

ACADEMIC GUIDE FOR INTERNATIONAL UNDERGRADUATE PROGRAM

FACULTY OF PSYCHOLOGY
UNIVERSITAS GADJAH MADA

FIRST EDITION



1. CONSULTATION

The students of the International Undergraduate Program are facilitated with three types of consultations:



ACADEMIC CONSULTATION BY ACADEMIC ADVISOR (*DOSEN PEMBIMBING AKADEMIK - DPA*)

A. Definition of Academic Advisor

An academic advisor is a permanent lecturer responsible for providing guidance, directions, and academic advice to students during their study period to help them succeed in their academic performance including issues such as:

1. Determining the number of credits allowed for a student to take according to the requirements in each semester.
2. Assisting students to select courses that they need to take based on the curriculum map.
3. Assisting students to solve problems they might encounter; these may be directly or indirectly relevant to academic issues.

However, if the academic advisor's employment status changes, his/her responsibility will be delegated to another lecturer, who meets the requirements. This take-over process is managed by the Faculty of Psychology through a dean's decree.

B. Requirements of Academic Advisor

1. A permanent lecturer at the Faculty of Psychology of UGM.
2. Possessing the qualifications for a functional position of lecturer at the IUP Program.
3. Willing to provide time for consultation for a minimum of two times per semester.
4. Appointed through a dean's decree.



THESIS CONSULTATION WITH A LECTURER SERVING AS AN UNDERGRADUATE THESIS SUPERVISOR (*DOSEN PEMBIMBING SKRIPSI* - *DPS*)

A. Definition of Undergraduate Thesis Supervisor

An undergraduate thesis supervisor is a lecturer of IUP who is responsible for guiding, assisting, and directing students to succeed in their thesis writing.

B. Requirements of Undergraduate Thesis Supervisor

1. A permanent lecturer with a minimum qualification of an Assistant Professor.
2. Possessing at least a Master's Degree.
3. Willing to provide time for consultation for a minimum of 14 times per semester.
4. Appointed through a dean's decree.



COUNSELING CONSULTATION WITH THE COUNSELING TEAM OF FACULTY OF PSYCHOLOGY UGM

Students are provided with counseling consultations with the counseling team of Faculty of Psychology UGM which consist of adequate psychologists and counsellors. The aim of consultation with the counseling team is to strengthen and ensure the students' psychological health so students could study effectively and achieve their learning goals.

2. TEACHING AND LEARNING PROCESS

It is mandatory for the students to pass all courses that have been selected. Passing the courses means that the students are obliged to attain the minimum grade for each course (the details are explained below). If students fail to attain the minimum grade of an elective course and the course is not available in the next semester to be retaken, alternative options may be provided to the students to fulfill the minimum credits requirements. However the provision of this alternative options will depend on careful consideration by the Program Director of IUP Psychology. The teaching and learning process is possible to be conducted in and/or outside the class, e.g. fieldwork, online class, and guest lectures. The minimum number of credit units taken to graduate is 144. The details are elaborated in Table 1 below. Students may take more than 144 credit units that can be selected from the groups of compulsory and elective courses. Class meetings can be carried out when the number of students is no less than 8. The classes are organized based on a timetable that has been determined by the IUP Management, each class is scheduled for either 14 or 28 meetings in one semester (depending on the number of meetings per week).

IUP students are required to take classes provided by the IUP and prohibited to take classes in the regular program.

Table 1. Course Distribution

Category	Courses			Credits
	Compulsory	Compulsory Elective	Elective	
Basic Level Courses	<ol style="list-style-type: none"> 1. General Psychology (5 credits) 2. Biopsychology I (2 credits) 3. Biopsychology II (3 credits) 4. Theories of Personality (4 credits) 5. Cognitive Psychology (3 credits) 6. Life-Span Developmental Psychology (6 credits) 7. Social Psychology (6 credits) 8. Research Methodology in Psychology (3 credits) 9. Quantitative Research Method (4 credits) 10. Statistics (3 credits) 11. Psychology of Communication (4 credits) 12. 12. Educational Psychology (4 credits) 13. 13. Basic Assessment (6 credits) 14. Ethics in Psychology (2 credits) 15. English for Academic Purposes (2 credits) 16. Philosophy and Logic (2 credits) 17. General Basic Courses: <ol style="list-style-type: none"> a. Religion (2 credits) b. <i>Pancasila</i> (State Ideology) (2 credits) c. Civics Education (2 credits) d. Indonesian for Academic Purposes (2 credits) 			67

