



UNIVERSITAS KATOLIK INDONESIA

ATMA JAYA

Tepercaya Kualitas Lulusannya

2023 - 2024



ACADEMIC HANDBOOK

FACULTY OF ECONOMICS AND BUSINESS
BACHELOR AND MASTER STUDY PROGRAMS

I. Foreword

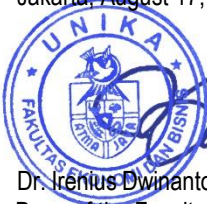


This guidebook contains information about vision, mission, objectives, academic regulations and curriculum of Management, Accounting and Development Economics study programs within the Faculty of Economics and Business, Unika Atma Jaya (FEB-UAJ). This book complements the academic rules that apply within Unika Atma Jaya. Academic guidelines are part of FEB-UAJ's governance to ensure that the teaching and learning process (PBM) is quality, transparent and accountable to achieve the vision of FEB-UAJ. Therefore, this guidebook must be well understood and implemented with high commitment by all related parties, starting from lecturers, education staff and students in FEB- UAJ.

Understanding the academic rules and curriculum is expected to help students in planning the taking of courses each semester and fulfilling the provisions of academic administration so that students can graduate on time and excel academically. The information in this book can also be utilized by parents of students to help smooth the lecture process of their children at FEB-UAJ.

Thank you to all parties involved in the preparation of this 2023-2024 FEB-UAJ academic guidebook. God bless.

Jakarta, August 17, 2023



A handwritten signature in blue ink, appearing to read 'Irenus Dwinanto Bimo'.

Dr. Irénus Dwinanto Bimo
Dean of the Faculty of Economics and Business

II. Contents

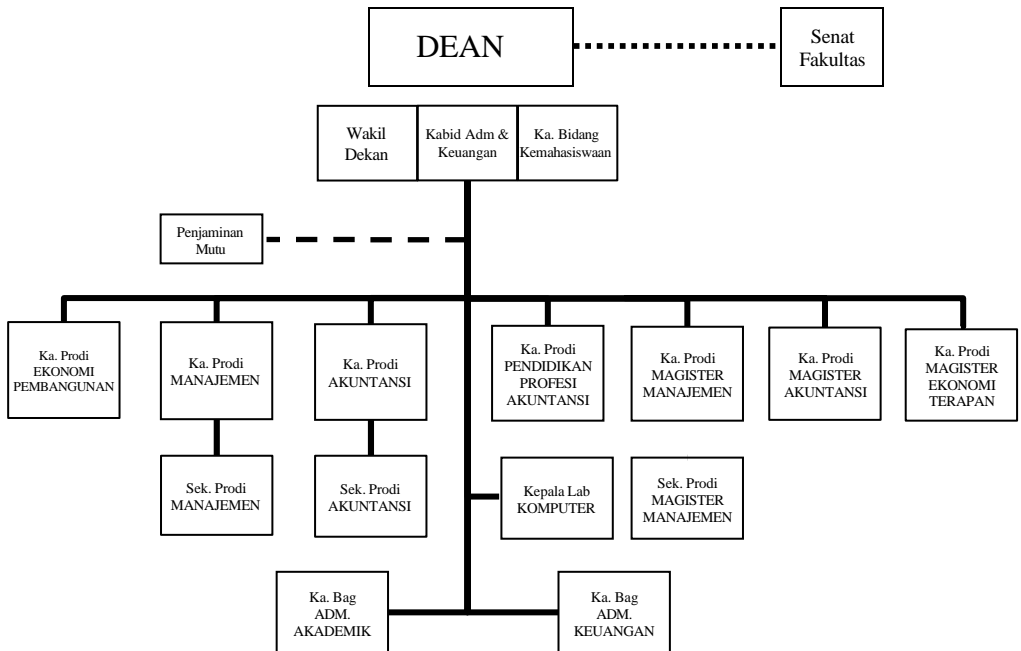
I. Foreword	2
II. Contents.....	3
III. Organization Chart.....	7
IV. Leadership Structure of the Faculty of Economics and Business.....	8
V. Administrative Structure of the Faculty of Economics & Business	10
VI. Vision and Mission of the Faculty of Economics & Business	11
1. Vision of the Faculty of Economics and Business	11
2. Mission of the Faculty of Economics and Business.....	11
3. Objectives of the Faculty of Economics and Business	11
VII. Vision, Mission, & Goals of the Undergraduate Study Program.....	12
A. Undergraduate Management Study Program	12
B. Undergraduate Accounting Study Program	12
C. Study Program S1 Development Economics: Financial Economics and Banking	13
VIII. Learning Outcomes of Graduates of Undergraduate Study Program.....	15
A. Undergraduate Management Study Program	15
1. Attitudes and Values.....	15
2. General Skills	15
3. Specialized Skills	16
B. Undergraduate Accounting Study Program	17
1. Attitudes and Values.....	17
2. General Skill	17
3. Specialized Skill	18
4. Knowledge Mastery	19
C. Undergraduate Study Program in Development Economics	20
1. Attitudes and Values.....	20
2. General Skill	20
3. Other competencies.....	20
IX. General Information and Policies	22
A. History.....	22
B. Study Program and Specialization	23
C. Education System	23

D. Academic Year.....	23
E. Length of Education.....	23
F. Types of Values	24
G. Grade Point Average.....	24
H. Graduation Prerequisites	24
I. Graduation Predicate of Bachelor (S1), Master (S2) Program.....	25
J. Student Organizations	25
K. Academic Awards	25
L. Scholarship.....	25
M. College Leave	25
N. College Retreat.....	26
O. Skipping Classes.....	26
P. Special Exams and Special Review Exams	26
Q. Academic Advisor (PA: Penasihat Akademik).....	26
X. Curriculum of Management Study Program	28
A. Course Distribution for Each Semester	28
B. List of Required Courses.....	31
C. List of Elective Courses.....	33
D. List of Courses that Have a Response.	34
E. Internship.....	34
F. Thesis	34
G. Structure of Required Course Groups.	34
H. Thesis Requirements	35
I. List of Students' Study Results	35
J. Requirements for an Undergraduate's Degree	39
XI. Accounting Study Program Curriculum	40
A. Course Distribution for each semester	40
B. List of Specialization Elective Courses	42
C. List of Elective Courses.....	42
D. List of Courses that Have a Response.	42
E. Structure of Required Course Groups	43
F. Thesis	43
G. Thesis Requirement.....	43
1. General Requirements	43
2. Thesis areas offered:	44
H. e-Government Accounting and Taxation Transitional Rules	44
I. List of Students' Study Results	44
J. Degree Requirements	47
XII. Curriculum for Undergraduate Study Program in Development Economics	48

A. Distribution of Subjects for Each Semester	48
B. Course Distribution According to University and Study Program Characteristics	49
C. List of Courses that Have a Reception.....	51
D. Requirements to take the Practical Work course.....	52
E. Requirements to take the Thesis course.	53
F. Proposal Seminar Requirements	54
G. Requirements for an undergraduate's degree.....	54
H. Transitional Regulations	55
XIII. Academic Regulations	56
A. Course Prerequisites and Credit Taking Limit per Semester.....	56
B. Lectures	56
C. Course Examination.....	57
D. Subsequent Examination Requirements.....	60
1) If you are sick	61
2) In case of calamities	61
3) Performing Duties in the Interest of the State	61
E. Undergraduate Examination (Final Thesis Examination)	61
F. Evaluation of Study Success and Study Dropout.	63
G. Lecture Support Rules.....	63
XIV. Basic Rules for Student Organization Activities	67
A. General Guidelines.....	67
1. Position of Student Organization	67
2. Activity Guidelines.....	67
Special Conditions.....	68
3. Sanctions for Violations	68
B. Activity Implementation Procedure	69
C. Additional Provisions	69
XV. Others	70
A. Rooms	70
B. Announcement Posting Location	70
XVI. Vision, Mission, and Goals of the Master's Study Program	71
1. Vision of Master of Management Study Program.....	71
2. Motto of Unika Atma Jaya Master of Management Study Program	71
3. Mission of Master of Management Study Program	71
4. Objectives of the Master of Management Study Program	71
XVII. General Information and Policies	72
A. History.....	72

B. Study Programs and Specializations	72
C. Education System	73
D. Academic Year.....	73
E. Length of Education.....	73
F. Grade Point Average.....	73
G. Graduation Prerequisites	74
H. Graduation Predicate of Master Program (S2).....	75
I. Grade Improvement	75
J. College Leave	75
K. Study Retreat	76
L. Skipping Classes.....	76
XVIII. Curriculum of Master of Management Study Program.....	77
A. Matriculation Course.....	77
B. Distribution of Subjects for Each Semester	78
C. Areas of Concentration.....	79
D. Course Description	80
E. THESIS WRITING	85
1. Thesis Supervisor	85
2. Thesis Proposal	85
3. Thesis Writing	86
XIX. Master of Accounting Program Curriculum	88
A. Matriculation Course.....	88
B. MAKSI Core Course: Course Distribution for Each Semester	88
C. Specialization Courses	90
D. Course Description	91
XX. Curriculum of Master of Applied Economics Study Program	98
A. Matriculation Course.....	98
B. Distribution of Subjects for Each Semester	98
C. Course Description	99
XIX. Academic Regulations	103
XX. Others	108

III. Organization Chart



IV. Leadership Structure of the Faculty of Economics and Business

Dean

Dr. Irenius Dwinanto Bimo, S.E., M.Si.

Vice Dean

Dr. Levi Nilawati, S.E., M.Si.

Head of Administration and Finance

Arhad Kamahayanikan Vratyastoma, S.Si., M.M.

Head of Student Affairs

Christianus Yudi Prasetyo, S.E., M.Ak.

Head of Master of Management Study Program

Dr. Endang Sulistyaningsih., M.SC., aPHRI

Head of Master of Accounting Study Program

Dr. Megawati Oktorina

Head of the Master of Applied Economics Study Program

Dr. Nuning Trihadmini, S.E., M.S.E.

Head of Accounting Professional Education Study Program

Dr. Almatius Setya Marsudi, S.E., Ak., M.Si., C.A., CSRS, CSRA., CSP., CertDA.

Head of Management Study Program

Benedektus Elnath Aldi, S.E., M.Si.

Secretary of Management Study Program

Marsiana Luciana Sitanggang, S.Si., M.Si.

Head of Accounting Study Program

Loh Wenny Setiawati, S.E., M.Ak.

Secretary of Accounting Study Program

Thia Margaretha Tarigan, S.E., Ak., CA., M.Ak

Head of Development Economics Study Program

Dr. Adji Pratikto, S.E., M.E.

V. Administrative Structure of the Faculty of Economics & Business

Head of Administration and Finance

Arhad Kamahayanikan Vratyastoma, S.Si., M.M.

Head of Administration and Finance

Maria Susilowati

Head of Administration and Academic Affairs

Adriana Peggy Lolita, S.H

VI. Vision and Mission of the Faculty of Economics & Business

1. Vision of the Faculty of Economics and Business

To become a leading Faculty of Economics and Business that has excellence in academic quality and professionalism, is globally oriented, and is based on Christian values and Indonesian culture.

2. Mission of the Faculty of Economics and Business

- a. Organizing innovative and quality economic education to educate the nation.
- b. Organizing continuing education to produce quality and competitive human resources both at the national and international levels.
- c. Improving scientific culture and achievements through research and scientific publications.
- d. Practicing science through community service to build and improve the welfare of society.
- e. Building strategic partnerships to improve academic quality and strengthen the existence of the Faculty of Economics and Business in national and international competition.

3. Objectives of the Faculty of Economics and Business

- a. Producing academically and morally qualified and globally oriented graduates in economics, management, and accounting.
- b. Producing and disseminating scientific work in the fields of economics, management, and accounting while upholding the ethics of research and publication of scientific work.
- c. Improving the welfare of society through the application of science and technology in the fields of economics, management, and accounting.
- d. Organizing education based on the principles of good and healthy organizational governance.
- e. Expanding strategic cooperation with government, industry, and reputable educational institutions.

VII. Vision, Mission, & Goals of the Undergraduate Study Program

A. Undergraduate Management Study Program

1. Vision of Undergraduate Management Study Program

The vision of the Management Study Program is to have excellence in the field of management and business that is adaptive, innovative, imbued with professionalism and universal human values and has a global outlook.

2. Mission of Undergraduate Management Study Program

- a. Develop and improve management and business knowledge that is adaptive, innovative, ethical, and professional.
- b. To educate and produce graduates in the field of management and business who are professional, adaptive, innovative, ethical and have a global outlook, and can contribute to their environment.
- c. Become a professional and trusted partner for businesspeople and society in implementing management and business knowledge.

3. Objectives of Undergraduate Management Study Program

- a. Producing graduates of Bachelor of Management who are superior, professional, and ethical, have a global outlook, and are able to contribute to the environment and society.
- b. Producing research and community service works in the field of management and business that can contribute to the environment and society.
- c. Organizing management education with professional, sustainable, and ethical governance.
- d. Develop human resources who are competent, adaptive, innovative, professional, and proud to be part of the Management Study Program.

B. Undergraduate Accounting Study Program

1. Vision of Undergraduate Accounting Study Program

To become a Bachelor of Accounting Study Program that consistently realizes the combination of Christian faith, Technology, Indonesian Culture in an effort to produce accounting graduates who are professional, superior, and able to face changes in the national and global scope, through developing knowledge in the

field of accounting and developing superior accounting and auditing techniques.

2. Mission of Undergraduate Accounting Study Program

- a. Develop Accounting knowledge that emphasizes research based on competence, technology, ethics, and social responsibility.
- b. Organizing a level of continuing academic and professional education in the field of accounting that takes an active part in contributing to the analysis and research study of accounting science.
- c. Develop and improve effective and efficient academic activities in an ethical and dignified atmosphere; and
- d. Implementing Accounting knowledge as a form of service to the professional world and society in general.

3. Objectives of Undergraduate Accounting Study Program

- a. Producing graduates of the Accounting Study Program who are professional, have high integrity, care about the interests of society, have a global orientation and are responsive to advances in science, technology and cultural arts (IPTEKS);
- b. Produce scientific and research works in the field of accounting that are published and uphold intellectual property rights (HAKI).
- c. Carry out community service activities in the field of accounting.
- d. Organizing education in the field of accounting that is healthy based on good and transparent governance; and
- e. Developing professional human resources who have a sense of pride as part of the Accounting Study Program.

C. Study Program S1 Development Economics: Financial Economics and Banking

1. Scientific Vision of the Undergraduate of Development Economics Study Program: Financial Economics and Banking

The achievement of sustainable development goals launched by the United Nations is an ideal that countries around the world want to achieve. Achieving this goal must be supported by all sectors in the economy, so that the business processes they carry out must pay attention to the principles contained in the sustainable development goals. Almost all business processes carried out by these sectors will involve the financial and banking services sector, so that the sector can be used to encourage the achievement of these sustainable development goals. On the other hand, the development of Economics and Finance in the next 10 years will be influenced by the increasing complexity of financial and banking products. Various derivative products continue to emerge to anticipate and take advantage of the inherent uncertainty in financial markets, relationships between economies. One topic that is currently developing is the science of Financial Economics which

requires macro, micro and financial economic studies in the development of capital markets and the banking world which are increasingly integrated in the global economy, so that they must support the achievement of sustainable development goals. In the next 10 years, analysis, research and expertise on capital markets and banking from the perspective of financial economics and sustainable banking will be much needed.

Thus, the scientific vision of the Development Economics Study Program is as follows.

“Developing knowledge in the field of Financial Economics and Sustainable Banking with a global outlook and based on Christian values and the culture of the Indonesian Nation.”

2. Mission of the Undergraduate of Development Economics Study Program: Finance and Banking Economics

- a. Developing economics that emphasizes research based on competence, technology, ethics, and social responsibility.
- b. Organizing an academic education level in the field of economics and taking an active role in contributing to the analysis and study of economic science research, especially in achieving the goals of sustainable economic development.
- c. Develop and improve effective and efficient academic activities in an ethical and dignified atmosphere.
- d. Implementing economics as a form of service to the professional world and society in general.

3. Objectives of the Undergraduate of Development Economics Study Program: Financial Economics and Banking in general

- a. Producing graduates of the Economics Study Program who are professional, have high integrity, care about the interests of society, have a global orientation and are responsive to advances in science, technology, and cultural arts (IPTEKS).
- b. Producing scientific and research works in the fields of economics, finance and banking that are published and uphold intellectual property rights (HAKI).
- c. Carry out community service activities in the fields of economics and sustainable development economics.
- d. Organizing education in the field of healthy economics based on good and transparent governance; and
- e. develop professional human resources who have a sense of pride as part of the Development Economics Study Program

VIII. Learning Outcomes of Graduates of Undergraduate Study Program

A. Undergraduate Management Study Program

1. Attitudes and Values

- a. Pious to God Almighty and able to demonstrate a religious attitude.
- b. Upholding human values in carrying out duties based on religion, morals, and ethics.
- c. Contribute to improving the quality of life of the community, nation, state, and advancement of civilization based on Pancasila.
- d. Act as citizens who are proud and love the country, have nationalism and a sense of responsibility to the state and nation.
- e. Respect the diversity of cultures, views, religions, and beliefs, as well as the original opinions or findings of others.
- f. Cooperate and have social sensitivity and concern for society and the environment.
- g. Be law-abiding and disciplined in social and state life.
- h. Internalizing academic values, norms, and ethics.
- i. Demonstrate an attitude of responsibility for work in their field of expertise independently.
- j. Internalizing the spirit of independence, struggle, and entrepreneurship.
- k. Internalizing the values of Christianity, Excellence, Caring and Professionalism

2. General Skills

- a. Able to apply logical, critical, systematic, and innovative thinking in the context of developing or implementing science and technology that pays attention to and applies humanities values in accordance with their field of expertise.
- b. Able to demonstrate independent, quality, and measurable performance.
- c. Able to examine the implications of the development or implementation of science and technology that pays attention to and applies humanities values in accordance with their expertise based on scientific principles, procedures, and ethics to produce solutions, ideas, designs, or art criticism.
- d. Able to compile a scientific description of the results of the above studies in the form of a thesis or final report and upload it on the college website.
- e. Able to make appropriate decisions in the context of problem solving in their field of expertise, based on the results of information and data analysis.

- f. Able to maintain and develop networks with mentors, colleagues, peers both inside and outside the institution.
- g. Able to be responsible for the achievement of group work results and to supervise and evaluate the completion of work assigned to workers under his/her responsibility.
- h. Able to carry out a self-evaluation process of the work group under his/her responsibility, and able to manage learning independently.
- i. Able to document, store, secure, and retrieve data to ensure validity and prevent plagiarism.

3. Specialized Skills

- a. Able to formulate management functions (planning, organizing, staffing, directing, and controlling and evaluating) at the operational level in various types of organizations.
- b. Able to implement organizational functions (marketing, operations, human resources, finance, and strategy) at the operational level in various types of organizations.
- c. Able to identify managerial problems and organizational functions at the operational level, and take appropriate solutions based on alternatives developed, by applying entrepreneurial principles rooted in local wisdom.
- d. Able to contribute to the preparation of organizational strategic plans and translate strategic plans into operational plans at the functional level.
- e. Able to make appropriate managerial decisions in various types of organizations at the operational level, based on data and information analysis in organizational functions.
- f. Able to conduct empirical studies and modeling using scientific methods in various types of organizations based on organizational functions.
- g. Able to communicate effectively across functions and organizational levels.

