DISTRIBUTION (MPWD)	3	ELECTIVES	3
CROSS-CULTURAL BUSINESS MANAGEMENT SPECIALIZATION				
LEMJ8683	MICRO FINANCE	3	ELECTIVES	3
LEMJ8682	CROSS-CULTURAL ORGANIZATIONAL BEHAVIOR	3	ELECTIVES	3
FINANCIAL MANAGEMENT SPECIALIZATION				
LEMJ8633	RISK MANAGEMENT II	3	ELECTIVES	3
LEMJ8632	DEBT AND ASSET MANAGEMENT II	3	ELECTIVES	3
PUBLIC SECTOR STRATEGIC MANAGEMENT SPECIALIZATION				
LEMJ8673	DIVERSITY MANAGEMENT	3	ELECTIVES	3

CODE	COURSES	SEMESTER		credits
LEMJ8672	PUBLIC SECTOR SERVICE QUALITY MANAGEMENT	3	ELECTIVES	3
STRATEGIC MANAGEMENT SPECIALIZATION				
LEMJ8663	INNOVATION MANAGEMENT AND ORGANIZATIONAL DEVELOPMENT	3	ELECTIVES	3
LEMJ8662	BUSINESS PORTFOLIO ANALYSIS	3	ELECTIVES	3
OPERATIONS MANAGEMENT SPECIALIZATION				
LEMJ8653	WAREHOUSE MANAGEMENT II	3	ELECTIVES	3
LEMJ8652	SERVICE OPERATIONS MANAGEMENT II	3	ELECTIVES	3
HR MANAGEMENT SPECIALIZATION				
LEMJ8645	EMOTIONAL INTELLIGENCE	3	ELECTIVES	3
LEMJ8642	TRAINING AND DEVELOPMENT MANAGEMENT II	3	ELECTIVES	3
MARKETING MANAGEMENT SPECIALIZATION				
LEMJ8623	PRODUCT PORTFOLIO ANALYSIS AND BRAND MANAGEMENT	3	ELECTIVES	3
LEMJ8622	SALES AND DISTRIBUTION MANAGEMENT	3	ELECTIVES	3
SEMESTER 4				
PEMJ8619	THESIS	4	COMPULSORY	6
TOTAL PASSED CREDITS= 42 CREDITS				

2.5 Evaluation of the Learning Process

Evaluation of the learning process aims to measure the achievement of competencies determined by the study program. Evaluation of the student learning process must cover aspects of hard skills and soft skills which can be done in the form of: (1) written exams, oral exams and/or practical/skills exams, as well as portfolios; (2) The final project can be in the form of a thesis, thesis and dissertation, or other equivalent form; (3) Based on certain justifiable reasons, the assessment of learning outcomes can be carried out in other forms.

2.3.6 Attendance Terms

Each student is required to attend every face-to-face lecture for each course taken for one semester. If you are forced to be unable to attend due to illness, permission or other reasons, the tolerance for absenteeism is 25% (3 out of 14 lectures). If the attendance of the student concerned is less than 75% (11 out of 14 meetings), the student is declared not to meet the requirements for the Final Semester Examination so that he is not allowed to take the final semester exam or fails the process. If there is a red date (national holiday) on a working day, then students must attend face-to-face lectures on another day according to a replacement schedule that has been jointly determined by the lecturer and students.

Absence discretion is given only to students who are sick. If there are students who do not attend college due to illness, students must attach a doctor's letter explaining the type of illness or the results of laboratory tests from the First Healthcare Facility (Puskesmas) or Hospital; Hospitalization accompanied by a certificate of hospitalization). Students who get sick discretion must still meet lecture meetings in that semester at least 10 out of 14 meetings for each course. The letter is addressed to the Secretary for Academic Affairs and the Academic Section no later than 7 days after the absence. If the time limit is exceeded, the application will not be served.

2.3.7 Exam

The examination is intended to assess students in understanding and mastering the material presented by lectures from a course, as well as to classify students into several groups based on their abilities, starting from the best (A grade) to the worst/not passing (E grade). . The examination is carried out to assess whether the lecture material delivered is in accordance with what is needed and planned, and whether the way the lecture is delivered is good enough so that it can be understood by students. The two previous objectives were intended to determine the ability of students, while the latter two objectives were intended to assess lecture materials and the presentation of lecture materials by subject lecturers.

