COMMITTEE FOR

GUIDEBOOK DRAFTER FOR THE IMPLEMENTATION OF MBKM AT FACULTY OF ECONOMICS AND BUSINESS, UNIVERSITAS AIRLANGGA

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THOUGHTS OF DEAN OF FACULTY OF ECONOMICS AND BUSINESS OF UNIVERSITAS AIRLANGGA

With praise and gratitude for the presence of God Almighty, the Guidebook for the Implementation of the *Merdeka Belajar-Kampus Merdeka* (MBKM) of the Faculty of Economics and Business, Universitas Airlangga has been compiled. This guidebook was prepared to provide a comprehensive picture for students and lecturers regarding the objectives and benefits of implementing the *Merdeka Belajar-Kampus Merdeka* Program, which consists of 8 (eight) categories of activities. This guidebook explains each activity that students can choose and participate in, the requirements, implementation conditions, and steps to convert these activities into relevant courses contained in the curriculum of the related study program.

Though this guidebook has been prepared well, as the saying goes, no ivory is not cracked. This book may have various shortcomings that still need to be improved in the future. For this reason, suggestions for improvement are highly expected to achieve continuous improvement. We shall not forget to express our deepest gratitude to all those who have contributed their energy and thoughts while compiling this guidebook. Thus, it is hoped that this Guidebook for implementing the *Merdeka Belajar-Kampus Merdeka* (MBKM) can be used as well as possible.

Surabaya, January 2022

Dean,

Prof. Dr. Dian Agustia, SE, Msi., Ak.

CHAPTER I

GENERAL OVERVIEW OF MBKM AND ITS LEGAL BASIS

A. *Merdeka Belajar—Kampus Merdeka* (MBKM) at Universitas Airlangga

Merdeka Belajar program launched by the Ministry of Education and Culture of the Republic of Indonesia is in line with SMART University's strategic goals to be achieved by Universitas Airlangga. This program, which provides freedom for students to learn to improve skills and knowledge, is in line with the five strategic programs in SMART of Universitas Airlangga, namely increasing the added grade of graduates who can contribute to society by innovating and transforming the educational process using current digital technology. Implementing the Merdeka Belajar program at Universitas Airlangga can realize two strategic programs in SMART University, namely Smart Education for millennials and Meaningful Research and Community Services.

The outputs to be achieved from *Merdeka Belajar* program within the framework of SMART Education at Universitas Airlangga are:

1. The increasing number of students' achievement at national and international levels.
2. The increasing number of students and graduates who are entrepreneurs.
3. The increasing number of community services based on SDGs with collaboration among scientific disciplines.
4. The increasing number of publications of research results across scientific disciplines.
5. The increasing involvement of foreign academics and teaching staff
6. The increasing number of outbound and inbound students.
7. The increasing number of collaborations with universities, industry, the Government, and other stakeholders.

Meanwhile, the outcomes of the activities achieved will be by the desired objectives, including:

1. More exposure to students' talents and interests to society and the university's stakeholders;
2. Innovative and adaptive curriculum to the needs of the society;
3. Creative learning models that are interesting for students and in line with current developments;
4. Broad academic and scientific insight from graduates;
5. Ability to empathize, communicate and collaborate with all stakeholders to solve national and humanitarian problems.

The policy of Merdeka Belajar-Kampus Merdeka (MBKM) through the Regulation of the Minister of Education and Culture Number 3 of 2020 regarding National Standards for Higher Education in Article 18 states that the fulfillment of the learning period and workload for students of undergraduate or applied undergraduate programs can be carried out by:

1. Participating in the entire learning process in the study program at the university according to the learning period and workload;
2. Participating in the study program's learning process fulfills part of the time and learning workload, and the rest shall follow the learning process outside the program.

Merdeka Belajar-Kampus Merdeka (MBKM) provides students with the opportunity for 1 (one) semester or the equivalent of 20 (twenty) credits to learn outside the study program at the same university, and a maximum of 2 (two) semesters or equivalent to 40 (forty) credits of studying in the same study program at different universities, learning in various study programs at the same university or learning at other universities.

Learning in the *Kampus Merdeka* program provides challenges and opportunities for the development of creativity, capacity, personality, and student needs, as well as developing independence in seeking and finding knowledge through realities and dynamics situations such as ability

requirements, real problems, social interaction, collaboration, self-management, performance demands, targets, and achievements.

Merdeka Belajar emphasizes the principle of continuous learning, anywhere, anytime, and to anyone—taking place in formal classrooms and informal, even non-formal education institutions. The center of education lies in the learning community as a subject that must be continuously active, creative, and innovative. Implementing *Merdeka Belajar* is expected to give birth to a spirit of continuous learning. It is a learning process that transcends the boundaries of space, class, and non-class, inside and outside the school. It makes life experiences an essential part of the learning process. At the same time, it also has a longtime dimension throughout one's life.

With the implementation of *Merdeka Belajar*, students are encouraged to be humble to learn from anyone, as everyone can be a teacher to others. *Merdeka Belajar* is a translation of the conception of lifelong learning—a concept, idea, or main idea that takes place within the individual to make his life experience a continuous learning space to adapt to changing times.

The ability to update knowledge information positively impacts creating an adaptive and transformative generation, actual and up-to-date mastery of knowledge, and capable of implementing them in real life. Knowledge does not stop as a theory and should be translated for the benefit of positive social change. The conception of lifelong learning in the perspective of *Merdeka Belajar* reflects a learning process that is flexible, creative, and responsive so that it can influence the ideas, ideals, attitudes, and perspectives of learning citizens, both as individuals and as part of the society.

In the context of students, they must make the principle of lifelong learning a spirit to upgrade knowledge, have a critical attitude, and be open to receiving various information on the truth of science. Academic life is an essential part of efforts to produce human resources with adaptive and responsive abilities to every changing times, namely resources with broad knowledge and contribution to human life. Through this principle, it is hoped that *Merdeka Belajar,* as a translation of lifelong

learning, can develop the human personality's potential following its nature and essence, namely, all aspects of assimilation as optimally as possible, dynamic, and lasting throughout human life.

B. Learning Scopes and Activity Criteria recognized as MBKM at Universitas Airlangga

Referring to the Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 regarding National Standards for Higher Education, learning Airlangga Smart Education is a learning process that includes:

1. Learning in other study programs within university;
2. Learning in a similar study program outside university;
3. Learning in other study programs outside university;
4. Learning at a non-higher education institution.

The above learning models are also referred to as **LEARNING OUTSIDE THE STUDY PROGRAM with** the following description**:**

Figure 1. Adaptation of the chart in the *Merdeka Belajar* Guidebook of DIKTI regarding the Description of *Merdeka Belajar-Kampus Merdeka* at Universitas Airlangga

1. Student Exchange

Student exchange is an activity for students to take classes or semesters at domestic and foreign universities according to the cooperation agreement held by the Indonesian Government and/or Universitas Airlangga.

2. Internship/Industrial Practice

Internship/industrial practice is an activity for students to implement knowledge, attitudes, and general and specific skills in the workplace. Internship/industrial practice can be carried out at companies, industries, non-profit foundations, multilateral organizations, government institutions, and startups.

3. Village Projects

Village projects are social activities to help people in rural or remote areas by building the people's economy, infrastructure, and others. Village projects can be carried out with the village apparatus, BUMDes, cooperation, or other village organizations.

4. Research

Research is an academic activity, both science and social humanities, carried out under a lecturer's or researcher's supervision. Research/research can be carried out at research institutions such as LIPI/BRIN, Litbang (Research and Development Institute), Eijkman Institute, Universities, and so on or in the form of Student Creativity Programs related to research, technology application, creative initiatives, scientific articles, written ideas, constructive and futuristic ideas, student critical thinking competition.

5. Humanitarian Project

A humanitarian project is a social activity for a humanitarian

foundation or organization approved by a university in Indonesia and overseas. Humanitarian projects can be carried out in formal organizations approved by the Chancellor or institutions such as the Indonesian Red Cross, Mercy Corps, Airlangga Inclusive Learning, the Covid-19 Task Force, and others.

6. Entrepreneurship

Entrepreneurship is an independent student activity for developing entrepreneurship skills, as evidenced by an explanation or proposal for entrepreneurial activities and proof of consumer transactions or employee salary slips.

7. Independent Study/Project

Independent study/project is an activity to develop a project based on a specific topic and can be done with other students. One form of independent study/project can be in the form of competitive activities that are participated in by students, such as the National Mathematics and Natural Sciences Olympiad, Indonesian Robot Contest, National Student Musabaqah Tilawatil Quran, Selection of Outstanding Students, National University Debate Championship/World University Debating Championship, and Indonesian Student Business Competition.

8. Teaching in Education Units

Teaching in education units is a learning activity carried out by students in educational departments such as elementary, middle, and high schools. Teaching in education units can be carried out at schools located in urban or remote locations. It will be facilitated by the Ministry of Education and Culture.

9. Learning Across Study Programs – Across Disciplines

Learning Across Study Program-Across Disciplines is a cross-

disciplinary learning to support professionalism and a more comprehensive academic insight. Learning across disciplines can be in the form of *Inter-Professional Education* (IPE), obtaining credits across disciplines, and integrated Compulsory courses of the University. The list of cross-study courses is listed in a unique roster at UAC *(Universitas Airlangga Cybercampus),* and related study program pages are updated every semester.

The nine types of MBKM programs are implemented at the Faculty of Economics and Business of Universitas Airlangga with the mechanisms and procedures illustrated in the following. This mechanism was created to provide mutual understanding so that the implementation of MBKM at the Faculty of Economics and Business of Universitas Airlangga can run optimally and be beneficial for many parties.