1. Knowledge Mastery

- h. Mastering the theoretical concepts of management in depth, especially methods and tools for analyzing management functions which include planning, implementing, directing, monitoring, evaluating, controlling, and organizational functions consisting of marketing, human resources, operations, and finance in various types of organizations.
- i. Mastering the concepts and techniques of preparing strategic plans and translating them into operational plans.
- j. Mastering the principles of leadership and entrepreneurship in various types of organizations.
- k. Mastering at least one research method (case study, history, survey, simulation, and experiment in qualitative and quantitative scope, exploratory, descriptive, and verification).

- l. Mastering factual knowledge and application methods of business ethics and human values in managing organizations
- m. Master the types and regulations of local, national, regional, and global organizations.
- n. Mastering the rules, principles, and techniques of communication across functions, organizational levels, and cultures
- o. Mastering the rules, principles, and techniques of oral and written communication in at least one international language
- p. Mastering the concept of academic integrity in general and the concept of plagiarism in particular, in terms of types of plagiarism, consequences of violations and prevention efforts.

B. Undergraduate Accounting Study Program

1. Attitudes and Values

- q. Pious to God Almighty and able to demonstrate a religious attitude.
- r. Upholding human values in carrying out duties based on religion, morals, and ethics.
- s. Contribute to improving the quality of life of the community, nation, state, and progress based on Pancasila.
- t. Play a role as a citizen who is proud and loves the country, has nationalism and a sense of responsibility to the state and nation.
- u. Respect the diversity of cultures, views, religions, and beliefs, as well as the original opinions or findings of others.
- v. Cooperate and have social sensitivity and concern for society and the environment.
- w. Be law-abiding and disciplined in social and state life.
- x. Internalizing academic values, norms, and ethics.
- y. Demonstrate an attitude of responsibility for work in their field of expertise independently.
- z. Internalizing the spirit of independence, struggle, and entrepreneurship.
- aa. Be creative and open to lifelong learning to build social welfare.
- bb. Have strong principles and dare to be different based on the belief in truth and justice.
- cc. Recognize, understand, and feel moved by the feelings and experiences of disadvantaged groups as part of one's own feelings and experiences.

2. General Skill

- dd. Able to apply logical, critical, systematic, and innovative thinking in the context of developing or implementing science and technology that pays attention to and applies humanities values in accordance with their fields.
- ee. Able to show independent, quality, and measurable performance.
- ff. Able to study the implications of the development or implementation of

science and technology that pays attention to and applies humanities values in accordance with their expertise based on scientific principles, procedures, and ethics to produce solutions, ideas, designs, or art criticism, compile scientific descriptions of the results of their studies in the form of a thesis or final project report, and upload them on the college website.

- gg. Compile a scientific description of the results of the study mentioned above in the form of a thesis or final project report and upload it on the college website.
- hh. Able to make appropriate decisions in the context of problem solving in their field of expertise, based on the results of information and data analysis.
- ii. Able to maintain and develop work networks with supervisors, colleagues, peers both inside and outside the institution.
- jj. Able to be responsible for the achievement of group work results and supervise and evaluate the completion of work assigned to workers under his/her responsibility.
- kk. Able to carry out a self-evaluation process of the work group under his/her responsibility, and able to manage learning independently.
- ll. Able to document, store, secure, and retrieve data to ensure validity and prevent plagiarism.

3. Specialized Skill

- mm. Able to independently prepare audit working papers through collecting and summarizing audit evidence on the financial statements of commercial entities in accordance with auditing standards and statutory provisions applicable to audits of financial statements.
- nn. Able under supervision to evaluate audit evidence on financial statements of commercial entities in accordance with audit standards and applicable laws and regulations in auditing financial statements.
- oo. Able to independently prepare, analyze, and interpret financial statements of separate entities by applying accounting principles for transactions in accordance with applicable general financial accounting standards and ETAP financial accounting standards.
- pp. Able under supervision to prepare, analyze, and interpret financial statements of consolidated entities by applying accounting principles for transactions in accordance with applicable general financial accounting standards and ETAP financial accounting standards.
- qq. Able to independently prepare analysis reports on financial and non-financial information and related disclosures that are relevant and reliable for managerial decision making by applying accounting and financial analysis techniques and methods.
- rr. Able under supervision to prepare investment and funding reports,

which include cash and working capital requirements reports, proforma financial statements, capital budgeting reports, which are relevant for financial and investment decision making by applying financial management and investment techniques.

- ss. Able to independently compile and analyze management accounting reports, including planning and budgeting, cost management, quality control, performance measurement, and benchmarking, which are relevant and reliable in supporting decision making and management control by applying management accounting techniques.
- tt. Able to independently design business processes in an accounting information system that supports the provision of information technology-based information to support management control and organizational decision making using the system development life cycle (SDLC) approach.
- uu. Able to independently prepare tax obligation reports for both individual and corporate taxpayers by calculating and reconciling taxation in accordance with applicable tax laws in Indonesia.
- vv. Able to independently operate and utilize software in the context of preparing financial reports, budgets, tax administration, auditing, and research.
- ww. Able under supervision to prepare central and local government financial reports.
- xx. Able to independently use quantitative techniques for business decision making.
- yy. Able to independently use statistical methods to compile business and scientific reports.
- zz. Able under supervision to develop procedures, audit and report the results of management audits.

4. Knowledge Mastery

- aaa. Mastering the theoretical concepts of planning, procedures, and reporting audits of financial statements.
- bbb. Mastering the theoretical concepts of management audit planning, procedures, and reporting.
- ccc. Mastering the theoretical concepts of financial accounting and its analysis.
- ddd. Mastering the theoretical concepts of cost and management accounting.
- eee. Understand the business ethics and code of ethics of the accounting profession.
- fff. Mastering the concepts, principles, and techniques of financial management.
- ggg. Mastering the principles of investment in financial assets.

- hhh. Mastering the concept of information is needed for decision making.
- iii. Mastering the techniques, principles, and procedural knowledge of using information technology.
- jjj. Mastering the concepts and regulations of taxation and business law.
- kkk. Mastering the concepts and principles of economics.
- lll. Mastering the concepts and principles of management and business environment.
- mmm. Mastering public sector accounting concepts.
- nnn. Mastering information system auditing techniques and procedures.
- ooo. Mastering the concepts of tax law and taxation techniques.
- ppp. Mastering the concepts of research methods and basic analysis methods.

C. Undergraduate Study Program in Development Economics

1. Attitudes and Values

- qqq. Able to master the knowledge of economics.
- rrr. Able to identify and analyze economic problems.
- sss. Able to understand the financial system.
- ttt. Able to master the nature and operation of banking.
- uuu. Able to master quantitative methods of economics and finance.
- vvv. Proficient in applying economics and macro analysis tools to financial and monetary and banking areas.

2. General Skill

- www. Able to design and conduct research.
- xxx. Able to collect relevant data to support the needs of economic analysis.
- yyy. Able to apply basic economic sciences to identify economic symptoms that occur in the economy.
- zzz. Have skills in inter-personal communication and be able to present an idea.
- aaaa. Able to complete a job individually, use information technology effectively, and achieve work targets effectively and regularly under time pressure.

3. Other competencies

- bbbb. Able to think analytically, critically, innovatively, and creatively, and have the character of a problem solver.
- cccc. problem solver.
- dddd. Able to be ethical, tolerant, and have high faith and national

character.

eeee. Have sensitivity and understanding of social, cultural, and global issues (including issues related to Economics).

ffff. Able to design and implement the teaching and learning process.

gggg. Can always develop themselves and follow the dynamics of economics and social changes.

hhhh. Have an entrepreneurial spirit that can be used in society.

IX. General Information and Policies

A. History

In response to the idea of establishing a Catholic university in Jakarta that was sparked at the bishops' meeting in Jakarta in June 1952, the Atma Jaya Foundation was established by a group of Catholic scholars on June 1, 1960. It was this foundation that established and managed Atma Jaya Catholic University of Indonesia (Unika), Jakarta.

The Faculty of Economics was established on July 11, 1960. At the beginning of its establishment, the oldest faculty within Unika Atma Jaya only had one department, namely the Management Department, with a study program in Corporate Economics; in 1974 the Accounting Department was opened and followed later by the opening of the Development Economics Study Program in 1992.

In 1993, the Faculty of Economics obtained permission to open a Master of Management Study Program. In the academic year 2010/2011, the Faculty of Economics again gained the trust of the government to organize professional programs by opening the Accounting Professional Education Program. In 2016 the Faculty of Economics - which in 2014 changed its name to the Faculty of Economics and Business (FEB UAJ), received greater trust to open two new study programs at the postgraduate level, namely the Master of Accounting Study Program and the Master of Applied Economics Study Program.

Thus, until now FEB UAJ - which has been one of the important backbones of UAJ, manages seven study programs, namely three study programs for undergraduate programs, namely Management Study Program, Accounting Study Program, and Development Economics Study Program; three study programs at the S2 level, namely Master of Management Study Program, Master of Accounting Study Program, and Master of Applied Economics Study Program; and one professional study program, namely Accounting Professional Study Program. All academic education programs in FEB have been accredited in accordance with the Decree of the National Accreditation Agency for Higher Education Directorate (BAN-PT), Ministry of National Education.

Until now, FEB UAJ has graduated tens of thousands of undergraduate of Economics, who have worked in many organizations, both private and government, such as state-owned enterprises, foreign private companies, and many leading companies spread throughout Indonesia, and many have even continued their education at the postgraduate level (S2 and S3), both at home and abroad.

B. Study Program and Specialization

The seven study programs managed by FEB offer the following specializations:

Study Program	Specialization	Accreditation Status
Undergraduate program		
Management	<ul style="list-style-type: none">– Marketing Management– Financial Management– Human Resource Management– Business Management	Accredited A
Accounting	-	Accredited A
Development Economics	Finance and Banking Economics	Accredited A

C. Education System

In accordance with government regulations, since 1986/1987 the Semester Credit Unit system (SCU system) has been implemented. 1 SKS (credit) means that in one week there are 50 minutes of scheduled face-to-face meetings with lecturers, 50 minutes of structured academic activities (assignments from lecturers) and 50 minutes of independent academic activities (repeating, training and so on). Graduates of the Faculty of Economics and Business for the Bachelor level (S1) get a bachelor's degree written as Bachelor of Management / S.M. (graduates of the Management Study Program), Bachelor of Accounting / S.Ak. (Graduates of Accounting Study Program), and Bachelor of Economics/S.E. (graduates of Development Economics Study Program). The Master Program (S2) obtains a Master's degree written Master of Management / M.M (graduates of the Master of Management Study Program), Master of Accounting / M.Ak (graduates of the Master of Accounting Study Program), Master of Applied Economics / M.E (graduates of the Applied Economics Study Program). The Accounting Professional Education Program earns the title of Accountant written as Professional Education/Ak (graduates of the Accounting Professional Education Program).

D. Academic Year

The academic year is divided into two parts called Odd Semester and Even Semester. Each semester lasts 16 weeks. Lectures are given in the morning, afternoon, and evening.

E. Length of Education

The length of education of a student in the SCU system is determined by the number of credits that have been able to be achieved properly with the amount ranging from 145 - 148 credits. To achieve the S1 degree, a student takes 146 credits for the Management study program, 147 credits for the accounting study program, and 146 credits for the Development Economics study program, with a length of education of 7 to 14 semesters.

F. Types of Values

In the semester credit system, the evaluation results are given in the form of letters with the following definitions:

A = very good	A- B+ = Good B	B- C+ = enough C	D = less E = fail
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G. Grade Point Average

Grade Point Average (GPA) is the average value of all courses that have been taken by students. The achievement index is distinguished between the Semester Achievement Index (SAI), which is the average value of the semester, and the Cumulative Achievement Index (GPA), which is the average value of all courses ever taken. To calculate the SAI, all grades in the semester concerned are used, while to calculate the GPA, the highest grade of each course taken is used (only).

To be able to calculate the achievement index, qualitative values in the form of letters are quantified to numbers with the following weights:

A = 4	B = 3	C = 2
A- = 3,7	B- = 2,7	D = 1
B+ = 3,3	C+ = 2,3	E = 0

Grade Range

A = 80 – 100	B = 67 – 70	C = 55 – 58
A- = 75 – 79	B- = 63 – 66	D = 45 – 54
B+ = 71 – 74	C+ = 59 – 62	E = 0 – 44

The Achievement Index (AI) is calculated with the following formula:

$$AI = \frac{\sum N \times K}{\sum K}$$

where: K = course credit, and N = grade after converting to a number.

H. Graduation Prerequisites

For students who have taken all the required credits, the following graduation prerequisites apply:

- Minimum grade point average of C.
- Cumulative grade point average (GPA) of at least 2.00 and no D and E grades.
- Total credits taken 146 credits for Management study program, 147 - 148 credits for accounting study program, and 145 - 146 credits for Development Economics study program.

I. Graduation Predicate of Bachelor (S1), Master (S2) Program

GPA as the basis for determining the predicate of graduation of the undergraduate program is:

- a. 2,00 – 2,75 passed.
- b. 2,76 – 3,00 satisfactory
- c. 3.01 – 3,50 very satisfactory
- d. 3,51 – 4,00 Cumlaude.

The "cumlaude" graduation predicate is also determined by considering the maximum study period of 4 years or 8 semesters. Those whose GPA is between 3.51 - 4.00 but whose study period exceeds 4 years or 8 semesters, the graduation predicate becomes "very satisfactory" only.

J. Student Organizations

Student organizations at Unika Atma Jaya are vehicles and means of student self-development towards broadening horizons and increasing scholarship and personality integrity. Student organizations carry out student activities which include supporting reasoning and science, interests / hobbies, and talents as well as community service and student welfare.

Organizations at the University level consist of:

1. College student senate
2. Student activity units

Organizations at the Faculty of Economics and Business level consist of:

1. Student representative body of the Faculty of Economics and Business
2. Student Senate of the Faculty of Economics and Business
3. Student association of Management study program
4. Accounting study program student association.
5. Student association of Development Economics study program.

K. Academic Awards

Unika Atma Jaya provides academic awards for students who have high academic achievement. Awards are given in the form of certificates and tuition discounts for the following semester. The amount of the fee discount can be seen in the Student Handbook issued by UAJ.

L. Scholarship

Atma Jaya provides scholarships to students who are underprivileged but have good academic achievement (read the regulations issued by UAJ).

M. College Leave

Students can take college leave for a maximum of 4 (four) semesters during their study period. Leave of absence each time can only be granted for a

period of one semester, so students who will take leave of absence for more than one semester in a row must process their leave of absence each semester in accordance with the semester registration schedule. Students who are on leave must have a Lecture Activity Card (KAK) with the status of "Lecture Leave" and a Decree of the Vice Rector I concerning Lecture Leave. The semester in which the student is on leave is still counted as a study period and does not extend the study period limit.

New students in the first semester cannot take college leave. If for one reason or another a student in the first semester is unable to attend classes at all, he/she will be given a grade of M (Retreat) for all courses taken but will not get a refund of any tuition fees and will not get an additional study period. The period of applying for college leave, college leave procedures and costs, read the Student Handbook issued by UAJ.

N. College Retreat

One day after the end of the Cancel-Add period until 2 (two) weeks before the start of the midterm exam is a retreat period. The withdrawal period includes 2 activities, namely Course Retreat and Lecture Retreat (retreat all courses). Read the Student Handbook issued by Unika.

O. Skipping Classes

Students are declared skipping classes if they are not registered in a semester, including those who register late for KRS (*Kartu Rencana Studi*) and apply for leave of absence late. The semester at the time of skipping classes is counted as a study period. If students who skip classes want to re-register, they must submit a re-active application to the faculty leader. If the faculty leader approves, students can re-register during the KRS registration period.

Students whose requests for reactivation are approved are subject to a truancy fine of: BPS + IKM + BPK for each semester the student skips classes, in accordance with the tuition fees of his/her class. Students who skip classes consecutively for 2 (two) semesters for S1 are considered to have resigned as Unika Atma Jaya students.

P. Special Exams and Special Review Exams

Provisions and requirements are contained in the Student Handbook issued by Unika in accordance with university policy Rector Decree No. 290/II/SK-601/05/2006 concerning the establishment of special repeat exam regulations applicable to the Unika Atma Jaya undergraduate program. Faculties and Study Programs are authorized to determine the course limitations for special repeat exams (UUK: Ujian Ulangan Khusus).

Q. Academic Advisor (PA: Penasihat Akademik)

Each student has an academic advisor (PA) lecturer while attending lectures at the Faculty of Economics and Business. Students can consult both in academic and non-academic fields with PA lecturers while attending lectures at the Faculty of Economics and Business (not only during the preparation of the study plan card (KRS)).

X. Curriculum of Management Study Program

A. Course Distribution for Each Semester

The distribution of courses is the courses offered each semester, so that students can design a study plan while they study for their degree in the Management study program. The distribution of courses per semester is as follows:

SMT	CODE	COURSE NAME		SKS	PREREQUISITE	MBKM
1	UAJ 160	Critical Thinking	GG	2	-	
	MGN 101		GG	3	-	
	MGN 103	Management	GG	3	-	
	MGN 105	Business Mathematics	GG	3	-	
	MGN 107	Introduction to Business	GG	3	-	
	MGN 109	Microeconomics		3	-	
	MGN 111	Personal Development	GG	2	-	
	Total			19		
2	MGN 102	Business Accounting 2	GG	3	MGN 101 Business Accounting 1	
	MGN 104	Operations Management	GG	3		IN
	MGN 106	Organizational Behavior	GG	3		IN
	MGN 108	Marketing Management	GG	3		IN
	MGN 110	Business Communications	GG	3		IN
	MGN 112	Macroeconomics	GG	3		IN
	PAN 100	Pancasila Education	GG	2		
	Total			20		
3	MGN 201	Business Statistics	GG	3		IN
	MGN 203	Cost Accounting	GG	3	MGN 101 Business Accounting 1	IN
	MGN 205	Business Law	GG	2		IN

SMT	CODE	COURSE NAME		SKS	PREREQUISITE	MBKM
	MGN 207	Indonesian Language	GG	2		IN
	MGN 209	Human Resource Management	GG	3		IN/EXK
	MGN 211	Managerial Economics	GG	3		
	UAJ 180	Multiculturalism	GG	2		
	WAR 130	Citizenship Education	GG	2		
	Total			20		
4	MGN 202	Business English	GG	3		EXN
	AGA 110/ UAJ 150	Catholicism/Religious Education	GG	2		
	MGN 204	Management Accounting	GG	3		IN/EXN
	MGN 206	Leadership & Change Management	GG	3		IN/ EXN/ EXK
	MGN 208	Big Data Analytics	GG	3		IN/EXN
	MGN 210	Design Thinking & Innovation	GG	3		IN/ EXN/ EXK
	MGN 212	Financial Management	GG	3	Business Accounting 1	IN/ EXN/ EXK
	Total			20		
5	MGN 301	Entrepreneurship & Business Creation	GG	3		IN/EXN/ EXK
	MGN 303	Management Information Systems	GG	3		IN/EXN
	MGN 305	Financial Technology	GG	3		IN/EXN
	MGN 307	International Business	GG	3		IN/EXN
	MGN 309	Financial Statement Analysis	GG	3		IN/EXN
		Elective Course #1	GG	3	***	
		Specialization Course #1	GG	3	(As per specialization)	
	MGM 102	Consumer Behavior	GG	3	Management Marketing	IN/EXN/ EXK

SMT	CODE	COURSE NAME		SKS	PREREQUISITE	MBKM
	MGF 101	Advanced Financial Management	GG	3	Management Finance	IN/EXN/EXK
	MGH 105	Talent Management	GG	3	Human Resource Management	IN/EXN/EXK
	MGE 101	Business Research	GG	3	Entrepreneurship & Business Creation	EXN
	Total			21		
6	MGN 302	Sustainability Management	GG	3		IN/ EXN/ EXK
	MGN 304	Enterprise Risk Management	GG	3		IN/EXN
	MGN 306	Business Simulation	GG	3		IN/EXN/EXK
	MGN 308	Taxation	GG	3		IN/EXN
		Elective Course #2	GG	3	***	
		Specialization Course #2	GG	3	(As per specialization)	
	MGM 101	Global Marketing			Marketing management	IN/EXN/EXK
	MGF 102	Investment & Portfolio Management			Management Finance	IN/ EXN/ EXK
	MGH 101	Performance Management			Human Resource Management	IN/ EXN/ EXK
	MGE 102	Social Entrepreneurship			Entrepreneurship & Business Creation	IN/ EXN/ EXK
		Specialization Course #3	GG	3	(As per specialization)	
	MGM 104	Digital Marketing			Marketing management	IN/EXN
	MGF 104	Security Analysis			Management Finance	IN/EXN
	MGH 104	Cross-Cultural Management			Human Resource Management	IN/EXN
	MGE 103	Digital Product Management			Entrepreneurship & Business	IN/EXN

SMT	CODE	COURSE NAME		SKS	PREREQUISITE	MBKM
					Creation	
	Total			21		
7	MGN 401	Strategic Management	GG	3		IN/EXN
	MGN 403	Business Ethics	GG	3		IN/EXN /EXK
	MGN 405	Economics Philosophy	GG	2		IN/EXN
		Elective Course #3	GG	3	***	
		Specialization Course #4	GG	3	(As per specialization)	
	MGM 103	Marketing Research			Marketing Management	EXN
	MGF 105	Financial Research			Management Finance	EXN
	MGH 103	Human Capital Research			Human Resource Management	EXN
	MGE 104	Business Feasibility			Entrepreneurship & Business Creation	IN/EXN
	MGN 407	Internship	GG	5		EXN
	Total			19		
8	MGN 500	Thesis	GG	6		
	Total			6		
TOTAL 146 SKS						

Notes:

*** Elective Courses can be seen in table 8.4 (students can choose 3 courses = 9SKS from a few elective courses offered)

The MBKM column indicates:

IN code for courses offered across UAJ internal study programs

EXK code for courses offered to UAJ externals.