The types and methods of administering the exam include: Pre-Master Exam, Mid-Semester Exam, Final Semester Exam, Thesis Research Proposal Exam and Thesis Examination. These exams can be carried out in the form of written, oral, seminar, laboratory, practical work, scientific writing and others.

The Thesis Research Proposal Examination and Thesis Examination are conducted orally by the examiner team. Program final exams are held every working day based on an agreement with the Advisory Lecturer. Requirements, procedures, procedures for implementation, preparation

and Thesis Examination can be seen in the Guidebook for Writing Research Proposals Thesis and Master of Management Thesis UNDIP.

2.3.8 Exam Requirements

The requirements that must be met by students to take the final semester exam are as follows:

- Registered as a student in the semester concerned.
- Attend lectures with a maximum percentage of absenteeism of 25% (3 x meetings)
- Complete all required administrative matters.
- Attend lectures with a minimum attendance of 75% (11 out of 14 meetings)

The requirements for the RUPT exam and the Undip Master of Management Program Thesis refer to the provisions of the Diponegoro University Master of Management Study Program.

2.3.9 Exam Rules and Exam Code of Ethics

1. **Exam Participants**
   a. Examinees must wear shoes, appropriate and modest attire.
   b. **More than 30 minutes late will not be allowed to take the exam**.
   c. Participants who arrive late will not be given an extension of time.
   d. The examinee must show the KPU (Exam Participant Card) to be signed by the examiner.
   e. Participants who cannot show KPU/KRS and are not registered on the List of Test Participants and Final Scores (DPUNA) are not allowed to take the exam.
   f. Examinees must bring their own test equipment, they are not allowed to borrow from each other.
   g. Examinees are not allowed to leave the exam room during the exam, except with the permission of the Exam Supervisor.
   h. Examinees are required to sign the List of Exam Participants and Final Scores (DPUNA) and fill out and sign the test work paper and write down the serial number on the LJU according to the DPUNA serial number.
   i. Examinees occupy seats / chairs according to the SEAT COORDINATES and EXAM ROOM that have been determined on the exam card.
   j. The bag is placed in a designated place.
   k. During the exam participants are prohibited from:

1) Exchanging exam papers/questions/frosted paper/copying exam answers.
2) Open books/notes unless specified ditentukan
3) Conversing and whispering with other examinees
4) Helping with other participants' work peserta
5) Carrying and Using HP in the exam room (HP is included in the bag).
6) Change the position of the exam seat.
7) Make writing/cheat on benches, chairs or walls.
8) Wearing sandals, T-shirts, clothes/tight clothes that do not cover the stomach, waist, chest and other things that are not in accordance with the norms of decency.
9) Bring goods or securities.

l. Violation of the above CONDUCT, participants may be subject to academic sanctions in the form of:
   1) Examination work is considered invalid.
   2) Not allowed to continue taking the exam.
   3) Other sanctions determined by the Faculty Leader.

2. Invigilator

a. The supervisor comes 10 minutes before the exam starts and signs the attendance list
b. Supervisors have full authority and responsibility at the time of the examination, including:
   1) Determine the seat of the examinee.
   2) Change the seat of the examinee.
   3) Give warnings and warnings to examinees.
   4) Record the number/name of the participant on the Minutes for participants who violate the rules.
   5) Refuse exam participants who arrive more than 30 minutes late or after another participant has left the room.

2.3.10 Make-up exams

MM Undip does not hold follow-up exams for the Mid-Semester Examination (UTS) and the Final Semester Examination (UAS).

2.3.11 Scoring system

The type of assessment and the method of doing it are adjusted to the nature of the course. The value of learning outcomes is expressed by letters and weighted values, namely A = 4; B = 3; C = 2; D = 1; E = 0. The minimum passing grade for each course is C. Students with an E grade are required to repeat the learning program and exam in the regular semester. Students who get D, C and B grades can improve their grades in the regular semester and the grades used are the best grades.

2.6 Lecture Planning

2.3.12 Procedure for Taking Courses

The procedure for taking courses is as follows:

1. Students are required to pay for financial administration and re-registration.
2. Students see the schedule for filling out the KRS according to the Study Program
3. Students study the courses that will be taken based on the guidebook and in consultation with the guardian lecturer.
4. Students open SIAP to see the courses offered along with their schedules and lecturers.
5. Students input the courses to be taken at SIAP
6. subsection. Academics make student attendance lists per class per course.
7. Students can change courses within a maximum of 1 week from the start of class.
8. Students can cancel courses a maximum of 1 week before UTS.
9. subsection. Academics scored KRS.