Category	Courses			Credits
	Compulsory	Compulsory Elective	Elective	
Application Level Courses	<ol style="list-style-type: none"> 1. Theories and Application of Psychological Measurement (6 credits) 2. Children and Adolescents with Special Needs (4 credits) 3. Mental Health (3 credits) 4. Mental Disorder (4 credits) 5. Industrial Psychology (3 credits) 6. Organizational Psychology (3 credits) 7. Psychological Intervention (4 credits) 8. Integrative Psychology (4 credits) 	<p>Group I</p> <p>Psychological Assessment (students take 3 of 5 Courses)</p> <ol style="list-style-type: none"> 1. Assessment of Intelligence (3 credits) 2. Assessment of Aptitude (2 credits) 3. Projective Personality Assessment (2 credits) 4. Non-projective Personality Assessment (2 credits) 5. Neuropsychology Assessment (2 credits) <p>Group II</p> <p>Basic Intervention: Individual (students take 2 out of 4 courses)</p> <ol style="list-style-type: none"> 1. Counseling Psychology (2 credits) 2. Behavior Modification (2 credits) 3. Child and Adolescent Counseling (2 credits) 4. Child and Adolescent Development Stimulation (2 credits) 	<ol style="list-style-type: none"> 1. Qualitative Research Method (3 credits) 2. Non-Parametric Statistics (2 credits) 3. Multivariate Statistics (2 credits; offered in the master program) 4. Psychology of Disaster and Crisis (3 credits) 5. Psychology of Emotion (2 credits) 6. Psychology of Marriage and Family (2 credits) 7. Early Childhood Development (2 credits) 8. Psychogerontology (2 credits) 9. Cultural Psychology (2 credits) 10. Health Psychology (2 credits) 	67

Category	Courses			Credits
	Compulsory	Compulsory Elective	Elective	
Application Level Courses		<p>Group III</p> <p>Basic Intervention: Community and Group (Students take 2 out of 4 courses)</p> <ol style="list-style-type: none"> 1. Conflict Resolution (2 courses) 2. Psychology of Community Development (2 courses) 3. Community Psycho-education (2 courses) 4. Group Counseling (2 courses) <p>Group IV</p> <p>Basic Intervention: Organization (students take 2 out of 4 courses)</p> <ol style="list-style-type: none"> 1. Organizational Development (3 credits) 2. Recruitment and Selection (2 credits) 3. Training and Human Resource Development (2 credits) 4. Reward System (2 credits) 	<ol style="list-style-type: none"> 11. Sports Psychology (2 credits) 12. Psychology of Religion and Spirituality (2 credits) 13. Consumer Behavior (2 credits) 14. Innovation and Entrepreneurship (2 credits) 15. Psychology of Art (2 credits) 16. Industrial Relations (2 credits) 17. Psychology of Internet (2 credits) 18. Gender Psychology (2 credits) 19. Pre School Educational Psychology (2 credits) 20. Apart from the 21 integrated electives offered, students have the choice of taking a maximum of 8 credits from the additional courses offered by other departments. 	
	Community Service Program (KKN)			3
	Undergraduate Thesis Writing Techniques			2
	Undergraduate Thesis			5
	Total Credits			144

Table 2. Types and Points of International Academic Exposure

No	Type	Points Expected
1	One Semester Student Exchange Program	3-5
2	Academic Short Visit	1-3
3	International Research Internship	1-3
4	Overseas Volunteer Experience	1-3
5	Participation in International Conferences	1 (held in Indonesia) and 2 (held overseas)

3. GRADING POLICY

1. Grading consists of structure and unstructured grading. Structured grading is carried out according to a particular schedule, usually during mid and end of a semester. Unstructured grading consists of class participation, class assignments, and practicum. Grading will be carried out during and after learning processes.
2. Grading components are as follows:
 - a. Score of Mid-term Exam
 - b. Score of Final Exam
 - c. Scores of Assignments or Practicums
 - d. Any learning related activities determined by the lecturer at the beginning of the course.

The final grade of a course is determined from the grades of mid semester exam, final semester exam, and assignments or practicum scores based on the weight of each score determined by the lecturer of each course.

3. Assessments can be in the following:
 - a. Written test
 - b. Oral test
 - c. Paper writing
 - d. Presentation
 - e. Rubric (for practicum)
 - f. Scale for professional attitude and behavior
4. Assessment of soft skills is done during learning processes and practicum, based on the professional attitude and behavior of the students.
5. Failure to achieve 75% of course attendance can affect students' eligibility of taking the final examination.

6. Absences due to one of the following reasons

- a. Being sick or hospitalized
- b. Death of immediate family, i.e. parents or siblings
- c. Serving as a delegation of the department/university in academic/non-academic events (e.g. sport competition and scientific conference).

require the students to submit a permission letter to be considered eligible to claim the attendance by getting an approval from the head of Undergraduate Program through the Program Coordinator of IUP.

7. Make-up tests (mid and final exam) may be provided if the student is unable to take the exam as scheduled due to the following reasons:

- a. Being sick or being hospitalized
- b. Death of immediate family, i.e. parents or siblings
- c. Serving as a delegation of the department/university in academic/non-academic events (e.g. sport competition and scientific conference).

The reason for the absence must be proven with a permission letter that must be submitted no later than 7 days after the exam day, for which a student will be able to take a make-up test after getting an approval from the head of Undergraduate Program through the Program Coordinator of IUP.

8. Grading System

Table 3. Grading System

Grade in Letters	Grade in Numbers	Predicate
A	4	Excellent
A-	3.75	
A/B	3.50	
B+	3.25	Good
B	3.00	
B-	2.75	Fair
B/C	2.50	
C	2	
D	1	Poor
E	0	Fail

9. Requirements for graduation KP 2011 (Improvement)

Table 4. Minimum Grade for Each Course Category

Types of Courses	Minimum Grades	Total Credits
Basic Level:		
a. General Basic Courses	C	67
b. General Basic Psychology Courses	B/C	
Compulsory Application Level Courses	B/C	31
Compulsory Elective Application Level Courses	B/C	18-36
Elective courses	C	0-18
Community Service Program	B/C	3
Undergraduate Thesis Writing Techniques	B/C	2
Undergraduate Thesis	B/C	5

10. The GPA listed in the transcript is calculated based on the highest grades for each course. Low grades in elective courses will not be included in the calculation of GPA if the students have already obtained 144 credits. However, the grades will still be shown in the transcript.