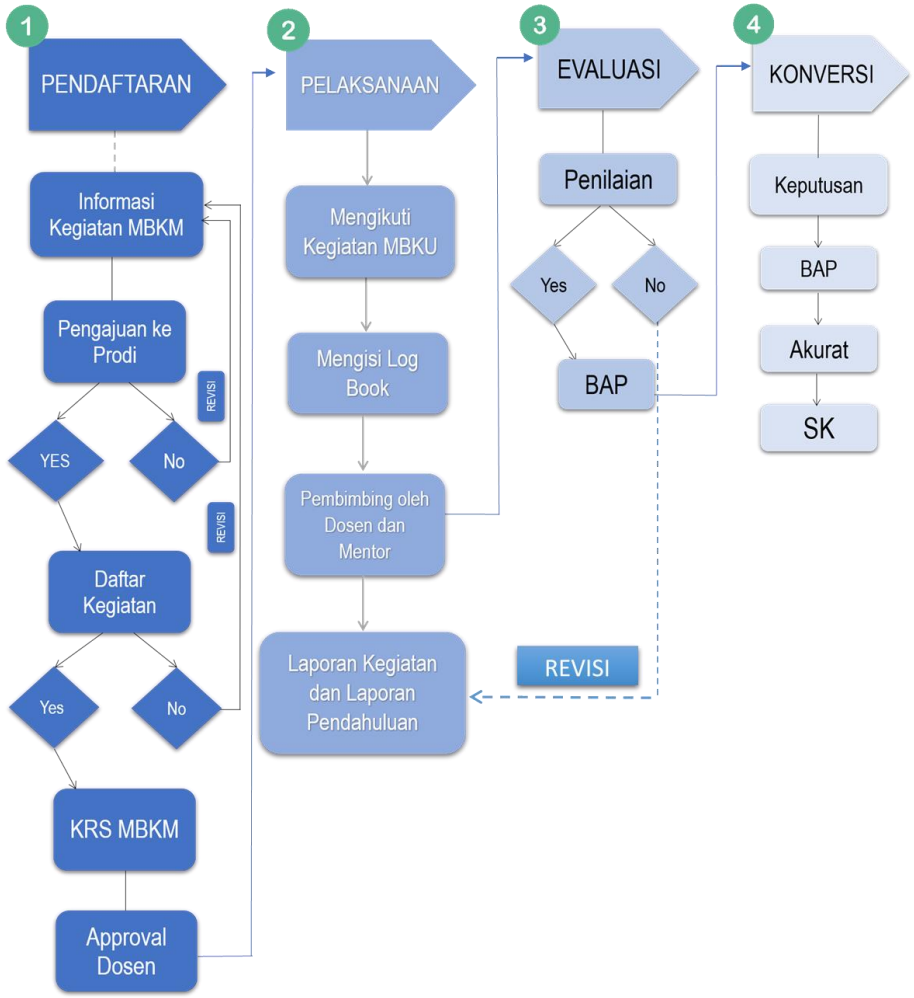


Figure 2. MBKM Implementation Procedure at the Faculty of Economics and Business of Universitas Airlangga

Meanwhile, the Faculty of Economics and Business of Universitas Airlangga also regulates the criteria for activities that can be recognized as MBKM; these include:

1. Organized by the Ministry of Education and Culture;
2. Collaboration Initiation of the Faculty of Economics and Business of Universitas Airlangga with other faculties within

universities, with other universities, and/or with partnered institutions;

3. Other activities that meet the following standards:
    a. A minimum period of 5 months (8 hours/day, five days per week).
    b. Held by an institution that has a government-recognized legal entity that FEB UNAIR approves.
    c. Institutions where MBKM activities must have a structured curriculum and follow the learning outcomes set by the Study Program.
4. The MBKM program should be submitted and approved by the relevant Study Program.

C. Legal Foundation

The legal basis for implementing the *Merdeka Belajar-Kampus Merdeka* policy program includes the following:

1. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 regarding National Standards for Higher Education;
2. Regulation of the Rector of Universitas Airlangga Number 44 of 2016 regarding Amendments to Regulation of the Rector Number 17/H3/PR/2009 regarding the Achievement Credit System of Universitas Airlangga;
3. Regulation of the Rector of Universitas Airlangga Number 4 of 2020 regarding Guidelines for Implementation of Community Services of Universitas Airlangga;
4. Regulation of the Rector of Universitas Airlangga Number 11 of 2020 regarding Universitas Airlangga Academic Guidebook;
5. Regulation of the Rector of Universitas Airlangga Number 16 of 2020 regarding Internships Quality Standards for Diploma III,

Applied Bachelors, and Undergraduate Programs at Universitas Airlangga;

6. Regulation of the Rector of Universitas Airlangga Number 23 of 2020 regarding Guidelines for Universitas Airlangga's Implementation of Learning Outside the Study Program.

CHAPTER II

MBKM PROGRAMS IN THE FACULTY OF ECONOMICS AND BUSINESS, UNIVERSITAS AIRLANGGA

1. STUDENT EXCHANGE PROGRAM

A. Schematic Description and Technical Guidelines for the Student Exchange Program at the Faculty of Economics and Business Universitas Airlangga (hereinafter abbreviated as FEB UNAIR)

FEB UNAIR opens opportunities for students to take part in student exchange programs with various schemes, which are illustrated as follows:

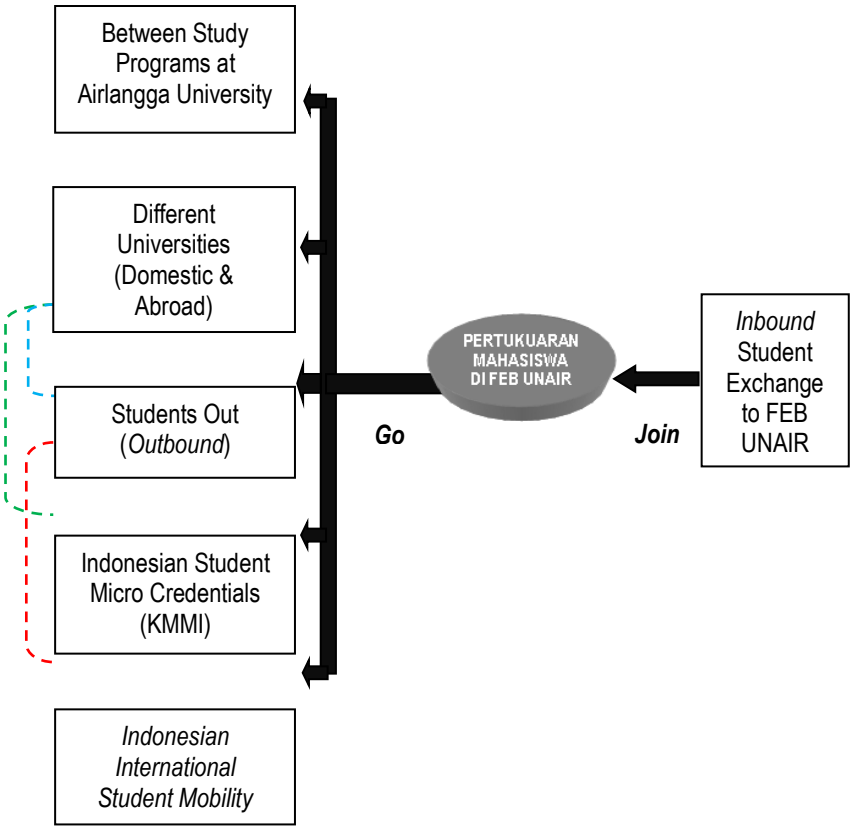


Figure 3. MBKM Scheme of Student Exchange Activities at FEB UNAIR

1) Student Exchange Program across Study Programs at Universitas Airlangga

This type of student exchange is based on the spirit of cross-study learning according to the scientific clumps and fields at Universitas Airlangga, which include:

a. Health Sciences Disciplines;

b. Life Sciences Disciplines;

c. Socio-Cultural Sciences and Humanities Disciplines;

d. Engineering Sciences Disciplines;

Meanwhile, for the mechanism, it is necessary to pay attention to the following things:

1) Students consult and seek approval from the Study Program Coordinator.
2) After obtaining the approval, students consult with the Academic Supervisor and then fill out the Study Plan Card (KRS) at https://cybercampus.unair.ac.id/
3) Participants take courses across study programs following the provisions of existing academic guidelines.
4) Learning activities can be done offline or online.
5) Taking courses across study programs for students is a maximum of 20 credits.

2) Student Exchange Programs at Different Universities in Indonesia and Overseas

This pathway consists of:

2.1. Domestic Exchange Program

a. Within the study program.
b. Across study programs.

Both types of exchanges consist of various scheme options, including:

1. Permata Merdeka
2. SASRABAHU
3. Independent Student Exchange
4. Indonesian Student Micro-Credentials (KMMI)
5. FEB UNAIR independent collaboration with partner universities, such as:
    - FEB UNAIR-FEB UI

- FEB UNAIR-FEM IPB
- FEB UNAIR-FEB Ubaya
- FEB UNAIR Collaboration with other Universities

2.2. Overseas Exchange Program

a. Indonesian International Student Mobility Awards (IISMA).

b. Independent collaboration between FEB Universitas Airlangga and Partner Universities Overseas, such as:

- FEB UNAIR-Saxion *University* Netherlands
- FEB UNAIR-Asia University Taiwan
- FEB UNAIR-Mahidol *University* Thailand
- FEB UNAIR-UKM Malaysia
- FEB UNAIR-UiTM Malaysia
- FEB UNAIR-MSU Malaysia
- Collaboration with other overseas universities.

3. *Outbound* Student Exchange Programs

3.1. Requirements for *Outbound* Student Exchange Program

Participants are students who meet the following requirements:

a. Students are active and registered in the Higher Education Database (PDDIKTI) in the 5th to 8th semester.

b. As shown by official proof, students are to have a GPA of at least 3.00 and/or other achievements at least at the provincial level.

c. Students must never be subject to academic and non-academic sanctions.

d. Other requirements set on the student exchange scheme.

3.2. Registration for *Outbound* Student Exchange Programs

a. Prospective participants register for the original Study Program by filling out the MBKM form provided by the Study Program on the https://sopp.feb.unair.ac.id/ page. Students wrote down the details of the intended MBKM activities and proposed courses to be converted.

b. Suppose the Study Program Coordinator (KPS) approves. In that case, the student will receive a letter of recommendation to apply for MBKM at the intended company/institution/university. A letter of recommendation can be downloaded at https://sopp.feb.unair.ac.id/

c. Students who participate in the Student Exchange program without KPS' approval will not be granted score conversion.

d. Prospective participants include a list of courses to be taken and the intended universities for a review by the KPS.

e. If KPS approves, students shall proceed to the activity registration stage.

f. Students should register and choose the intended universities and courses through the application/website determined according to the intended program. For example, via:

- https://sasrabahu.id/
- https://kampusmerdeka.kemdikbud.go.id

- University Websites Destination for the Permata Merdeka program and the Independent University Initiation Program.

g. The intended institutions will conduct a selection for prospective students.

h. Students whom partner universities accept participate in activity programs following the provisions of academic guidelines that apply to partner universities.

i. Students fill out the MBKM Study Plan Card (KRS) at https://cybercampus.unair.ac.id/ Version 2 (V2) by selecting the intended MBKM activity and the course conversion plan.

j. Students ask for approval from the Academic Supervisor on the MBKM KRS, which has been filled in at https://cybercampus.unair.ac.id/ Version 2 (V2).

3.3. Provisions During the *Outbound* Student Exchange Program

a. Each participant is required to participate in the entire series of online and offline lecture activities following the programmed courses.

b. Each participant must follow the administrative, academic, and campus life regulations following the academic regulations that apply at their respective universities.

c. Each participant is expected to participate in all lecture materials actively, discussions/questions, and answers, carry out the tasks given by the lecturer, and take the mid-term and end-semester exams.

d. The assessment system for students participating in the program follows the system applicable in the partner study program/college.

e. Each participant is entitled to administrative and academic services, which include:

- Learning modules from subject lecturers;
- Library services;
- Participate in student activities;
- At the end of the program, students are entitled to a transcript for the courses that have been taken as the basis for proof of credit score transfer;
- Learning activities at different universities can be done offline or online.

3.4. Conversion of *Outbound* Student Exchange Programs into Course Credit

a. After participating in the MBKM activity, students shall apply for course credit conversion via https://cybercampus.unair.ac.id/ Version 2 (V2) by uploading transcripts from partner universities.

b. The course conversion team in Study Program will validate credit and grades for student submissions.

c. If approved, the credit and grade of the Conversion Course will go to the student's Study Results Card (KHS).

d. Faculties will submit reports on the page http:// Pendidikan.unair.ac.id/akmdikti

e. Conversion for courses that have been taken before (Grades Revision) is carried out by increasing the grade of a maximum of 2 levels from the initial grade.