2.3.13 Academic Consulting

1. For students who have academic problems, the implementation of guidance and counseling is carried out at the faculty/study program level.
2. Implementers of guidance and counseling at the faculty/study program level are guardian lecturers, or counselors appointed by the faculty, or the Faculty Student Consultative Body (BKMF).
3. The implementation of guidance and counseling at the university level is carried out by a counselor or person appointed by Diponegoro University in the University Student Consultative Body (BKMU).

4. If the guidance and counseling in the Faculty/Study Program is not sufficient to solve the student's problem, it is recommended/referred to the University-level Student Consultative Body.

2.7 Program Final Project

MM Undip students are required to fulfill the obligation to publish in international journals or national journals indexed by SINTA as a requirement for submitting a Thesis exam.

Procedures, procedures for implementation, preparation and Thesis Examination can be seen in the Guidebook for Writing Research Proposals Thesis and Thesis of the UNDIP Master of Management Study Program.

2.8 Graduation requirements

Thesis assessment is carried out based on the provisions that have been set (see the guidebook for writing the thesis of the Undip Management Masters Study Program).

The Thesis test score for those who have passed is A or B. The Thesis exam is declared passed with an average score of at least B. If two examiners give a C score, the student is declared not to pass. Assessment by each examiner is done by using numerical values. The criteria for passing the thesis exam are 80 – 100 = A; 70 – 79 = B; 65 – 69 = C (repeat); 50 – 64 = D (repeat).

The test results are divided into 3 (three) categories as follows:

1. Students are declared unconditionally graduated with grades A or B
2. Students are declared conditionally passed, that is, if the Thesis still needs substantial improvement and/or technical writing, but there is no need for a re-examination. Thesis improvement is carried out in a maximum of 3 (three) months, and the results of the thesis improvement are evaluated by the supervisor team.
3. The student is declared unsuccessful. In this case, the student is required to correct and take the Thesis exam again, within 3 (three) months.

If a student has advanced 3 (three) Thesis exams (with 2 repeated exams), but still does not pass, the student concerned can take part in a special program in accordance with the academic regulations of the Undip Master of Management Study Program.

The graduation predicate of the Masters Program is as follows:

Program	grade point	Predicate	Information
Master	3.00 – 3.40	Satisfying	
	3.41 – 3.70	Very satisfactory	
	3.71 – 4.00	With Praise (Cumlaude)	The maximum study period is 5 (five) semesters with a text value of A

The Chancellor gave a certificate award to graduates with cum laude predicate only to students who from the beginning attended education at Diponegoro University in related study programs.

2.9 Study Termination

2.9.1 Academic Leave

1. Students who plan to temporarily stop their studies are required to apply for academic leave by following the applicable regulations.
2. Academic leave can be applied if you have taken 1 semester
3. During the study period, students can apply for academic leave for a maximum of 2 (two) consecutive semesters, with a maximum of two submissions.
4. The period of academic leave is not taken into account in calculating the length of study.
5. Academic leave for special reasons may be granted to students who are forced to temporarily stop their studies due to unavoidable obstacles, including:
    a. Accident by attaching a certificate from the hospital or a certificate that can be accounted for.
    b. Sick for more than one month by showing a certificate from the hospital.
    c. Give birth.
    d. Student activities that can make Diponegoro University proud and cause students to be unable to participate in academic activities for one month or more, may take academic leave after obtaining the Rector's approval.
6. Students who are currently serving a prison sentence/suspension sentence, currently or will be participating in CTS, Student Exchange, Twinning Program, Double Degree from Diponegoro University cannot apply for academic leave.
7. Educational Development Contribution Fee (SPP) during leave is paid 50%.
8. Leave cannot extend the graduation deadline (8 semesters). The total semesters taken by students who take leave or not, may not exceed 8 semesters.

9. If the applicant has obtained a leave permit but does not pay the leave fee during the registration period, the leave permit is canceled and the applicant's status becomes a absentee student.

