

ACADEMIC HANDBOOK
2018/2019

DOCTORAL PROGRAM

Faculty of Economics and Business
Universitas Airlangga

UNIVERSITAS AIRLANGGA
FAKULTAS EKONOMI DAN BISNIS
Jl. Airlangga No. 4 - SURABAYA 60132



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FACULTY OF ECONOMICS AND BUSINESS GENERAL OVERVIEW

A. THE HISTORY OF UNIVERSITAS AIRLANGGA FACULTY OF ECONOMICS AND BUSINESS

The establishment started from the idea of Indonesian students in Rotterdam, the Netherlands, among others, Fadjar Notonagoro, Sumitro and his friends who wanted to establish an economics college. Upon returning to Indonesia, around 1952/1953, an economics college in Surabaya was established under the name Krisna Dwipayana Economic College, under the auspices of the Krisna Dwipayana Foundation which was founded by Dr. Ong Eng Djie. The Minister of Finance of the Republic of Indonesia at that time.

In accordance with the advice of Governor Samadikoen, and the encouragement of former students of the Netherlands Economische Hogeschooll Rotterdam, on July 22, 1954 the act of Surabaya Economics College Foundation establishment was signed before the notary Mr. Liem Hian. The foundation's governing body was first chaired by Mr. R.M. Soeparto, the Surabaya Resident at the time, was also one of the founders of it. In the Act of Establishment of Surabaya Economics College Foundation (Yayasan Perguruan Tinggi Ekonomi Surabaya; YPTES), mentioned its objectives (article 2) including:

- 1) Running an Economics College;
- 2) Providing high quality education for economists pursuant to international standards.

On 15 September 1954, the opening ceremony of PTES was held in the auditorium of the Faculty of Medicine, Universitas Airlangga. The event was attended by the Foundation's Management Board, the Curator Board which was first chaired by Commodore Mohamad Nazir who would later become the Minister of Shipping R.I. The reason for involving ALRI is partly because Surabaya –to date- is a very dominant naval city. *Komt Tijd Komt Verbetering*, (**organizing first and repairing later**), was the slogan at the beginning SEC (Surabaya Economics

College) due to the fact that its facilities were minimum, yet they were high-spirited.

Previously, the lectures were done on evening time located at Faculty of Medicine and Dentistry of Universitas Airlangga. The economics lecturers came from Surabaya, Malang and even Dutch lecturers like, Mr. Westerbeek, Van Eldik and GDP Bos.

At the beginning of its establishment, SEC only opened one department, namely Corporate Economics, because it was adjusted to the expertise of the lecturers at that time while the strata was equal to bachelor level. Even though there was only one major but in lectures there were no strict specializations, because general economics courses supported corporate economics courses.

On November 17, 1957, SEC collaborated with the Faculty of Economics, University of Indonesia in Jakarta, in order to done some adjustments, since previously SEC was still imitating the NEH Rotterdam Curriculum System, and since then it has also been pioneered in the Department of General Economics. Meanwhile, SEC has been able to hold international relations with NEH Rotterdam and a university in the Philippines, and was asked by the Regional Head of Kalimantan to establish a Commerce Academy which quality is comparable to the Indonesian Academy of Commerce in Jakarta. Since then, SEC lecturers have also been partially taught at the Academy, which later was known as Lambung Mangkurat University.

Until mid-1958 SEC also had complementary bodies to support academic activities, including:

1) Investigation Board and Economic Practicum Institution

Led by: Drs. Tjan Tiaw Yang

2) PTES Graduate Student Placement Bureau

Led by: Tan Hay Siang

3) PTES Library

Led by: C.W.M. Van Someren Brand

4) PTES Student Health Institution

Led by: Dr. R. Soeparno

Actually, at the beginning of SEC Foundation establishment, the management had submitted an application to the President of the Republic of

Indonesia to include SEC under Universitas Airlangga management, but due to several reasons, the process was halted. One of reasons was the absence of Higher Education Law. The next struggle was pioneered by R. Samadikoen, Soewondo, and Wijono (former governor of Kalimantan who later became Regional Head of East Java), altogether with the President Director of Bank Rakyat Indonesia at that time. As they approached the central government in Jakarta, a decree was issued. Minister of Higher Education and Science Decree No. 31/1961, was established in Jakarta on 8 August 1961, and since then SEC became part of the Faculty of Economics, Universitas Airlangga. Since May 12, 2010, pursuant to the Universitas Airlangga Chancellor Decree No. 705 / H3 / KR / 2010 The Faculty of Economics changed its name to the Faculty of Economics and Business, Universitas Airlangga.