4. Indonesian Student Micro-Credential Program

The Indonesian Student Micro-Credential Program (Indonesian term for *Kredential Mikro Mahasiswa Indonesia,* from now on, will be abbreviated as KMMI) is a short course form of learning that includes hard skills and *soft skills.* KMMI organizers are universities that submit proposals and are declared to have passed the selection. Learning interactions are carried out using *synchronous* and *asynchronous* methods online. KMMI components include:

a. Involvement of business and industrial parties in determining learning subjects in the KMMI program.

b. Details of KMMI program learning.

c. The lesson plan for each meeting includes learning outcomes, teaching materials, methods and media, time, place, implementation, and assessment mechanisms.

d. The implementation of KMMI consists of theory and practice or independent assignments of at least three course credits.

e. Online learning 3 hours x 8 weeks, practicum, or independent assignments 3 hours x 8 weeks.

f. Each KMMI program organizer determines the implementation of the assessment.

4.1. Registration of Candidates for KMMI Program Participants

a. Students who plan to register for the KMMI program need to seek approval from the Study Program by filling out the form on the https://sopp.feb.unair.ac.id/ page. Students wrote down the details of the intended activities and proposed courses to be converted.

b. If KPS approves, students will receive a letter of recommendation to register for KMMI. A letter of recommendation can be downloaded at https://sopp.feb.unair.ac.id/

c. Students who take part in the KMMI program without KPS' approval will not be granted credit score conversion.

d. After obtaining approval from the following study program, students register to take part in the KMMI program through the website https://kmmi.kemdikbud.go.id/mhs/register

e. The Organizing Universities carry out the selection of prospective KMMI participants.

f. The organizing university announces a list of students accepted as KMMI participants.

g. Accepted students must participate and actively participate in all KMMI program activities.

h. Students fill out the MBKM Study Plan Card (KRS) at https://cybercampus.unair.ac.id/ Version 2 (V2) by selecting the intended MBKM activity and filling in the course conversion plan.

i. Students shall request approval from the Academic Supervisor on the KRS MBKM program.

4.2. Conversion of the KMMI Program into Course Credit

a. After participating in the MBKM activity, students shall apply for course credit conversion via https://cybercampus.unair.ac.id/ Version 2 (V2) by uploading transcripts from partner universities.

b. The course conversion team in Study Program will validate credit and grades for student submissions.

c. If approved, the credit and grade of the Conversion Course will go to the student's Study Results Card (KHS).

d. Conversion for courses that have been taken before (Grades Revision) is carried out by increasing the grade by a maximum of 2 levels from the initial grade.

5. Indonesian International Student Mobility Awards (IISMA) Exchange Program

IISMA is a program that provides opportunities in the form of scholarships for undergraduate students (S1) in the 5th to 7th semesters at Indonesian universities to study for one semester at partner overseas universities appointed by the Ministry of Education and Culture, Research, and Technology. In this scholarship program, students take intended courses for one semester at partner universities, equivalent to up to 20 credits.

5.1. Requirements for IISMA Program Participant Candidates

a. Be an Indonesian citizen who lives in Indonesia;

b. Registered in a university in Indonesia;

c. Currently studying for 5th semester to 7th in the Undergraduate study program;

d. Proposed by home universities;

e. Have the ability to speak English as evidenced by a language certificate with a minimum score of IELTS 6.0, TOEFL iBT 78, *Duolingo English* Test 100, or TOEFL ITP 550 which is still valid at the time of registration.

f. Have never received another overseas student exchange scholarship.

5.2. Registration of Candidates for IISMA Program Participants

a. Students who plan to register for the IISMA program first seek approval from the Study Program by filling

out the MBKM form on the https://sopp.feb.unair.ac.id/ page. Students wrote down the details of the intended activities and proposed courses to be converted.

b. If KPS approves, students will receive a letter of recommendation to register for IISMA. A letter of recommendation can be downloaded at https://sopp.feb.unair.ac.id/

c. Students who take part in the IISMA program without KPS' approval will not be granted credit score conversion.

d. In addition to a letter of recommendation from the faculty, to register for IISMA activities, students must also request a letter of recommendation from *Airlangga Global Engagement* (AGE).

e. After obtaining approval from the Study Program and recommendations from AGE, students then register to take part in the IISMA program through the website: https://kampusmerdeka.kemdikbud.go.id/web/IISMA

f. Applicants should complete the form and documents on the page.

g. Applicants will be assessed based on:

- Academic achievement
- Foreign language skills
- Other competencies needed to support IISMA activities

h. Applicants declared to pass shall immediately coordinate with the contact person (PIC) appointed at Universitas Airlangga.

i. Students Program **the MBKM Study Plan Card (KRS)** at https://cybercampus.unair.ac.id/ Version 2 (V2) and fill in the choices according to the program they are participating in the course conversion plan.

5.3. Conversion of the IISMA Program into Course Credit

a. After completing IISMA activities, students must apply for course credit conversion via https://cybercampus.unair.ac.id/ Version 2 (V2) by uploading transcripts from partner universities.

b. If approved, the credit and grade of the Conversion Course will go to the student's Study Results Card (KHS).

c. Faculties will submit reports on the page http:// Pendidikan.unair.ac.id/akmdikti

d. Conversion for courses that have been taken before (Grades Revision) is carried out by increasing the grade by a maximum of 2 levels from the initial grade.

6. *Inbound* Student Exchange Program to FEB UNAIR

6.1. Requirements for *Inbound* Student Exchange Program Participants to FEB UNAIR

Participants are students who meet the following requirements:

a. Active University Students;

b. Registered with the Higher Education Database (PDDIKTI);

c. Will take semesters 5 (five) to 7 (seven);

d. Have a GPA of at least 2.75 and/or achieve at least the provincial level as shown by official proof;

e. Have the ability and opportunity to develop reasoning, insight, as well as integrity, creativity, and innovation;

f. Never been subject to academic and non-academic sanctions;

g. Requirements number b, c, and d only apply to Indonesian students.

6.3 Student Registration for the *Inbound* Student Exchange Program to FEB UNAIR

a. Students register and choose courses at FEB UNAIR as well as applications/websites that have been determined, either through:

- https://sasrabahu.id/
- https://kampusmerdeka.kemdikbud.go.id
- UNAIR or FEB UNAIR website for the **Permata Merdeka** program and *Program Mandiri Inisiasi Universitas*

b. FEB UNAIR receives and collects data on registered students who have been accepted by the Directorate of Education, Universitas Airlangga.

c. Students who are declared accepted will participate in the programs following the provisions of the academic guidelines at FEB UNAIR.

d. Overseas student exchange participants will be gathered in the International class.

6.4 Provisions During *Inbound* Student Exchange Program Activities to FEB UNAIR

a. Each participant is required to participate in the entire series of online and offline lecture activities following the programmed courses.

b. Each participant must follow the administrative, academic, and rules according to the academic regulations at FEB UNAIR.

c. Each participant is expected to participate in all lecture materials actively, discussions/questions and answers, carry out the tasks given by the lecturer, and take the mid-term and end-semester exams.

d. The assessment system for students participating in the program follows the system that applies at FEB UNAIR.

e. Each participant is entitled to administrative and academic services, which include:

- Learning modules from subject lecturers;
- Library services;
- Participate in student activities;
- At the end of the program, students are entitled to a transcript of course grades as proof of obtaining credit scores;
- Learning activities at different universities can be done face-to-face or online.

B. Implementation Period

Lecture activities, transfers, and obtaining credit points in the Student Exchange Program are carried out for an entire semester following the academic calendar of the recipient universities. Students are expected to be able to determine a good estimation and plan for the chosen program. This is because student exchange schemes are quite dynamic and may differ in their respective implementations and mechanisms.

2. INTERNSHIP PROGRAM

A. Internship and Industrial Cooperation Program

The internship program is an activity for students to apply knowledge, attitudes, and general and specific skills in the workplace. The internships can be in the form of:

1. Every form of business has a legal entity or not, owned by an individual, by a partnership, or by a state-owned legal entity that employs workers by paying wages or other forms of remuneration.
2. Social enterprises and other businesses that have management and employ other people by paying wages or other forms of remuneration.

Following the Handbook of the *Merdeka Belajar-Kampus Merdeka*, the Director General of Higher Education, Ministry of Education and Culture, the internship program is carried out in 5th and 7th semesters. Moreover, the internship program duration is a minimum of 6 months. It can be extended according to the provisions or agreement between the home institution and the Internship workplace. When students take this program, they must be guided by an internal supervisor from a lecturer of Universitas Airlangga and an external supervisor from the Internship Workplace. It is hoped that the internship program and industrial collaboration will provide good outcomes and impacts, especially in applying knowledge, general skills, and special skills/work skills. In addition, the internalization of professional attitudes and work culture that is appropriate and necessary for the business world can be realized.

B. Internship Program Form

The internship program, which is also relevant to the acceleration of FEB UNAIR in building collaboration with industry, is divided into three schemes including:

1. Domestic Regular Internship Program
2. Certified Internship Program
3. Overseas Internship Program

The explanation of the three apprenticeship program schemes is explained as follows.

1. Domestic Regular Internship Program and Certified Internship Program

The explanation of the Domestic Regular Internship Program and the Certified Internship Program are one unit because they have the same essence of the process and only differ in the output of the certification. Meanwhile, the registration method is divided into 2 lines as follows:

a. PMMB (Indonesian term for *Program Magang Mahasiswa Bersertifikat* or Certified Student Internship Program): Students register at the UNAIR Career Development, Entrepreneurship, and Alumni Relations Center (PPKKHA) with terms and conditions that apply.

b. Regular and other Internship Programs: Students register for their respective Study Programs according to the applicable terms and conditions.

1.1. Mechanism of Domestic Regular Internship Program and Certified Internship Program

a. Students who will participate in the Internship Program first report to the Study Program via https://sopp.feb.unair.ac.id/. Students wrote down the details of the intended internship activities and proposed courses to be converted.

b. If KPS approves, the student will receive a letter of recommendation to apply for an internship at the company/institution. A letter of recommendation can be downloaded on https://sopp.feb.unair.ac.id/

c. Students who take part in the Internship program without KPS' approval will not be granted credit score conversion.

d. Students accepted for their internship applications by the targeted company/institution should then fill out **the MBKM Study Plan Card (KRS)** at https://cybercampus.unair.ac.id/ Version 2(V2) by selecting the intended MBKM activity and the course conversion plan.

e. Students ask for approval from the Academic Supervisor on the inputted KRS.

f. Students carry out internship activities with guidance from Companion Lecturers and Internship Workplaces.

g. Students carry out internships following the allotted time and get industry certificates/competencies.

h. Students make a written report given to the Study Program-Faculty/Institution/Work Unit.

i. The study program converts the grade of student activities and is inputted on the cybercampus.

j. Courses and their grades will appear in the student's list of cumulative grades.

2. Overseas Internship Program

The overseas internship program is divided into two:

a. The *inbound* internship program facilitates international students in gaining insight and experience working at companies/agencies in Indonesia, as well as learning the culture, language, and customs at the internship workplace. Universitas Airlangga cooperates with industry in Indonesia to provide internships for international students according to their interests and study programs.

b. The *outbound* internship program facilitates Universitas Airlangga students to carry out internships overseas at agencies/companies relevant to the interests and majors of the students concerned.