EXN code for courses that can be converted with non-classroom learning activities.

B. List of Required Courses

- State and University Mandatory

NO.	CODE	COURSE NAME	SKS
1.	MGN 207	Indonesian Language	2

NO.	CODE	COURSE NAME	SKS
2.	AGA 110 / UAJ 150	Catholicism/Religious Education	2
3.	PAN 100	Pancasila	2
4.	UAJ 160	Critical Thinking	2
5.	WAR 130	Citizenship Education	2
6.	UAJ 180	Multiculturalism	2
		Total	12

- Wajib Prodi

NO.	KODE	COURSE NAME	SKS	MBKM
1.	MGN 101	Business Accounting 1	3	
2.	MGN 103	Management	3	
3.	MGN 105	Business Mathematics	3	
4.	MGN 107	Introduction to Business	3	
5.	MGN 109	Microeconomics	3	
6.	MGN 111	Personal Development	2	
7.	MGN 102	Business Accounting 2	3	
8.	MGN 104	Operations Management	3	IN
9.	MGN 106	Organizational Behavior	3	IN
10.	MGN 108	Marketing Management	3	IN
11.	MGN 110	Business Communications	3	IN
12.	MGN 112	Macroeconomics	3	IN
13.	MGN 201	Business Statistics	3	IN
14.	MGN 203	Cost Accounting	3	IN
15.	MGN 205	Business Law	2	IN
16.	MGN 207	Indonesian Language	3	IN
17.	MGN 209	Human Resources Management	3	IN
18.	MGN 211	Managerial Economics		IN/ EXK
19.	MGN 202	Business English	3	EXN
20.	MGN 204	Management Accounting	3	I/EXN
21.	MGN 206	Leadership & Change Management	3	IN/ EXN/EXK
22.	MGN 208	Big Data Analytics	3	IN/ EXN
23.	MGN 210	Design Thinking & Innovation	3	IN/ EXN/EXK
24.	MGN 212	Financial Management	3	IN/EXN/EXK
25.	MGN 301	Entrepreneurship & Business Creation	3	IN/EXN/EXK

NO.	KODE	COURSE NAME	SKS	MBKM
26.	MGN 303	Management Information Systems	3	IN/ EXN
27.	MGN 305	Financial Technology	3	IN/EXN
28.	MGN 307	International Business	3	IN/ EXN
29.	MGN 309	Financial Statement Analysis	3	IN/EXN
30.	MGN 302	Sustainability Management	3	IN/ EXN/EXK
31.	MGN 304	Enterprise Risk Management	3	IN/EXN
32.	MGN 306	Business Simulation	3	IN/EXN/EXK
33.	MGN 308	Taxation	3	IN/EXN
34.	MGN 401	Strategic Management	3	IN/EXN
35.	MGN 403	Business Ethics	3	IN/EXN/EXK
36.	MGN 405	Economics Philosophy	2	IN/EXN
37.	MGN 407	Internship	5	EXN
		Total	107	

List of Specialization Courses (1 Specialization = 4 courses = 12 credits)

C. List of Elective Courses

Students who take a thesis are required to take elective courses totaling 9 credits which can consist of 3 courses. The elective courses that can be taken are listed in the following table, except for elective courses that are compulsory courses in their specialization.

For example: students specializing in Marketing Management can choose 3 elective courses no. 4 to 20 offered in the table below.

NO.	CODE	COURSE NAME	SKS	MBKM
1	MGM 102	Consumer Behavior	3	IN/EXN/EXK
2	MGM 101	Global Marketing	3	IN/EXN/EXK
3	MGM 104	Digital Marketing	3	IN/EXN
4	MGF 101	Advanced Financial Management	3	EXN
5	MGF 102	Investment Management & Portfolio	3	IN/EXN/EXK
6	MGF 104	Securities Analysis	3	EXN
7	MGH 105	Performance Management	3	IN/EXN/EXK
8	MGH 101	Talent Management	3	IN/EXN/EXK
9	MGH 104	Cross-Cultural Management	3	IN/EXN/EXK
10	MGE 102	Social Entrepreneurship	3	IN/EXN/EXK
11	MGE 103	Digital Product Management	3	IN/EXN/EXK
12	MGE 104	Business Feasibility Studies	3	IN/EXN

NO.	CODE	COURSE NAME	SKS	MBKM
13	MGP 103	Service Marketing	3	IN/EXN/EXK
14	MGP 113	personal finance	3	IN/EXN/EXK
15	MGP 114	retail management	3	IN/EXN/EXK
16	MGP 115	Blockchain-Cryptocurrency	3	IN/EXN
17	MGP 116	E-Commerce	3	IN/EXN/EXK
18	MGP 117	Enrichment course 1	3	EXN
19	MGP 118	Enrichment course	3	EXN
20	MGP 200	Community Service Program	3	EXN

D. List of Courses that Have a Response.

To further support the smooth running of the course, the following subjects are given a response lecture in the form of Work Lecture (KK: Kuliah Kerja) and Laboratory (Lab). Especially for the response in the form of a Laboratory, students are required to register at a predetermined place and time (see the announcement during the KRS registration period).

No	Code	COURSE NAME	Description
1	MGN 101	Business Accounting, I	KK
2	MGN 102	Business Accounting II	KK
3	MGN 105	Business Mathematics	KK
4	MGN 201	Business Statistics	KK
5	MGN 212	Financial Management	KK

E. Internship

To take the internship, you must have passed at least 80 credits.

F. Thesis

Students in completing their undergraduate studies must choose Thesis.

Code	COURSE NAME	SKS	Smt
MGN 500	Thesis	6	VIII

G. Structure of Required Course Groups.

No.	Course Groups	SKS
1.	Mandatory State and University Courses	
	a. Indonesian Language (2 sks)	
	b. Catholicism/Religious Education (2 sks)	
	c. Pancasila (2 sks)	

No.	Course Groups	SKS
	d. Citizenship Education (2 sks)	12
	e. Multiculturalism (2 sks)	
	f. Critical Thinking (2 sks)	
2.	Mandatory Course of Study Program	107
3.	Study Program Specialization Elective Courses (1 Specialization = 4 Courses)	12
4.	Study Program Elective Courses (3 Courses)	9
5.	Thesis	6
	Total	146

H. Thesis Requirements

Thesis Requirements:

- Have passed at least 125 credits with a minimum GPA of 2.00
 - Have passed 2 (two) specialization courses.
 - Have passed the following courses:
 - MGN 212 Financial Management
 - MGN 104 Operation Management
 - MGN 108 Marketing Management
 - MGN 209 Human Resource Management
 - MGM 103/MGF 103/MGH 103/MGE 101 (research courses according to specialization)
- Total taken including Thesis maximum 24 credits.

I. List of Students' Study Results

DAFTAR HASIL STUDI MAHASISWA PROGRAM STUDI MANAJEMEN - FEB UAJ

Nama : _____ NIM : _____
 Alamat : _____ Email : _____
 Peminatan : _____ HP : _____



CODE	COURSE NAME	SKS	PRERE- QUISITES	N	N	N	DESCRIP- TION
UAJ 160	Logics	GG	2				
MGN 101	Business Accounting 1	GG	3				
MGN 103	Management	GG	3				
MGN 105	Mathematics for Business	GG	3				

CODE	COURSE NAME	SKS	PRERE- QUISITES	N	N	N	DESCRIP- TION
MGN 107	Introduction to Business	GG	3				
MGN 109	Microeconomics		3				
MGN 111	Personal Development		2				
MGN 102	Business Accounting 2	GG	3	MGN 101 (C)			
MGN 104	Operations Management	GG	3				
MGN 106	Organizational Behavior	GG	3				
MGN 108	Marketing Management	GG	3				
MGN 110	Business Communications	GG	3				
MGN 112	Macroeconomics		3				
PAN 100	Pancasila Education	GG	2				
MGN 201	Business Statistics	GG	3				
MGN 203	Cost Accounting	GG	3	MGN 101 (C)			
MGN 205	Business Law	GG	2				
MGN 207	Indonesian Language	GG	2				
MGN 209	Human Resource Management	GG	3				
MGN 211	Managerial Economics	GG	3				
UAJ 180	Multiculturalism	GG	2				
WAR 130	Citizenship Education	GG	2				
MGN 202	Business English	GG	3				
AGA 110/ UAJ 150	Catholicism/Religious Education	GG	2				
MGN 204	Management Accounting	GG	3				

CODE	COURSE NAME		SKS	PRERE- QUISITES	N	N	N	DESCRIP- TION
MGN 206	Leadership & Change Management	GG	3					
MGN 208	Big Data Analytics	GG	3					
MGN 210	Design Thinking & Innovation	GG	3					
MGN 212	Entrepreneurship & Business Creation	GG	3	MGN 101 (C)				
MGN 301	Management Information Systems	GG	3					
MGN 303	Financial Technology	GG	3					
MGN 305	International Business	GG	3					
MGN 307	Financial Statement Analysis	GG	3					
MGN 309	Entrepreneurship & Business Creation	GG	3					
***	Elective Course 1	GG	3	See the list of MKP				
***	Specialization Course 1	GG	3					
MGN 302	Sustainability	GG	3					
MGN 304	Management	GG	3					
MGN 306	Enterprise Risk Management	GG	3					
MGN 308	Business Simulation	GG	3					
***	Elective Course 2	GG	3					
***	Specialization Course 2	GG	3					
***	Specialization Course 3	GG	3					
MGN 401	Strategic Management	GG	3					
MGN 403	Business Ethics	GG	3					
MGN 405	Economics Philosophy	GG	2					
***	Elective Course 3	GG	3					
***	Specialization Course 4	GG	3					

CODE	COURSE NAME		SKS	PRERE- QUISITES	N	N	N	DESCRIP- TION
MGN 407	Internship	GG	5	See the announcement of Prodi				
MGN 500	Thesis	GG	6	See the announcement of Prodi				

List of Specialization Course

No	Code	Course	SKS	Prerequisites	N	N	N	Description
	FINANCE SPEZIALIZATION							
1	MGF 101	Advanced Financial Management	3	MGN 212 (C)				
2	MGF 102	Investment Management & Portfolio	3	MGN 212 (C)				
3	MGF 103	Financial Research *)	3	MGN 212 (C)				
4	MGF 104	Security Analysis	3	MGN 212 (C)				
	ENTREPRENEURSHIP SPECIALIZATION							
5	MGE 101	Business Research *)	3	MGN 301 (C)				
6	MGE 102	Social Entrepreneurship	3	MGN 301 (C)				
7	MGE 103	Digital Product Management	3	MGN 301 (C)				
8	MGE 104	Business Feasibility Study	3	MGN 301 (C)				
	MARKETING SPECIALIZATION							
9	MGM 101	Global Marketing	3	MGN 108 (C)				
10	MGM 102	Consumer Behavior	3	MGN 108 (C)				
11	MGM 103	Marketing Research *)	3	MGN 108 (C)				
12	MGM 104	Digital Marketing	3	MGN 108 (C)				
	HUMAN CAPITAL SPECIALIZATION							
13	MGN 101	Performance Management	3	MGN 209 (C)				
14	MGH 103	Human Capital Research *)	3	MGN 209 (C)				

No	Code	Course	SKS	Prerequisites	N	N	N	Description
15	MGH 104	Cross-Cultural Management	3	MGN 209 (C)				
16	MGH 105	Talent Management	3	MGN 209 (C)				
	OTHER COURSES							
17	MGP 103	Services Marketing	3					
18	MGP 113	Personal Finance	3					
19	MGP 114	Retail Management	3					
20	MGP 115	Blockchain & Cryptocurrency	3					
21	MGP 116	E-Commerce	3					
22	MGP 117	Enrichment course 1	3	Converted from other MKP (MBKM)				
23	MGP 118	Enrichment course 2	3					
24	MGP 200	Community Service Program	3					

- Notes:

- - 9 credits elective courses

- - (*) = Specialization courses (cannot be taken as electives)

J. Requirements for an Undergraduate's Degree

To get the degree “**Sarjana Manajemen (S.M.)**”, students must meet the following conditions:

- Complete 146 credits including Thesis with a GPA of at least 2.00.
- A grade of C is the minimum grade for all courses, including Thesis, as well as the minimum grade listed in the Academic Transcript.
- Pass the Thesis examination with a minimum grade of C.
- Show proof of Score Certificate (Atma Jaya English Language Test) / similar with a score of 450, which can be taken throughout the study period or TOEIC intermediate level with a score (≥ 405).
- Show proof of SKP collection, the number of which is in accordance with university regulations, technical guidelines are in the SKP guidelines listed in myatma.

XI. Accounting Study Program Curriculum

A. Course Distribution for each semester

The distribution of courses is the courses offered each semester, so that students can design a study plan while studying for their degree in the Accounting Study Program. The distribution of courses per semester is as follows:

SMT	CODE	COURSE NAME		SKS	PREREQUISITE
1	ACC 101	Principles of Accounting I	GG	3	-
	ACC 103	Management and Business		3	-
	ACC 105	Introduction to Microeconomics		3	-
	ACC 107	Introduction to Information System		2	-
	ACC 109	Mathematics for Economics	GG	3	-
	ACC 111	English		3	-
	UAJ 160	Logics	GG	2	-
	Total			19	
2	ACC 102	Principles of Accounting II	GG	3	ACC 101 (C)
	ACC 104	Introduction to Macroeconomics		3	-
	ACC 106	Indonesian		2	-
	ACC 108	Management Information System		3	ACC 107 (C)
	ACC 110	Legal Aspect of Business		2	-
	UAJ 180	Multiculturalism	GG	2	-
	AGA 110/UAJ 150	Religion: Catholic/Educational of Religion	GG	2	-
	PAN 100	Pancasila (National Ideology Education)		2	-
	Total			19	
3	ACC 201	Intermediate Accounting, I	GG	3	ACC 102 (C)
	ACC 203	Cost Accounting	GG	3	ACC 102 (C)
	ACC 205	Accounting Information System	GG	3	ACC 101 (C)
	ACC 207	Taxation	GG	3	ACC 101 (C)
	ACC 209	Financial Management	GG	3	ACC 102 (C)
	ACC 211	Philosophy of Economics	GG	2	-
	WAR 130	Civic Education (Kewarganegaraan)	GG	2	-
	ACC 213	Enterpreneurship	GG	3	-
	Total			22	
	ACC 202	Intermediate Accounting II	GG	3	ACC 102 (C)

SMT	CODE	COURSE NAME		SKS	PREREQUISITE
4	ACC 204	Management Accounting	GG	3	ACC 203 (C)
	ACC 206	Advanced Accounting, I	GG	3	ACC 102 (C)
	ACC 208	Statistical Analysis for Business and Economics	GG	3	-
	ACC 210	Auditing	GG	3	ACC 102 (C)
	ACC 212	Financial Statement Analysis	GG	3	ACC 209 (C)
	ACC 214	Business and Professional Ethics	GG	3	-
	Total			21	
5	ACC 301	Advanced Accounting II	GG	3	ACC 202 (C)
	ACC 303	Financial Accounting Practices	GG	3	ACC 202 (C)
	ACC 305	Audit Practices I	GG	2	ACC 210 (C)
	ACC 307	Investment Management	GG	2	ACC 209 (C)
	ACC 309	Research Methods	GG	3	ACC 208 (C)
	ACC 311	International Taxation	GG	3	ACC 207 (C)
	ACC 313	Management Audit	GG	3	ACC 210 (C)
	Total			19	
6	ACC 302	Accounting Information System Practices	GG	3	ACC 205 (C)
	ACC 304	Audit Practices II	GG	3	ACC 210 (C)
	ACC 306	Operational Management	GG	3	ACC 103 (C)
	ACC 308	Information System Audit	GG	3	ACC 313 (C)
	ACC 310	Taxation Practices	GG	2	ACC 207 (C)
	ACC 312	Business Communication and Negotiation	GG	3	ACC 102 (C)
		Elective Courses 1	GG	3	-
	Total			20	
7	ACC 401	Accounting Theory	GG	3	ACC 301 (C)
	ACC 403	Management Control System	GG	3	ACC 204 (C)
	ACC 405	Public Sector Accounting	GG	3	ACC 102 (C)
	ACC 407	Sustainability Reporting	GG	3	ACC 201 (C)
	ACC 409	Internship	GG	3	Special Requirement
		Elective Courses 2	GG	3	-
	Total			18	
8	ACC 500	Thesis	GG	6	Special Requirement
	Total			6	
	Elective Courses				
	ACP 118	Investigation Auditing	GG	3	ACC 313 (C)
	ACP 106	Strategic Management	GG	3	ACC 204 (C)

SMT	CODE	COURSE NAME		SKS	PREREQUISITE
	ACP 107	Taxation for “Specialized Industries”	GG	3	ACC 311 (C)
	ACP 113	Organizational Behavior	GG	3	ACC 103 (C)
	ACP 114	Leadership	GG	3	ACC 103 (C)
	ACP 115	Good Corporate Governance	GG	3	ACC 313 (C)
	ACP 109	Equity and Capital Market	GG	3	ACC 209 (C)
	ACP 119	Financial Technology and Blockchain	GG	3	ACC 212 (C)
	ACP 120	Business Valuation & Analysis	GG	3	ACC 209 (C)
TOTAL 144 CREDITS					

Notes:

- Although the minimum prerequisite grade is D, it must be repeated until it gets a minimum grade of C.
- Students are required to follow curriculum changes in the current academic year.