2.9.2 Permanent Termination

The following is the procedure for applying for resignation as a student or stopping permanent studies:

1. Students download the Application for Resignation as a Student on the FEB website page (http://feb.undip.ac.id).
2. Students fill out the form by attaching:
    a. Proof of last tuition payment
    b. Achieved academic transcript
    c. Other relevant certificates
3. Students must no longer have a loan/book dependent either in the study program, faculty, or university library, as indicated by a library-free letter.
4. The resignation letter and attached files are submitted to the Subsection. Academic for further processing.
5. After the resignation application has been processed, the student takes a resignation letter.

2.9.3 Re-activation

Procedures for applying for active students to return to college after being absent or on academic leave:

1. Students download the Application for Active Lectures on the FEB website (http://feb.undip.ac.id).
2. Students fill out and print the downloaded form.
3. Students attach:
    a. Proof of last tuition payment Pembayaran
    b. Academic transcript
    c. Valid KTM
    d. Other relevant certificates (Illness Certificate, etc.)
4. The letter that has been signed and attached with the documents in question is submitted to the Subdivision. Academic for further processing.

2.10 Graduation

1. Diponegoro University holds graduation ceremonies for a maximum of four graduation periods in one year (January, April, July, October).
2. Students who have been declared graduated from an educational program at Diponegoro University are required to attend a graduation ceremony during their graduation period.
3. If students who have graduated very forcefully cannot register for graduation during their graduation period, then the postponement of graduation registration is no later than the next graduation period.
4. Each graduate is required to pay a fee for holding a graduation ceremony, the amount of which is determined by the university.
5. All graduation participants are required to pay book donations to the UPT Library through their respective faculties, which graduates are symbolically handed over to the Chancellor at the graduation ceremony.
6. The procedures and conditions for attending the graduation are regulated in special provisions.

3 FACILITIES

3.1 Library

3.1.1 Library Collection

The FEB UNDIP library has several collections of library materials spread to library units, including:

1. Book
   Consists of books in Indonesian, English, and other languages. This collection may be borrowed only at the circulation unit, while the book collection in the reference unit may only be read on the spot and photocopied.
2. Special Collection
   Consists of a final project, thesis, thesis, dissertation, and research report. This collection can only be read on the spot and may not be photocopied.
3. Magazines, journals and printed newspapers
   Consists of a collection of magazines and journals both in Indonesian and in English. This collection can only be read on the spot and photocopied.
   Printed newspapers that are subscribed to are: Kompas, Suara Merdeka, Kedaulatan Rakyat, Jawa Pos, Bisnis Indonesia, Insights, Republika, The Jakarta Post, Media Indonesia, Seputar Indonesia, SWA, Infobank, and Tempo.
   Magazines that are subscribed to are: Cash and Marketing.
4. Statistics
   This collection consists of BPS Data, BI Reports, Indonesian Banking Statistics (SPI), Indonesian Economic and Financial Statistics (SEKI), Indonesian Capital Market Directory (ICMD), JSX Watch, IFS, World Bank, ADB, IMF, IAER (Index American Economic Review), and others.
5. Other Collections
   In addition to the collections mentioned above, the library also has collections in the form of multimedia, such as: e-journals, Journal CDs, Book CDs, and e-books.

3.1.2 Library Membership

Lecturers and employees of FEB UNDIP are registered automatically to become library members. All FEB UNDIP students can take advantage of library facilities and services after becoming a member of the library. The Library Member Card (KAP) functions like a student card which is valid until the student is declared to have passed and is library-free. Every time you enter the library, you must bring your lib. The library membership registration requirements for graduate students are: registration can be done collectively through the program or privately register. The conditions are by submitting student biodata and a black and white or color photo size 2 x 3 one sheet and paying a registration fee of IDR 50,000.

Lost Library Member Card (KAP) Procedure:

1. Immediately report to the librarian so that the blocking is immediately carried out so that KAP is not used by others.
2. Manage the creation of a new KAP by collecting 2 x 3 black and white or color photos one sheet through the officer.

Meanwhile, visitors from outside FEB UNDIP can access the library by registering beforehand and meeting the applicable requirements. Reading Cards for foreign members are valid for 6 months from the date of registration. Visitors from outside FEB UNDIP (especially from out of town), can make a reading card that is valid for one day by showing a valid identity card.