Since its inception until now, the Faculty of Economics and Business has experienced changes upon its dean, as shown in Table 1.1 below

Table 1.1 Universitas Airlangga Faculty of Economics and Business Dean's lists (1961-2020)

No	Period	Dean
1	1961 - 1965	Prof.K.R.M.T.D. Tirtodiningrat
2	1966 - 1968	Prof.Drs.Ec. Miendrowo Prawirodjoemeno
3	1968 - 1970	Prof.Drs.Ec. Miendrowo Prawirodjoemeno
4	1970 - 1972	K.R.T. Fadjar Notonagoro
5	1972 - 1974	K.R.T. Fadjar Notonagoro
6	1974 - 1976	Drs. S. Supoyo, Ak.
7	1976 - 1978	Prof.Drs.Ec. Miendrowo Prawirodjoemeno
8	1978 - 1981	Prof.Drs.Ec. Miendrowo Prawirodjoemeno
9	1982 - 1985	Dra.Ec. Sri Maemunah Soeharto
10	1985 - 1988	Drs.Ec. Soedjono Abipraja
11	1988 - 1991	Drs.Ec. Soedjono Abipraja
12	1991 - 1994	Drs.Ec. Budiman Christiananta, M.A.,Ph.D
13	1994 - 1997	Prof.Dr.H. Suroso Imam Zadjuli, S.E.
14	1997 - 2001	Prof.Dr.H. Suroso Imam Zadjuli, S.E.
15	2001 - 2007	Drs.Ec.H. Karjadi Mintaroem, MS
16	2007 - 2010	Drs.Ec.H. Karjadi Mintaroem, MS
17	2010 - 2015	Prof. Dr. Muslich Anshori, SE., M.Sc., Ak.
18	2015 - 2020	Prof. Dr. Dian Agustia, SE., Msi., Ak., CMA

B. THE DEVELOPMENT OF UNIVERSITAS AIRLANGGA FACULTY OF ECONOMICS AND BUSINESS

1. Programs Development

Since its inception, the Faculty of Economics and Business Universitas Airlangga already has two Study Programs, namely General Economics and Corporate Economics which was a continuation of SEC, and Accounting Study Program was added in the academic year 1962/1963.

Based on the decision of the Consortium of Economics at the Ministry of Education and Culture in its October 1979 meeting, the Faculty of Economics and Business, Universitas Airlangga, changed the name of its programs, namely:

1. The General Economic Study Program became the Economics and Development Study Program, subsequently changing to Development Economics.
2. The Corporate Economics Study Program became a Management Study Program.
3. The Accounting Study Program was unchanged.

Since its establishment, the Faculty of Economics and Business, Universitas Airlangga had applied a system of increasing levels, starting from the first level, baccalaureate level, to doctoral level. Further development, in the 1979 academic year, the Faculty of Economics and Business, Universitas Airlangga began implementing the Semester's Credit System (SCS).

In order to help government programs for the education of high-skilled workers in the form of Technical Education and Corporate Administration Expert Education (PAAP), for the first time in Indonesia the Faculty of Economics and Business, Universitas Airlangga pursuant to Minister of Education and Culture Decree No. 042 / U / 1975 dated 18 March 1975, carried out the Diploma III (D-III) Program with a major in Accounting, and in the academic year 1984/1985, Taxation and Marketing Management was added.

In 2007, the Faculty of Economics and Business, Universitas Airlangga opened an Interest in the Study of Islamic Economics under the Department of Development Economics. Furthermore, pursuant to the Chancellor's Decree No. 4311 / J03 / OT / 2008 concerning the Opening of Study Programs in Universitas Airlangga, Islamic Economics major was

determined to be the Islamic Economics Study Program under the Department of Islamic Economics.

At present, the entire study programs owned by the Faculty of Economics and Business, Universitas Airlangga, consists of:

- 1) Bachelor's degree (S1), with the Study Program in Economic Development, Management, Accounting and Islamic Economics.
- 2) Master Programs with Masters in Management Science, Masters in Management, Masters in Economics, Masters in Accounting.
- 3) Accounting Professional Education Program.
- 4) Doctoral Program with Doctor of Economics, Doctor of Management Science, Doctor of Accounting Science.