B. List of Specialization Elective Courses

(none)

C. List of Elective Courses

Students are only required to take 2 elective courses of 3 credits. The following are the elective courses offered.

NO.	CODE	COURSE NAME	SKS
1	ACP 118	Investigation Auditing	3
2	ACP 106	Strategic Management	3
3	ACP 107	Taxation for "Specialized Industries"	3
4	ACP 113	Organizational Behavior	3
5	ACP 114	Leadership	3
6	ACP 115	Corporate Governance	3
7	ACP 109	Equity and Capital Markets	3
8	ACP 119	Financial Technology and Blockchain	3
9	ACP 120	Business Analysis and Valuation	3

D. List of Courses that Have a Response.

To further support the smooth running of the course, the following subjects are given a response lecture in the form of Work Lecture (KK: Kuliah Kerja) and Laboratory (Lab). Especially for the response in the form of a Laboratory, students are required to register at a predetermined place and time (see the announcement during the KRS registration period).

NO.	CODE	COURSE NAME	Description
1.	ACC 101	Principles of Accounting I	Kuliah Kerja (KK)
2.	ACC 102	Principles of Accounting II	Kuliah Kerja (KK)
3.	ACC 109	Mathematics for Economics	Kuliah Kerja (KK)
4.	ACC 202	Intermediate Accounting II	Kuliah Kerja (KK)
5.	ACC 208	Statistical Analysis for Business and Economics	Kuliah Kerja (KK)
6.	ACC 301	Advanced Accounting II	Kuliah Kerja (KK)

E. Structure of Required Course Groups

No.	COURSE NAME	SKS
1.	Mandatory State and University Courses	10
a.	Indonesian Language (2 credits)	
b.	Religion: Catholic/Educational of Religion (2 credits)	
c.	Pancasila (2 sks)	
d.	Civic Education/Kewarganegaraan (2 credits)	
e.	Logics (2 credits)	
2.	Required Courses for Study Program	122
3.	Elective Courses for Specialization of Study Program	---
4.	Elective Courses of Study Program (2 Courses)	6
5.	Thesis	6
Total		144

F. Thesis

Students in completing their undergraduate studies must take a thesis.

ThesisSkripsi

Code	COURSE NAME	SKS	TERM
ACC 500	Must make Scientific Work (Thesis)	6	VIII

G. Thesis Requirement

The requirements that must be met by students who will take the Thesis are:

1. General Requirements

- Have passed at least C, at least 120 credits with a GPA of 2.00
- Have passed with a minimum grade of C the following courses:
 - Introduction to Accounting I
 - Introduction to Accounting II
 - Intermediate Financial Accounting I

- 4) Intermediate Financial Accounting II
 - 5) Advanced Financial Accounting I
 - 6) Advanced Financial Accounting II
 - 7) Research Methods
- c. The number of credits taken including thesis / non-thesis is a maximum of 24 credits.
 - d. The proposed topic must not be a "repeat" of the previous thesis/non-thesis topic.
 - e. The proposed topic must not be a "repeat" of the previous thesis/non-thesis topic. previous thesis / non-thesis topics that already exist.
 - f. Especially for international classes, students have passed 9 ACCA modules and are in the process of completing RAP (research and analysis project) according to ACCA provisions.

2. Thesis areas offered:

- a. Auditing
- b. Financial Accounting
- c. Management Accounting
- d. Accounting Information System

H. e-Government Accounting and Taxation Transitional Rules

This curriculum applies to students in the Class of 2021 and thereafter. If in the future there are changes needed, they will be issued by the Chancellor's Decree (Surat Keputusan) regarding this matter.

I. List of Students' Study Results

DAFTAR HASIL STUDI MAHASISWA – FAKULTAS EKONOMI DAN BISNIS UAJ PROGRAM STUDI AKUNTANSI

Nama : _____ Alamat : _____

NIM : _____

Telp : _____ HP : _____

SMT	KODE	COURSE NAME	SKS	PREREQUISITE	SCORE
1	ACC 101	Principles of Accounting I	GG 3	-	
	ACC 103	Management and Business	3	-	
	ACC 105	Introduction to Microeconomics	3	-	
	ACC 107	Introduction to Information System	2	-	
	ACC 109	Mathematics for Economics	GG 3	-	
	ACC 111	English	3	-	
	UAJ 160	Logics	GG 2	-	

SMT	KODE	COURSE NAME		SKS	PREREQUISITE	SCORE
	Total			19		
2	ACC 102	Principles of Accounting II	GG	3	ACC 101 (C)	
	ACC 104	Introduction to Macroeconomics		3	-	
	ACC 106	Indonesian		2	-	
	ACC 108	Management Information System	GG	3	ACC 107 (C)	
	ACC 110	Legal Aspect of Business		2	-	
	UAJ 180	Multiculturalism		2	-	
	AGA 110/UAJ 150	Religion: Catholic/Educational of Religion		2	-	
	PAN 100	Pancasila National Ideology Education	GG	2	-	
	Total			19		
3	ACC 201	Intermediate Accounting, I	GG	3	ACC 102 (C)	
	ACC 203	Cost Accounting	GG	3	ACC 102 (C)	
	ACC 205	Accounting Information System	GG	3	ACC 101 (C)	
	ACC 207	Taxation	GG	3	ACC 101 (C)	
	ACC 209	Financial Management	GG	3	ACC 102 (C)	
	ACC 211	Philosophy of Economics	GG	2	-	
	WAR 130	Civic Education	GG	2	-	
	ACC 213	Enterpreneurship	GG	3	-	
	Total			22		
	4	ACC 202	Intermediate Accounting II	GG	3	ACC 102 (C)
ACC 204		Management Accounting	GG	3	ACC 203 (C)	
ACC 206		Advanced Accounting, I	GG	3	ACC 102 (C)	
ACC 208		Statistical Analysis for Business and Economics	GG	3	-	
ACC 210		Auditing	GG	3	ACC 102 (C)	
ACC 212		Financial Statement Analysis	GG	3	ACC 209 (C)	
ACC 214		Business and Professional Ethics	GG	3	-	
Total			21			
5	ACC 301	Advanced Accounting II	GG	3	ACC 202 (C)	
	ACC 303	Financial Accounting Practices	GG	3	ACC 202 (C)	
	ACC 305	Audit Practices I	GG	2	ACC 210 (C)	
	ACC 307	Investment Management	GG	2	ACC 209 (C)	
	ACC 309	Research Methods	GG	3	ACC 208 (C)	

SMT	KODE	COURSE NAME		SKS	PREREQUISITE	SCORE
	ACC 311	International Taxation	GG	3	ACC 207 (C)	
	ACC 313	Management Audit	GG	3	ACC 210 (C)	
	Total			19		
6	ACC 302	Accounting Information System Practices	GG	3	ACC 205 (C)	
	ACC 304	Audit Practices II	GG	3	ACC 210 (C)	
	ACC 306	Operational Management	GG	3	ACC 103 (C)	
	ACC 308	Information System Audit	GG	3	ACC 313 (C)	
	ACC 310	Taxation Practices	GG	2	ACC 207 (C)	
	ACT 312	Business Communication and Negotiation	GG	3	ACC 102 (C)	
		Elective Courses 1	GG	3	-	
Total				20		
7	ACC 401	Accounting Theory	GG	3	ACC 301 (C)	
	ACC 403	Management Control System	GG	3	ACC 204 (C)	
	ACC 405	Public Sector Accounting	GG	3	ACC 102 (C)	
	ACC 407	Sustainability Reporting	GG	3	ACC 201 (C)	
	ACC 409	Internship	GG	3	Syarat Khusus	
		Elective Courses 2	GG	3		
	Total			18		
8	ACC 500	Thesis	GG	6	Syarat Khusus	
	Total			6		
	Elective Courses					
	ACP 118	Investigation Auditing	GG	3	ACC 313 (C)	
	ACP 106	Strategic Management	GG	3	ACC 204 (C)	
	ACP 107	Taxation for "Specialized Industries"	GG	3	ACC 311 (C)	
	ACP 113	Organizational Behavior	GG	3	ACC 103 (C)	
	ACP 114	Leadership	GG	3	ACC 103 (C)	
	ACP 115	Good Corporate Governance	GG	3	ACC 313 (C)	
	ACP 109	Equity and Capital Market	GG	3	ACC 209 (C)	
	ACP 119	Financial Technology and Blockchain	GG	3	ACC 212 (C)	
	ACP 120	Business Valuation & Analysis	GG	3	ACC 209 (C)	
TOTAL 144 SKS						

Notes:

Students must follow the curriculum changes that apply in the current academic year.

J. Degree Requirements

To obtain a Bachelor of Accounting (S.Ak.) degree, students must fulfill the following conditions:

- Complete 144 credits including Thesis with a GPA of at least 2.00.
- Grade C is the minimum grade for all courses, including Thesis, as well as the minimum grade listed in the Academic Transcript.
- Pass the Thesis examination with a minimum grade of C.
- Show proof of Score Certificate (Atma Jaya English Language Test) / similar with a score of 450, or TOEIC intermediate level with a score (≥ 405) which can be taken throughout the study period.
- Show proof of SKP collection of 15 SKP with proportions according to university regulations.
- Upload the thesis / final project on the college website (www.lib.atmajaya.ac.id)

XII. Curriculum for Undergraduate Study Program in Development Economics

A. Distribution of Subjects for Each Semester

Lectures in the Development Economics study program can be taken within 8 semesters or 4 years by following the time management discipline contained in the definition of the semester credit system (SKS). The minimum passing grade for each course is C. For each course that has prerequisites, the minimum grade for the subject that is the prerequisite is C. The distribution of courses per semester that students can take is as follows:

SMT	CODE	COURSE NAME	SKS	PREREQUISITE	MBKM
1	ECS 101	Introduction to Microeconomics	3		
	ECS 103	Introduction to Business	3		
	ECS 105	Principles of Accounting	3		
	ECS 121	Management	3		
	ECS 115	Mathematics for Economics and Finance (KK)	3		
	ECS 221	Statistics (KK)	3		
	UAJ 160	Logics	2		
	Total		20		
2	UAJ 180	Multiculturalism	2		
	ECS 112	Introduction to Macroeconomics	3		
	ECS 113	English	3		
	ECS 116	Introduction to Accounting II (KK)	3		
	ECS 120	Financial Technology and Inclusion	3		
	ECS 128	Data analysis for Economics	3		IN
	ECS 231	Financial Economics	3		
	Total		20		
3	ECS 210	Microeconomics I	3		
	ECS 220	Macroeconomics I	3		
	ECS 237	Financial Accounting	3	ECS 105	
	ECS 249	Indonesian and Scientific Report Writing Techniques	2		
	ECS 244	Economic Development	3		IN
	ECS 303	Econometrics I (KK / Laboratorium)	3	ECS 221	IN
	PAN 100	Pancasila National Ideology Education	2		
	Total		19		
4	ECS 232	Microeconomics II	3	ECS 101	
	ECS 234	Macroeconomics II	3	ECS 112	

SMT	CODE	COURSE NAME	SKS	PREREQUISITE	MBKM
	ECS 314	Econometrics II (KK/Lab.)	3	ECS 303	EXK
	ECS 245	Corporate Finance	3	ECS 116	
	ECS 248	Monetary Economics	3	ECS 112	
	ECS 250	Sustainable Development	3		EXK
	AGA 110/ UAJ 105	Religion: Catholic/ Educational of Religion	2		
	Total		20		
5*	ECS 309	Indonesia's Economy	3	ECS 210	
	ECS 353	Financial Intermediation	3	ECS 210; ECS 220	
	ECS 357	Sustainable Investment Theory I	3	ECS 354	
	ECS 473	International Finance	3	ECS 245	
	ECS 356	Corporate Valuation	3	ECS 237	
	ECS 412	Economic Ethics	3		
	ECS 111	Introduction to Information System	2		
	Total		20		
6*	ECS 355	Banking Management	3	ECS 237	EXN
	ECS 361	International Banking	3	ECS 248	EXN
	ECS 363	Risk Management and Credit Banking Analysis	3	ECS 237	
	ECS 364	Financial Risk Management	3	ECS 237	
	ECS 316	Research Methods	3	ECS 303	EXN
	ECS 460	Internship	3		EXN
	ECS 365	Sustainability Investment Theory II	3		EXN
	Total		21		
7	ECS 471	Market Microstructure	3	ECS 354	EXN
	ECS 472	Seminar of Financial Economics and Banking	3	ECS 231	EXN
	ECS 260	Social Entrepreneurship	3	ECS 103	
	WAR 130	Civil Education	2		
		Elective Course	3		EXN
		Elective Course	3		
		Elective Course	3		
	Total		20		
8	ECS 500	Thesis	6		
	Total		6		
Total Credits			146		

B. Course Distribution According to University and Study Program Characteristics

A.1 List of State and University Mandatory Courses

NO.	CODE	COURSE NAME	SKS
1	ECS 259	Indonesian and Scientific Report Writing Techniques	2
2	AGA 110 /UAJ 150	Religion: Catholic/ Educational of Religion	2
3	PAN 100	National Ideology Education (Pancasila)	2
4	UAJ 160	Logics	2
5	WAR 130	Civil Education	2
6	UAJ 180	Multiculturalism	2
		Total	12

A.2 List of required courses

NO.	KODE	COURSE NAME	SKS	MBKM
1	ECS 101	Introduction to Microeconomics	3	
2	ECS 112	Introduction to Macroeconomics	3	
3	ECS 103	Introduction to Business	3	
4	ECS 121	Management	3	
5	ECS 105	Introduction to Accounting I	3	
6	ECS 116	Introduction to Accounting II	3	
7	ECS 210	Microeconomics I	3	
8	ECS 232	Microeconomics II	3	
9	ECS 220	Macroeconomics I	3	
10	ECS 234	Macroeconomics II	3	
11	ECS 115	Mathematics for Economics and Finance	3	
12	ECS 221	Statistics	3	
13	ECS 128	Data Analysis for Economics	3	IN
14	ECS 303	Econometrics I	3	IN
15	ECS 314	Econometrics II	3	EXK
16	ECS 237	Financial Accounting	3	
17	ECS 316	Methodology Research	3	
18	ECS 244	Development Economics	3	IN
19	ECS 250	Sustainable Development	3	EXK
20	ECS 248	Monetary Economics	3	
22	ECS 309	Perekonomian Indonesia	3	EXN
23	ECS 231	Financial Economics	3	
24	ECS 260	Social Entrepreneurship	3	
25	ECS 353	Financial Intermediation	3	
26	ECS 357	Sustainable Investment Theory I	3	
27	ECS 365	Sustainable Investment Theory II	3	
28	ECS 111	Introduction to Information System	2	EXN
29	ECS 113	English	3	

NO.	KODE	COURSE NAME	SKS	MBKM
30	ECS 245	Corporate Finance	3	EXN
31	ECS 355	Banking Management	3	EXN
32	ECS 356	Corporate Valuation	3	
33	ECS 460	Internship	3	EXN
34	ECS 361	International Banking	3	EXN
35	ECS 363	Risk Management and Credit Banking Analysis	3	EXN
36	ECS 364	Manajemen Resiko Keuangan	3	EXN
37	ECS 412	Financial Risk Management	3	
38	ECS 471	Market Structure Micro	3	EXN
39	ECS 472	Seminar of Financial Economics and Banking	3	EXN
40	ECS 473	International Finance	3	EXN
41	ECS 120	Financial Technology & Financial Inclusive	3	EXN
42	ECS 500	Thesis	6	
		Total	125	

A.3 List of Elective Courses (Choose 3 courses= 9 credits)

NO.	KODE	COURSE NAME	SKS	MBKM
21	ESP 464	Law and Economics	3	
22	ESP 342	Urban Economics	3	
23	ESP 458	Corporation Merge and Acquisition	3	
24	ESP 346	Central Banking	3	
25	ESP 462	Indonesia Capital Market	3	
26	ESP 354	Financial Behavior	3	
27	ESP 461	Corporate Finance	3	
28	ESP 399	Community Service Program	3	
29	ESP 325	Blockchain Technology	3	EXN
30	ESP 327	Natural Resources and Environmental Economics	3	EXN
31	ESP 329	Scientific Work (Kapita Selekt)	3	EXN

C. List of Courses that Have a Reception

To further ensure the smooth running of the course, the following subject is given a response course in the form of a Work Lecture (KK) or Laboratory (Lab). Response courses in the form of practice questions and computer program applications, students are required to register at a predetermined place and time (see the announcement during the KRS registration period).

NO	CODE	COURSE NAME
1	ECS 105	Introduction to Accounting I
2	ECS 115	Mathematics for Economics and Finance
3	ECS 116	Introduction to Accounting II
4	ECS 221	Statistics
5	ECS 303	Econometrics I
6	ECS 314	Econometrics II

D. Requirements to take the Practical Work course.

1. Have passed 80 credits with a minimum GPA of 2.75.
2. Have passed the following subjects with a minimum grade of B:

NO	CODE	COURSE NAME	SKS
1	ECS 120	Teknologi Finansial dan Keuangan Inklusif	3
2	ECS 128	Data analysis for Economics	3
3	ECS 231	Financial Economics	3
4	ECS 237	Financial Accounting	3
5	ECS 248	Monetary Economics	3
6	ECS 314	Econometrics II	3

Implementation of Work Practices

1. Job Training is carried out for a minimum duration of 100 hours or for a full month in accordance with the company's working hours.
2. Places of work practice are banks, securities companies, manufacturing companies, government agencies and research institutions.
3. Students are expected to make independent efforts to obtain a work practice site.
4. During work practice, students are required to maintain the good name of Unika Atma Jaya Jakarta by behaving well, politely and with integrity.

Internship Reporting and Assessment

1. Students are required to make a Work Practice Report which is compiled at the end of the implementation of work practice with the following format:
 - a. Front Page
 - b. Title Page
 - c. Endorsement Page
 - d. Foreword
 - e. Table of Contents

- f. List of Tables, Figures etc.
 - g. Introduction
 - h. Company Overview
 - i. Supporting Theory
 - j. Practical Work Materials
2. Job Training Assessment consists of:
 - The value given by the company where the practical work is carried out with a weight of 50%.
 - The value given by the supervisor and examiner team at the practical work examination with a weight of 50%.
 - The final Work Practice score will be issued after the student completes the Work Practice exam conducted by the study program.

E. Requirements to take the Thesis course.

1. Have passed with a minimum grade of C for 120 credits with a GPA of 2.00.
2. Have passed with a minimum grade of C for the following subjects:

NO	CODE	COURSE NAME	SKS
1	ECS 101	Introduction to Microeconomics	3
2	ECS 112	Introduction to Macroeconomics	3
3	ECS 210	Microeconomics I	3
4	ECS 220	Macroeconomics I	3
5	ECS 231	Financial Economics	3
6	ECS 232	Microeconomics II	3
7	ECS 234	Macroeconomics II	3
8	ECS 245	Corporate Finance	3
9	ECS 303	Econometrics I	3
10	ECS 314	Econometrics II	3
11	ECS 316	Research Methodology	3
12	ECS 357	Sustainable Investment Theory I	3
13	ECS 355	Banking Management	3
14	ECS 365	Sustainable Investment Theory II	3

3. The maximum number of credits that can be taken including thesis is 21 credits.
4. The deadline for thesis completion is 2 semesters. If the deadline is exceeded, there will be a change of thesis supervisor and thesis title.
5. The thesis proposal must be presented in the Proposal Seminar (thesis up to chapter 3) as a condition for taking the thesis examination.

