

Universitas Mercu Buana Student Exchange Program

Fact Sheet 2018

General Information	
Name of Institution	Universitas Mercu Buana
Office Name	International Office of Universitas Mercu Buana
Mailing Address	International Office of Universitas Mercu Buana, Jalan Meruya Selatan No.1, Kembangan, West Jakarta 11650, Indonesia
Email	inbound.exchange@mercubuana.ac.id
Contact Number	<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 & Communication Officer +62-21-584-0816 (ext: 3902)</p> <p>Afni Fathia Asih, S.Kom IT & Database Officer +62-21-584-0816 (ext: 3902)</p> <p>Sischo Funky Aprilyan, B.Eng., S.Si IT & Database Officer +62-21-584-0816 (ext: 3902)</p>

Nomination Information					
Nomination Procedure	<ul style="list-style-type: none"> Applicants should be officially selected by their home university in order to be eligible to apply. The home university must send a list of nominated students to Universitas Mercu Buana via email with the following information: <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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Nomination Deadline	<ul style="list-style-type: none"> Spring semester: December 4th Autumn semester: June 4th 				

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

	<ul style="list-style-type: none"> • Certificate of Insurance 																								
Language Requirements	<ul style="list-style-type: none"> • TOEFL score 500 (paper based) or 61 (internet based) • TOEIC Score 600 • IELTS Overall Band 5 <p>*Not necessary for native speakers of English</p>																								
Participation Agreement	All the applicants have to agree with terms and conditions of UMB, program stipulated in the <i>Participation Agreement</i>																								
Duration of Exchange	One semester or one academic year (2 semesters)																								
Available Courses	Download link: <ul style="list-style-type: none"> • Management • Informatics • Architecture • Psychology • Communication Science • Arts and Design 																								
Course Registration	The course registration is due before the date of arrival. Accepted nominees will receive further notification.																								
Required Credits	Min.18 credit each semester (6 – 7 subjects)																								
Language of Instruction	Depending on the course: <ol style="list-style-type: none"> 1. English 2. Indonesian 3. Bilingual (English-Indonesian) 																								
Grading System	UMB follows the following academic grading system: <table border="1" data-bbox="824 1129 1312 1404"> <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"> ▪ 50 minutes of attending lectures ▪ 60 minutes of assignment work ▪ 60 minutes of independent work 	

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

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

Monthly Living Cost	
Meals	IDR 1,300,000,-
Transportation	IDR 500,000,-
Internet	IDR 200,000,-

Insurance & Visa	
Insurance	Every student must keep a valid insurance coverage throughout their stay in Indonesia.
Visa	<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 15th December for (applications for Spring Semester) or 15th 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, 2nd March 2018

Acknowledged by:

Dr. Adi Nurmahdi, MBA

Prof. Dana Santoso Saroso, MEngSc, PhD.

Head of International Office

Vice Rector for Innovation, Alumni & Int'l Relations