A change in the status of Universitas Airlangga to a State-Owned Legal Entity (BHMN) has resulted in changes in the organizational structure of Universitas Airlangga, including the organizational structure and management of faculties within Universitas Airlangga. Based on the Chancellor of Universitas Airlangga Decree No.9935 / J03 / HK / 2007 concerning Types and Names of Departments in the Faculty of Economics and Business Universitas Airlangga (FEB Universitas Airlangga), the Departments in FEB Universitas Airlangga changed into a Department that oversees several Study Programs starting from Bachelor Program (S1), Postgraduate Program (S2), Doctoral Program (S3), and Profession. Based on the Decree of the Chancellor of Universitas Airlangga above, the departments in Faculty of Economics and Business Universitas Airlangga are as follows:

1. Department of Economics, with Study Programs:
 - a. Bachelor of Development Economics
 - b. Master of Economics
 - c. Doctor of Economics
2. Department of Management, with Study Programs:
 - a. Bachelor of Management
 - b. Master of Management Science
 - c. Master of Management
 - d. Doctor Management Science
3. Department of Accounting, with Study Programs:
 - a. Bachelor of Accounting

- b. Master of Accounting
 - c. Doctor of Accounting Science
 - d. Professional Accounting Degree
4. Department of Islamic Economics, with Study Programs:
- a. Bachelor of Islamic Economics

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OUR VISIONS, MISSIONS, AND GOALS

A. UNIVERSITAS AIRLANGGA FACULTY OF ECONOMICS AND BUSINESS

Vision

Becoming an independent, innovative, leading and internationally reputable Faculty of Economics and Business based on religious morals.

Missions

1. Performing both Nationally and Internationally standardized education in Economics and Business field.
2. Performing National and Internationally standardized knowledge research and development in Economics and Business field.
3. Performing community services which support Economics and Business application and development.

Goals

1. The objective of educational activities in Faculty of Economics and Business, Universitas Airlangga is directed to generate graduates who;
2. Have high personal integrity as a Graduate of Faculty of Economics and Business or professional staff in the field of economics.
3. Become qualified human resources who meet the demands of national development, in order to fill the community's need for skilled, reliable, and independent executors and thinkers whose responds towards social, economic, scientific and technological change well.
4. Are qualified: able to master scientific basis (knowledge and methodology) from which support case findings, understandings, explanation, and solving under their expertise.

5. Become open, responsive to changes and advance in science and technology, as well as problems solving in community, especially those related to their fields of expertise.
6. Are able to apply their knowledge and skills in accordance with their fields of expertise which are exemplified from productive activities and services to the community.

To achieve the above objectives, the implementation of education in the Faculty of Economics and Business refers and is guided by: National Education Objectives; Rule, Moral Ethics of Science; Community interests, interests, abilities and personal initiatives.

B. STUDY PROGRAM: DOCTORAL in ECONOMICS

Visions

Becoming a doctorate program in economics that is superior, innovative, and prominent at the national and international levels and is a pioneer in the development of economic science based on religious morals.

Missions

1. Organizing educational activities, research, and community service that are able to encourage and facilitate the academic community to have high academic capacity, professional, innovative and competitiveness;
2. Organizing and developing study programs that are professional and oriented towards internal and external stakeholder satisfaction;
3. Creating a conducive academic atmosphere in learning, research and community services so that it can support the success of students in studies by upholding academic values and ethics.

Goals

Generating Doctoral in Economics graduates who have the ability:

1. Evaluating the latest major issues using advanced economic theory references and modeling techniques and advanced estimation techniques, so as to contribute to scientific development through research that produces proven and original scientific work and is recognized nationally and internationally in the form of scientific publications on accredited scientific journals;
2. Citing advanced models and estimation techniques, and be able to contribute to the research discourse in a specific field based on the area of the journal of economic literature (JEL);
3. Having intellectual and personal autonomy in producing scientific works that contribute to the development of science in specific fields;
4. Communicating in the context of criticizing, creating and communicating scientific works through various national and international scientific forums;
5. Personal effectiveness (personal effectiveness) through task and time management, teamwork and group interaction, and in the context of dealing with uncertainty and adapting to new environments.

C. STUDY PROGRAM: DOCTORAL in MANAGEMENT

Vision

Becoming an independent, innovative, leading and internationally reputable Doctoral in Management based on religious morals.

Missions

1. Generating graduates who have high integrity in the fields of management and business sciences, high competitiveness, thinking and ability to contemporary solutions, contextual and innovative management problems.
2. Organizing the educational process of the Doctoral in Management Program which aims at improving the intellectual, spiritual and emotional quality of students who uphold academic ethical values.
3. Encouraging research that significantly contributes to the development of management science and business practices both regionally, nationally and internationally.