3.1.3 Library Facilities

The facilities provided at the FEB UNDIP Library are:

1. Collections can be searched using the Online Public Access Catalog (OPAC) via a LAN platform in the library or from the internet.
2. Automated circulation system (return and loan) with barcode system.
3. Security system using sensormatic in the reference room and convex mirror monitoring.
4. Access international journals and E-books online. This facility must be accessed within the campus of Diponegoro University Tembalang, Pleburan and Karyadi Hospital (using UNDIP Public IP). Currently, the entire UNDIP academic community can access E-Journals and E-Books, and while outside the UNDIP network, users can ask the librarian for Password and Username.

   Several accesses to E-Journals/online journals that are subscribed to by UNDIP and can be utilized and utilized by all UNDIP academics, including:

   a. http://search.proquest.com

b. www.springerlink.com
c. www.sciencedirect.com
d. http://www.emeraldinsight.com/Insight/
e. http://www.computer.org/portal/web/csdl
f. http://search.ebscohost.com/
g. http://www.cambridge.org/core
h. http://academic.oup.com/journals
i. In addition, other UNDIP E-Journal Access facilities such as: Wolter Kluwer OvidSP; IEEE Computer Society Digital Library (CSDL); and Gale Cengage Learning.

Access to Free E-Journals facilities, for example:

a. J-STAGE Free E-Journal (Japan).
b. DOAJ (Directory of Open Access Journals).

Access to E-Books facilities, for example:

a. ENGnet Base CRCnetBASE.
b. AMA (American Management Association).
c. GLOBAL Professional Publishing.
d. Business Expert Press (BEP) package from IG Publish.

5. There are always additional EJournals that UNDIP subscribes to. Starting in June 2014, several EJournals that have been subscribed to have been active and can be accessed by the UNDIP academic community through IP Address Authentication (IP UNDIP). Using the UNDIP IP means that it can only be accessed in the UNDIP environment.

   EJournal access for UNDIP which is currently active and can be utilized optimally, is as follows:

   - ProQuest ABI INFORM. URL : http://search.proquest.com/
   - Engineering Case Studies Online.
     URL: http://search.alexanderstreet.com/engv
   - Oxford University Press E-Journal.
     URL: http://www.oxfordjournals.org/our_journals/
   - Cambridge University Press E-Journal.
     URL: http://www.journals.cambridge.org/
   - IEEE Computer Society (IEEE CS) E-Journals.
     URL: http://www.computer.org/portal/web/csdl
   - ScienceDirect. URL: www.sciencedirect.com

Meanwhile, until June 2014, EJournals whose status is in the process of activation are:

- Springerlink E-Journal
- E-Journal EBSC

6. E-journals facilities published by study programs/departments whose editorials are from study programs/departments within UNDIP.
7. Online ADT (Australian Digital Theses) facility which includes full text theses and dissertations from all students studying in Australia since 2004 in PDF format which can be accessed through http://adt.caul.edu.au/.
8. Indonesian Scientific Resources portal facility. The RII facility is a portal for finding Indonesian scientific references which is an access point for scientific works produced by Indonesian academics and researchers. His name is called the Digital Reference Garba (Garuda). The UNDIP academic community can access through the DIGILIB central library http://digilib.undip.ac.id/ which includes a link on the website page or can go directly to: http://jurnal.dikti.go.id or http://garuda. dikti.go.id
9. UNDIP E-Prints facility through UNDIP-Institutional Repository at the address: http://eprints.undip.ac.id/.
10. Additional facilities through internet access in the FEB UNDIP campus environment (for example: through a free hotspot area). The academic community can access the "Indonesian Scientific Journal Database (ISJD)". The ISJD is a database of scientific journals in Indonesia containing +/- 5000 articles from 400 accredited scientific journals from various disciplines. The ISJD contains a collection of scientific articles ranging from bibliographical forms to complete documents that can be accessed free of charge by users through http://isjd.pdii. lipi.go.id/.
11. Access information at the Information Center for Scientific Documentation and Information (PDII) of the Indonesian Institute of Sciences (LIPI) via http://web.pdii.lipi.go.id/.
12. Access to electronic sources (e-resources) subscribed to by the National Library of Indonesia for free, including: ProQuest, IGI Global, GALE CENGAGE Learning, Westlaw, @MyLibrary, ISEAS & IGI Global, SAGE, ALA Publishing, ULRICH'S Periodicals Directory, Balai Pustaka , EBSCO HOST, Taylor & Francis Online, HAWAII, KITLV, LexisNexis.