2.1. Requirements for Candidates for Overseas Internship Programs

Airlangga Global Engagement (AGE) can review the inbound internship program requirements. In this manual, the orientation is to instruct internal students of FEB UNAIR if they will take *outbound* programs abroad. The following requirements must be met to be able to take part in the *outbound* program abroad:

a. Every form of foreign business that is a legal entity or not, owned by an individual, owned by a partnership, or owned by a state-owned legal entity that employs workers by paying wages or other forms of remuneration.

b. Social enterprises and other businesses that have management and employ other people by paying wages or other forms of remuneration.

c. Internship partners are organizations/companies/agencies with a cooperation agreement with Universitas Airlangga.

d. The duration of the overseas internship is a minimum of six months. It can be extended according to the provisions or agreement between the home institution and the Internship Workplace.

e. Following the Handbook for *Merdeka Belajar-Kampus Merdeka*, the Directorate General of Higher Education, Ministry of Education and Culture, the internship program is carried out in the 5th and 7th semester range for D3, D4, and S1 study programs.

f. Students must be guided by internal supervisors from Universitas Airlangga lecturers and external supervisors from the Internship Workplace.

2.2. Overseas Internship Program Procedure

The procedure for implementing the internship is regulated as follows:

a. *The database* for overseas internships (inbound and outbound) is provided through *the cybercampus and* can be accessed by student interns.

b. Students who plan to register for the Internship program first seek approval from the Study Program by filling out the form on the https://sopp.feb.unair.ac.id/ page. Students write down the details of the internship activities that will be followed and propose the courses to be converted**.**

c. If KPS approves, students will receive a letter of recommendation to apply for an internship at the company/institution that is intended. A letter of recommendation can be downloaded at https://sopp.feb.unair.ac.id/

d. Students who take part in the internship program without KPS' approval will not be granted credit score conversion.

e. Students register for internships at the targeted company/institution.

f. Students the company/institution accepts for their internship then fill out **the MBKM Study Plan Card (KRS)** at https://cybercampus.unair.ac.id/ Version 2(V2) by selecting the intended MBKM activity and the eye conversion plan studying.

g. Students ask for approval from the Academic Supervisor on the inputted KRS.

h. Students carry out internship activities with guidance from Companion Lecturers and Internship Workplaces.

i. Students complete internships following the allotted time and get industry certificates/competencies.

j. Students make a written report given to the Study Program-Faculty/Institution/Work Unit.

k. The study program converts the grade of student activities and is inputted on the cybercampus.

l. Courses and their grades will appear in the student's list of cumulative grades.

2.3. Conditions for Conversion of Domestic and Overseas Apprentices

The conversion process is carried out with the following mechanism:

a. The certificate from the internship is converted according to the applicable grades at Universitas Airlangga.

b. Following SNDIKTI regulations, one internship credit is equivalent to all activities in the Internship Workplace for 45 hours/semester.

c. The internship taken by a Bachelor (S1) student is a maximum of 2 semesters (40 credits).

d. Internship conversion to courses can be done by:

   1) Converted to Internship Courses in the Study Program, which is equivalent to 20 credits through the assessment of the conversion team in the Study Program.

2) Converted to several courses in the study program equivalent to internship activities.

3) A combination of the point a and b.

e. The conversion is carried out by considering graduate profile, the suitability of learning outcomes, and competence through making an adjustment form as follows.

Table 1. Examples of Conversion Process Considerations by Taking into account the Suitability of Learning Outcomes and Competencies

Graduate Profile	Free Learning Activities	Activity Output	SKS Equivalence Course
Sharia Financing Analyst	Internship at Islamic Financial Institution	Iteration product or business process innovation	Research methods; Applied Econometrics; Analysis of Islamic Financial Statements; Risk management; Islamic Financial Institutions; Asset Management and Sharia Liability; Seminar; KKN, Thesis
	Intern at LAZ or Nazhir akaf	Iteration product or business process innovation	

C. Process of Transferring (Conversion) of Internship Programs into Course Credits

1. After the program, students apply for course credit conversion via https://cybercampus.unair.ac.id/ Version 2(V2) by uploading supporting evidence and internship

activity reports. Report Accompanied by an assessment from the MBKM Institution;

2. The supervising lecturer provides suggested grades for each conversion course;
3. The supervising lecturer submits a recommendation of conversion grades to the Study Program Conversion Team;
4. The Conversion Team will validate credit and grades for student submissions;
5. If approved, the credit and course grades of the Conversion Course will go to the Study Results Card (KHS) and the student's cumulative score list;
6. Conversion for courses that have been taken before (Grades Revision) is carried out by increasing the grades by a maximum of 2 levels from the initial grade;

3. TEACHING PROGRAMS IN EDUCATIONAL INSTITUTION

A. Teaching Program in Education Unit

Teaching activities in elementary, middle, and high schools for several months. Schools can be located in urban or remote locations. This Program will be facilitated by the Ministry of Education and Culture for the following purposes:

1. Providing opportunities for students interested in education to participate in teaching and deepen their knowledge by becoming school teachers.
2. Helping equalize the quality of education and the relevance of primary and secondary education to higher education and the times.
3. Mentoring lecturers provide assistance, training, monitoring, and evaluation of school teaching activities carried out by students.

B. Requirements and Mechanisms for Registration of Teaching Programs in Education Units

1. Prospective participants must meet the following requirements: (i) Active students at fifth semester; (ii) a minimum GPA of 3 (scale 4), and; (iii) Preference will be given to having teaching or organizational experience;
2. Students who plan to register for the Teaching Program at the Educational institutions first ask for the approval of the Study Program by filling out the MBKM form on the https://sopp.feb.unair.ac.id/ page by writing down the details of the intended activities and proposing courses to be converted;
3. If KPS approves, students will receive a Letter of Recommendation to register for the *Kampus Mengajar*. A letter of recommendation can be downloaded at https://sopp.feb.unair.ac.id/;

4. The Study Program appoints an activity supervisor for students
5. Furthermore, students register to take part in the *Kampus Mengajar* program through the website https://kampusmerdeka.kemdikbud.go.id/program
6. The Selection Team will select prospective participants who register for the Ministry of Education and Culture, Research and Technology Teaching campus.
7. Prospective participants will get information on the status of their applications through email and the website https://kampusmerdeka.kemdikbud.go.id
8. Students who pass the selection fill out the MBKM Study Plan Card (KRS) at https://cybercampus.unair.ac.id/ Version 2(V2) by selecting the intended MBKM activity and the course conversion plan.
9. Students ask for approval from the Academic Supervisor on the KRS MBKM that has been filled in.
10. Students carry out the Program by applicable regulations.

C. Conversion and Recognition

1. After the implementation of the Campus Teaching program, students make a report on the performance of activities.
2. Students ask for approval of the report to the Vice Dean I of FEB Universitas Airlangga.
3. After the activity, students apply for course credit conversion via https://cybercampus.unair.ac.id/ by uploading activity reports and other supporting evidence.
4. 1 (one) semester credit unit (credit) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of student activities carrying out teaching activities in schools.

5. The supervising lecturer can conduct an assessment based on the evaluation given by the civil servant teacher at the school where the student teaches, as well as increase students' knowledge, attitudes, and behavior per the proposed Program designed by the student.
6. The supervising lecturer suggests a proposed grade for each course conversion.
7. The supervising lecturer submits recommendations for conversion grades to the Study Program Conversion Team.
8. The Faculty Conversion Team will validate credits and grades for student submissions.
9. If approved, the credit and grades of the conversion course will be entered into the Study Results Card (KHS) and the student's cumulative score list.
10. Conversion for courses that have been taken before (Grades Revisions) is carried out by increasing the grades by a maximum of 2 levels from the initial grade.

4. RESEARCH INTERNSHIP PROGRAM

A. Research Internship Program (Research)

Research internships are student learning activities in the form of research activities carried out for a minimum of 1 semester and a maximum of two semesters at government-owned research institutes/laboratories or industries that have collaborations with Universitas Airlangga and research centers/research groups or research laboratories that are at Universitas Airlangga which was formed based on the Decree of the Rector or Dean.

Students carry out research activities with *interdisciplinary research* topics guided by 2 to 3 supervisors and carried out in groups of at least two people and a maximum of 4 people. Suppose it is carried out in a government-owned or industrial research institute/laboratory. In that case, it must also be accompanied by a supervisor.

Students who carry out learning activities in research must produce scientific article publications in reputable national or international journals, research reports, and thesis/final project reports as outputs of activities.

B. Procedure for the Implementation of the Research Internship Program (Research)

1. Students who plan to participate in the research internship program first **ask for the approval of the Study Program** by filling out the form provided at https://sopp.feb.unair.ac.id/. Students write down details of research activities to be followed and propose courses to be converted
2. If KPS approves, students will receive a Letter of Recommendation to apply for an internship at the intended Research Institute. A letter of recommendation can be downloaded at https://sopp.feb.unair.ac.id/
3. After obtaining the approval of the KPS, the student selects a research internship from a list determined by the University.
4. Students volunteer to register as interns at research centers/ *groups* that the University has determined.

5. The research center/laboratory/research *group* will conduct student selection.
6. The research center/laboratory/research *group* appoints a supervisor and provides a study contract signed by the student.
7. Students fill out KRS *MBKM* with *a* choice of Research Internship program and choose a course conversion plan at https://cybercampus.unair.ac.id/, Version 2(V2) and upload a *Letter of Acceptance (LoA).*
8. Students ask for approval from the Academic Supervisor on the KRS that has been submitted at https://cybercampus.unair.ac.id/
9. The Study Program appoints an activity supervisor for students
10. Students carry out activities and fill out *logbooks* during research internships that their supervisors and training companions know.
11. At the end of the program, the research center/laboratory/research *group* will provide activity certificates to students.
12. Students present the results of research activities at the end of the semester to their supervisors and assistants.
13. Supervising and accompanying lecturers grade the Study Program based on the list of conversion courses that were determined at the beginning at https://cybercampus.unair.ac.id/.
14. Students submit evidence of publications and reports on research activities to study programs and research centers/laboratory/research *groups.*

C. Conversion and Recognition

The research internship program can be converted as follows:

1. Study program competency courses relevant to the research topic will be conducted at the research center/laboratory/research *group.*
2. 1 (one) semester credit unit (credit) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of research activities carried out by students.
3. After carrying out the activity, students apply for course credit conversion via https://cybercampus.unair.ac.id/ Version 2(V2) according to the list of course conversions programmed at the beginning. Students upload research reports and submit evidence to journals.
4. The supervising and accompanying lecturers provide grades to the list of conversion courses that have been determined at the beginning at https://cybercampus.unair.ac.id/
5. The Faculty Conversion Team will validate credits and scores for student submissions. If approved, the recognition and scores for the Conversion Courses will be entered into the Study Results Card (KHS) and the student's cumulative score list.
6. Conversion for courses that have been taken before (Grades Revision) is carried out by increasing the grades by a maximum of 2 levels from the initial grade.