4. Creating a media for community service through the contribution of insights and practical prescriptions in the field of management and business in the regional, national and international by publishing scientific and popular publication and dissemination.

Goals

1. Strengthening the image of Universitas Airlangga in general and the Faculty of Economics and Business in particular, as a quality educational institution that is reputable regionally, nationally and internationally in the field of Management.
2. Realizing an innovative, efficient and effective educational process with an adaptive curriculum in line with the development of management, business, and technology while maintaining academic ethics and religious morals.
3. Increasing the capacity and competence of students who are able to generate a variety of research in management and business that are appropriate to be published in reputable international journals.
4. Developing the concept of Management Science.
5. Developing basic and applied research programs in the field of Management Science.
6. Developing an Interdisciplinary approach.

D. STUDY PROGRAM: DOCTORAL in ACCOUNTING

Vision

Becoming an innovative Doctoral in Accounting program, leading at national and international levels based on religious morals.

Missions

1. Organizing high-quality Doctoral in Accounting education;
2. Encouraging and conducting accounting research that has added value and contributes significantly to the development of accounting science and business practices in Indonesia and internationally; and

3. Providing services in the form of contributions of ideas and solutions in the field of accounting and business to the public in Indonesia and internationally.

Goals

1. Strengthening the image of Universitas Airlangga as a quality educational institution that is taken into account in Indonesia and internationally in the field of Accounting;
2. An innovative, efficient, and effective education process with adaptive curriculum which are in line with the development of Accounting, Business and Technology;
3. Increasing the capacity of human capital that is able to produce a variety of research in the field of Accounting and Business published in leading scientific journals both at national and international levels.

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EDUCATION PROGRAMS

A. EDUCATION SYSTEM

The organization of education in the Faculty of Economics and Business, Universitas Airlangga employs the Semester Credit System.

1. Definition and Characteristics of Semester Credit System

a) Definition of Semester Credit System

The credit system is a way of organizing a higher education program using semester credit units (SKS) as a way of stating students' study load, teaching workload, and program administrative load. Referred to as semester credit units (SKS) are units used to state the amount of students' study load, recognition of students' success, recognition of the cumulative success for a particular program, and effort to organize education for university and especially for teaching staff. Definition of the semester is the smallest unit of time to express the length of an educational program at an education level. One semester is equivalent to 16-19 workweeks.

b) Characteristics of the Semester Credit System

The Semester Credit System has the following characteristics:

- 1) Each subject is given a value called the **Credit Score**.
- 2) The amount of Credit Score between subjects does not have to be the same.
- 3) The amount of Credit Score for each subject is determined based on the amount of effort to complete the tasks stated in the lecture program, practicum, fieldwork, or other assignments.

2. Credit Score and Study Load

a) Credit Score

Credit Score is a unit of the score stated in semester credit units (sks) to state students' study load, recognition of students' success, recognition of the cumulative success for a particular program, and effort to organize education for university.

b) Study Load

The study load is the number of credits taken by students in each semester or the number of credits that must be completed cumulatively to complete a study program. Details of study load per week in on semester based on PERMENRISTEKDIKTI (Minister of Research and Higher Degree Decree) Number 44 of 2015 are as follows:

1) For Students

- (a) 50 minutes of scheduled face-to-face activities with teaching staff
- (b) 60 minutes of unscheduled structured academic activities
- (c) 60 minutes of independent academic activities

2) For Teaching Staff

- (a) 50 minutes of scheduled face-to-face activities with students
- (b) 60 minutes of planning and evaluation activities for unscheduled structured academic activities
- (c) 60 minutes of material development

3) For Research and Dissertation Preparation

The study load of 3 to 4 hours a day for one month, in which one month is considered equivalent to 25 working days.

3. Administration of Semester Credit System

- a) Semester Credit System Management is coordinated by the Education Subdivision which includes, for example, Academic Calendar, Lecture Schedule, Consultation Schedule, Study Plan Form, Study Plan Change Form, Study Report Card, Academic Transcript, Legalization, Exam Schedule and Announcement, and so on.

- b) Transfer students must pay attention to the list of subject conversion/accreditation and will be determined separately by the dean at the consideration of the head of the study program concerned.
- c) Study Report Card includes:
 - 1) The score of subjects programmed in the current semester
 - 2) Grade Point Average of the current semester
 - 3) Cumulative Grade Point Average (GPA)
 - 4) Cumulative credits

The academic transcript can only be given to students/alumni of the Faculty of Economics and Business, Universitas Airlangga on the written request of the student concerned.