F. Proposal Seminar Requirements

Students who take a thesis must first attend the Proposal Seminar Session. Students can take part in the Proposal Session which is held during the current semester by first registering at the FEB Secretariat by submitting a proposal that has been signed by the Thesis Supervisor in triplicate.

The proposal systematics are as follows:

Chapter I. Introduction

- 1.1 Problem Background
- 1.2 Problem Formulation
- 1.3 Research Objectives
- 1.4 Benefits of Research
- 1.5 Systematics of Writing

Chapter II. Theoretical and Literature Review

- 2.1 Theoretical Review
- 2.2 Literature Review
- 2.3 Conceptual Framework
- 2.4 Hypothesis

Chapter III. Research Methods

- 3.5 Data
- 3.6 Operational Definition of Variables
- 3.7 Empirical Model
- 3.8 Estimation Method
- 3.9 Hypothesis Testing

Daftar Referensi

G. Requirements for an undergraduate's degree

To obtain a Bachelor of Economics degree, students must fulfill the following conditions:

- e. Complete 146 credits including thesis with a GPA of at least 2.00.
- f. The grade of C is the minimum grade for all courses, including the thesis, as well as the minimum grade listed in the transcript.
- g. Pass the thesis examination with a minimum grade of C.
- h. Show proof of TOEFL (Atma Jaya English Language Test) score or similar with a score of 425 which can be taken throughout the study period.

- i. Show proof of collecting Participation Credit Units (SKP) in student activities totaling 15 SKP with proportions according to university regulations.
- j. Upload the thesis/final project on the university website (www.lib.atmajaya.ac.id) (Source: Permendikbud No. 3 of 2020).

H. Transitional Regulations

This curriculum is valid starting in the odd semester 2021/2022. Here are the rules for converting courses from the 2018 curriculum to the 2021 curriculum.

Subject Conversion Rules

Curriculum 2018/2019				Curriculum 2021/2022		
No	Code	Subject	Become	Code	Subject	SKS
11	ECS 126	Matematika Ekonomi dan Keuangan II		ECS 120	Teknologi Finansial dan Keuangan Inklusif	3
12	ECS 236	Statistika II		ECS 128	Analisis Data untuk Ilmu Ekonomi	
25	ECS 252	Ekonomi Internasional		ECS 250	Pembangunan Berkelanjutan	3
29	ECS 354	Teori Investasi I		ECS 357	Teori Investasi Berkelanjutan 1	3
35	ECS 362	Teori Investasi II		ECS 365	Teori Investasi Berkelanjutan II	3

If in the future there are changes needed, it will be issued by the Rector's Decree (Surat Keputusan) on this matter.

XIII. Academic Regulations

A. Course Prerequisites and Credit Taking Limit per Semester

1. Students in taking courses must pay attention to and fulfill prerequisite courses.
2. Limitation of taking credits per semester

The number of credits that may be taken by students each semester is determined by the Semester Achievement Index (IPS) by considering the Grade Point Average (GPA). Guidelines for taking credits are determined as follows:

Semester Grade Point Average (GPA Semester)	Number of Credits that Can Be Taken
0,00 – 1,29	12
1,30 – 1,49	14
1,50 – 1,99	17
2,00 – 3,00	20
3,01 – 4,00	24

B. Lectures

1. 75% Lecture Attendance

- a. To optimize the teaching and learning process, student attendance in face-to-face lectures in class (for all courses) is required to be at least 75% of the total lecture activities.
- b. Students whose class attendance is less than 75%, their names will be announced through the Administration of the Faculty of Economics and Business (TU FEB) and declared "not entitled" to take the Final Semester Examination (UAS). UAS score = 0 (zero).

2. Lectures

Students must always prepare themselves as well as possible and follow the lecture process in the classroom in a conducive manner, so that the process of transforming knowledge from lecturers to students takes place effectively.

- c. Students are required to prepare by reading textbooks and/or references on topics according to the schedule listed in the syllabus.
- d. Students are required to have completed the assignments given by the lecturer which must be collected in accordance with the specified time.
- e. Students are required to arrive on time during lectures, if the student

- arrives late then the student is allowed to enter the class, if it has been authorized by the lecturer concerned.
- f. Students who are unable to attend / not enter the class due to participating in student activities, must notify the lecturer concerned or the Head of the Study Program accompanied by adequate evidence before the lecture takes place.
 - g. Students are required to create a conducive atmosphere in the classroom, namely:
 - 1. No smoking.
 - 2. Dress politely and neatly (no sandals, ripped jeans).
 - 3. Do not leave the class without permission from the lecturer concerned.
 - 4. Not activating and/or communicating using communication devices.
 - 5. Not using other electronic devices that are not relevant to the lecture (such as MP3 player, discman, etc.).
 - 6. Not reading reading materials that are not relevant to the lecture, such as comics, newspapers, magazines, tabloids, etc.
 - 7. Not having conversations with other students that are irrelevant to the lecture topic and disturb other students.
 - 8. Not doing assignments that are not related to the ongoing lecture.
 - b. Students are required to support the creation of active learning conditions in the classroom, namely:
 - 1. Actively ask questions about things that are lacking or not understood about the topics being discussed in lectures.
 - 2. Actively answering questions asked by the lecturer.
 - 3. Actively participate in discussions about the topics being discussed in lectures.

C. Course Examination

Examination is one form of learning evaluation instrument to determine the level of student absorption of the given course. Exams are usually in the form of written exam questions, and for parallel classes one coordinated (combined) exam question will be used. In addition to written exams, exams can also be in the form of take-home exams, or projects.

1. Types of course exams

Examinations for each course consist of the Mid-Semester Examination (UTS) and the Final Semester Examination (UAS) with the following conditions:

- a. Midterm Examination (UTS: Ujian Tengah Semester) and Final Semester Examination (UAS: Ujian Akhir Semester) are held once a semester in accordance with the predetermined exam schedule.
- b. Subsequent Examination (for UTS and UAS)
Students who are unable to take the UTS and UAS can apply to take a follow-up exam by fulfilling the follow-up exam requirements set by the Faculty of Economics and Business.

2. Course Exam Requirements.

- c. Students who are actively registered in the current semester for the subject concerned.
- d. Students who are not sanctioned for prerequisite violations and have not expired their study period.
- e. Students whose attendance (following lectures) in class is at least 75% for each course they take, or students who are absent a maximum of 4 times.
- f. Students whose attendance in class is less than 75%, their names will be announced through the Administration of the Faculty of Economics and Business (TU FEB) and declared "not entitled" to take the Final Semester Examination (UAS). UAS score = 0 (zero).

3. Written Exam Rules

To maintain order during the exam, the Chairperson of the Faculty of Economics and Business sets the exam rules as follows:

a. Before the Examination Takes Place

- 1) Examinees must be on campus at least 15 (fifteen) minutes before the start of the exam.
- 2) 10 (ten) minutes before the exam starts, the examinees are already in the exam room.
- 3) Examinees must equip themselves with the necessary and permitted stationery for the purpose of the exam.
- 4) Examinees are not allowed to move chairs or tables that have been arranged for the purpose of the exam.
- 5) Examinees who arrive late will not be given additional time to complete the exam.
- 6) Examinees who do not bring any identification are not allowed to take the exam.
- 7) Examinees who arrive late more than 30 (thirty) minutes after the exam starts are not allowed to take the exam.
- 8) Examinees must bring a valid Student Identity Card (KIM: Kartu Identitas Mahasiswa) and Lecture Activity Card (KAK: Kartu Aktivitas Kuliah) for the semester concerned when taking the exam.

- 9) In the event that the examinee cannot show the valid KIM and KAK for the semester concerned at the time of the exam, the Supervisor requires students to ask permission to take the exam from the Chairperson of the Faculty of Economics and Business.
- 10) Examinees who bring KAK but do not bring a valid KIM but bring a valid identity card (KTP: Kartu Tanda Penduduk or SIM: Surat Ijin Mengemudi) are allowed to take the exam with a Permission Letter and Statement to Take the Exam with a stamp of Rp 6,000.00 from the Head of the Faculty of Economics and Business.
- 11) Examinees who do not bring a valid KAK can request a KAK at the Registration Department.
- 12) Examinees who do not bring KIM or a valid identity card (KTP or SIM), will be photographed and fill out a Permission Letter and Statement to Take the Exam with a stamp of Rp 6,000.00 on the day concerned, and must replace the photo fee of Rp 20,000.00 (twenty thousand rupiah).
- 13) If within no later than 2 (two) days or 2 x 24 hours after the issuance of the Permission Letter and Statement to Take the Examination, the examinee cannot show the KAK (original) and KIM (original) which are still valid for the semester concerned, then the examination work will not be corrected by the examining lecturer (the examination work is subject to zero sanctions).
- 14) Participants must dress modestly and wear shoes. No sandals are allowed. Supervisors will/shall expel examinees who do not comply with this requirement.

b. During the exam

- 1) Examinees are required to:
 - a) Sign the examination attendance list, as well as write the serial number and signature on the examination paper; and
 - b) Show the valid kim for the semester concerned.
- 2) Examinees are prohibited from:
 - a) Intercourse, either verbally, in writing or by code or other signs, with fellow examinees or with other parties outside the examination room.
 - b) Lending or borrowing tools needed during the exam.
 - c) Copying, either from one's own notes or those of others or copying the work of others; and
 - d) Leaving the examination room without the supervisor's permission. Participants who leave the room without

- permission are considered to have completed the exam.
- 3) Examinees may ask questions to the invigilator provided that:
 - a) Only about matters related to the editorial and text of the exam; and
 - b) Does not interfere with the smooth running of the exam.
 - 4) Examinees who have completed their work may notify the invigilator by raising their hand and handing their examination work to the invigilator. The invigilator may allow the student concerned to leave the examination room if the examination has lasted more than 30 (thirty) minutes.
 - 5) Examinees are prohibited from activating cellular phones during the exam. If an examinee is caught cheating via cell phone (such as short message service/SMS, handset, etc.) during the exam, he/she will be disqualified from the exam.
 - 6) Examinees are prohibited from using walkman, MP3 player, discman, etc. during the exam.
 - 7) Examinees are allowed to use assistive devices such as calculators and other assistive devices if they are not prohibited by the exam proctor.

4. Sanctions

Examinees who violate the applicable exam rules will be subject to sanctions in the form of:

Cheating Sanctions

Examinees who cheat in the exam (UTS and UAS) may be subject to the following sanctions:

- a. First time cheating: At the time of UTS, or UAS, the student concerned is given an E grade for the relevant subject exam.
- b. Second time cheating: Students are given a grade of E and declared not to have passed all courses taken in the semester.
- c. Third time cheating: Students are given a grade of E and declared not to have passed for all courses taken in that semester, and students are subject to suspension for the following semester.
- d. Fourth time cheating: Students will be expelled from the Faculty of Economics and Business.

D. Subsequent Examination Requirements

The conditions for taking the supplementary exam are:

- a. Fill out the supplementary exam form provided at the Administration of the Faculty of Economics and Business.
- b. Attach a photocopy of the valid KIM and KAK.
- c. Attach a letter of request for a follow-up exam accompanied by detailed reasons for not being able to take the exam (for example: sick with smallpox), with the signature of the parent / guardian with a stamp of Rp.

- 10,000, - include the address of the parent / guardian and telephone number (and cellphone)
- d. Attach valid / original and relevant evidence to support the application, namely:
- 1) **If you are sick**
 - a) Hospitalization letter from the hospital
 - b) Details of hospitalization costs
 - c) Operation report (if operated)
 - d) Radiology (RO) report/receipt
 - e) Laboratory results
 - 2) **In case of calamities**
 - a) Traffic accidents, with a statement from the police and a hospital doctor's statement.
 - b) Fire or damage to the house due to natural disaster, with a certificate from the local village head.
 - c) Parents/siblings passed away, with a Death Letter from the Head of Village attached with a photocopy of the Family Card concerned.
 - 3) **Performing Duties in the Interest of the State**
 For example, being a member of the Sea Games contingent, PON, students must submit a certificate from the Committee or Parent Organization.
- e. Submit the exam form along with proof on the specified date (see the announcement in gdg B Lt.4 board no.22).
- f. Form submission:
- Management study program: Counter, Adm. FEB
 - Accounting study program: Counter, Adm. FEB
 - Ec. Development study program: Counter, TU FEB
- g. Incomplete requirements are not accepted (rejected).
- h. Information on the follow-up general skills courses (MKU: Matakuliah Keahlian Umum) exam can be asked to the Education Section (building B lt.2)

E. Undergraduate Examination (Final Thesis Examination)

1. Undergraduate Exam Prerequisites and Registration Procedures.

- a. Have completed all the courses stipulated in the study program.
- b. Register 1 (one) month before the exam.
- c. Fill out the final exam registration form provided and submit the following files (in stop-map):
 - 1) Diploma Application Form that has been signed by the Head of the Library (proof of not having a book loan) and the Head

of the Study Program (as proof of having completed all specified courses), and Assistant Dean I.

- 2) Thesis draft / Independent Assignment in 3 (three) copies for Management and Development Economics study programs, 3 (three) copies for accounting study programs, which have been signed by the Head of the Library (proof of having borrowed books), and the Assistant Dean I.
 - 3) Accounting study program, which has been signed by the Thesis Supervisor / Independent Assignment.
 - 4) Abstract of thesis / Independent Assignment (thesis title written in Indonesian and English) that has been signed by the Supervisor.
 - 5) Photocopy of high school diploma legalized by the principal as much as 1 (one) sheet.
 - 6) A color photograph with a bright blue background (men wear a tie and suit).
 - 7) 4x6 cm size as many as 3 (three) sheets
 - 8) 2x3 cm size as many as 5 (five) sheets.
 - 9) Proof of Student Deposit (BSM) original final exam payment, the amount of which is in accordance with applicable regulations.
 - 10) A copy of the letter to the supervisor at the beginning of the preparation of the thesis / Independent Assignment.
 - 11) Attendance list of face-to-face meetings with thesis / independent assignment supervisors.
 - 12) Approval letter for the final exam from the thesis supervisor.
 - 13) Completed Graduate Form
 - 14) Photocopy of academic activity certificate: Academic activity certificates are weighted in the participatory credit unit value which is a prerequisite for taking the final exam. The total SKP that must be collected is at least 15 SKP.
 - 15) Original and Photocopy of Atma Jaya English Language Test minimum 450.
- d. If all requirements have been met, then students wait for the announcement to find out the schedule of the final exam and the composition of the examining team.

2. Undergraduate Examination (Final Thesis Examination)

- a. The Undergraduate Examination is given to students who have completed all courses that must be taken and required in the study program curriculum, with a minimum Grade Point Average of 2.00

(two point zero).

- b. Undergraduate Examination can be taken a maximum of 3 (three) times. If up to 3 (three) times the exam the student has not passed the undergraduate exam, then the student is required to make a new thesis / independent assignment and take the fourth undergraduate exam. If the student has not passed the fourth undergraduate exam, then the student is declared to have dropped out of study.
- c. In the undergraduate examination, students can be asked to improve their thesis / independent assignment. The deadline for improving the thesis is a maximum of 1 (one) week from the date of the exam, if it exceeds this limit, the undergraduate exam is declared canceled (failed) and students are required to repeat the undergraduate exam.

F. Evaluation of Study Success and Study Dropout.

At Unika Atma Jaya Jakarta there is a dropout system based on the Rector's Decree No. SK.373/II/SK-601/07/2001 dated July 3, 2001, and its addendum to item 5 dated January 31, 2005.

Provisions for Evaluation of Study Success and Drop Out of students of the Faculty of Economics and Business are as follows:

Description	Ev. I	Ev. II	Ev. III	Ev. IV	Ev. V	Ev. VI	Ev. VII
Semester	1	2	3	4	6	8	12
Σ units earned	12 SKS	24 SKS	36 SKS	48 SKS	72 SKS	96 SKS	120 SKS
CGPA	2,00	2,00	2,00	2,00	2,00	2,00	2,00
Warning	PA reprimands	Letter 1st Warning	Second Warning Letter	Decision Letter Drop Out	Decision Letter Drop Out	Decision Letter Drop Out	Decision Letter Drop Out
My Atma's terms	Warning	Probation I	Probation II	Drop Out	Drop Out	Drop Out	Drop Out

Notes:

- 1) Discontinuation of studies can occur even if a student has never received a Warning Letter I or Warning Letter II.

G. Lecture Support Rules

1. During lectures, students must dress neatly, politely and wear shoes.
2. Students who commit disgraceful acts within the Faculty of Economics and Business such as forging signatures / initials of academic supervisors / thesis supervisors, certificates of illness or hospitalization, TOEFL scores, SKP scores, SAP certificates, cheating, falsifying exam papers and assignments, committing plagiarism, manipulating exam

results / grades either by themselves or with the help of others and other forms of academic violations are subject to a 1-semester suspension or other forms of suspension determined by the faculty leader.

Illustration of How to Calculate DO Evaluation IV (Management)

Evaluation IV (end of semester) =40 credits GPA < 2.00

Recapitulation of grades from Lia students for 4 semesters

**** RECAPITULATION OF HIGHEST SCORE PER COURSE. ****

NAME / NIM : LIA / 2011-011-XXX

FACULTY/PROG.STUDI: ECONOMI/MANAGEMEN

STUDY LIMITS : UNTIL THE EVEN SEMESTER 2017/2018

P.A. :

No	Course	SKS	Sem	Score	NXK
1	AGA 110 Religion	2	2011/2	C	4
2	MGT 110 Business Law	2	2011/1	D	2
3	MGT 111 Introduction to Microeconomics	3	2011/1	C	6
4	MGT 112 Introduction to Macroeconomics	3	2011/2	C	6
5	MGT 109 Introduction to Business	3	2011/1	C	6
6	MGT 103 Basic Accounting	3	2012/1	C	6
7	MGT 113 Personal Development	3	2012/2	D	3
8	MGT 107 Mathematics for Economics	2	2011/2	C	4
9	MGT 104 Indonesia's Economy	2	2012/1	D	2
10	MGT 108 Business English	2	2011/1	D	2
11	MGT 102 Financial Accounting I	2	2011/2	E	0
12	MGT 101 Indonesian Language	2	2011/1	D	2
13	MGT 105 Management	3	2011/2	B	9
14	MGT 114 Business Statistics I	3	2011/2	C	6
15	MGT 201 Business Statistics II	3	2012/1	C	6
16	MGT 305 Managerial Economics	3	2012/2	D	3
17	MGT 217 Operational Management I	3	2012/2	E	0
18	MGT 209 Marketing Management I	3	2012/2	C	6
19	MGT 106 Organizational Behavior	3	2012/2	E	0
20	PAN 100 Pancasila	2	2011/1	B	6
21	WAR 130 Civic Education	2	2011/2	B	6
GPA = 1,57		54			85
		(14)			(6)
GPA = 1,98		40			79

Conclusion: LIA was dropped because out of the best 40 credits, the GPA was only 1.98 (less than 2.00).