5. HUMANITARIAN PROJECTS

A. Humanitarian Project Program

A humanitarian project is a social activity for a humanitarian foundation or organization approved by a university at home and abroad. Humanitarian projects can be carried out in formal organizations approved by the Chancellor or institutions such as the Indonesian Red Cross, *Mercy Corps, Airlangga Inclusive Learning*, the Covid-19 Task Force, and others. The two objectives of this activity include:

1. Plenary students who uphold human grades carry out their duties based on religion, morals, and ethics.
2. Train students to have social sensitivity to explore existing problems so they can be solved according to their respective interests and expertise.

B. Implementation Terms and Procedures

1. Humanitarian projects can be implemented by students starting at least the 5th semester.
2. Student participation adjusts to the appropriate area of expertise.
3. Humanitarian activities are carried out according to security, needs, and opportunities.
4. Students who plan to participate in humanitarian projects must first register with the Study Program by filling out the MBKM form on the https://sopp.feb.unair.ac.id/ page. Students write down the details of the internship activities that will be followed and propose the courses to be converted
5. If KPS approves, students will receive a Letter of Recommendation to register for a humanitarian project. The recommendation letter can be downloaded at https://sopp.feb.unair.ac.id/.
6. Students proceed to the activity registration stage.

7. Students fill out the MBKM Study Plan Card (KRS) at https://cybercampus.unair.ac.id/ Version 2(V2) by selecting the intended MBKM activity and the course conversion plan.
8. Students ask for approval from the Academic Supervisor on the KRS.
9. The Study Program appoints a supervising lecturer for students.
10. Students carry out activities and fill out log #books during research internships known by their supervisors and supervising lecturer.

C. Conversion and Recognition

1. 1 (one) semester credit unit (credit) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of student activities carrying out humanitarian activities.
2. The accompanying lecturer can assess by considering the evaluation of the mentor from the student organization or organization implementing humanitarian activities based on the role of students in humanitarian projects, the results obtained, as well as the level of difficulty and complexity of the humanitarian issues being worked on.
3. After carrying out the activity, students apply for course credit conversion via https://cybercampus.unair.ac.id/ by uploading evidence and activity reports.
4. The supervising lecturer inputs students' grades for each course conversion.
5. The Faculty Conversion Team will validate credits and grades for student submissions.
6. If approved, the credit and grade of the Converted Course will go to the KHS and the student's cumulative score list.

7. Conversion for courses that have been taken before (Grades Revision) is carried out by increasing the grades by a maximum of 2 levels from the initial grade.

6. ENTREPRENEURSHIP PROGRAM

A. Entrepreneurship Program

Entrepreneurship is a student learning activity in the form of entrepreneurial activities carried out for a minimum of 1 semester and a maximum of 2 semesters. This activity can be carried out in entrepreneurship programs at the Center for Career and Entrepreneurship Development (PPKK) Universitas Airlangga, Institute for Business Development and Incubation (LPBI) Universitas Airlangga, Student Creativity Program for Entrepreneurship (PKM-K) Directorate of Student Affairs, Universitas Airlangga, or entrepreneurial programs implemented by other institutions, which has a collaboration with Universitas Airlangga.

The form of activity is that students develop new business models with groups of 2-4 people, with guidance from 1-2 supervisors from study programs and advice from entrepreneurship program organizers. Students who carry out learning activities in the form of entrepreneurship are required to produce a new business unit that runs for at least one semester.

B. Implementation Terms and Procedures

1. Students who plan to participate in the entrepreneurship program first ask for the approval of the Study Program by filling out the MBKM form on the https://sopp.feb.unair.ac.id/ page. Students write down the details of the entrepreneurship program that will be followed and propose courses to be converted.
2. If KPS approves, students will receive a Letter of Recommendation to register for the entrepreneurship program. A letter of recommendation can be downloaded at https://sopp.feb.unair.ac.id/
3. Students choose entrepreneurship programs from the University or other places in collaboration with Universitas Airlangga.
4. Students volunteer in the entrepreneurship program by compiling an entrepreneurial proposal.

5. PPKK or LPBI or Dirmawa, or event organizers select entrepreneurial student proposals.
6. PPKK, LPBI, Dirmawa, or event organizers appoint student companions during entrepreneurial activities.
7. Students fill out KRS MBKM at https://cybercampus.unair.ac.id/ Version 2(V2) and upload LoA and Entrepreneur Learning Activity Plan *forms*.
8. The Study Program appoints an activity supervisor for students.
9. Students carry out activities and fill out *logbooks* during entrepreneurial activities that their supervisors and training companions know.
10. Students present the results of entrepreneurial activities at the end of the semester to supervisors and assistants.
11. The entrepreneurial activity place will provide student activity certificates and study programs.
12. Students upload research activity reports to https://cybercampus.unair.ac.id/.

C. Conversion and Recognition

Entrepreneurship learning activities can be converted into the following courses:

1. Entrepreneurship Course.
2. Competency courses for study programs that are relevant to entrepreneurial activities.
3. 1 (one) semester credit unit (credit) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of entrepreneurial activity carried out by students.
4. At the end of the program, after students present their entrepreneurial activities and upload activity reports at

https://cybercampus.unair.ac.id/, the supervising lecturer scores on the conversion course list.

5. The Faculty Conversion Team will validate credits and grades for student submissions.
6. If approved, the credit and grade of the Conversion Course will go to the Study Results Card (KHS) and the student's cumulative score list.
7. Conversion for courses that have been taken before (Grades Revision) is carried out by increasing the grades by a maximum of 2 levels from the initial grade.

7. STUDY PROGRAM / INDEPENDENT PROJECT

A. Independent Study Program/Project

The Independent Study Program/Project is an opportunity for students to develop a project based on a specific topic and can be worked on with other students. The implementation of independent projects **must** be guided by one or more lecturers or supervising teachers. Examples of independent study/project activities such as scientific competitions or other student activities produce products or achievements. Implementation of Independent Study Programs/Projects is expected to provide positive outcomes and impacts such as:

1. Participation in activities and achievements resulting in an activity.
2. Products as *output* activities that can be continued as copyright.
3. Students are more honed to develop and realize creative and innovative ideas.

B. Implementation Terms and Procedures

1. Students submit independent project plans to the Study Program via https://sopp.feb.unair.ac.id/. Students write details of independent study/project activities that will be carried out and propose courses to be converted
2. If KPS approves, students will receive a Letter of Recommendation to undertake independent studies/projects. A letter of recommendation can be downloaded at https://sopp.feb.unair.ac.id/
3. KPS will appoint a supervisor for the independent project.
4. Students fill out the MBKM Study Plan Card (KRS) at https://cybercampus.unair.ac.id/ Version 2(V2) by selecting the intended MBKM activity and the course conversion plan.

5. Students ask for approval from the Academic Supervisor on the KRS MBKM that has been filled in.
6. The implementation of independent projects is carried out under the supervision of a supervisor.
7. Students carry out activities and fill out *logbooks* during workouts, which the supervisor knows
8. The study program conversion team recognizes semester credit units and conversions in the study program curriculum.

C. Conversion and Recognition

1. The conversion of an independent project is determined according to the proportional suitability of the learning objectives of a particular course.
2. An independent project that gets a maximum proportion can be recognized as 1 (one) semester credit unit (credit) if it has 2,720 (two thousand seven hundred and twenty) minutes of activities related to independent projects carried out by students.
3. The conversion also refers to the Rector's Regulation Number 23 of 2020 regarding the Implementation of Learning Outside the Study Program.
4. After completing the project, students submit conversions through the MBKM KRS, which has been programmed at https://cybercampus.unair.ac.id/,
5. The supervising lecturer will give grades for programmed conversion courses.
6. The Faculty Conversion Team will validate credits and grades for student submissions.

7. If approved, the credit and grade of the Conversion Course will go to the Study Results Card (KHS) and the student's cumulative score list.
8. Conversion for courses that have been taken before (Grades Revision) is carried out by increasing the grades by a maximum of 2 levels from the initial grade.

8. THEMATIC KKN PROGRAM (BUILDING A VILLAGE)

A. Thematic Community Service Program (Developing Villages)

Community service activities are learning with a cross-scientific and sectoral approach at certain times and regions in Indonesia. The implementation of KKN activities usually takes place according to the unit of time in the curriculum. KKN takes place in the village level area (and can be based on the Puskesmas in that village). All KKN activities are carried out to involve all scientific fields to achieve goals.

For example, in implementing a village-based Community Service Program with the topic of disaster management, field activities and discussions are formulated and carried out that allow each field of science to play a role in formulating the content of village regulations and village disaster management plans. Clumps of Medicine, Dentistry, Pharmacy, Public Health, Nursing, Psychology, Economics, Culture, Social Sciences, Science and Technology, Veterinary Medicine, Fisheries and Marine Affairs, and Law collaborate to contribute ideas for the content of village regulations and village disaster management plans. Meanwhile, for example, for FIB and FISIP to contribute in terms of sociology, it will oversee aspects of how aspects of culture/community characteristics need to be considered in setting village regulations; FEB contributes related to the insurance system in disaster management. Examples of further contributions include escorting legal *forms* and advocacy by FH students under the supervision of lecturers from FH.

The output of the Thematic KKN (Developing Villages) program is that it can come up with innovative solutions that can parse village problems, such as *draft* village regulations, educational videos, educational leaflet banners, counseling series, *coaching* the implementation of MSME programs, webinar, and others. In addition, in the future, students can provide good networks and relationships if, in the future, it is necessary to develop various models of community service that are more comprehensive in the destination village.

B. Activity Duration and Activity Form

Community Service (KKN) can be carried out in short, medium, and long durations, with the following details:

- Short Duration: 8160 minutes (equivalent to 3 credits)
- Intermediate Duration : 10,880 minutes (4 credits) – 27,200 minutes (10 credits)
- Length : 29,920 minutes (11 credits) – 54,400 minutes (20 credits)

Students who take part in this program will conduct ***Interprofessional Education*** **(IPE)** Community Service in the form of projects (*Interprofessional Care Project Based*) based on solution projects for real problems at the KKN location. Various program innovations with an *interprofessional* approach that have a real impact on the community that is solutive (*Interprofessional Care Project*) to the real problems of the community can be such as:

- Educational videos include Clean and Healthy Behavior (PHBS), Dangers of Drugs, HIV Transmission, Preparation for Disasters, and Steps for Facing Extraordinary Events.
- Specific skills training.
- Facility improvement programs include making drug shelves at the Village Health Center Pharmacy and making notes on drug side effects.
- Various positive activities to help face the real problems of the community in the village.

C. Examples of Project Activities in IPE Topic Villages

1. The topic of Extraordinary Events

a. They make disease mapping diagrams (*fishbone* diagrams for diphtheria, DHF, and others).

b. Counselling, *talk shows, podcasts, webinars, and video*

conferences about KLB

c. A daily journal of activities with examples for the Covid-19 pandemic: ODP, OTG, PDP with analysis from health, socio-economic, cultural, and psychological aspects.

2. Topics of Disaster Management/Management

a. Making a comprehensive *rapid health assessment*, for example, tabulation of the most common diseases, illnesses during and immediately after a disaster, time of the complaint, post-disaster complaints, treatment efforts carried out, drugs are given, treatment results, diseases after the disaster disappeared.

b. *Drafting* of Village Regulations.

c. *Drafting* the Village Disaster Management Plan is communicated with the Disaster Management Agency.