B. EDUCATION CURRICULUM

1. General

The curriculum is a strategic component in the teaching and learning process which is very influential on the expected learning outcomes of an educational process. The education curriculum, in general, is manifested in the form of subjects that are taught in a particular educational program. The composition of these subjects is so diverse that their implementation needs to be arranged in such a way that the implementation of the teaching and learning process meets the demands of efficiency and effectiveness.

The education curriculum at the Faculty of Economics and Business, Universitas Airlangga refers to

- 1. Law RI Number 12 of 2012 concerning higher education and
- 2. Permenristek Dikti (Minister of Research and Higher Degree Decree) Number 44 of 2015 concerning National Standards for Higher Education
- 3. Universitas Airlangga Chancellor Decree Number 21 of 2014 concerning Educational Guidelines for Universitas Airlangga Doctoral Program
- 4. Universitas Airlangga Chancellor Decree Number 2 of 2017 concerning the Obligation of Scientific Publication for Lecturers and Students of Universitas Airlangga.

5. Universitas Airlangga Chancellor Decree Number 27 of 2018 concerning Universitas Airlangga Education Regulations

Based on the type, existing Subjects can be grouped into:

- a) Personality Development Subjects
- b) Science and Skills Subjects
- c) Work Skills Subjects
- d) Work Behavior Subjects
- e) Community-based Subjects

Based on the status, the existing subjects are grouped into:

- a) Core Subjects
- b) Optional Subjects

2. Doctoral Program Curriculum

a) Doctoral Program in Accounting

The Education Curriculum of Doctoral Program in Accounting is designed so that students complete 30 credits in the form of 10 (ten) subjects with 3 (three) credits each, and dissertation writing with 25 credits. In addition, there are 2 (two) matriculation subjects.

b) Doctoral Program in Management

The Education Curriculum of Doctoral Program in Management is designed so that students complete 8 (eight) subjects with a total of 22 credits, and dissertation writing with 30 credits. At the beginning of the program, students take 2 (two) matriculation subjects.

c) Doctoral Program in Economics

The Education Curriculum of Doctoral Program in Economics is designed so that students complete 9 (nine) subjects with a total of 26 credits, and dissertation writing with 30 credits.

Subject list for all study programs for the Doctoral Program in **Appendix 1**.

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ACADEMIC REGULATIONS

Academic Regulations include regulations on academic administration, exam organization, study evaluation and study limits, student achievement, and graduation predicate.

A. STUDY PERIOD

Each college year consists of 2 regular semesters. The odd semester takes place in August-December and the even semester takes place in February-June. Each semester consists of 14 face-to-face activities plus evaluation.

B. ADMINISTRATIVE REGISTRATION

Before registering a subject, each student must complete SOP payment for one semester that will run according to established regulation.

C. ACADEMIC REGISTRATION

Before lectures begin, students must determine the subjects that will be taken in the current semester or follow the subject regulations that have been set. Subject determination is conducted by showing the Student Identity Card and/or proof of payment for the semester SOP in question. The subjects taken are listed in the Study Plan Form with reference to the Study Report Card.

Study Plan Form Entry that exceeds the specified time limit for inappropriate reasons causing students not allowed to attend lectures in the current semester.

D. STUDY LOAD

The total credits that must be obtained by the students can be seen in Table 4.1:

Table 4.1.
Total credits that must be obtained

No	Study Program	Number of Credits
1	Doctoral Program in Economics	56 sks
2	Doctoral Program in Management	52 sks
3	Doctoral Program in Accounting	55 sks

E. STUDY COMPLETION STAGES

1. Qualification/Preliminary Exam

- a. Qualification exam is carried out no later than the end of the fifth semester, if it has not been declared to have passed the qualification exam, the student has failed.
- b. The exam schedule is determined to be carried out 3 times in 1 year by the study program.
- c. Qualification exam requirement is having passed all the subjects with a **minimum of B** for each subjects.
- d. Students who do not pass the qualification exam can retake the exam, if on the second exam the student does not pass, the student is declared to have failed.
- e. Qualification exam materials include mastery of research methodology in the relevant field; mastery of the material (theory and substance) of the relevant field or discipline, both basic and specific; reasoning ability, including the ability to carry out abstraction and extrapolation and the ability to systemize and formulate the idea.