Illustration of How to Calculate DO (Accounting)
Evaluation IV (end of semester) = 44 credits GPA < 2.00
Recapitulation of grades from Regina students for 4 semesters

**** RECAPITULATION OF HIGHEST SCORE PER COURSE. **

NAME / NIM : REGINA / 2011-012-XXX
 FACULTY/PROG.STUDI: ECONOMI/ACCOUNTING
 STUDY LIMITS : UNTIL THE EVEN SEMESTER 2017/2018
 P.A. :

No	Course	SKS	Sem	Score	NXK
1	AGA 110 Catholic Religion	2	2012/1	B-	5.40
2	ACT 101 Introduction to Accounting I	3	2011/1	B	9.00
3	ACT 102 Introduction to Accounting II	3	2011/3	E	0.00
4	ACT 103 Management and Business	3	2011/1	C	6.00
5	ACT 104 Introduction to Macroeconomics	3	2011/3	B	9.00
6	ACT 105 Introduction to Microeconomics	3	2011/1	E	0.00
7	ACT 114 Statistics I	2	2011/2	E	0.00
8	ACT 306 Management Auditing	3	2011/1	D	3.00
9	ACT 107 Introduction to Information Systems	2	2011/2	B	6.00
10	ACT 109 Mathematics of Economics	3	2011/1	C	6.00
11	ACT 111 English	3	2011/2	C	6.00
12	ACT 112 Legal Aspects of Business	2	2011/1	D	2.00
13	ACT 106 Indonesian	2	2011/2	C+	4.60
14	ACT 405 Information Systems Audit	3	2011/2	E	0.00
15	ACT 108 Operations Management	3	2012/1	E	0.00
16	ACT 110 Management Information System	3	2012/1	D	3.00
17	ACT 407 Auditing Practice II	3	2012/2	C+	6.90
18	PAN 100 Pancasila	2	2011/1	C	4.00
19	UAJ 180 Multiculturalism	2	2011/3	B-	5.40
20	WAR 130 Citizenship	2	2011/2	C+	4.60
21	UAJ 180 Logic	2	2012/2	B	6.00
	GPA = 1,61	54			86.90
		(9)			(0)
	GPA = 1.93	45			86.90

Conclusion: Regina will be dropped at the end of the fourth semester because for her best 45 credits, her GPA is only 1.93 (less than 2.00).

Illustration of How to Calculate DO (Economic Development/OD)

Rekapitulasi Nilai dari mahasiswa selama 4 semester

**** RECAPITULATION OF HIGHEST SCORE PER COURSE. ****

NAME / NIM : JOHAN / 2011-
013-XXX FACULTY/PROG.STUDI :
ECONOMI/OD
STUDY LIMITS : UNTIL THE EVEN SEMESTER 2017/2018
P.A. :

No	Course	SKS	Sem	Score	NXK
1	AGA 110 Religion	2	2004/2	C	4
2	ECS 111 Introduction to Information Systems	2	2004/1	D	2
3	ECS 101 Introduction to Microeconomics	3	2004/1	C	6
4	ECS 112 Introduction to Macroeconomics	3	2004/2	C	6
5	ECS 103 Introduction to Business	3	2004/1	C	6
6	ECS 105 Introduction to Accounting I	3	2006/1	C	6
7	ECS 116 Introduction to Accounting II	3	2005/2	D	3
8	ECS 107 Economic Mathematics I	3	2005/1	C	6
9	ECS 118 Economic Mathematics II	3	2005/2	D	3
10	ECS 109 English I	2	2004/1	D	2
11	ECS 122 English II	2	2004/2	E	0
12	ECS 124 Indonesian Language	2	2004/2	D	2
13	ECS 114 Introduction to Management	3	2005/2	C	6
14	ECS 221 Statistics I	3	2005/1	C	6
15	ECS 236 Statistics II	3	2005/2	C	6
16	ECS 303 Econometrics I	3	2006/1	D	3
17	ECS 210 Microeconomic Theory I	3	2005/1	C	6
18	ECS 220 Macroeconomic Theory I	3	2005/1	E	0
19	ECS 223 History of Economic Thought	3	2006/1	E	0
20	PAN 100 Pancasila	2	2006/1	B	6
21	WAR 130 Citizenship	2	2004/1	B	6
	GPA = 1,57	56 (16)			85 (8)
	GPA = 1,92	40			77

Conclusion: Johan will be dropped at the end of the fourth semester, because for his 40 credits, his GPA is only 1.92 (less than 2.00).

XIV. Basic Rules for Student Organization Activities

A. General Guidelines

1. Position of Student Organization

- a) Student organizations in accordance with the Decree of the Minister of Education and Culture of the Republic of Indonesia Number: 155/U/1988 are non-structural completeness in higher education organizations and therefore do not have the authority to make binding decisions that conflict with university and / or faculty policies.
- b) Student organizations at the Faculty of Economics and Business consist of the Student Representative Body of the Faculty of Economics and Business (BPM FEB), the Student Senate of the Faculty of Economics and Business (SM FEB), and Departmental Student Associations at the Faculty of Economics and Business, namely the Accounting Student Association (HIMA), the Management Student Association (HIMEM), and the Development Economics Student Association (HIMEP).
- c) Student organizations must be understood and placed within the framework and are an integral part of the entire student education process if students carry out their studies at Unika Atma Jaya.
- d) Student organizations are a forum for learning and forming student personalities and are therefore not oriented towards pursuing financial gain.
- e) Student organizations function officially based on the Decree of the Dean of the Faculty of Economics and Business regarding the appointment of the organization's management.
- f) Student organizations are prohibited from acting on behalf of the faculty and / or faculty leaders without official approval and delegation from the leadership of the Faculty of Economics and Business.

2. Activity Guidelines

General Conditions

- a) Student organizations must direct their activities to build students' soft skills, such as: leadership, discipline, critical and responsible attitudes, a spirit of cooperation and interdependence, tolerance, and respect for differences, as well as the ability to communicate and listen to each other.
- b) Student organizations in planning and carrying out their activities must pay attention to the principles and values upheld in the Catholic Church, such as: respect for human dignity and nobility, option for the poor, social solidarity, justice, truth, and honesty.
- c) Student organizations must follow the regulations and policies of the Faculty of Economics and Business and Atma Jaya Catholic University.
- d) Student organizations may only be managed by students who are registered

and currently actively studying as students of the Faculty of Economics and Business, Atma Jaya Catholic University.

- e) Student organizations are obliged to maintain the good name of the Faculty of Economics and Business and the Catholic University of Indonesia Atma Jaya.

Special Conditions

- a) Student organizations in planning and carrying out their activities must consult and coordinate with the leadership of the faculty.
- b) Student organizations in planning and carrying out their activities must give priority to activities that can benefit as many students of the Faculty of Economics and Business as possible.
- c) Student organizations for any reason and purpose are prohibited from taking students off campus without the permission of the faculty leadership.
- d) Student organizations for any reason and purpose are prohibited from collecting money / donations in any form from students without permission from the faculty leadership.
- e) Student organizations must be accountable for all activities and the use of activity funds to the faculty leadership.
- f) Student organizations in carrying out their activities must still be accompanied by accompanying lecturers assigned with a letter of assignment by the faculty leadership.
- g) Student organizations in carrying out their activities must distance themselves from various forms of criminal acts or actions that have the potential to cause violence and criminality, such as bullying, selling and / or consuming alcohol and illegal drugs (drugs) and gambling games or other types of games that should be suspected of gambling.
- h) Student organizations in carrying out organizational functions and activities are prohibited from building cooperation with parties outside the faculty/university without the approval of the faculty leadership.
- i) Student organizations in raising funds for the purposes of their activities, especially those related to sponsorship, must pay attention to the signs that have been determined or that apply conventionally within Unika Atma Jaya.
- j) Student organizations are fully responsible for all consequences of activities if their activities do not receive official approval or support from the faculty leadership.

3. Sanctions for Violations

- a) Violations of the above provisions will be sanctioned by the faculty leadership.
- b) Sanctions for violations can be given in the form of verbal warnings and / or written warnings, suspension, dismissal, and even freezing the organization if the type of violation is considered by the faculty leader to carry criminal consequences or lawsuits.

B. Activity Implementation Procedure

- a) Student organizations are required to make an activity plan at the beginning of the activity year.
- b) Student organizations are prohibited from doing activities outside the approved activity plan unless there are special reasons and approved by the faculty leader.
- c) Student organizations must submit an annual activity plan to the faculty leader at the beginning of the activity year.
- d) Student organizations must obtain approval from the faculty leader for the annual activity plan at the beginning of the activity year.
- e) Student organizations are required to make an activity proposal for the next year.
- f) Student organizations may only carry out their activities if the activity proposal has been approved by the faculty leadership.
- g) To obtain proposal approval, activity implementers must present and account for their proposals directly in front of the relevant organization to avoid misunderstandings and create work efficiency.
- h) Student organizations that carry out their activities without a proposal that has been approved by the faculty leader will not receive subsidies from SMI funds and / or faculty funds.
- i) Student organizations must submit an activity proposal to the Head of Student Affairs no later than two weeks before the activity is carried out.
- j) Activity proposals can only be approved by the faculty leader if:
 - deemed beneficial for the development of student personality.
 - benefits as many students as possible.
 - does not conflict with the general policies of the faculty and university.
 - The Accountability Report (LPJ) for previous activities carried out by the organization concerned has been received and approved by the faculty leader.

C. Additional Provisions

- a) These main regulations for student organization activities in principle also apply to organized activities of non-student organizations organized by student groups of the Faculty of Economics and Business of Unika Atma Jaya by involving and mobilizing students of the Faculty of Economics and Business of Unika Atma Jaya.
- b) All provisions regarding the organization and activities of student organizations that apply at the university level also apply at the faculty level.
- c) All Unika Atma Jaya students are strictly prohibited from bullying; any violation will receive academic sanctions from the faculty leadership.
- d) These provisions can always be changed or refined if deemed necessary.

XV. Others

A. Rooms

Descriptions	Building/Room
Faculty Leaders	Building KW (Karol Wojtyła), 4th floor
Administration	Building KW (Karol Wojtyła), 4th floor
Permanent Lecturers	Building KW (Karol Wojtyła), 4th, 5th, 6th floor
Lab. Computer	Building KW (Karol Wojtyła), 12th floor
Lecture Room	Building KW (Karol Wojtyła), 7th, 8th, 9th, 10th, 11th floors

B. Announcement Posting Location

Announcement Type	Location
Lecturer is unable to give lecture	Gdg KW 5th floor, information board Web Announcement Faculty of Economics and Business
Substitute/Additional Lecture	
Diplomas that can be taken	
Lecture Schedule	
Exam Schedule	
Curriculum	
Vacancy / Job Market	
Exam Score of Management & Accounting study program	
Exam Score of IESP study program	
PA (Academic Advisor)	
Student Call	
Plenary / Comprehensive Exam	
Alumni News	
Computer Laboratory	Building B 12th Floor

XVI. Vision, Mission, and Goals of the Master's Study Program

1. Vision of Master of Management Study Program

"To become a study program that produces top managers, entrepreneurs, and businesspeople who are ethical, professional, care about social welfare, environmental change and science and technology and are globally competitive".

2. Motto of Unika Atma Jaya Master of Management Study Program

" A Quality Leader starts From Here."

3. Mission of Master of Management Study Program

In accordance with its main tasks and functions, the Unika Atma Jaya Master of Management Study Program carries out the following mission:

1. Developing management science that emphasizes leadership development, entrepreneurship and business ethics.
2. Fostering and becoming a partner for business and social actors in order to devote expertise to stakeholders.
3. Develop and improve research that aims to provide solutions to certain practical problems in the field of management science.
4. Adapting to environmental, science and technology, and global changes.

4. Objectives of the Master of Management Study Program

The objectives of the Master of Management Study Program are:

1. Producing graduates who are professionals in the field of management with high integrity, care for the interests of society, are globally oriented and responsive to advances in science and technology.
2. Producing scientific and research work that is published and upholds intellectual property rights.
3. Developing an organization that is professional, full of leadership inspiration, ethical and creates pride as part of Unika Atma Jaya.

XVII. General Information and Policies

A. History

In response to the idea of establishing a Catholic University in Jakarta that was sparked at a meeting of bishops in Jakarta in June 1952, the Atma Jaya Foundation was established by a group of Catholic scholars on June 1, 1960, and it was this Foundation that established the Indonesian Catholic University (Unika) Atma Jaya, Jakarta. The Faculty of Economics and Business (FEB), established on July 11, 1960, is the oldest Faculty within Unika Atma Jaya, and started its lectures in October 1960. In 2013, the Master of Management study program, which was originally under the auspices of the Postgraduate Program, joined the Faculty of Economics and Business. Furthermore, in 2017 two new master study programs were born, namely the Master of Accounting Study Program (Maksi) and the Master of Applied Economics Study Program (MET), as well as the PPAk Professional Education study program. The Master of Management Study Program is currently accredited "Excellent" and the Master of Accounting and Master of Applied Economics study programs have been accredited "Excellent" by the Independent Accreditation Institute "LAMEMBA" for the fields of Economics, Management, Business and Accounting. To date, the Faculty of Economics and Business has graduated graduates who have worked in many organizations, both private and government, such as state-owned enterprises, foreign private companies, and many leading companies spread throughout Indonesia, and many have also continued their education at the postgraduate level, both at home and abroad.

The Unika Atma Jaya Master of Management Study Program was established based on the Decree of the Minister of Education and Culture No. 454/Dikti/Kep/1993, dated July 23, 1993. The Master of Management Study Program began carrying out the first batch of lecture activities in August 1993 under the auspices of the Postgraduate Program. Since 2013, the Master of Management Study Program has joined and become part of the Faculty of Economics and Business. Until now, the Master of Management Study Program at Unika Atma Jaya has many graduates who have succeeded in their fields.

B. Study Programs and Specializations

FEB manages three master study programs, namely the Master of Management, Master of Accounting and Master of Applied Economics study programs; The three study programs have been accredited in accordance with the Decree of the Independent Accreditation Agency (LAM) for Economics, Management, Business and Accounting. Meanwhile, the accreditation status of the Accounting Education Professional Program is based on the decision of the National Accreditation Board for Higher Education.

The specializations in each study program are:

Study Program	Specialization	Accreditation Status
Master Program		
Master of Management	<ul style="list-style-type: none"> – Marketing Management – Human Resource Management – Excellent Financial Management 	Superior
Master of Accounting	<ul style="list-style-type: none"> – Management Accounting and Controlling – Auditing, Financial Systems and Reporting – Tax Accounting 	Excellent
Master of Applied Economics	<ul style="list-style-type: none"> – Financial Risk Management 	Excellent
Professional Education Program – PPAk: Program Pendidikan Profesi		
Accounting	– (not available)	Accredited

C. Education System

In accordance with government regulations, since 1986/1987 the Semester Credit Unit system (SKS system) has been implemented. 1 SKS means that in one week there are 50 minutes of scheduled face-to-face meetings with lecturers, 60 minutes of structured academic activities (assignments from lecturers) and 60 minutes of independent academic activities (repeating, training and so on), which in total 1 SKS is equivalent to 170 minutes of study. Graduates of the Master of Management (S2) Program get the title Master of Management abbreviated as MM, Master of Accounting abbreviated as MAK, and Master of Applied Economics abbreviated as MET.

D. Academic Year

The academic year is divided into two parts called Odd Semester and Even Semester. Each semester lasts effectively about 16 weeks, namely 14 weeks of lectures, 2 weeks of Midterm Examinations (UTS) plus 2 weeks of Final Semester Examinations (UAS). Lectures for Master of Management, Master of Accounting, and Master of Applied Economics are held in the afternoon and evening at 17:00 - 22:00 WIB with lecture times 3x (three times) a week for regular week-day classes; and Friday at 17:00 - 22:00 WIB and Saturday at 08:00 - 16:00 WIB for regular week-end classes.

E. Length of Education

The curriculum of the Master of Management Study Program is designed with a total of 42 credits, Master of Accounting SKS, and Master of Applied Economics SKS to be completed within 4 (four) semesters but can be completed in a minimum of 3 (three) semesters, if thesis writing begins at the beginning of semester 3 (three). The maximum study time limit is 8 semesters (4 years) including the preparation of the thesis.

F. Grade Point Average

Grade Point Average is the average value of all courses that have been taken by students. The achievement index is distinguished between the Semester Achievement

Index (IPS), which is the average value of the semester, and the Cumulative Achievement Index (GPA), which is the average value of all courses ever taken. To calculate the IPS, all grades in the semester concerned are used, while to calculate the GPA, the highest grade of each course taken is used (only). To calculate the achievement index, qualitative values in the form of letters are quantified to numbers with the following weights:

A = 4	B = 3	C = 2
A- = 3,7	B- = 2,7	D = 1
B+ = 3,3	C+ = 2,3	E = 0

Grade Range

A = 80 – 100	B = 67 – 70	C = 55 – 58
A- = 75 – 79	B- = 63 – 66	D = 45 – 54
B+ = 71 – 74	C+ = 59 – 62	E = 0 – 44

The Achievement Index (IP) is calculated with the following formula:

$$\text{Indeks Prestasi} = \frac{\sum N \times K}{\sum K}$$

where: K = course credit, and N = grade after converting to a number.

G. Graduation Prerequisites

For students who have taken all the required credits, the following graduation prerequisites apply: (Based on 2017 Operational Curriculum)

- Minimum average quality score of B.
- A cumulative grade point average (GPA) of at least 3.25 and no C+, C, D and E grades.
- TOEFL score = 450
- Have taken a total of 42 credits (36 credits of courses and 6 credits of thesis).
- Passed all matriculation courses with a minimum grade of B.
- Have a certificate of participation in the soft skills program held by the Master of Management, Master of Accounting, and Master of Applied Economics Study Programs.
- Have proof of participation in the "Public Lecture" organized by the Master's Study Program for a number of semesters passed at the Unika Atma Jaya Master's Study Program (for example: if the thesis trial is in the 4th semester (four) then you must have 4 proof of participation in the Public Lecture).

H. Graduation Predicate of Master Program (S2)

- GPA as the basis for determining the predicate for graduating from a postgraduate program is:

- a. 2.75 - 3.40 satisfactory
- b. 3.41 - 3.70 very satisfactory
- c. 3.71 - 4.00 with honors.

- Thesis grade of at least B

The predicate of graduation "with honors" is also determined by taking into account the maximum study period of 4 (four) semesters. Those whose GPA is between 3.71 - 4.00 but whose study period exceeds 4 (four) semesters, the predicate of graduation becomes "very satisfying" only.

I. Grade Improvement

Students who obtain final grades of C+, C, D and E are required to repeat the course in the following semester. Students with B- grades can improve their grades if it is estimated that the GPA that will be achieved does not meet the minimum requirement of 3.00. For students who will improve their grades, and if the improvement grade is lower than the original grade, then what is taken into account in the GPA calculation is the best grade.

J. College Leave

Students do NOT have the opportunity to take college leave during their study period. Taking college leave is counted as a study period and is only given for a period of one semester, so students who will take college leave for more than one semester in a row must process their college leave every semester, according to the semester registration schedule. Students who are on leave must have a Lecture Activity Card (KAK) with the status "Lecture Leave" and "Decree of the Vice Rector I on Lecture Leave".

New students in the first semester cannot take college leave. If for one reason or other students in the first semester cannot attend lectures at all, they will be given a grade of M (Retreat) for all courses they take, but they will not get a refund of any tuition fees and will not get an additional study period.