D. COMMUNITY SERVICE PROGRAM

1. The definition

Community Service Program (Kuliah Kerja Nyata: KKN) is an activity that is not carried out in the classrooms, and it is done as an interdisciplinary activity. This program is under the supervision of the Office for Research and Community Services (Lembaga Penelitian dan Pengabdian Kepada Masyarakat: LPPM) of Universitas Gadjah Mada.

2. Regulations and requirements

- a. Students have taken 100 credit units.
- b. During the program, the students are not allowed to take classes or practicums.
- c. They should print their Course Enrollment Form (Kartu Rencana Studi - KRS) containing course titles for the ongoing semester.
- d. The students must include Community Service Program in their Course Enrollment Form (Kartu Rencana Studi: KRS) for the ongoing semester.
- e. The students must attend the pre-departure orientation and take a general health examination organized by the Office for Research and Community Services (LPPM) UGM.
- f. Female students must not be expecting during the program.

3. Implementation

This program is offered in the semester and intersession. The duration of this program/course is determined by the LPPM.

E. UNDERGRADUATE THESIS WRITING

1. General Policy

- a. Students must include "Undergraduate Thesis" in their Course Enrollment Form (Kartu Rencana Studi: KRS).
- b. The students have fulfilled 133 credit units including Undergraduate Thesis Writing Techniques/TPS and passed the course.
- c. While writing an Undergraduate Thesis, the students may enroll in new courses or retake courses for a maximum of 6 credits.
- d. The students are not allowed to take academic leave while writing their Undergraduate Thesis.

2. Registration and Consultation Procedure

- a. Registration process starts with submitting a proposal draft that has been approved by the Undergraduate Thesis Supervisor (DPS).
- b. An Undergraduate Thesis Supervisor (DPS) is appointed by the secretary of the Undergraduate Program of Psychology.
- c. Students must complete and submit the letter of agreement of the Undergraduate Thesis Supervisor to the IUP Office.
- d. Supervision process starts with submitting a proposal to the Undergraduate Thesis Supervisor.
- e. During consultation, the supervisor will complete the consultation form in SIT. The minimum number of consultation meetings is 14.
- f. A change of an Undergraduate Thesis supervisor is possible under either of the following conditions.
 - (i) The Undergraduate Thesis supervisor requests the change.
 - (ii) The student requests the change with a written approval from his/her Undergraduate Thesis supervisor.

3. Time Allotment and Monitoring

The general time allotment for writing an Undergraduate Thesis is one semester. The due date of the Undergraduate Thesis writing is set by the IUP office in SIT.

If a student cannot complete his/her undergraduate thesis in one semester, he/she is required to write a letter to request for an extension. This letter should be signed by the Undergraduate Thesis supervisor and the head of the Undergraduate Program. Subsequently, the student must include Undergraduate Thesis Writing in the Course Enrollment Form of the next semester.

If a student cannot complete his/her undergraduate thesis in two semesters, the student must write a letter to request for another extension to the Vice Dean of Academic and Student Affairs.

4. Thesis Defense

a. Requirements and Procedures:

- (i) Pass the comprehensive examination.
- (ii) Comprehensive examination is a test to understand the comprehension level of students in understanding the given basic psychology concepts.
- (iii) Comprehensive examination is held after the students pass all the courses and before the students have their undergraduate thesis examination.

The administrative matters are completed through the IUP Office. The student must bring the following documents to the IUP Office:

- One complete copy of his/her undergraduate thesis
- His/her consultation card that bears the signature of his/her Undergraduate Thesis supervisor to show that his/her thesis is ready for a defense.
- Research Instruments.
- All raw data collected and analyzed during his/her research.
- Proof that the student has passed the comprehensive examination.
- The student needs to submit a letter of Administration Clearance issued by the IUP Office and his/her consultation card that has been verified by the office. These documents are used for the grade verification and GPA calculation.

b. The registration for a Thesis Defense can be done after the administrative verification indicates that the student has taken and passed all required courses with a minimum of 139 credits and a cumulative GPA of ≥ 2.75 .

c. Finalizing Administration

The student finalizes his/her Thesis Defense administration at the IUP Office by submitting the following documents:

1. His/her Consultation Card that has been verified by the IUP Office
2. His/her Academic Transcript from the office of Academic and Student Affairs
3. His/her three latest 3x4cm colored photographs, no older than 6 months
4. A certified copy of his/her high school diploma
5. A copy of his/her valid student ID card
6. A copy of his/her latest Student Academic Record (KHS)
7. Administrative verification form from the Thesis Affairs Office
8. A copy of his/her undergraduate thesis
9. A completed registration form for thesis defense

d. Thesis Defense

1. An Undergraduate Thesis Defense is scheduled no sooner than 8 working days after its registration.
2. The thesis defense is open for students of the Faculty of Psychology of UGM who are at the time enrolled in Undergraduate Thesis Writing.
3. The board of examiners consists of:
Chairperson: Dean
Moderator: Undergraduate Thesis Supervisor
Members: Two permanent lecturers assigned by the Head of Undergraduate Program and or Head of IUP
4. The lecturers eligible to be thesis defense examiners are the permanent and non-permanent lecturers teaching at the Faculty of Psychology of UGM and hold at least the functional position of assistant professor (asisten ahli) and a master's degree.
5. A Thesis Defense can be held if at least one examiner and the Undergraduate Thesis supervisor are present.
6. A Thesis Defense is carried out for a maximum of 90 minutes.

e. Grading

Based on the Regulation of the Faculty of Psychology of UGM dated 21 October 2002, Number UGM/PS/3175/UM/01/39 regarding the improvement of Undergraduate Thesis writing and thesis defense regulations comprised of the following.

1. The grade of a thesis is a combination of Writing Scores (P), which are given before the defense, and Defense Scores (U), which are given after the defense.
2. The grading of the defense scores is written on the Thesis Grading Form provided by the IUP Office.
3. The Writing Score (P) is given based on the following items.
 - Research Questions
 - Theoretical Framework
 - Methods
 - Discussion
 - Writing Technique

The Defense Score (U) is given based on the following items.

- i. Knowledge of the topic
- ii. The student's performance in answering questions
- iii. The P and U scores are written in alphabets similar to the other courses.
- iv. To determine the Thesis Score (NS), P and U scores are converted into numbers.

Table 5. Conversion Guidelines

Grade in Letters	Grade in Numbers
A	3.76 - 4.00
A-	3.51 - 3.75
A/B	3.26 - 3.50
B+	3.01 - 3.25
B	2.76 - 3.00
B-	2.51 - 2.75
B/C	2.25 - 2.50

A student fails his/her Thesis Defense if his/her final thesis score is below 2.50. If the final score of an undergraduate thesis is B/C, it will not be published.

4. Students passing the defense with revisions are obliged to make necessary revisions in a maximum of 30 days after the defense. If the students fail to meet the due date, they have to redo the defense as long as they are still within the prescribed study period. Language editing may be required by the thesis supervisor. In such case, students select their own language editor and are responsible for the financial matters following this process. Advanced editing process and proofreading that fulfill publication standards are carried out after the *Yudisium* process.
5. Students who fail their thesis defense may redo the defense twice

f. Document Submission

Students who have passed their Thesis Defense and completed the revision of their Undergraduate Thesis must submit their revised thesis and its summary with the following terms.

- (i) A copy of their Undergraduate Thesis and its summary in the form of an article following the format of the Jurnal Psikologi UGM, must be approved and signed by the Board of Examiners and the Dean. If the Undergraduate thesis is in the form of a journal manuscript, the obligation to submit a summary in the form of an article is dismissed.
- (ii) The softcopy of the above documents must be submitted to the following parties.
 - **Undergraduate Thesis Supervisor**
 - **The Library of the Faculty of Psychology of UGM**
 - **UP4**



The students must upload the softcopies of their Undergraduate Thesis and its summary into the University Library database.

F. STUDY PERIOD

The prescribed study period for undergraduate students is 8 semesters, and with certain considerations it can be extended by the maximum of 2 semesters. By the end of the 7th and 8th semester, students will receive a reminder to finish their Undergraduate Thesis, and in the 9th semester they will receive a warning letter. If they cannot complete their study within the 8-semester period, they may submit a letter to request the 2-semester extension but are required to submit the letter before each of the semesters.

G. ACADEMIC LEAVE

1. *Definition*

Academic leave is a period, one semester or more, for which a student is released from their obligation to undertake study and research work, and it will be granted for the student if the Dean approves his/her request. The following are the terms and conditions with regard to academic leave.

- i. Students are not allowed to take leave during the first two years of their study. However, special consideration may be given to students with special circumstances.
- ii. Students who are writing their Undergraduate Thesis are not allowed to take leave.
- iii. Students may request to take academic leave for 2 semesters consecutively.
- iv. Students who are on academic leave can neither undertake any academic activity nor use campus facilities.
- v. Academic leave requires a written permit signed by the Dean.

2. *Reregistration*

Students returning from academic leave are required to write a letter to the Dean stating that they are going to reactivate their academic status. The students must attach their leave permit to the letter, and they must submit the two documents one month before the semester commences.

LEARNING PROGRESS EVALUATION

- A. Students who are unable to complete 40 credit units and earn a 2.50 GPA in their first 4 semesters will be dismissed from the program.
- B. Students who cannot complete their Undergraduate Thesis in one semester will receive the first reminder.
- C. Students who cannot complete their Undergraduate Thesis in two semesters will receive the first Warning Letter.
- D. Students who are (still) writing their Undergraduate Thesis while they only have one semester left in their prescribed study period will receive the second Warning Letter.
- E. Students who cannot complete their study within the prescribed period (2n-1) are not allowed to continue their study.