2. Assessment of Dissertation Research Proposal

- a. Research Proposal for Dissertation is arranged by a Doctoral Candidate with the guidance of the Supervisor and Co-Supervisor.
- b. Research Proposal must be discussed beforehand in the form of a colloquium.
- c. Study program organizes colloquium.
- d. Research Proposal for Dissertation that has been approved and signed by the Supervisor and Co-Supervisor and approved by KPS is submitted for Dissertation Proposal evaluation.
- e. To be able to go through an assessment of the Research Proposal for Dissertation, every Doctoral Candidate must possess proof of English Language Proficiency stated by a minimum TOEFL/ELPT score of 500 issued by Language Information and Services Center (Pinlabs) or an institution recognized by Universitas Airlangga's Pinlabs.
- f. Evaluation of Research Proposal for Dissertation is carried out not later than the end of the sixth semester.
- g. The Research Proposal Assessment Committee for the Dissertation is led by the Supervisor as the Chief Examiner.
- h. The Research Proposal Assessment Committee for the Dissertation consists of 7 (seven) academic staffs, including Supervisor and Co-Supervisor, proposed by the Supervisor, approved and assigned by KPS.
- i. Assessment of Research Proposal for Dissertation can only be carried out and provide a decision, if attended by at least 5 (five) members of the Assessment Committee, including the Supervisor and Co-Supervisor and an external examiner.
- j. One member of the Research Proposal Assessment for Dissertation must come from outside Universitas Airlangga (external Examiner) who is not a teaching staff at Universitas Airlangga and not from the institution in which the Doctoral candidate is in, holds a Doctoral degree and is equipped with curriculum vitae.

- k. In case that a Research Proposal for Dissertation is rejected, the Doctoral Candidate is given 1 (one) opportunity to take the second assessment no later than 3 (three) months after the first assessment.
- l. In case that the Research Proposal for Dissertation in the second assessment remains rejected, the Doctoral Candidate is stated to have failed the study.

3. Dissertation Assessment

- a. Before being submitted at phase I final examination, the dissertation must be presented by the Doctoral Candidate in the Dissertation Paper Evaluation Exam.
- b. Before the Dissertation Assessment, Doctoral Candidate is required to make a statement that the concepts drawn up for the Dissertation are the original writings and thoughts of the Doctoral Candidate himself. If the writings and thoughts are found not to be original (plagiarism), then the Doctoral Candidate will get sanction in accordance with the provisions of the applicable laws and regulation.
- c. The Dissertation Assessment is carried out by the Dissertation Assessment Committee which consists of 7 (seven) academic staffs, including Supervisor and Co-Supervisor approved by KPS.
- d. The Dissertation Assessment can only be carried out if it is attended by at least 5 (five) members of the Dissertation Assessment Committee, including Supervisor and Co-Supervisor and external examiner.
- e. The Dissertation Assessment Committee is the same as the Research Proposal Assessment Committee for the Dissertation. If there is a change in the Dissertation Assessment Committee, then there must be approval from the Head of the Study Program.
- f. The Dissertation Manuscript stated decent by the Assessment Committee can be tested on the first (closed) exam. After going through the revision

process, the completion of the dissertation manuscript can/cannot be submitted for the Phase I exam.

- g. Improvements that have been outlined in the Dissertation Manuscript must be approved by all members of the Dissertation Assessment Committee that is evidenced by filling out the improvement agreement sheet provided by the Study Program. The Supervisor signs the consent form as a result of the exam evaluation process, after another Examination Committee.

4. Dissertation Final Examination

- a. A doctoral final examination is carried out in 2 (two) stages, namely:
 1. Phase I final examination which is comprehensive and closed
 2. Phase II final examination which is open
- b. Phase I final examination (closed) is held no later than the end of semester IX (nine).
- c. Phase I final examination (closed) is carried out no later than 3 (three) months after the assessment of the dissertation manuscript. Minutes of the improvement of the Dissertation Assessment Seminar must be attached to the application for Phase I final examination (closed).
- d. Phase I final examination (closed) is led by the Head of non-Supervisor and non-Co-Supervisor Examiners determined by KPS
- e. Phase I Dissertation Final Examination Committee (closed) consists of 7 (seven) academic staffs and one of them is from outside Universitas Airlangga (external examiner) who is not a lecturer in the Universitas Airlangga Postgraduate Program and not from the institution in which the Doctoral candidate is in, holds a doctoral degree proposed by the Supervisor and is equipped with Curriculum Vitae (CV). Phase I Dissertation Examination Committee (closed) is the same as the Dissertation Assessment Committee. If there is a change in the Phase I

