

## Universitas Mercu Buana Student Exchange Program

### Fact Sheet 2018

General Information	
<b>Name of Institution</b>	Universitas Mercu Buana
<b>Office Name</b>	International Office of Universitas Mercu Buana
<b>Mailing Address</b>	International Office of Universitas Mercu Buana, Jalan Meruya Selatan No.1, Kembangan, West Jakarta 11650, Indonesia
<b>Email</b>	inbound.exchange@mercubuana.ac.id
<b>Contact Number</b>	<p>Dr. Adi Nurmahdi, MBA Head of International Office Hp: +62 812 980 54590 +62-21-584-0816 (ext: 1003) ✉ adi.nurmahdi@mercubuana.ac.id</p> <p>Gabor Nemeth, M.Phil, M.Ed Global Partnerships Coordinator +62-21-584-0816 (ext: 3905) ✉ gabor.nemeth@mercubuana.ac.id</p> <p>Amelia Christyani D, SE., MBA International Academic Mobility Coordinator +62-21-584-0816 (ext: 3902) +62-817-600-23-59 ✉ amelia.christyani@mercubuana.ac.id</p> <p>Firdha Yulianti, B.Eng., S.Si Student Support +62-21-584-0816 (ext: 3902)</p> <p>Putri Saparningtyas, S.Ikom Liaison &amp; Communication Officer +62-21-584-0816 (ext: 3902)</p> <p>Afni Fathia Asih, S.Kom IT &amp; Database Officer +62-21-584-0816 (ext: 3902)</p> <p>Sischo Funky Aprilyan, B.Eng., S.Si IT &amp; Database Officer +62-21-584-0816 (ext: 3902)</p>

<b>Nomination Information</b>					
<b>Nomination Procedure</b>	<ul style="list-style-type: none"> <li>Applicants should be officially selected by their home university in order to be eligible to apply.</li> <li>The home university must send a list of nominated students to Universitas Mercu Buana via email with the following information:</li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Student info</td> <td>Full name, email address, length of study, major</td> </tr> <tr> <td>University Info</td> <td>Name of institution, email address, phone number, mailing address</td> </tr> </table>	Student info	Full name, email address, length of study, major	University Info	Name of institution, email address, phone number, mailing address
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<b>Nomination Deadline</b>	<ul style="list-style-type: none"> <li>Spring semester: December 4<sup>th</sup></li> <li>Autumn semester: June 4<sup>th</sup></li> </ul>				

<b>Academic Related Information</b>	
<b>Academic Calendar</b>	Semester I : September – January Semester II : February – June <i>Exact date will be informed later</i>
<b>Online Application</b>	<a href="http://inboundexchange.mercubuana.ac.id">http://inboundexchange.mercubuana.ac.id</a>
<b>Application Guide</b>	The online application guide can be accessed at the online application website.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Recommendation letter from home university</li> <li>Completed at least one year of study and registered as an active student at home university</li> <li>GPA (Grade Point Average) above 2.75 out of 4.0 (or equivalent)</li> </ul>
<b>Supporting Documents Required to be Uploaded</b>	<ul style="list-style-type: none"> <li>Academic transcript from home university</li> <li>English Language Proficiency Test Result (TOEFL/IELTS or others) (period of validity of the test results is not more than two years and is intended only for applicants whose native language is not English).</li> <li>Certificate of good health from a recognized Hospital or Medical clinic. It is not necessary to attach lab results or chest x-ray.</li> <li>Recent photograph (3 x 4 cm) and (2 x 3 cm) with Red Background (for visa purposes)</li> <li>Complete scan of the applicant's passport (every page).</li> <li>Recommendation letter from a home university faculty member</li> <li>Curriculum vitae</li> <li>Statement of purpose (background of student and motivation for studying abroad at MBU)</li> <li>Proof of funds (bank account statement)</li> <li>High school diploma or equivalent</li> </ul>