Procedures for taking leave of absence:

1. Pick up the leave form at the registration desk.
2. Fill out the form and ask for approval from the Head of Study Program (KPS).
3. Request a signature from the Head of the Library that there is no book loan.
4. Pay the tuition leave fee.
 - a. For students who are still taking courses must pay:
 - Semester Registration Fee
 - Student Activity Fee
 - b. For students who live writing a thesis must pay:
 - Semester Registration Fee

- Student Activity Fee
 - Basic tuition fee
5. Submit Proof of Student Deposit and Original Leave Form to the Registration section.
 6. Students take a leave of absence letter 1 week after submitting the leave of absence form.

K. Study Retreat

One day after the end of the Cancel-Add period until 2 (two) weeks before the start of the mid-semester exam (UTS) is a retreat period. The retreat period includes 2 activities, namely Course Retreat and Lecture Retreat (retreat all courses).

L. Skipping Classes

Students are declared skipping classes if they are not registered in a semester, including those who register late for KRS and apply for leave of absence late. The semester at the time of skipping classes is counted as a study period. If students who skip classes want to re-register, they must submit a re-active application to the faculty leader. If the faculty leader approves, students can re-register, during the KRS registration period. Students whose active-return application is approved, are subject to a truancy fine of: BPS + SMI + CPC for each semester that the student skips classes, in accordance with the tuition fees of his/her class. Students who skip classes consecutively for 2 (two) semesters are considered to have resigned as Unika Atma Jaya students.

XVIII. Curriculum of Master of Management Study Program

The Master of Management Study Program curriculum consists of 3 (three) components, namely:

1. Matriculation course,
2. Main Management Course,
3. Concentration Course (optional).

This curriculum is designed to provide opportunities for students to better develop their abilities in the field of management. Master of Management students are required to take all core courses and concentration courses.

A. Matriculation Course

The Master of Management Study Program accepts new students every semester. Accepted Master of Management Program students are required to take matriculation, regardless of their undergraduate educational background, as a basis for attending further classes. Matriculation is held before the start of new student lectures each batch.

Information regarding the matriculation period will be informed to all students who pass the entrance examination. Students must be able to demonstrate their ability during the matriculation period and take part in evaluations and exams in each of these courses.

Students are required to pass the matriculation course with a minimum grade of B. If students do not pass the matriculation exam, the following provisions apply:

- If the final grade is B - Students are required to submit assignments.
- If the grade is C+ then the student can not attend the matriculation lecture in the next semester, only take the final exam.
- If the grade is C and below, then students are required to attend matriculation lectures in the following semester and take the final exam.

The matriculation courses given are:

1. Non-credit Statistics and Business Mathematics
2. Non-credit Introduction to Accounting
3. Non-credit Introduction to Management Studies
4. Introduction to Research Methods non-credit

B. Distribution of Subjects for Each Semester

The distribution of courses is the courses offered each semester, so that students can design a study plan while they study for their degree in the Master of Management study program. The distribution of courses per semester is as follows:

SMT	CODE	COURSE NAME	SKS
1	MAN 608	Corporate Financial Management	3
	MAN 611	Accounting for Managers	3
	MAN 602	Marketing Management	3
	MAN 614	Competency-Based HR Management	3
	MAN 633	Entrepreneurship & Innovation Management	3
TOTAL SEMESTER 1			15
2	MAN 618	Business Research Methods	3
	MAN 603	Organizational Behavior & Leadership	3
	MAN 615	Business Ethics & Corporate Governance	3
	MAN 628	Strategic Management & Business Plan	3
		Elective Subjects	3
TOTAL SEMESTER 2			15
3		Specialization/Concentration Subjects	6
TOTAL SEMESTER 3			6
4	MAN 700	Thesis	6
TOTAL SEMESTER 4			6

ELECTIVE SPECIALIZATION COURSES

SMT	CODE	COURSE NAME	SKS
SPECIALIZATION COURSES <i>Financial Management</i>			
3	MAK 657	Investment Analysis & Risk Management	3
	MAK 651	International Financial Management	3
SPECIALIZATION COURSES <i>Marketing Management</i>			
3	MAS 651	Strategic Marketing	3
	MAS 653	Consumer Behavior	3
SPECIALIZATION COURSES <i>Human Resource Management</i>			
3	MAM 659	HR Planning & Strategy	3
	MAM 658	Industrial Relations	3

ELECTIVE COURSES: (Required to be taken 3 credits)

SMT	CODE	COURSE NAME	SKS
2	MAP 601	Change Management & Organizational Culture	3
	MAP 602	Production and Operations Management	3
	MAP 607	Sustainability Management	3
	MAP 604	Financial Accounting & Financial Statement Analysis	3
	MAP 605	Services Marketing	3
	MAP 606	Restructuring and Financial Engineering	3

Notes:

To complete the Master of Management Program, students must take 42 credits. Consists of 36 credits of compulsory courses, and 6 credits of thesis.

For elective courses 3 credits (with a minimum of 5 participants) can be taken in semester 2.

C. Areas of Concentration

Concentration in Marketing Management

The Marketing function is critical to the health and survival of any organization. The Marketing Management curriculum covers the basic overall concepts of marketing operations and strategic planning. These concepts are needed to prepare students to help organizations decide which consumer groups to serve and what products or services to produce at the best possible quality, and with promotional efforts, pricing, and other considerations in marketing management. Graduates of the Master of Management in marketing are expected to be able to manage the marketing of various types of products, create new product alternatives, manage advertising and conduct marketing research.

Concentration in Financial Management

Concentration in Finance emphasizes on corporate financial responsibility. Emphasis on three financial decisions concerning investment decisions, funding decisions and dividend policy. Investment decisions concern the allocation of company funds to a portfolio of assets that appear on the debit side of the company's balance sheet with the aim of generating maximum increase in company value. Funding decisions relate to the funding strategy carried out by the company with the aim of determining the optimal source and combination of sources of funds.

Dividend policy relates to decisions regarding the amount of company profits to be distributed to shareholders and retained for further business development. It also deals with issues related to financial agreements with capital markets at the national and international levels, where assets are created and traded.

This concentration studies derivative assets, such as options, futures, warrants, inflation, interest rates, and exchange rates, with a focus on general corporate finance practices. The finance concentration also discusses the overall financial institutions that exist in the financial system. Master of Management graduates with a concentration in finance work in many financial institutions.

Concentration in Human Resource Management

The scope and purpose of the HR concentration is how to manage human resources and organizational behavior effectively. This field of concentration addresses many issues and problems related to human resource planning, employee capacity building, payroll structure, including managing healthy and dynamic industrial relations. This field includes topics on the distance between individuals and small and large groups, complex human systems.

This course is intended for the benefit of prospective managers and specialists in organizational development and human resources and organizational behavior. Many graduates of the Master of Management in Human Resources have careers in private, public and non-profit departments/agencies as well as in domestic and foreign consulting firms.

D. Course Description

1. Corporate Financial Management (MAN 608)

This course discusses financial management to maximize firm value through investment decisions, funding decisions, and dividend policy. The results of current financial decisions will be seen in the future. The future faced is uncertain, and every financial decision involves funds, time and risk. Investment decisions concern how much investment value and what form of investment will be taken, known as asset management. Funding decisions are decisions on where to source finance to fund investments, known as debt management. The dividend policy involves the distribution of profits earned by the company.

2. Accounting for Managers (MAN 611)

This course discusses the use of internal accounting data for the purposes of planning, controlling and decision-making activities in an organization (company). After attending this course, students are expected to be able to use internal accounting data to carry out planning, control and managerial decision making related to production costs, selling prices, budgets, transfer prices, performance measurement, product cost, cost-volume-profit analysis and relevant information.

3. Marketing Management (MAN 602)

Marketing management is an art and science that focuses on selecting and reaching

target markets, maintaining, and creating value for consumers, delivering, and communicating value to consumers in a profitable way. The focus of the course is on holistic marketing which discusses the development, design and implementation of marketing programs, processes and activities that consider the interdependence of the marketing environment. The four key dimensions of holistic marketing are internal marketing, integrated marketing, relationship marketing and performance marketing. At the end of the lecture, students will be able to implement marketing concepts through business plans and marketing plans related to new businesses or modified forms of existing businesses, thus creating a competitive advantage.

4. Competency Based HRD Management (MAN 614)

This course emphasizes how a manager can manage existing human resources more effectively and discusses important current issues related to human resource practices. This course will focus on improving human resources in organizations to achieve the company's competitive advantage. Through interactive discussions and presentations, by the end of the course students are expected to understand how to transform human resources into a competency-based department and be able to explain the process and apply the theoretical model.

5. Entrepreneurship & Innovation Management (MAN 633)

This course is designed to liberate and open students' creative spirit about entrepreneurship and the beauty of innovation. This course will introduce students to the perspective of the entrepreneur in business, both in the national and global environment, and will assist students in developing the ability to start and create new types of businesses, and furthermore solve various problems that commonly arise in the business world. Real company cases and discussions will be used to enhance the understanding of concepts and sharpen the ability to use analytical tools.

6. Organizational Behavior & Leadership (MAN 603)

This course is a study of individual and group behaviors seen in inter-disciplinary activities, which are used to improve organizational effectiveness. Concepts of organizational behavior will be covered in the discussion of leadership, which includes leadership techniques, styles, and strategies. This course is designed to enhance competencies and skills in organizing and leadership. The scope of this course is divided into five parts, namely an introduction to organizational behavior, the basis of human processes such as learning, perception, personality and abilities, emotions and stress in the workplace; individuals in organizations including motivation in organizations, group dynamics including group formation processes, communication in groups, decision making, and processes in influencing others including influence, power and politics in organizations, leadership in organizations, organizational culture and managing change in organizations.

7. Business Ethics & Corporate Governance (MAN 615)

Business ethics and corporate governance is a course given to facilitate and encourage students to understand and apply ethical principles and run a business that is accountable both to customers and shareholders and employees in the company. At the end of the lecture, students are expected to realize that conducting business without paying attention to ethical guidelines and lack of commitment in developing good corporate governance can produce problems for the long term of the company.

8. Strategy & Business Plan Management (MAN 628)

This course is designed to provide students with the ability to integrate and apply in developing functions in organizations based on a general management point of view and to do so through the creation, implementation, and evaluation of organizational strategies, considering unprecedented challenges and seeing good opportunities in the twentieth century to develop a sustainable corporate advantage, and to be able to lay a strong organizational foundation. This course focuses on providing a thorough understanding of the concepts and analytical tools of marketing to develop sound strategies.

9. Business Research Methods (MAN 618)

This course is given to introduce students to the use of research methods that will be used in the preparation of scientific writing. The discussion includes quantitative methods using both primary and secondary data. This course uses a hands-on approach so that students can directly create business research projects. Students will intensively use SPSS, EViews, and AMOS/LISREL software after mid semester.

FINANCIAL MANAGEMENT SPECIALIZATION COURSES

10. Investment Analysis & Risk Management (MAK 657)

This course aims to provide a rationale and a concept about human and organizational life and how to maximize welfare and improve current and future welfare. In this course students will be given an understanding of investment, investment instruments, how to optimize investment value by diversifying portfolios and how to manage risk through instruments in the market along with strategies that need to be taken to minimize risk. The understanding of investment on this course is limited to investment in the capital market.

11. International Financial Management (MAK 651)

This course offers a conceptual framework for analyzing the financial decisions of multinational companies. The approach of this course is an extension of the basic principles of financial management built on the evaluation of domestic companies by looking at the unique dimensions of international finance. International financial management focuses on making decisions to maximize firm value by considering

global factors.

MARKETING MANAGEMENT CONCENTRATION COURSES

12. Strategic Marketing (MAS 651)

This course studies marketing strategies in companies that not only use traditional marketing functions but also consider an overall business view based on market-driven strategies, considering the unprecedented challenges and opportunities that exist in the 20th century around the world. The goal is to develop a competitive advantage that can survive in both domestic and global markets.

13. Consumer Behavior (MAS 653)

This course is designed to provide students with an understanding of the specific behavior of customers as they purchase, consume, and dispose of products or services. Moreover, this course also discusses how possessions and personality affect the lives of all human beings and possessions can affect the way a person feels about himself and others. In addition to learning theory, the course focuses on achieving an understanding and application of theory and analytical tools in developing marketing strategies. Company case studies and group discussions are used to deepen students' understanding.

HUMAN RESOURCES CONCENTRATION COURSES

14. HR Planning & Strategy (MAM 659)

This course contains the principles and processes of planning and strategy in the development of human resources in the company internally and externally by management in facing various complex changing conditions due to government policies in the field of labor that affect the survival and future of the company.

15. Industrial Relations (MAM 658)

The definition of industrial relations is a system of relationships formed between actors in the production process of goods and services (Workers, Employers, and the government) based on the values of Pancasila and the 1945 Constitution which grow and develop on the national personality and national culture of Indonesia.

Industrial relations have the consequence of human interaction as actors in the production process both in the workplace and other places that result in the work performed. The industrial relations course explains all laws and regulations in the field of labor, especially industrial relations, including factors that affect the dynamics of industrial relations and their management in accordance with applicable laws and regulations.

ELECTIVE COURSES

16. Change Management & Organizational Culture (MAP 601)

This course equips students with a conceptual framework to understand the

strategic significance of change management for organizational sustainability. The role of culture in the context of organizational change - both community/group culture and organizational culture - is considered important and therefore becomes the focus of understanding. With a primary focus on business organizations, the course is complemented by cases of change in social organizations (NGOs, hospitals). In this context, the causes, impacts and resistance to change will be discussed as well as an understanding of techniques to anticipate, influence and manage change in organizations.

17. Production and Operations Management (MAP 602)

This course studies the planning, analysis, design, control, and management of processes to convert inputs into products and services desired by consumers. In the current era of globalization, efficient design of operations and management of transformation processes that utilize resources are important to develop and maintain competitive advantage.

18. Financial Accounting & Financial Statement Analysis (MAP 604)

The topic of this course discusses financial management to maximize corporate value through investment decisions, funding decisions and dividend policy. The results of financial decisions taken today can only be felt in the future. The future is uncertain, and every financial decision will involve finance, time, and risk. Investment decisions discuss how much funds to invest and in what form, which is often referred to as asset management. Funding decisions involve the origin of financial resources for investment implementation, which is often referred to as debt management. The dividend policy involves the distribution of company profits.

19. Services Marketing (MAP 605)

This course discusses marketing techniques specifically applied to the service sector. In addition, it also discusses the marketing aspects from the point of view of service providers and consumers, as well as the gaps in views related to the implementation of service delivery for customers.

20. Restructuring & Financial Engineering (MAP 606)

This course discusses mergers and acquisitions and financial engineering. Mergers and acquisitions include mergers, acquisitions, divestitures, alliances, joint ventures, restructuring, minority investments, licensing, and franchising. Financial engineering thoroughly discusses the treatment of derivatives such as futures, options, swaps, and risk management.

21. Sustainability Management (MAP 608)

This course contains the principles and process of strategizing in the development of Sustainability Management in the company. The process is carried out by

considering the internal and external conditions of the company in facing various complex changing conditions. Changes occur due to trends in business and corporate governance that led to global, national, and local issues. In addition, company management is responsible for managing CSR related to social conditions and other obligations to achieve sustainability. Other matters related to corporate management such as aspects of marketing, human resource management, finance and company operations will be the starting point in determining strategies towards corporate sustainability.

E. THESIS WRITING

1. Thesis Supervisor

Thesis supervisor is a lecturer prepared by the study program to assist students in completing thesis writing. Thesis supervisors will be given when students have registered for a thesis on the KRS (Study Plan Card). When students have obtained a thesis advisor, they can begin the process of making a thesis proposal, so that it is ready to be examined at the Thesis Proposal Session and Final Thesis Session.

2. Thesis Proposal

To obtain a Master of Management degree, students are required to write a thesis. Students can take the thesis subject if:

- a. Have completed 2 (two) semesters of lectures
- b. Minimum GPA of 3

The thesis topic to be written is adjusted to the concentration of the course chosen by the student. Thesis writing is an academic work that must be realized through a research that is carried out independently and is in the nature of solving managerial practice problems or a comprehensive empirical work.

The thesis proposal contains:

- 1. Research title**
- 2. CHAPTER I INTRODUCTION**
 - 1.1. Background of the Problem
 - 1.2. Problem Formulation and Limitation
 - 1.3. Research Objectives
 - 1.4. Benefits of Research
 - 1.5. Systematics of Writing
- 3. CHAPTER II THEORETICAL BASIS**
 - 2.1 Theoretical Framework
 - 2.2 Literature Review
 - 2.3 Research Model
 - 2.4 Conceptual Hypothesis (if any)
- 4. CHAPTER III RESEARCH METHOD**
 - 3.1. Time and Place of Research

- 3.2. Variable Operational Definition
- 3.3. Data Collection Method
- 3.4. Data Analysis Method

5. OVERVIEW

6. RESEARCH SCHEDULE (if necessary).

The proposal must pass the Thesis Proposal Session (Colloquium). The thesis proposal is declared ready for trial, if it has received approval and signature from the thesis supervisor.

At the Thesis Proposal Session, students will be tested by 2 examiners appointed from the Study Program. If students have passed the Thesis Proposal Session, they can continue to write the thesis. The thesis writing format follows the applicable rules by referring to the Thesis Writing Guidelines for the Master of Management study program.

3. Thesis Writing

The thesis manuscript that has been approved by the supervisor, ready for trial, is submitted to the KPS in the form of 3 (three) copies, and then sent to 3 prospective thesis examiners who are appointed, to evaluate the thesis for 2 weeks, whether it is suitable for testing both in terms of writing format and writing quality. If the thesis is declared unfit by the examiner, then the student must make improvements, before finally the student is scheduled for the thesis trial.

The thesis proposal contains:

Thesis of the Masters in Management contains three main parts as follows:

1. Opening Section:

- 1. Cover
- 2. Title
- 3. Dedication page (optional)
- 4. Thesis Supervisors Approval
- 5. Statement of Work
- 6. Endorsement
- 7. List of Contents
- 8. List of Tables
- 9. List of Figures
- 10. Preface
- 11. Abstract

2. Main Section:

- Chapter I. Introduction
- Chapter II. Theoretical Foundation
- Chapter III. Research Methodology

Chapter IV. Data Analysis and Discussion

Chapter VI. Conclusions and Suggestions

3. Final Section:

References

Attachment

Notes: The detailed systematics of thesis writing can be seen in the Thesis Writing Guidelines published by the MM Unika Atma Jaya Study Program.

THIS THESIS CAN ONLY BE TESTED IF THE STUDENT HAS SUBMITTED PROOF OF SUBMISSION (SUBMISSION) OF THE THESIS ANALYSIS RESULTS TO AN ACCREDITED NATIONAL JOURNAL (SYNTAX 1-6).

XIX. Master of Accounting Program Curriculum

The Master of Accounting Study Program curriculum consists of 3 (three) components, namely:

1. Matriculation course,
2. Basic Accounting Course,
3. Concentration Course (optional).

This curriculum is designed to provide opportunities for students to better develop their abilities in the field of accounting. Master of Accounting students are required to take all core courses and concentration courses.