- Dissertation Final Examination Committee, then there must be approval from the Head of the Study Program.
- f. Phase I final examination (closed) can be carried out and provide a decision if attended by at least 6 members of Dissertation Examination Committee, including Supervisor and Co-Supervisor as well as an external examiner who understands scientific methodology.
 - g. The criteria for the Phase I examiners are as follows: a Professor or Doctor with a degree obtained for at least 1 year and has expertise in accordance with the material being tested.
 - h. The materials of phase I final examination (closed) include a careful organization of the scientific thoughts, identification of problems, the suitability of literature studies with research problems, the ability of argumentation in the occupied science, updated and related methodology, originality and contribution to the progress of science.
 - i. Phase I final examination (closed) result states the Doctoral Candidate:
 - 1. Pass,
 - 2. Pass with revisions that must be carried out no later than 3 (three) months from the phase I final examination,
 - 3. Fail and given the opportunity to retake another final exam.
 - j. The Doctoral Candidate who has passed phase I final examination and is ready for phase II (open) final examination has obtained status as *Promovendus*
 - k. The Doctoral Candidate who has passed with revision must carry out the revision no later than 3 (three) months from phase I final examination. If it exceeds the time period, the candidate is required to retake the test.
 - m. The Doctoral Candidate who has failed is given the opportunity to repeat and improve the Dissertation manuscript which is carried out no later than 6 (six) months from phase I final examination (closed).
 - n. The Doctoral Candidate who failed the repeated examination is stated to have failed the study.

- o. Phase II final examination (open) is carried out no later than 6 (six) months after *Promovendus* is stated to have passed phase I final examination (closed).
- p. Phase II final examination (open) can be carried out after *promovendus* submits a letter of publication in a reputable international journal with accepted status.
- q. Phase II final examination (open) is a refutation forum consisting of 9 (nine) examiners or refuters with 7 (seven) people in the disciplines being tested and 2 (two) people from related disciplines in Universitas Airlangga, and can be attended by as many as 15 (fifteen) academic invitees.
- r. Examiners and/or guest refuters shall be determined by the Dean's decision.
- s. Phase II final examination (open) can only be carried out and provide a decision if attended by at least 8 (eight) examiners or refuters.
- t. Academic invitees can only ask questions or rebuttal but do not provide an assessment.
- u. The materials of phase II final examination (open) includes the improvement of the substance and not for statistical analysis that has been decided on phase I final examination (closed).

F. ACADEMIC LEAVE

Academic leave is the status of a student who is legally permitted by the Chancellor to not attend academic activities for 1 semester. While studying, students are allowed to take academic leave for a maximum of 2 semesters but not in succession. Requests for leave are submitted to the Chancellor for approval. Requests for leave are submitted before the Midterm Examination.

Academic leave is only given to students who have taken one semester of education or are enrolled in semester 2. Students who take leave are still required to pay SOP.

G. EXAMINATION

1. Types of Exams

a) Subject Exams

The subject exam is a tool to assess the results of the learning process for one semester which is conducted in the form of written exam and is scheduled by the Faculty of Economics and Business Universitas Airlangga for the Doctoral Program, namely:

- 1) Midterm Exams conducted after 7 meetings.
- 2) Final Exams conducted after 14 meetings.

The schedule of midterm and final exams are determined and announced by the Faculty at the beginning of the semester concerned.

Calculation of exam scores is based on the following criteria:

- 1) Midterm and final exam scores are presented in the form of a raw score with a range of 0-100 and consider other academic activities such as papers, summaries, and/or other assignments before the exam.
- 2) The percentage of midterm and final exams is 50% each.
- 3) The final score is the score derived from the sum of the midterm and final exams which are then converted into a relative score and grouped into:

Table 4.2.
Calculation of Absolute Score, Relative Score, and Score

Absolute Score	Group	Relative Score	Score
86 - 100	Satisfactory	A	4,0
78 - < 86	Very Good	AB	3,5
70 - < 78	Good	B	3,0
< 70	Fail	E	0

H. CALCULATION OF GRADE POINT AVERAGE

1. Determining Grade Point Average

Students' Grade Point Average can be divided into:

- a) Semester Grade Point Average shows the success of student learning for one semester.
- b) Cumulative Grade Point Average shows the overall success of student learning during the study.