    If you want instructions for registering e-resources, the National Library of Indonesia can be accessed at http://www.pnri.go.id/CaraRegistrasiEresource.aspx.

    The steps are as follows:

- First, register as a member of the National Library of Indonesia online through http://keEMBERan.pnri.go.id/
- Then you will get a new member number to register with the National Library of Indonesia e-resources.
- After the user is registered in the National Library of Indonesia membership and gets a member number, then the user can register for the National Library of Indonesia e-resources through http://e-resources.pnri.go.id/index.php?option=com_user&task =register
- Waiting for activation from the administrator by waiting for the activation notification email.
- If there is an activation email, the user will get a User ID and Password, so that the user can access http://e-resources. pnri.go.id/

3.1.4 Library Access

Some of the accesses that the academic community of FEB UNDIP can use, include:

1. Access to other faculties libraries at UNDIP and UPT UNDIP libraries, via http://digilib.undip.ac.id/
2. Access international journals through http://journal.undip.ac.id/
3. Access and borrow collections from the Bank Indonesia Library via http://www.bi.go.id
4. Access scientific publications from the academic community to the UNDIP Institutional Repository via http://eprints.undip.ac.id/
5. Access the E-Journal of UNDIP undergraduate scientific works via http://ejournal-s1.undip.ac.id/
6. Access E-Journals subscribed to by Dikti and UNDIP that use UNDIP IP, for example: EBSCO in http://web.ebscohost.com/; ScienceDirect via http://www.sciencedirect.com/; SpringerLink via http://link.springer.com/: and ASCE American Society of Civil Engineers via http://www.asce.org/PPLContent. aspx?id=17273
7. Access library collections at the Central Java Provincial Archives and Libraries Agency through http://arpusda.jatengprov.go.id/
8. Networking with other university libraries through: SAKTI Card (students can access all libraries throughout Central Java and DIY), SUPER Card (students can access all Central Java and East Java libraries); PUSPERTI JASA Card (students can access all state universities in Central Java).

3.1.5 Library Free Letter Making Procedure Prosedur

Free Libraries for postgraduate students (Master in Management, Master in Accounting, Master in Economics and Development Studies, and S3) are made as a requirement for the thesis and dissertation exams.

Library-free creation requirements:

1. Submit KAP (Library Member Card).
2. No book borrowing.
3. There are no other administrative problems in the FEB UNDIP Library.

3.1.6 FEB Undip Library Services

The library is the heart of a university that serves the academic community of the Faculty of Economics and Business UNDIP in particular and other academic communities in general consisting of students, lecturers, and employees. The FEB UNDIP library functions as a source of information, education, research, and entertainment in supporting the teaching and learning process (KBM) and the Tridharma of Higher Education. The services provided include the following:

1. Circulation Services (borrowing and returning).
   The loan and return service is carried out with an open system (open access) and already uses a computerized system (automation). The program used is web-based known as SIMAWEB (WEB-based Academic Information System). The borrowing rules for postgraduate students are: a maximum of two book borrowings with a one-week loan period and an extension of the loan once for one week. If the borrowed book will still be used and exceed the maximum borrowing time, the user can borrow the same book but with a different book barcode number.
2. Reference Service.
   Provided to users who need assistance in searching for information on various subjects from various sources or providing reference material to other collections in accordance with the field or information required. Reference Collections may not be borrowed but can only be read on the spot or photocopied. Except for reference collections in the form of final assignments, theses, theses, dissertations and research reports, they can only be read on the spot.
3. Public Access Catalog (OPAC) Online Search Service.
   This OPAC catalog search service uses the SIMAWEB Program. Furthermore, data on all library collections can be accessed through all computer platforms at the UNDIP Faculty of Economics and Business which have been integrated with the LAN FEB

UNDIP network. In addition, it can also be accessed online from the internet wherever located at the address http://www.feundip.com. or http://www.fe.undip.ac.id.