A. TYPE OF EXPOSURES

Faculty of Psychology acknowledges five types of international exposures. By the end of the exposure the students will be able to acquire IAE points crucial for their Yudisium permit. Yudisium is related to students' status. When students have completed their Yudisium process, they are certified as having graduated and eligible to attend the graduation. The judiciary or the determination of students' status is held twice a month and students need to fulfill the requirements in terms of GPA, the number of credits, completion of the undergraduate thesis, and the minimum points for IAE.

Students' Eligibility for International Academic Exposure:

1. Recorded as an active UGM student by the time of the exchange program
2. Passing minimum of 48 credits of 2 semesters in Faculty of Psychology
3. Possess sufficient English capability, (a) minimum TOEFL 550; AcEPT 230 or (b) in accordance to minimum EPT score required by the host university
4. GPA minimum of 3.00
5. Committed to pass the bridging program with minimum score 80%. If students are failing to acquire 80% score, they are allowed to have remedial test once
6. Committed to pass all stages of the selection process administered by the a) Faculty of Psychology, b) UGM (KUI or OIA) and c) host university

Five types of activities are included in the International Academic Exposure program, each with certain global aspects covered within the specific program, as shown in the following table.

Global Aspects of the Program

Student Exchange Program

International participants
Interactive sessions with global scholars
Use of advanced global technology in learning processes
Multicultural experiences

Academic Short Visit

International participants
Interactive sessions with global scholars
Use of advanced global technology in learning processes

International Conference

Meeting international participants
Listening, sharing and building ideas with other international participants

Research Internship

Sharing research ideas with international partner and producing research proposal
Joint data collection and data sharing
Collaborative data analysis and publications

Internship/Volunteering

Awareness of global issues (and becoming familiar with global interventions addressing those issues)
Understanding global-local (global) issues
Experience in collaborating with international parties on particular projects, including social activities

1. STUDENT EXCHANGE PROGRAM (SEP)

Requisite

- a) To ensure that IUP students will graduate on time, it is necessary for those who prefer this type of exposure to carry out the exchange by the 5th semester.
- b) The students must take minimum credits equivalent to 10 credits (by the standard of IUP, Faculty of Psychology UGM) or in accordance to the standard required by the host university.
- c) Students can choose from 3 to 8 courses in the host university.
- d) It is highly encouraged for the students to choose and enroll into elective courses during their time of exchange.

Points Acquired

The students will acquire a number of points for completing their exposure. The points acquired by completing the Student Exchange program ranges from 4 to 5 points and will be affected by:

- 1) The credibility of the university or institution hosting the program. The credibility of the university or institution consists of local and foreign leading universities, and local and foreign leading institutions. Local leading universities are those with accreditation A, while foreign leading universities are universities with the same or higher world rank as UGM. Local leading institutions include local government institutions and non government institutions that have global networks, while foreign leading institutions include global actors, such as UN organizations.
- 2) The grade received from the host university.

3-5 points

Student Exchange Program	Points Acquired
Hosted by non-partner university	4
1) Hosted by partner university 2) The grade point average (GPA) received by the student from the exchange is lower than or equivalent to B (3.00)	4
3) The grade point average (GPA) received by the student from the exchange is higher than B (3.00)	5

Selection Process: **(check section B. STANDARD OPERATING PROCEDURES)**

- 1) Faculty Level Selection Process
- 2) University Level Selection Process
- 3) Host University Selection Process

2. SHORT ACADEMIC VISIT (INTERNATIONAL SUMMER/WINTER SCHOOL)

Requisite

- a. To ensure that IUP students will graduate on time, it is necessary for those who prefer this type of exposure to carry out the exchange maximum by the 7th semester.
- b. The students must take minimum credits equivalent to 3 credits -by the standard of IUP Faculty of Psychology UGM-, or 3 ECTS, or 3 credits in AUN-ACTS (check section C. CREDIT TRANSFER SYSTEM for further information).
- c. Students are encouraged to choose a summer or winter school that is in the form of an elective course. theme that can be transferred to an elective course at the Faculty of Psychology UGM.

Points Acquired

The students will acquire a number of points for completing their exposure. The points acquired by completing Short Academic Visit program range from 1 to 3 points and will be affected by the credibility of the university hosting the program.

1-3 points

Short Academic Visit Program	Points Acquired
Hosted by local non-leading university	1
Hosted by: a. Local leading university b. Non-university International Organization	2
Hosted by Foreign University	3

Selection Process: **(check section B. STANDARD OPERATING PROCEDURES)**

- 1) Faculty Level Selection Process
- 2) University Level Selection Process
- 3) Host University Selection

3. INTERNATIONAL CONFERENCE

Requisite

- a. To ensure that IUP students will graduate on time, it is necessary for those who prefer this type of exposure to carry out the exchange maximum by the 7th semester.
- b. It is highly encouraged for the students to choose international conferences held by a credible university/institution abroad.

Points Acquired

The students will acquire a number of points for completing their exposure. The points acquired by participating in International Conferences range from 1 to 2 points and will be affected by the credibility of the university or institution hosting the program.