Calculation of Semester and Cumulative GPA is carried out using the following formula:

Calculation of S/C GPA = $\frac{\sum (\text{sks} \times \text{Score})}{\sum \text{sks}}$
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Example:

After the exam of Semester I, a student gets the following final score:

Table 4.3.
Example of GPA Calculation

No.	Subject	SKS	Relative Score	Score
1	Organizational Theory and Behavior	3	A	4
2	Management Philosophy	3	B	3
3	Econometrics	3	AB	3,5

Calculation of Semester and Cumulative GPA of students is as follows:

$IP = \frac{(3 \times 4) + (3 \times 3) + (3 \times 3,5)}{3 + 3 + 3} = \frac{31,5}{9} = 3,5$
--

2. Improving GPA

- a) Improving GPA can be done by students by retaking the subject that gets **the highest relative score of B** and the improvement or **the highest score of retaking subject is A**.
- b) Students retaking subject in accordance with point (a) **must follow the repeated subject accordingly**.

- c) The score calculated in the cumulative GPA is the highest score ever obtained.

5. Final Examination Assessment and Doctoral Degree Awarding

Phase II final examination assessment includes:

- a) Semester I and II Cumulative GPA,
- b) Results of phase II final examination (closed) or UTTP, and
- c) Results of phase II final examination (open) or UTBK.

At phase II final examination, the Examiners or Refuters give a score of 1-100 to determine the graduation predicate.

Students who are stated to have passed are given a graduation predicate based on the GPA as follows:

- | | |
|---|-------------------|
| 1. Graduated with satisfactory, if | GPA : 3,00 – 3,40 |
| 2. Graduated with very satisfactory, if | GPA : 3,41 – 3,74 |
| 3. Graduated with <i>Cumlaude</i> , if | GPA : 3,75 – 4,00 |

With criteria:

8-semester study since being registered as a student

I. STUDY EVALUATION AND STUDY DURATION

The stages of students' study evaluation are as follows:

1. Study Evaluation of Study Success

Evaluation of the study success was carried out during graduation. Students are stated to have completed studies if:

- a) Pass all subjects in the Study Program with a GPA of ≥ 3 and the score of each subject is **at least B**.
- b) Have an English Language Proficiency Test (ELPT) score or equivalent to **a score of ≥ 500** .
- c) Have completed the writing of the Dissertation and is stated to have passed the Dissertation examination with **the lowest score of B**.

- d) Produce scientific papers published in reputable international journals (Scopus/ISI Thompson) with at least accepted status.

If the provision of points a) to points d) are not met, then the student concerned cannot be stated to have graduated from the Faculty of Economics and Business, Universitas Airlangga.

2. Evaluation of Maximum Study Duration

- 1) The maximum study duration of doctoral study is **7 years**
- 2) The academic leave is not counted in the study period that has been taken.

J. SUPERVISOR AND CO-SUPERVISOR

- a. **Supervisor** is a permanent lecturer at Universitas Airlangga who will be given the task of guiding Doctoral Candidates in completing studies, holding **Professor** position or a Doctorate Degree with the **Head Associate Position** which in the last 5 years has produced at least 1 scientific paper in accredited national journals and/or reputable international journals; or 1 form of other scientific work recognized by a group of experts determined by the university senate.
- b. **Co-Supervisor** is a **professor or expert assistant with Doctorate Degree**, and further specific requirements will be regulated in the Study Program Work Instruction.
- c. A Supervisor and/or Co-Supervisor is only permitted to guide **a maximum of 10 (ten)** Doctoral Candidates cumulatively at Universitas Airlangga.

Responsibilities of Supervisor and Co-Supervisor

- a. Supervisors and Co-Supervisors are responsible to guide Doctoral Candidates on originality of research and contributions to the scientific domain; the accuracy of methodology, mastery of theory and depth of reasoning; systematic thinking and research conclusions of the Doctoral Candidates.

- b. Supervisors and Co-Supervisors periodically evaluate the progress of the research and the writing of the Dissertation manuscript and record in the Students' Activity Book of Doctoral Program.
- c. Supervisors and Co-Supervisors are required to carry out the Dissertation Assessment before phase I final examination (closed).

Replacement of Supervisor and Co-Supervisor

- a. In case that the Supervisors and/or Co-Supervisor are permanently absent, the Dean shall immediately determine the substitute Supervisors and/or Co-Supervisors whose scientific field is in accordance with the previous Supervisors and/or Co-Supervisors, upon the proposal of the Study Program Coordinator (KPS).
- b. The substitute Supervisors and/or Co-Supervisors must pay attention to and prioritize the continuity of the research proposal that has been approved by the Research Proposal Assessment Committee for the Dissertation.
- c. During the study period, other Supervisors and/or Co-Supervisors can be substituted for the Supervisors and Co-Supervisors if there are academic obstacles in the relationship between the Supervisors and/or Co-Supervisors with the Doctoral Candidate due to scientific development in the context of research and writing of the Dissertation.