4. CD ROM (Compact Disk Read Only Memory) service.
   Provided to users who need information through the use of the Pro Quest CD ROM facility which is specifically in the Masters of Management Library Unit. Registration for the use of the CD-ROM facility by registering and fulfilling the applicable requirements.
5. E-Journals Access Service International Journals and E-Books online.
   Utilization of online journal access facilities for the entire academic community of FEB UNDIP which can be accessed on the UNDIP campus (Tembalang, Pleburan, and Karyadi Hospital) with an IP provider. If you are from an environment outside UNDIP, you must go through a certain login and password.
6. Reservation Service.
   This service is provided through the SIMAWEB Library program, which is a service to students who want to order books to be borrowed in advance. Orders can only be made if the book is still on loan from someone else and the bookshelf is out of stock and orders can only be made through the librarian.
7. User Guidance Service.
   Provided to users by providing instructions and guiding users in using collections and search tools.

3.1.7 User Rules

Each user must comply with the following rules:

1. Show KAP at the time of entry to the reference, and when borrowing and returning books.
2. KAP for any reason cannot be loaned to other people. If it is proven that the KAP has lent to someone else, the KAP will be detained for one month, and those who take it must be students who have the KAP.
3. Fill in attendance by writing down the identity and signature on the attendance list.
4. Not allowed:
   a. Bring in bags, folders, printed books into the reading/circulation room.
   b. Wear flip-flops, jackets, collarless shirts in the library.
5. Be and dress modestly and maintain calm, order and security.
6. It is not allowed to abuse the FEB UNDIP Library collection, in the form of:

a. Theft, for example: intentionally taking collections in the FEB UNDIP Library in any way, as well as other items and other user items that are clearly not his property.
b. Collection tearing (mutilation), for example: folding collection pages, cutting pages either with scissors, cutter, or direct tearing.
c. Unauthorized borrowing of collections, for example: bringing collections without the officer's permission or without going through the correct procedure.
d. Crime (vandalism), for example: scribbling on collections with stationery (markers, bollpoints, highlighters, pencils, and the like).

7. Comply with all applicable regulations at the FEB UNDIP Library.

3.1.8 Sanctions

1. The late penalty is set as follows:
   a. Late borrowing of books is subject to a fine.
   b. Fines are non-negotiable, because they are already online according to the calculations listed on the computer.
   c. The fine is imposed because it is to train discipline to be on time at the time of return, and if it is still used it can be extended through the librarian.
2. If the book delay period is more than a month, billing will be done every week on a regular basis by: sms, email, posting a list of delays on the bulletin board, telephone, or sending invoices If the book return is often delayed, the KAP can revoke it.
3. Books lost/damaged due to borrowing must be replaced with the same book (title, author, publisher, year). If you cannot fulfill it because the book is no longer published, it can be replaced with a replacement book with the following conditions:
   a. The latest edition with the same title, author and publisher.
   b. Same title, but different authors and publishers.
   c. Other titles that are relevant and have been determined according to the requirements.
4. For users who are proven to have stolen, and borrowed collections without going through the correct officers and procedures, the sanctions are as follows:
   a. Administrative sanctions from the library (KAP is detained for a month, cannot borrow and access to all library units), and
   b. Academic sanctions determined by the head of the Faculty / Head of the Program

5. As long as the fines or other sanctions have not been settled as a result of the negligence, the borrower is not allowed to access and borrow library books.
6. KAP cannot be loaned and used by other people, if it is proven to use someone else's KAP, then the KAP will be detained by the librarian for a month.
7. The online KRS system can be done after not having a book loan in the library and there are no sanctions or administrative fines, so as long as there are problems related to the library, students cannot access KRS online.

3.1.9 Service Opening Hours

Integrated Library Unit, Faculty of Economics and Business Pleburan Unit

Day	Opening hours	Recess	Information
Monday, Thursday	08.00 – 20.30		
Friday	08.00 – 20.30	11.30 – 13.00	
Saturday	08.00 – 16.00		The service is opened according to the class schedule

3.2 *Computer Room* and Internet Access

The Undip Master of Management Study Program has a computer laboratory managed by the Undip FEB Computer Development Unit. Currently, the computer laboratory of the Undip Master of Management Study Program has a computer capacity of 25 units. Every computer is connected to the internet. Service hours for the computer laboratory of the Undip Master of Management Study Program are Monday - Friday at 08.00-19.00 WIB and Saturday at 09.00-18.00 WIB. The purpose of this laboratory is to improve the ability and skills in the use of computers. This computer laboratory can also be used for internet access, lecture assignments, thesis preparation, and online journal access.