1-2 points

International Conference	Points Acquired
Hosted by local leading university or institution	1
Hosted by foreign leading university or institution	2

Selection Process: **(check section B. STANDARD OPERATING PROCEDURES)**

- 1) Faculty Level Selection Process
- 2) Application to the university or institution hosting the international conference

4. RESEARCH INTERNSHIP

Requisite

- a. To ensure that IUP students will graduate on time, it is necessary for those who prefer this type of exposure to carry out the exchange maximum by the 7th semester.
- b. The student must be in a research internship program in or related to the field of Psychology and conducted abroad by a foreign university. .

Points Acquired

The students will acquire a number of points for completing their exposure. The points acquired by completing the research Internship ranges from 1 to 3 points and will be affected by the credibility of the university or institution hosting the program.

1-3 points

Research Internship	Points Acquired
Hosted by foreign leading university or institution Minimum 12 hours of activity	1
Hosted by foreign leading university or institution Minimum 25 hours of activity	2
Hosted by foreign leading university or institution Minimum 40 hours of activity	3

Selection Process: **(check section B. STANDARD OPERATING PROCEDURES)**

- 1) Faculty Level Selection Process
- 2) Application to the university or institution hosting the research internship

5. VOLUNTEERING/INTERNSHIP

Requisite

- a. To ensure that IUP students will graduate on time, it is necessary for those who prefer this type of exposure to carry out the exchange maximum by the 7th semester.
- b. Prior to applying to volunteering and or working internship program, the students must acquire permit from the Head of IUP Program or the Head of Undergraduate Program or the Dean of Faculty of Psychology regarding the preferred program.
- c. It is highly encouraged for the students to choose international volunteering or internship program in or related to field of Psychology.

Points Acquired

The students will acquire a number of points for completing their exposure. The minimum requirement for an intership/volunteering exposure is 40 hours of activity. The points acquired by completing a volunteering/internship program ranges from 1 to 2 points and will be affected by the credibility of the institution hosting the program.

1-2 points

Volunteering/Internship	Points Acquired
Hosted by foreign non-leading university or institution	1
Hosted by leading university or institution	2

Selection Process: **(check section B. STANDARD OPERATING PROCEDURES)**

- 1) Faculty Level Selection Process
- 2) Application to the university or institution hosting the volunteering/internship program
- 3) **In certain conditions, virtual International Academic Exposure programs are possible and adjustments may be applied to the activities offered. Some options for virtual International Academic Exposure is described in the following table.**

(Continuity from previous page)

No.	Program		Global Aspect of the Program	Notes	Points
1	Virtual Student Exchange	Enrolling as a student exchange in host university especially in the faculty of psychology and joining the courses for a whole semester virtually	International participants Interactive online course Use of advanced technology in learning processes to connect globally Multicultural experiences	Hosted by a foreign university (partner and non-partner)	4
				Grade (GPA) equivalent to and lower than B	
				Grade (GPA) higher than B	
2	Virtual International Conference	Participating in psychology-related international conferences	Meeting international participants Listening, sharing and building ideas with other international participants	Hosted by local leading university or institution	1
				Hosted by foreign university or institution	2
3	Online International Summer Course	Enrolling as a summer course student and taking psychology-related online courses equivalent to 3 credits at the host university. In cases where the course is less than 3 credits, the IUP may consider assigning project based activities based on the course material delivered in the summer course.	International participants Interactive online courses with global scholars Use of advanced technology to connect globally	Hosted by local non leading university	1
				Hosted by local leading university	2
				Hosted by foreign university	3

(Continuity from previous page)

No.	Program		Global Aspect of the Program	Notes	Points
4	Online collaborative research with international partner	Doing research together with an international partner such as foreign university lecturers and students.	Sharing research ideas with international partner and producing research proposal Joint data collection and data sharing Collaborative data analysis and publications	Hosted by foreign leading university or institution Minimum 12 hours of activity	1
				Hosted by foreign leading university or institution Minimum 25 hours of activity	2
				Hosted by foreign leading university or institution Minimum 40 hours of activity	3
5	Online Internship/ Volunteering Programs	Designing and implementing online projects in a psychology related domain with international parties.	Awareness of global issues (and becoming familiar with global interventions addressing those issues) Understanding global-local (global) issues Experience in collaborating with international parties on particular projects, including social activities	Hosted by local or foreign leading universities or institutions Minimum 40 hours of activity	2

B. STANDARD OPERATING PROCEDURES

1. BRIDGING PROGRAM

Bridging Program IAE is specifically tailored to prepare IUP students for participating in the international exposure program. The Pre-bridging sessions will be held before the Bridging Program starts. The Bridging Program consists of 9 modules and will be conducted in two sessions. The first session starts in the 2nd semester and aims to prepare the students for their IAE admission process. The second session will be conducted in the 3rd semester and aims to prepare the students for living abroad. Each module contains essay exercises, each exercise is worth 20 points. By the end of the Bridging Program, the points will be calculated into percentage and it will affect students' IAE point.

The module for the Bridging Program IAE is as follows:

MODULE 1. UNDERSTANDING ACADEMIC MATTERS IN YOUR HOST UNIVERSITY

MODULE 2. COPING WITH DEMANDS OF LIVING ABROAD

MODULE 3. MANAGING YOUR TIME

MODULE 4. SAFETY AND WELL-BEING

MODULE 5. PRE-DEPARTURE PREPARATION

MODULE 6. ARRIVAL AND SETTLING IN

MODULE 7. FACING CULTURAL DIFFERENCES

MODULE 8. SOCIAL SKILLS IN A FOREIGN COUNTRY

MODULE 9. MAKING THE BEST OUT OF YOUR OVERSEAS TIME

Bridging Percentage

100% : A

80% : B

60% : C

The students are entitled to gain a maximum of IAE points in accordance to their preferred exposure if they acquire 80% on the Bridging Program. In certain circumstances such as the COVID-19 pandemic, the contents of the bridging program modules and its delivery is subject to change.