3. Drug topics

a. *Screening* of drug users (conducted with the field *supervisor*).

b. Playing and educating on drug topics for elementary school-aged children.

c. High school and youth education.

d. Declaration of Anti-Drugs with Youth and Youth Organizations.

e. *Motivational Interviewing* for Former Drug Users with the topic "Indonesian Millennial Generation Without Drugs."

f. Formation of Shining Village (Drug Clean Village).

g. *Workshop* with BNN and former users on drugs.

h. Various future topics that are being developed with

broad general cross-disciplines can also be taken, such as Ecotourism, Leadership, Pollution, and Urban Digitization.

D. Implementation Terms and Procedures

1. Prospective participants of Thematic KKN register themselves to the original Study Program by filling out the MBKM form provided by the Study Program on the https://sopp.feb.unair.ac.id/ page, by writing down the details of the activities to be carried out and proposing the courses to be converted.
2. If KPS approves, students will receive a Letter of Recommendation to register for the Thematic KKN. A letter of recommendation can be downloaded at https://sopp.feb.unair.ac.id/
3. Students program IPE Thematic Community Service through LPPM.
4. LPPM will form a group including students from various study programs and faculties at Universitas Airlangga in Health, Science, and Social Sciences.
5. LPPM will send a list of students who have joined the group to the Universitas Airlangga IPE Coordinator.
6. The IPE Coordinator will determine the topic and location for the implementation of KKN
7. Student groups will undergo KKN, which includes:
    - Pre-KKN / Briefing contains an *overview* of IPE concepts, topic concepts, case scenarios, presentation of solution concepts, and discussions with *experts.*
    - Field KKN which includes identification of real problems at KKN locations, analysis of various related aspects, preparation of *Interprofessional Care Projects,* implementation of steps in *Interprofessional Care*

Projects, presentations in the form of mini-workshops with *stakeholders,* DP2D and IPE coordinators, preparation of activity outputs in the form of written reports, videos/films, posters, *leaflets, banners*, books or journal articles

8. Coordination with relevant agencies selected as the place of implementation (Village Head, Camat, Regent, Head of BPBD Regency Branch, Head of Health Center) assisted by LPPM. DP2D guides student groups and in parallel coordinates with village officials.
9. Students identify real regional/village problems and analyze causes and concept solutions by creating an *Interprofessional Care Project.*
10. Based on several solution steps found, students carry out at least one solution innovation step/program and record community responses related to program implementation.
11. Student groups made presentations in front of *stakeholders,* DP2D, and the IPE Coordinator.
12. Converting grades from student activities and inputting on *cyber campus.*

E. Conversion and Recognition

Integrated IPE programs outside of KKN courses can be converted as credits with the following conditions:

1. Conversion is calculated according to the duration of the activity and the resulting learning outcomes.
2. The number of conversion credits is adjusted to the weight of the activities evaluated by the lecturer in charge of the topic of the Universitas Airlangga IPE Subject.

The forms of activities, when converted into time, are as follows:

1. Problem Identification (Short = 1,000 minutes, Medium = 1,500 – 3,800 minutes, Long = 4,200 – 7,700 minutes).
2. Analysis of various causal factors, preventive, promotive, curative, rehabilitative problems (Short = 2,000 minutes, Medium = 3,000 – 7,600 minutes, Long = 8,400 – 15,400 minutes).
3. Preparation of *Interprofessional Care Project* as a problem solution concept in the form of Steps / innovative solution programs (Short = 1,500 minutes, Medium = 2,250 – 5,700 minutes, Long = 6,300 – 11,550 minutes).
4. Implementation of at least one solution step (providing intervention in the form of an innovative program) Short = 1,500 minutes, Medium = 2,250 – 5,700 minutes, Long = 6,300 – 11,550 minutes.
5. Response and impact recording on target communities (Short = 1,000 minutes, Medium = 720 – 2,000 minutes, Long = 2,000 – 3,600 minutes).
6. Presentation in front of *stakeholders* , DP2D and IPE Coordinator (Short = 1,000 minutes, Medium = 1,000 – 2,000 minutes, Long = 2,000– 3,600 minutes).
7. Report generation and assessment (Short = 160 minutes, Medium = 160 – 400 minutes, Long = 720 – 1,000 minutes).
8. Conversion for courses that have been taken before (Grades Revision) is carried out by increasing the grade of a maximum of 2 levels from the initial grade.

F. Implementation Simulation

Example of the KKN-IPE model with the Topic of Extraordinary Events

1. Students are involved in the City/Provincial/National Covid-19 Handling Task Force. The team is deployed to an area for a certain duration of time, involving at least two

professionals in the team. Activities can be offline/online. Students record and report all the details of the activities carried out by the team while assisting in investigating an outbreak and its management in an area. The Universitas Airlangga IPE verifier team will assess this activity to obtain credit conversion.

2. Student activity reports will be calculated based on the amount of time/hours per week/credits.

3. One credit, according to SN Dikti, 170 minutes of student learning activities/week/semester with the following conditions:

    - Lectures: 50 minutes face-to-face, 60 minutes structured activities, and 60 minutes independent activities.
    - Response / Tutorial / Seminar : 110 minutes face-to-face, 60 minutes independent activities
    - Practice / Studio / Workshop: 170 minutes of activity at the related location

CHAPTER III

QUALITY ASSURANCE SYSTEM

A. Quality Policy and Manual

a. The quality assurance of *Merdeka Belajar* program is included in **the Quality Policy Document** which is integrated in the University's Internal Quality Assurance System (Indonesian term for Sistem Penjaminan Mutu Internal, hereinafter abbreviated as SPMI) according to the Regulation of the Rector Number 48 of 2016 regarding the Internal Quality Assurance System.

b. The implementation and evaluation of the governance of *Merdeka Belajar* program automatically becomes part of the *Airlangga Integrated Management System* (AIMS) which is a manifestation of SPMI Universitas Airlangga.

c. The implementation and evaluation of *Merdeka Belajar* program must refer to **the Quality Manual Document** in the form of **Procedure Guidelines (PP)/SOP** for Merdeka Belajar program and pay attention to other relevant regulations, both within the university and also external regulations from the Government.

d. In preparing the implementation of *Merdeka Belajar* program, Faculties / Study Programs must refer to **the Quality Policy and Quality Manual** as part of the SPMI applicable at the university.

e. The Directorate of Education disseminates and socializes the Guidelines for *Merdeka Belajar* Program to Faculties/Study Programs.

f. Faculties/Prodi are obliged to disseminate and socialize the Guidelines for the implementation of *Merdeka Belajar* Program to supervisors, industrial supervisors, student apprentices and others.

g. Faculties / Study Programs make derivative documents in the form of the *Airlangga Smart Education* Guide to ensure the implementation of these guidelines.

B. Quality Standard

The implementation of *Merdeka Belajar* Program must meet the quality standards according to the Universitas Airlangga Quality Standards Document based on the Regulation of the Rector Number 48 of 2016 as follows:

1. Quality standards of graduate competency. This refers to the Quality Standard Document of Graduate Competency.
2. Quality standards of implementation. This refers to the Quality Standard Document of learning implementation, SOP/PP. Supporting documents in the form of lesson plans and learning modules.
3. Quality standards of internal and external mentoring processes. This refers to the Quality Standard Document of learning implementation, SOP/PP and Work Instructions (IK). Supporting documents in the form of RPS, modules and assessment rubrics.
4. Quality standards of lecturers and academic staff. This refers to the Quality Standard Document of lecturers and academic staff.
5. Quality standards of facilities and infrastructure for implementation. This refers to the Quality Standard Document of learning facilities and infrastructure.
6. Quality standards of reporting and presentation of results. Supporting documents in the form of RPS, modules, assessment rubrics.
7. Quality Standards of Assessment. This refers to the Quality Standard Document of learning assessment. Supporting documents in the form of RPS, modules and assessment rubrics.

C. Monitoring and Evaluation System

1. To ensure the quality of *Merdeka Belajar* program, the Board of Quality Assurance (BPM) coordinates with the faculty leadership to evaluate and monitor the implementation of the program in general through formal mechanisms:
   a. **Monitor & Evaluation (MONEV)** during the activity.
   b. **Internal Quality Audit (AMI)** at the end of the academic year.
2. Faculties and Study Programs are required to carry out **monitoring and evaluation** starting from the preparation, implementation, and assessment stages.
3. Monitoring and Evaluation by Faculties and Study Programs is a series of activities to improve quality, performance, and productivity in implementing industrial internship programs.
4. The focus of program evaluation by the Faculty and Study Programs is individual students, namely the achievements achieved in the implementation of internships and the like in relation to what has been achieved and what has not been achieved by students during the activity.
5. Faculties and Study Programs are required to conduct an assessment on the implications of the program results.
6. BPM carries out an Internal Quality Audit (AMI) at the end of the academic year covering aspects from the preparation, implementation, and assessment stages
7. Reference:
   - Regulation of the Rector Number 48 of 2020 regarding the Internal Quality Assurance System (SPMI).
   - SPMI document from the Board of Quality Assurance in 2016.
   - Regulation of the Rector Number 16 of 2020 regarding the Internship Quality Standards for Study Programs.

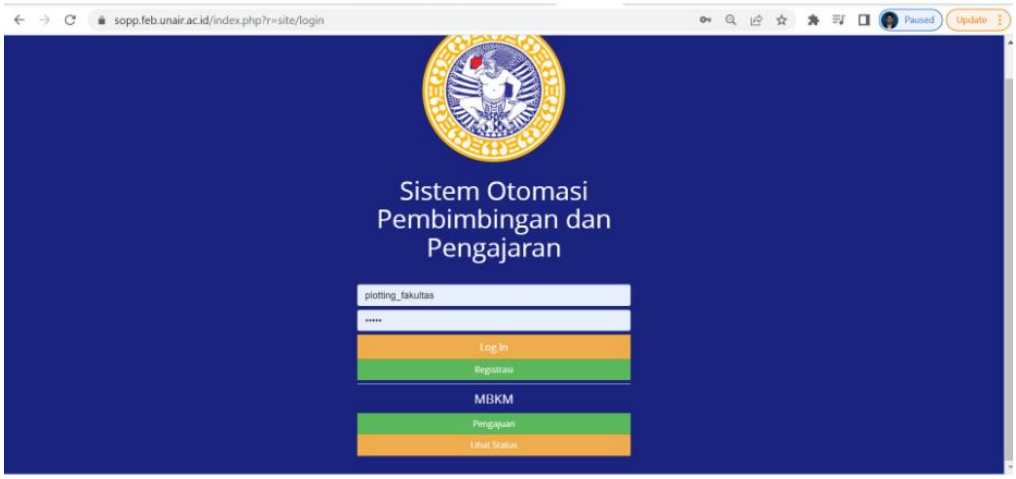
- Guidelines for Implementation of Community Service - Studying with Thematic Society.