The building and area of the Undip Master of Management Study Program have been equipped with wireless network facilities. This facility allows the entire community of the Undip Master of Management Study Program to access the internet using Wi-FI. To be able to take advantage of this service, the academic community of the Undip Master of Management Study Program can request username and password information from the officer (Simaweb).

3.3 Indonesia Stock Exchange Investment Gallery

The Investment Gallery of the Indonesia Stock Exchange (IDX) is a means to introduce the Capital Market from an early age to the academic world. The IDX Investment Gallery with the 3 in 1 concept, which is a collaboration between IDX, Universities and Securities Companies, is

expected to not only introduce the Capital Market in theory but also in practice. In the future, through the IDX Investment Gallery, which provides real time information to learn to analyze stock trading activities, it is hoped that it can be a bridge to mastery of science and its practice in the capital market.

The IDX Investment Gallery provides all publications and printed materials regarding the capital market issued by the Indonesia Stock Exchange including Capital Market Regulations and Laws. Information and data in the IDX Investment Gallery can be used by the academic community for academic purposes, not for commercial purposes in terms of buying and selling shares.

3.4 Classroom

A clean classroom is the main requirement for comfortable teaching and learning activities. In addition, air-conditioned classrooms will add to the comfort of the teaching and learning process with air-conditioning facilities in each class. Classrooms are also equipped with LCD projectors to increase interaction between teachers and students in teaching and learning activities.

3.5 Miscellaneous Facilities

Other facilities that can be obtained at the Undip Master of Management:

1. *Photocopy center*
   The Undip Master of Management Study Program has a photocopy center facility that can be used for students, lecturers, and employees of the Undip Master of Management Study Program. This photocopy center facility is located on the 1st floor of the Undip Management Study Program building.
2. Cozy waiting room
   Each corridor of the Undip Master of Management Study Program building is provided with comfortable benches that can be used by students while waiting for lecture hours or waiting for lecturers.
3. Safe and spacious parking area
   The Undip Master of Management Study Program is supported by a representative and adequate layout and building layout. Spacious parking facilities and guaranteed security equipped with CCTV in every corner of the building.
4. Place of Worship/Musholla
   Not only fulfilling academic activities, the Undip Master of Management Study Program also provides worship facilities to meet the worship needs of the academic community of the Undip Master of Management Activity Program. This place of

worship in the form of a prayer room is provided to provide flexibility for Muslim worship activities without reducing respect for followers of other religions. With this worship facility, students and lecturers will still feel comfortable even though teaching and learning activities are close to worship time.

4 ACADEMIC ETHICS

1. Every academic community of the Undip Master of Management Program is required to comply with all applicable regulations, both university, faculty, and study program regulations.
2. Every academic community of the Undip Master of Management Program must create and ensure the realization of a plagiarism-free academic environment and does not tolerate plagiarism in any form, whether in the work of assignments, theses, research, or scientific works.
3. Every academic community of the Undip Master of Management Program is required to dress politely and neatly. It is forbidden to wear T-shirts, short or torn shorts, and sandals/slippers.
4. During the lecture process, each academic community of the Undip Master of Management Program is prohibited from using cellphones (unless urgent and has obtained permission), prohibited from eating and drinking, not chatting that interferes with lecture activities, prohibited from sleeping, and must maintain order during the lecture process If the student is more than 30 minutes late, the student is not allowed to attend the lecture or at the discretion of the tutor. College attendance is mandatory with a minimum attendance rate of 75%.
5. During the examination process, examinees must wear shoes, reasonable and polite clothing. Lateness more than the specified time will not be allowed to take the exam. Participants who arrive late will not be given an extension of time. During the exam, students are prohibited from checking, conversing, using communication devices, or changing seat positions.
6. Every academic community of the Undip Master of Management Study Program is obliged to maintain the cleanliness and beauty of the Undip Master of Management environment.
7. All forms of violation of academic ethics will be given severe academic sanctions by the Undip Master of Management. Sanctions can be in the form of a stern warning, failing to pass the relevant course, failing to pass the course from the semester concerned,

suspension, or revoking student status from the Undip Management Masters Study Program.

8. Everything that has not been regulated in this academic ethics, will be regulated in accordance with the applicable provisions and the discretion of the Undip Management Study Program Manager.