2. SELECTION PROCESS

IUP students are required to follow each stage of the selection process. It is necessary for the students to finish all selection processes six months before the departure.

a. SELECTION PROCESS AT THE FACULTY LEVEL

The selection at this level aims to prepare the students for their chosen exposure. By the end of the selection at the Faculty level, the students will receive a nomination/recommendation letter from the Dean and or Vice Dean of Faculty of Psychology, necessary for the selection process at the University Level. The academic office of IUP and Office of Cooperation and International Affairs of Faculty of Psychology will be responsible for conducting and monitoring this selection process. All IUP students must follow through the selection process at this level, regardless of their exposure preference.

Required Documents

- 1) Application Form
- 2) Biodata Form
- 3) Course Study Plan Form
- 4) Parental Consent Form
- 5) Course Outline/Syllabus of the foreign university
- 6) Scanned or copy of English Proficiency Test Certificate
- 7) Academic Transcript in English

Timetable of the selection

Month	Activity	Note for Organizers
April	IAE Socialization (Pre-Bridging)	
April-May	<ul style="list-style-type: none">· Bridging Program for IAE part 1: Preparing for International Exposure Module 1-4· Consultation period for IAE	
June	Submission period for IAE Application Documents for selection process at the faculty level.	
August	Interview	
September	IAE Application Documents Verification and Approval	
October	<ul style="list-style-type: none">· Announcement for IAE preference result and preparing for University Level Selection (OIA UGM)· Filling for Nomination Letter (OCIA Faculty of Psychology)	

(Continuity from previous page)

Month	Activity	Note for Organizers
November	Bridging Program IAE part 2: module 5-9	
January	<ul style="list-style-type: none">· University Level Selection (OIA UGM)· Registering to host university (Host University/Institution Selection)	
February	Waiting period for LoA from host university	
March	<ul style="list-style-type: none">· Acquiring LoA from host university· Verifying Learning Agreement· Requesting for VISA Recommendation letter from OCIA Faculty of Psychology	
May	Final preparation: reporting to IUP and OCIA regarding to the departure to host university	

b. SELECTION PROCESS AT THE UNIVERSITY LEVEL

The details can be found in <https://oia.ugm.ac.id/outgoing-mobility-procedure/>

c. HOST UNIVERSITY/INSTITUTION SELECTION

d. PRE-DEPARTURE

1. **Upon acceptance to the preferred exposure**, the students must immediately send the soft copy of their Letter of Acceptance to both IUP office and OCIA of the Faculty of Psychology.
2. **Students may then request for a VISA recommendation** from OCIA of the Faculty of Psychology.
3. **Prior to their departure, the students must contact their host university** to ensure that the courses chosen in their Course Study Plan Form is available for enrollment.
4. **The students must then fill the Learning Agreement**, essential to the credit transfer process. The Learning Agreement must be filled in accordance to the courses available in the Course Study Plan Form. Should there be any changes regarding the courses they are enrolled in, a consult with the Head of IUP is mandatory. The Learning Agreement must be signed by 1) Head of the Undergraduate Program of the Faculty of Psychology and 2) the Host University Academic Supervisor. After the completion of exposure, the students must return the signed Learning Agreement in order to process their credit transfer.

3. POST EXPOSURE

- a. It is crucial for the students participating in the international exposure program, especially the Student Exchange Program, to register for the following semester at the Faculty of Psychology on time.
- b. Upon their arrival back to Indonesia the students must submit:
 - 1) Documents necessary for Credit Transfer Process such as the Learning Agreement and the certificate for Short Academic Visit Program OR the academic transcript from the university hosting the Student Exchange Program.
 - 2) The students must also submit a short essay accompanied by at least 3 pictures documenting their exchange experience.
 - 3) Upon acquiring the minimum of 4 IAE points the students will receive the IAE completion certificate.

C. CREDIT TRANSFER SYSTEM

The process of credit transfer is doable, exclusively to the programs allowing students to acquire credits from their chosen courses such as Student Exchange Program and Short Academic Visit Program.

Requisite:

- 1) Passing the courses taken during the exchange, proven by Academic Transcript and or Certificate received from host university/institution
- 2) Signed Learning Agreement

1. TRANSFERABLE COURSES

(attached)

2. CREDIT CONVERSION

THE GENERAL RULE FOR COVERSION

a.) Should a course taken during the exchange is deemed transferable to one of the courses offered at Faculty of Psychology UGM, the students will be entitled to earn credits in accordance to the course offered at the Faculty of Psychology. This general rule does not apply in the case that the points of the course offered at the university abroad is less than the points of the course at the Faculty of Psychology. In this situation, the credits will be counted according to the points of the course taken at the foreign university.