8. Aspects of Assessment, where the Faculty / Study Program conducts assessments include aspects of the implementation of *Merdeka Belajar* Program as follows:
   - Attendance during debriefing and implementation.
   - Discipline and responsibility in carrying out tasks.
   - Attitude.
   - Ability to carry out tasks.
   - Ability to create reports.
9. Assessment Procedure, where the Faculty / Study Program conducts an assessment following the principle of continuity, assessment in the implementation of *Merdeka Belajar* program, which includes:
   - During the activity (process assessment). The assessment is carried out by means of observation (personal and social) as the main technique
   - The end of the activity is in the form of a learning activity report (outcome assessment). Assessment of results is carried out using reports made by students.
   - The assessment is carried out by assistants from relevant Third Parties and accompanying lecturers in the study program.
10. The *Tracer* Study must be made by the Faculty/Study Program in the form of an *online/offline* survey to review and evaluate student experiences and assessments of the quality of *Merdeka Belajar* Program that they carry out for one semester outside the study program. This is also an important part as feedback from students for evaluation for the development of the next program.

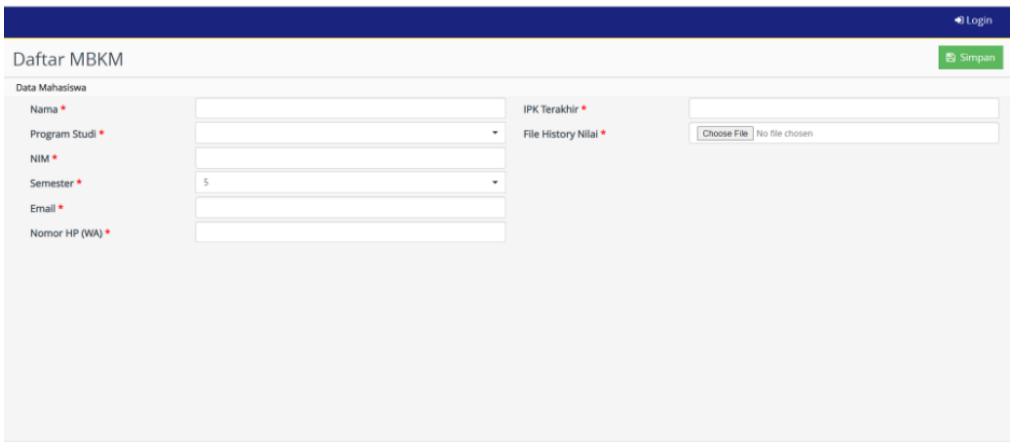
APPENDIX 1:

Submission of Off-Campus Activities/MBKM to Study Programs through SOPP

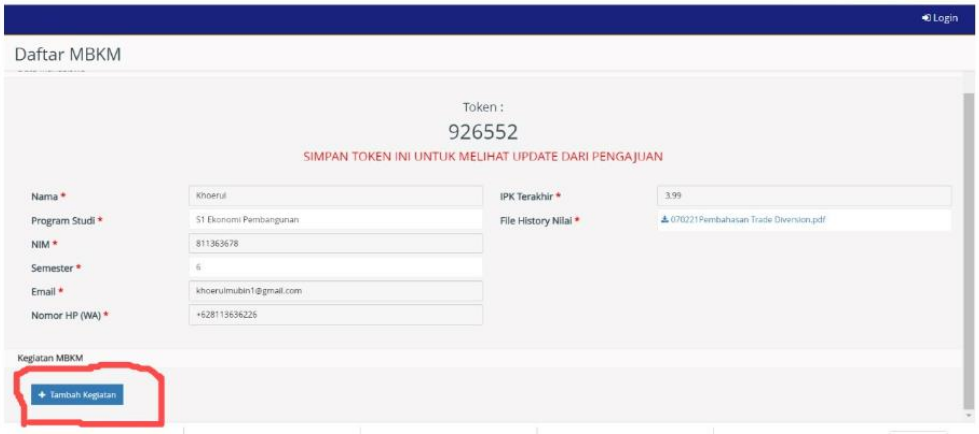
Pengajuan MBKM



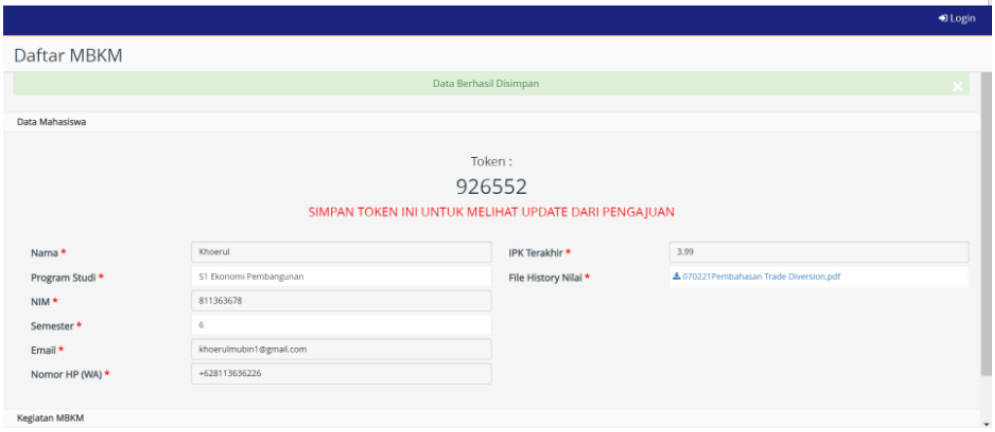
Mengisi Data Mahasiswa



Tambah Kegiatan

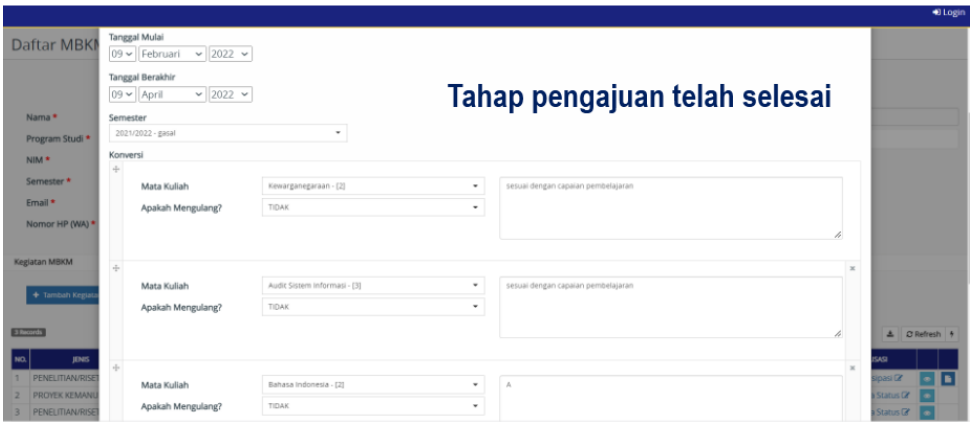


Setelah input data, akan ditampilkan kode TOKEN,
Simpan dengan baik untuk melihat hasil persetujuan pengajuan,
Token juga akan terkirim ke email mahasiswa

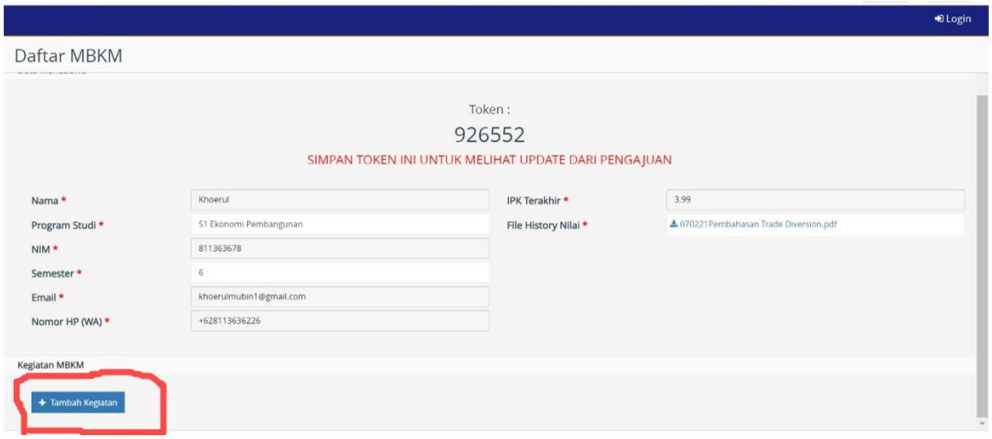


Lengkapi detail kegiatan yang akan diikuti,
Isikan rencana mata kuliah konversi,
"Tambahkan Kegiatan" untuk mengajukan kepada Program Studi

Masukkan mata kuliah konversi, berikan keterangan mata kuliah tersebut baru atau mengulang, Jika mengulang sebutkan nilai yang telah diperoleh

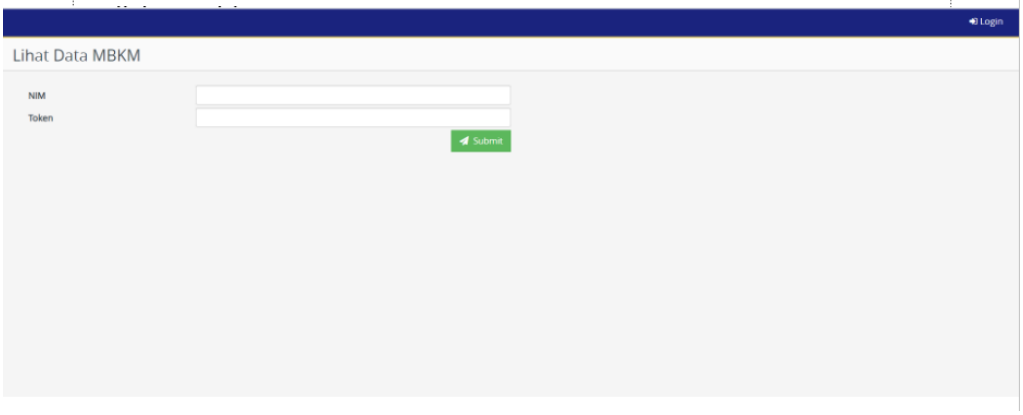


Setelah mengajukan kegiatan pertama, ***jika diperlukan***
Mahasiswa bisa menambah Kegiatan ke-dua, ke-tiga, dst

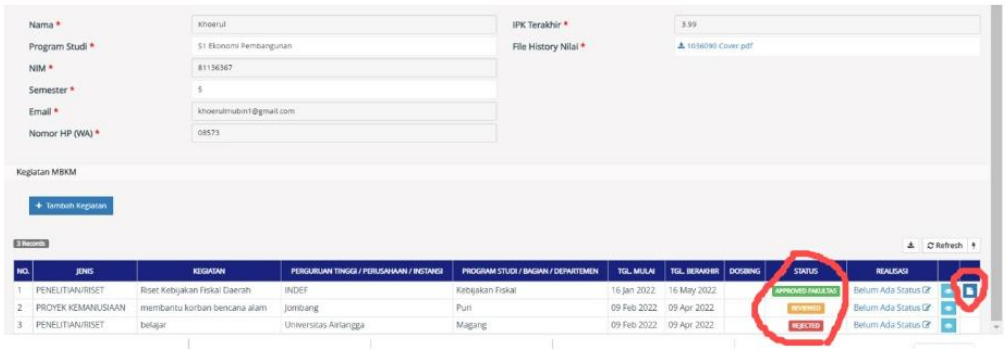


Untuk melihat persetujuan Prodi,
masuk ke "Lihat Status"

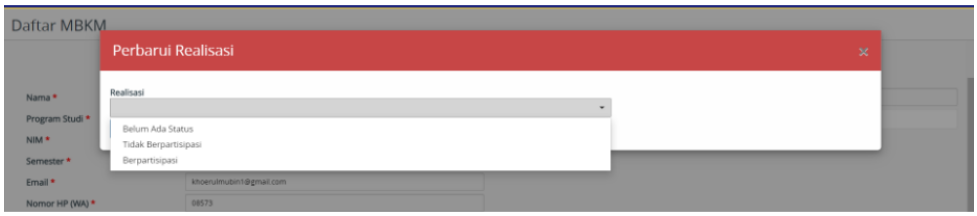
Masukkan NIM dan Token, "Submit"



Status Pengajuan dan Surat Rekomendasi terdapat di Tabel sisi kanan. Hanya Kegiatan yang disapproved Prodi dan Fakultas yang mendapat surat rekomendasi.