	<ul style="list-style-type: none"> <li>• Certificate of Insurance</li> </ul>																								
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>• TOEFL score 500 (paper based) or 61 (internet based)</li> <li>• TOEIC Score 600</li> <li>• IELTS Overall Band 5</li> </ul> <p>*Not necessary for native speakers of English</p>																								
<b>Participation Agreement</b>	All the applicants have to agree with terms and conditions of UMB, program stipulated in the <i>Participation Agreement</i>																								
<b>Duration of Exchange</b>	One semester or one academic year (2 semesters)																								
<b>Available Courses</b>	Download link: <ul style="list-style-type: none"> <li>• Management</li> <li>• Informatics</li> <li>• Architecture</li> <li>• Psychology</li> <li>• Communication Science</li> <li>• Product Design</li> <li>• Interior Design</li> </ul>																								
<b>Course Registration</b>	The course registration is due before the date of arrival. Accepted nominees will receive further notification.																								
<b>Required Credits</b>	Min.18 credit each semester (6 – 7 subjects)																								
<b>Language of Instruction</b>	Depending on the course: <ol style="list-style-type: none"> <li>1. English</li> <li>2. Indonesian</li> <li>3. Bilingual (English-Indonesian)</li> </ol>																								
<b>Grading System</b>	UMB follows the following academic grading system: <table border="1" data-bbox="824 1163 1312 1440"> <thead> <tr> <th>Final Grade</th> <th>Grade</th> <th>Point</th> </tr> </thead> <tbody> <tr> <td>80 – 100</td> <td>A</td> <td>4</td> </tr> <tr> <td>74 – 79.99</td> <td>B+</td> <td>3.5</td> </tr> <tr> <td>68 – 73.99</td> <td>B</td> <td>3</td> </tr> <tr> <td>62 – 67.99</td> <td>C+</td> <td>2.5</td> </tr> <tr> <td>56 – 61.99</td> <td>C</td> <td>2</td> </tr> <tr> <td>45 – 55.99</td> <td>D</td> <td>1</td> </tr> <tr> <td>0 – 44.99</td> <td>E</td> <td>0</td> </tr> </tbody> </table>	Final Grade	Grade	Point	80 – 100	A	4	74 – 79.99	B+	3.5	68 – 73.99	B	3	62 – 67.99	C+	2.5	56 – 61.99	C	2	45 – 55.99	D	1	0 – 44.99	E	0
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UMB Credit System	
UMB Credit	Class Hour/semester
1 credit	170 minutes
In 1 academic credit supposes: <ul style="list-style-type: none"> <li>▪ 50 minutes of attending lectures</li> <li>▪ 60 minutes of assignment work</li> <li>▪ 60 minutes of independent work</li> </ul>	

Orientation Program	
<b>Date of Orientation</b>	Autumn semester: Feb 25 <sup>th</sup> Spring semester: Aug 29 <sup>th</sup> *subject to change
<b>Expected Arrival Date</b>	Autumn semester: Feb 22 <sup>nd</sup> Spring semester: Aug 26 <sup>th</sup> *subject to change

Accommodation	
<b>Fee/month</b>	IDR 1.000.000 – 2.000.000 per month
<b>Type</b>	2 - 4 people in one bedroom
<b>Location</b>	On campus dormitory or nearby rented rooms

Monthly Living Cost	
<b>Meals</b>	IDR 1,300,000,-
<b>Transportation</b>	IDR 500,000,-
<b>Internet</b>	IDR 200,000,-

Insurance & Visa	
<b>Insurance</b>	Every student must keep a valid insurance coverage throughout their stay in Indonesia.
<b>Visa</b>	<p>According to the laws of the Republic of Indonesia every foreign student needs to obtain an approval letter from the Ministry of Research, Technology and Higher Education before applying for the residence permit at the nearest embassy/consulate of Indonesia.</p> <p>To ensure that the applicant will receive the calling visa from UMB before the date of departure, the following documents need to be submitted to UMB by 15<sup>th</sup> December for (applications for Spring Semester) or 15<sup>th</sup> June (applications for Fall semester): Academic transcript, photo, passport (all page scanned), a recommendation letter from a faculty member, a medical check-up result, a personal statement letter, proof of financial support.</p>

*Note: UMB will send each accepted student an admission package which includes Offer Letter, Invitation Letter, Student handbook, visa regulations and additional useful materials, once document assessment completed.*

Jakarta, 28<sup>th</sup> October 2016

Acknowledged by:

**Dr. Adi Nurmahdi, MBA**

**Prof. Dana Santoso Saroso, MEngSc, PhD.**

Head of International Office

Vice Rector for Innovation, Alumni & Int'l Relations