On the other hand, in the case that the points of the course abroad exceeds the points of the appointed course for transfer at the Faculty of Psychology:

1) the points may be transferred to other available courses at the Faculty of Psychology under the condition that a) the courses are within the same topic, b) the courses in which the transfer is made, may fall under the category of compulsory, compulsory elective, or elective courses, regardless of the course category at the foreign insitution.

2) as in the general rule of transfer, the points earned from the course at the foreign university will be converted according to the points of the course at the Faculty of Psychology. The rest of the credits may be: a) transferred to other similar courses in accordance to the amount of remaining credit, b) transfered to an elective course using the original name of the course at the foreign university in accordance to the amount of remaining credit.

For example, a student earns 10 ECTS for Clinicial Psychology at the foreign university, which is transferable to 8 credits at the Faculty of Psychology. The credits of the course can be transferred to Mental Disorder (4 credits). The remaining credits may be transferred to Child and Adolescent with Special Needs (4 credits), under the condition that this topic is discussed in the course abroad. Alternatively, the remaining 4 credits can be transferred to an elective course under the original name from the foreign university, Clinical Psychology.

Should there be no available equal course offered at the Faculty of Psychology UGM, the students will earn equal credits points to the course taken at the foreign university, and the course will be accounted as an elective course under its original name.

b) All consultations concerning credit transfers should be done with the Head of IUP (for IUP students) or Head of Undergraduate (for regular students).

c) Students must list the course in the Learning Agreement form signed by the Head of IUP (for IUP students) or Head of Undergraduate Program (for regular students) to process the credit transfer.

d) In situations where a student decides to take different courses from what was listed in the Learning Agreement, the student must request for a new Learning Agreement form, signed by the Head of IUP (for IUP students) or Head of the Undergraduate Program (for regular students).

TYPE OF CREDIT TRANSFER SYSTEM

i. AUN-ACTS

1 credit = 1 credit in any Asian university associated with AUN

ii. ECTS

1 credit = 1.25 ECTS

Specifically for Elective Courses taken during Short Academic Visit programs:

2 ECTS = 2 credit of Elective Course

3 ECTS = 3 credit of Elective Course, unless the course taken during the program is deemed transferable to one of the courses offered in Faculty of Psychology UGM. Then the conversion will follow the general rule explained above.

iii. UNITED KINGDOM CREDIT TRANSFER SYSTEM

3 credits = 10 credits

iv. AUSTRALIAN CREDIT TRANSFER SYSTEM

1 unit = 6 points = 150 hours of workload

3 credits = 12,5 points

Grade Conversion

1) Dutch Universities

Grade	Conversion
A	8.0 - 10.0
A-	7.5
A/B	7
B+	6.5
B	6
B-	5.5
B/C	5
C	4
D	2
E	1

2) German Universities

Grading		Psychology UGM	
Grade	Status	Grade	Status
1 - 1.4	BE (Bestanden)	A	Pass
1.5 - 1.8	BE (Bestanden)	A- / B+	Pass
1.9 - 2.5	BE (Bestanden)	B	Pass
2.6 - 3.5	BE (Bestanden)	B- / B/C	Pass
3.6 - 4.0	BE (Bestanden)	C	Pass
4.1 - above	NB (Nicht Bestanden)	D / E	Fail

3) French Universities

Grading (in letters)	Grading (in numbers)	Status	Grading (Psychology UGM)	Status
F	Grade < 9	Fail	D / E	Fail
E	9	Pass	C	Pass
D (Acceptable)	9 < grade < 12/20	Pass	B/C	Pass
C (Good)	12 < grade < 14/20	Pass	B	Pass
B (Very Good)	14 < grade < 16/20	Pass	B+	Pass
A (Excellent)	16 < grade < 20/20	Pass	A	Pass

4) Australian Universities

Score	Grade	Description	Conversion in Psychology UGM
80 - 100	H1	First Class Honours	A
75 - 79	H2A	Second Class Honours Division A	A-
70 - 74	H2B	Second Class Honours Division B	B+
65 - 69	H3	Third Class Honours	B
50 - 64	P	Pass	C
0 - 49	N	Fail	D/E

- In the case a student receives a D in a course at the university abroad, a re-examination will be carried out at the Faculty of Psychology. The re-examination will only be carried out once, and the maximum grade for re-examination is B. The questions for re-examination will be the responsibility of a lecturer teaching a similar course, appointed by the head of IUP (for IUP students), or Head of Undergraduate Program (for regular students).
- If the student receives a grade parallel to or lower than the previous grade in the re-examination, the final grade will be in accordance with the grade obtained from the re-examination.
- If a student receives an E from a course at the foreign university, the course will be dropped and the student will lose the credit points received from that course.

	Semester 2							Semester 3					Semester 4					Semester 5		
	2020													2021						
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
IAE socialization (pre-bridging)																				
Bridging (periode 1: academic life/ 4 weeks)																				
Submission period for IAE Application Documents for selection process at the faculty level																				
Administration selection																				
Interview selection																				
Announcement for IAE preference result and preparing for University Level Selection (OIA UGM)																				
Bridging (periode 2: social life/ 5 weeks)																				
Registering to host institution																				
Acquiring LoA from host university, verifying learning agreement																				
Sending LoA to OCIA for VISA application																				
Departure																				