Mahasiswa mengupdate kegiatan yg diajukan, apakah jadi diikuti atau batal

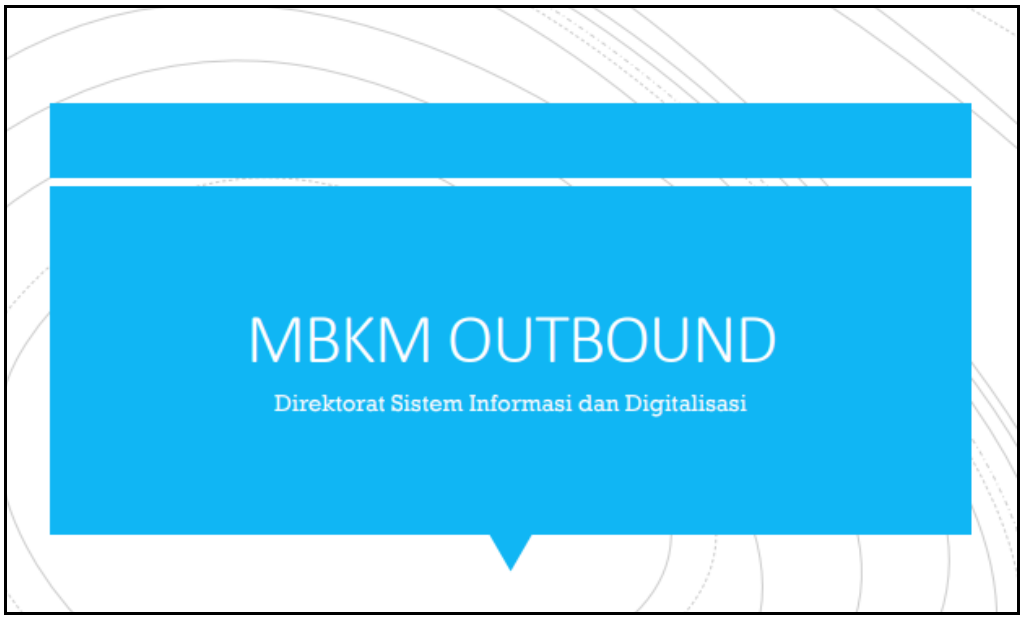


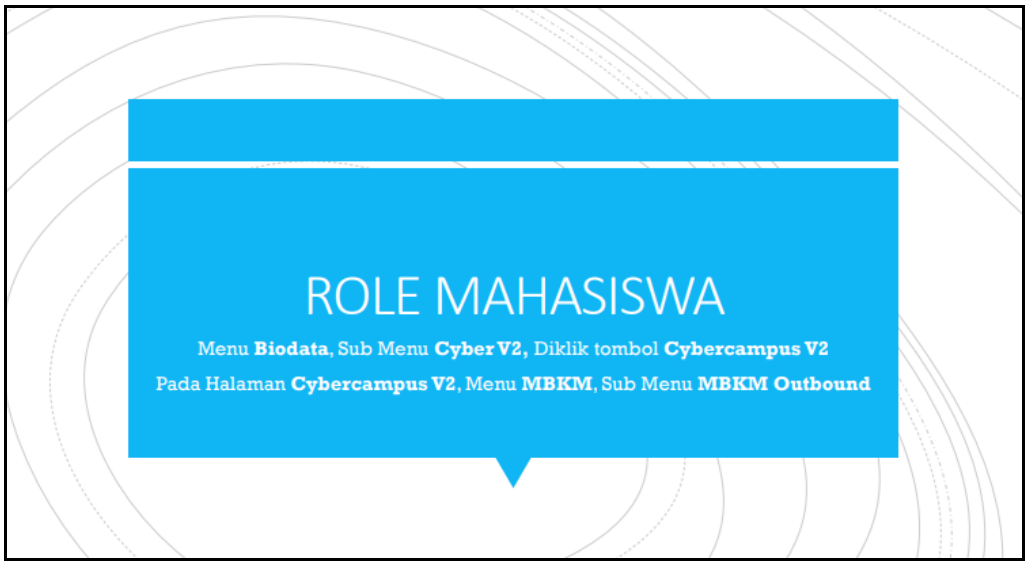
Untuk Pendaftaran Kegiatan yang disetujui Prodi dan Diterima oleh Instansi/Perusahaan Penyelenggara MBKM, Mahasiswa melanjutkan ke KRS MBKM melalui

cybercampus.unair.ac.id

ATTACHMENT 2:

Example of KRS in MBKM Program

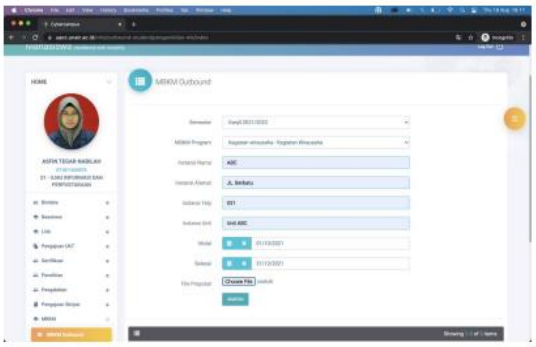




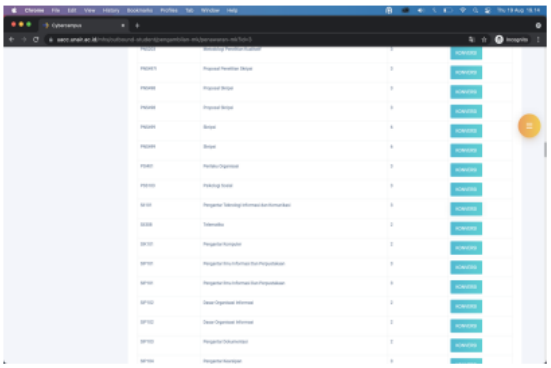
Mhs mengajukan MBKM melalui 8 Pintu

Mengisi Detail Pilihan MBKM

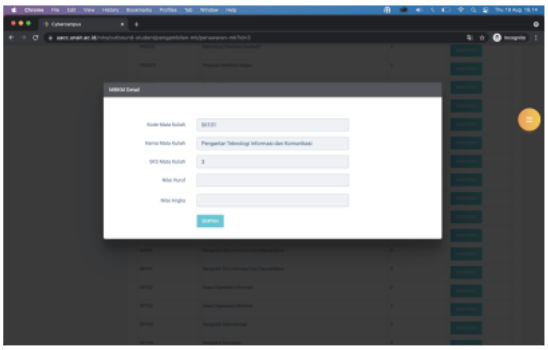
Upload Proposal



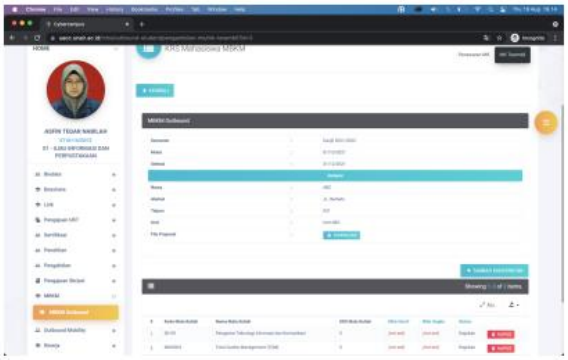
Mengisi Rencana Konversi matakuliah



Mengisi Rencana Konversi matakuliah



Dashboard MBKM Mhs



ROLE DOSEN (Dosen Wali)

Menu **Bimbingan**, Sub Menu **Perwalian KRS MBKM**

Krs Reguler
Krs MBKM

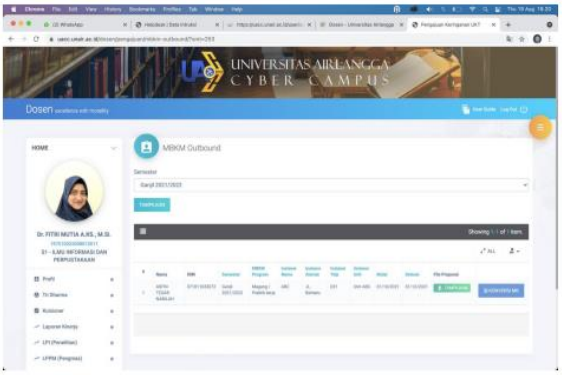
Detail Persetujuan dan Aprovel

ROLE DOSEN (Tim Konversi)

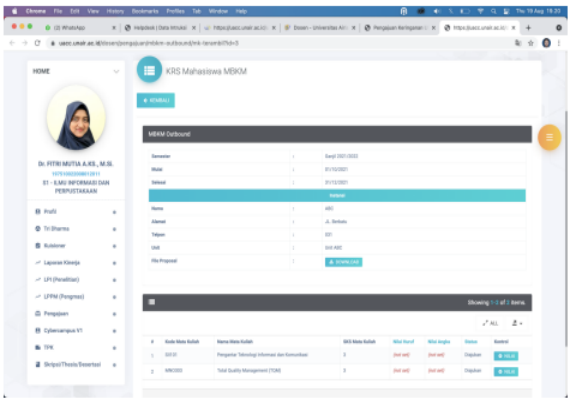
Menu **Cybercampus V2**, Diklik tombol **Cybercampus V2**

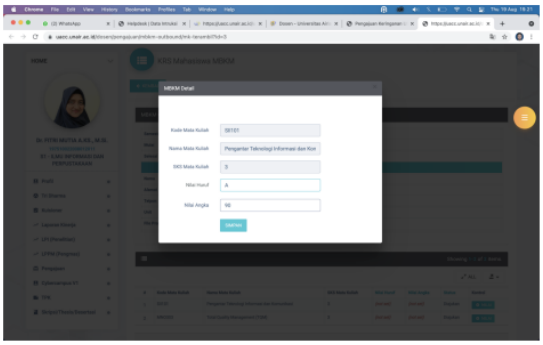
Pada Halaman **Cybercampus V2**, Menu **MBKM**, Sub Menu **MBKM Outbound**

Monev dan verifikasi oleh Team Konversi



Persetujuan Konversi



Entry Nilai Konversi yang diakui

Memberikan catatan jika ditolak