A. Matriculation Course

The Master of Accounting Study Program accepts new students every semester. Students of the Master of Accounting Program who are accepted and are not S1 Accounting graduates are required to take matriculation, as a basis for attending further classes. Matriculation is held before the start of new student lectures each batch. Information about the matriculation period is conveyed to all students who pass the entrance examination. These students must be able to demonstrate their abilities during the matriculation period and take part in evaluations and exams in each of these courses. Students are required to pass matriculation courses with a minimum grade of B with the obligation to submit assignments. The matriculation courses given are:

1. Non-credit taxation
2. Non-credit Financial Accounting
3. Non-credit Cost Accounting
4. Non-credit Auditing

B. MAKSI Core Course: Course Distribution for Each Semester

The distribution of courses is the courses offered each semester, so that students can design a study plan while they study for a Master of Accounting degree. The distribution of courses per semester is as follows:

SMT	CODE	COURSE NAME	SKS
1	MAI 601	Corporate Reporting	3
	MAI 603	Advanced Cost and Managerial Accounting	3
	MAI 605	Data Analytics for Business and Accounting	3
	MAI 607	Compliance and performance Audit	3
TOTAL SEMESTER 1			10
2	MAI 602	Tax Management	2
	MAI 604	Financial Management, Investment, Fintech	2

SMT	CODE	COURSE NAME	SKS
	MAI 606	Professional Ethics and Good Corporate Governance	3
	MAI 608	Research Methods	3
	MAI 610	Global Economics Environment and Law	2
Specialization/Concentration Subjects			8
TOTAL SEMESTER 2			20
3	MPL 601	Strategic Management & Leadership	3
Elective Course			
TOTAL SEMESTER 3			3
4	MAI 700	Thesis	6
TOTAL SEMESTER 4			6
TOTAL TO GRADUATE			39

OPTIONAL COURSES (6 credits required)

SMT	CODE	COURSE NAME	SKS
Course for corporate accounting specialization			
3	MAO 601	Control System and Sustainability Reporting	3
	MAO 602	Corporate Finance Strategy	3
	MAO 603	Corporate Accounting Seminar	2
Course of study Auditing			
3	MAA 601	Forensic Accounting and Investigative Audit	3
	MAA 602	Information System Auditing	3
	MAA 603	Auditing Seminar	2
Course of Government Accounting Specialization			
3	MAG 601	Accounting & Fin Government	3
	MAG 602	Government Audit	3
	MAG 603	Governmental Accounting Seminar	2
Course of Taxation Specialization			
3	MAT 601	Tax Court and Lawsuit	3
3	MAT 602	International Taxation & e-com	3
3	MAT 603	Tax Accounting Seminar	2
Course for specialization in risk management and internal auditing			
3	MAR 601	Risk Analysis and Reporting	3
3	MAR 602	Internal Auditing, Governance, and Regulation	3
3	MAR 603	Risk Management and Internal Auditing Seminar	2
Course for specialization in accounting and banking business law			
3	MBB 601	Accounting for Banking	3
3	MBB 602	Business Law for Banking	3

SMT	CODE	COURSE NAME	SKS
3	MBB 603	Accounting for Banking Seminar	2
Course for specialization in Accounting for Health Institutions			
3	MHA 637	Financial and Management Accounting for Healthcare Institutions	3
3	MHA 639	Audits and Taxes for Health Institutions	3
3	MHA 641	Accounting Seminar for Health Institutions	2

ELECTIVE COURSES: (3 CREDITS REQUIRED)

SMT	CODE	COURSE NAME	SKS
2	MPL 601	Strategic Management & Leadership	3
	MPL 602	Risk Management	3

Note

- To complete the Master of Accounting Program, students must take 39 credits. Consists of 33 credits of compulsory courses, and 6 credits of thesis.
- For elective courses 3 credits (with a minimum of 5 participants) can be taken in semester 2.

C. Specialization Courses

1. Corporate Accounting Specialization

This specialization consists of 3 (three) subjects, namely Continuous Control and Reporting System (MAO 601), Corporate Financial Strategy (MAO 602), Corporate Accounting Seminar (MAO 603). After graduating from this specialization, students are expected to have the ability to become a management accountant.

2. Audit specialization

This specialization consists of 3 (three) subjects namely Forensic Accounting and Investigative Auditing (MAA 601), Information Systems Auditing (MAA 602), Audit Seminar (MAA 603). After graduating from this specialization, students are expected to have the ability to become an Auditor.

3. Specialization in Government Accounting

This specialization consists of 3 (three) subjects namely Forensic Accounting and Investigative Auditing (MAA 601), Information Systems Auditing (MAA 602), Audit Seminar (MAA 603).

4. Taxation specialization

This specialization consists of 3 (three) subjects, namely Tax Law and Tax Court (MAT 601), International Taxation & e-com (MAT 602), Tax Accounting Seminar (MAT 603).

5. Specialization in Risk Management and Internal Auditing

This specialization consists of 3 (three) Risk Analysis and Reporting (MAR 601), Internal Auditing, Governance and Regulation (MAR 602), Risk Management and

Internal Auditing Seminar (MAR 603).

6. Specialization in Accounting and Banking Business Law

This specialization consists of 3 (three) Banking Accounting (MBB 601), Banking Business Law (MBB 602), Banking Accounting Seminar (MBB 603).

7. Specialization in Accounting for Health Institutions

This specialization consists of 3 (three) Financial and Management Accounting for Health Institutions (MHA 637), Audit and Tax for Health Institutions (MHA 639), Seminar on Accounting for Health Institutions (MHA 641).

D. Course Description

1. Corporate Reporting (MAI 601)

This course is a continuation of the course in the undergraduate program with an emphasis on proper accounting treatment in accordance with the substance of transactions to prepare relevant and reliable financial statements, evaluation of financial statements in accordance with the applicable financial reporting framework, global financial reporting as a basis for professional judgment to determine accounting policies that reflect the economic substance of the entity, issues related to special entities (public sector, non-profit, etc.).

2. Advanced Management and Cost Accounting (MAI 603)

Advanced Management and Cost Accounting course is a continuation of courses in the undergraduate accounting program with an emphasis on the application of management and cost accounting concepts in the world of practice to keep pace with the development of information technology and the business environment. After passing this course, Master of Accounting students are expected to have higher analytical skills and a deeper understanding of management and cost accounting in planning, controlling, and decision making in corporate, national, and global scope.

3. Data Analytics for Business and Accounting (MAI 605)

This course contains material on the utilization of data for analysis and business decision making discussion including the application of IT. Application of IT for managerial decision making so that companies have a competitive advantage, obtain higher company value, and win the competition through innovative business processes and transaction analysis (including blockchain). Analysis of commerce transactions including e-marketing and m-commerce, integration of internal business transactions, business collaboration as a new model of e-business. Comparison of various approaches, methods, and software used for business and accounting data analysis.

4. Compliance and Performance Audit (MAI 607)

The compliance audit course includes a discussion of material on various matters concerning various external and internal provisions of the company and how to

conduct compliance audits of these provisions, audit procedures and preparation of compliance audit reports. Performance Audit includes discussion of various measures of the performance of the company's organizational units and how to conduct audits and prepare performance audit reports.

5. Taxation Management (MAI 602)

This course emphasizes the concept of taxation management applied to various aspects such as the selection of business forms, bookkeeping systems, translation into income tax and value added tax, certain industries and certain regions, special transactions, special relationships, and international taxation such as tax treaties and tax cases as well as solving tax cases in national and global contexts.

6. Financial Management, Investment, and Fintech (MAI 604)

This course covers business valuation, merger and acquisition plans and processes as alternative growth strategies, financial strategies in corporate restructuring and reorganization, treasury and working capital management practices, use of derivative products, risk management practices, funding strategies, international corporate finance.

7. Professional Ethics and Corporate Governance (MAI 606)

Covers the principles of corporate governance that apply globally, the practice of good corporate governance, the principles of corporate social and environmental responsibility that apply globally, the practice of corporate social and environmental responsibility, the role of professional accountants to uphold good governance, the concept of business ethics and professional ethics of professional accountants, individual and organizational ethical issues, organizational ethical climate, ethical decision making.

8. Research Methods (MAI 608)

This course discusses topics related to research principles and procedures as a tool to describe, explain, predict, and organize and control various problems that arise in the dynamics of business life. Research related to this business field includes science, scientific method, and research; problems, frameworks, and hypotheses; objects, methods, and research designs; operationalization of variables, sources, and types of data; techniques and data collection tools; validity and reliability of instruments; population and samples; data analysis methods, and data processing applications. The learning process of this course uses student center learning and project-based learning which is organized by blended learning.

9. Global Business Environment and Law (MAI 610)

Covers business environment, macro and microeconomics, price structure and market, international business, information technology, capital market, law and business, law of agreement and engagement, corporate forms, bankruptcy, credit and security agreement law, antitrust and competition law, intellectual property rights (IPR), business dispute resolution.

MATERIALS Specialization in Corporate Accounting

1. Continuous Control and Reporting System (MAO 601)

This course is a demand course in the Master of Accounting Study Program with an emphasis on the application of accounting concepts in sustainable control and reporting systems in the business world. After passing this course, Master of Accounting students are expected to have better sustainable analysis and decision-making skills and a deeper understanding of management accounting in sustainable planning, control and reporting in corporate, company, local and global scope.

2. Corporate Financial Strategy (MAO 602)

This course discusses the scope of financial reporting strategies starting with Principles and Updates of Revenue Accounting Standards and related Strategic Issues. Principles and Updates of Accounting Standards for Fixed Assets and Investment Property and related strategic issues, Accounting for Business Combinations and Corporate Actions under Common Control (Mergers and Acquisitions) and related Strategic Issues, Strategic review of the Cost Method, Equity Method, Consolidation Method and Fair Value Method for Investments in Other Entities, Strategic review of the Impact of Foreign Exchange on Financial Reporting, Strategic review of Leasing Accounting Developments, Strategic Review of Local SAK Pillars: SAK ETAP and SAK EMKM. In addition, this course also discusses the Planning and Implementation of Financial Reporting Strategies: earnings management, earnings management detection, disclosure. Variations of Financial Reporting Strategies: Non-profit Organizations and Projects

3. Corporate Accounting Seminar (MAO 603)

The seminar on financial reporting, auditing, and accounting information systems discusses the current research map on financial reporting, auditing, and accounting information systems. In addition, this course also contains a critical review of research articles and the implementation of research and publication of research results.

Course of Auditing Specialization

1. Forensic Accounting and Investigative Auditing (MAA 601)

The discussion includes the background of investigative audits, investigative audit standards and the professional code of ethics that guides Public Accountants in conducting investigative audit engagements. Various cases of fraud, in the world in general and Indonesia in particular, are associated with applicable laws both in Indonesia the concept of fraud according to ACFE and various forms of fraud, it will also be discussed about the causes of fraud and how to detect fraud, and recognize the form of crime, the profile of the perpetrators of crime and what drives them to commit these crimes. Furthermore, it discusses various investigative audit

techniques, criminal and civil law provisions, calculating fraud losses and recovering fraud losses.

losses due to fraud

2. Information System Auditing (MAA 602)

Information Systems Audit aims to provide knowledge about planning and conducting information technology-based audits of a business entity. This course equips students to analyze and evaluate internal control over information technology-based systems as well as the risks and control issues associated with them. Topics covered include Auditing IT Governance Control, Information Technology security audits, system and program development, Computer-Assisted Tools, and Techniques (CAAT), IS Audit frameworks (such as COBIT, ISO 27001, and others) and the latest auditing technologies (such as cloud computing, data analytics) as well as regulations related to information systems in Indonesia.

3. Audit Seminar (MAA 603)

The seminar on financial reporting, auditing, and accounting information systems discusses the current research map on financial reporting, auditing, and accounting information systems. In addition, this course also contains a critical review of research articles and research implementation and publication of research results.

Course for Government Accounting Specialization

1. Government Accounting and Finance (MAG 601)

Application of the theory of public sector accounting methods related to Administration, Public sector management, and Government financial regulations, techniques and analytical tools in the preparation of policies and regulations through the application of Accounting in public sector financial management, Accounting analysis products that are useful for the community and support the disclosure of legal cases in court

2. Government Audit (MAG 602)

Application of Forensic Accounting and design stages for conducting Investigative Testing, techniques and analytical tools for investigative and legal audits related to corruption cases, evaluation, and comparison of investigative audit practices in Indonesia or abroad.

3. Government Act Seminar (MAG 603)

Application of public sector accounting theory and ethics and analysis of the economic, social, and behavioral implications of the choice of public sector accounting application theory, research design, statistics, data analysis, writing and presentation of public sector accounting research that answers the needs of society through comparisons and in-depth studies.

Course for Taxation Specialization

1. Tax Law and Tax Court (MAT 601)

This course emphasizes the concept of tax management applied to various aspects such as the selection of business forms, bookkeeping systems, translation into income tax and value added tax, certain industries and certain regions, special transactions, special relationships, and international taxation such as tax treaties and tax cases as well as solving tax cases in national and global contexts.

2. International Taxation & e-com (MAT 602)

This course aims to make students understand, both the Tax Law that applies in Indonesia, and the existence of cooperation agreements with countries that are members of the Treaty Country, to avoid Double Tax Avoidance.

3. Tax Accounting Seminar (MAT 603)

This course emphasizes the understanding of developing taxation research. Understanding of topics and gaps in taxation research; relevance of theories for taxation research; research methodology and analysis of taxation issues as study materials and input for the development of new taxation research.

Course for Risk Management & Internal Auditing Specialization

1. Risk Analysis and Reporting (MAR 601)

Risk Management and Reporting teaches financial innovation and risk management in the ISO 31000 approach pattern as well as risks related to the audit of financial statements. The goal is for students to understand the dynamics of a dynamic financial sector characterized by crisis and innovation (disruption) as well as the risks that occur in relation to financial statements.

2. Internal Auditing, Governance, and Regulation (MAR 602)

This course discusses internal audit standards, objectives, authorities, and responsibilities of an internal auditor, and will discuss the scope of the audit, audit planning and effective implementation of internal audit activities. It will also discuss effective corporate governance and external regulations that must be complied with by related companies from several industry sectors.

3. Risk Management and Internal Auditing Seminar (MAR 603)

The risk management and internal auditing seminar discusses the latest research map on risk management and internal auditing. In addition, this course also contains a critical review of research articles and the implementation of research and publication of research results.

Banking Accounting Specialization Course

1. Banking Accounting (MBB 601)

Accounting theories and methods as well as banking financial reporting including digital banking, application of banking accounting theories and economic, social, and

behavioral contexts for managerial decision making. Analysis, interpretation, and comparison of financial statements of banking entities

2. Banking Business Law (MBB 602)

Theory and application of banking law. Application of banking business law theories in economic, social, and behavioral contexts for managerial decision making. Application of banking business law theories and their applications and master the analysis of the economic, social, and behavioral implications of the choice of banking business law theory.

3. Accounting Seminar (MBB 603)

Application of Accounting and Banking business law theories and the economic, social, and behavioral implications of the choice of Accounting and Banking business law application theories. Application of research methodologies in accounting and banking business law through comparisons and in-depth studies.

Course For Accounting for Health Institutions Specialization

1. Financial and Management Accounting (MHA 637)

Accounting theories and methods as well as financial reporting for digital-based health institutions. Application of financial and management accounting theories in economic, social, and behavioral contexts for managerial decision making. Analysis, interpretation, and comparison of financial statements of health institutions.

2. Audit and Tax for Institutions (MHA 639)

Background of Audit concept objectives, Audit Techniques, Audit standards for digital-based Health institutions. Policy and tax for health institutions.

3. Seminar on Accounting for Health Institutions (MHA 641)

Application of Accounting theory for Health institutions and the economic, social, and behavioral implications of the choice of accounting application theory for health institutions.

ELECTIVE COURSES

1. Strategic Management and Leadership (MPL 601)

This course is designed to provide skills to implement Strategic Management concepts and analytical tools in formulating, executing, and evaluating a business strategy and plan. A practical approach through case study analysis is given in balance with theoretical perspectives. The discussion also covers the role of ethical aspects and business governance, social responsibility as well as the concept of leadership and the role of leadership in strategy formulation and implementation.

2. Risk Management (MPL 602)

Risk Management and Reporting teaches financial innovation and risk management in the ISO 31000 approach pattern as well as risks related to the audit of financial

statements. The goal is for students to understand the dynamics of a dynamic financial sector characterized by crisis and innovation (disruption) as well as the risks that occur in relation to financial statements.

XX. Curriculum of Master of Applied Economics Study Program

The curriculum of the Master of Applied Economics Study Program consists of 2 (two) components, namely:

1. Matriculation course,
2. Regular Courses

This curriculum is designed to provide opportunities for students to develop abilities in the field of financial risk management. Master of Applied Economics students are required to take all courses both compulsory and elective.

A. Matriculation Course

The Master of Applied Economics Study Program accepts new students every semester. Accepted students of the Master of Applied Economics Program are required to take matriculation as a basis for attending further classes. Matriculation is held before the start of new student lectures each batch.

Information regarding the matriculation period will be informed to all students who pass the entrance examination. These students must be able to demonstrate their abilities during the matriculation period and take part in the evaluation of each course.

The matriculation courses given are:

- Non-credit statistics
- Non-credit Financial Mathematics
- Non-credit Economic Theory

B. Distribution of Subjects for Each Semester

The distribution of courses is the courses offered each semester, so that students can design a study plan while they study for their master's degree in the Master of Applied Economics study program. The distribution of courses per semester is as follows:

SMT	CODE	COURSE NAME	SKS
1	FRM 601	Mathematical Statistics	3
	FRM 603	Investment Theory	3
	FRM 613	Economics	3
	FRM 615	Economic Crisis and Risk Management	3
TOTAL SEMESTER 1			12
2	FRM 602	Financial Econometrics	3
	FRM 614	Financial Market & Product	3
	FRM 616	Governance-Risk-Compliance	3
	FRM 608	Research Methodology	3

SMT	CODE	COURSE NAME	SKS
TOTAL SEMESTER 2			12
3	FRM 609	Risk Modeling	3
	FRM 611	Financial and Banking Risk Management	3
		Elective Courses	3
TOTAL SEMESTER 3			9
4		Elective Courses	3
	FRM 700	Thesis	6
TOTAL SEMESTER 4			9

ELECTIVE COURSES: (6 CREDITS REQUIRED)

SMT	CODE	COURSE NAME	SKS
3 & 4	FRP 613	Corporate Finance	3
	FRP 614	Special Topics in Risk Management	3
	FRP 617	Monetary Economics	3
	FRP 619	Seminar on Indonesia Economy	3
	FRP 616	Stochastic Process	3
	FRP 618	Derivatives	3

C. Course Description

1. Mathematical Statistics (FRM 601)

This course provides a quantitative basis for the measurement of risk management and future uncertainty. The emphasis of this course is on the combination of statistical mathematical theory, the use of real data and analysis + inference from these data for risk management needs, as well as the use of the latest (state of the art) applications (software).

2. Investment Theory (FRM 603)

This course discusses investment in financial assets. Various theories and concepts that become the basis for analyzing how investors decide on investment choices in financial assets that have an uncertain rate of return are studied. A deep understanding of the concepts of risk and return of individual securities and portfolios will be used to explain these decisions. The valuation process of various financial instruments will be examined in order to evaluate financial decision making in the capital market. The topic of study of the derivatives market and its various forms of instruments will focus on how derivatives can be used as part of a portfolio strategy, valuation techniques and their role in managing risk in investment. The Investment Theory material is also enriched with a study of portfolio performance evaluation methods as part of active portfolio management.

3. Economics (FRM 613)

This course consists of two parts: Macroeconomics and Microeconomics. The first part (Macro) explains the application of macroeconomic theory. The initial discussion is about equilibrium in the context of Aggregate Demand and Supply, as well as the relationship between money and inflation in the analysis of monetary policy, small open economic systems, and the impact of fiscal policy. The next topic is about business cycle theory in fluctuating macroeconomic conditions and is closely related to financial markets, including the formation of expectations in financial markets. The second part (Micro) explains to students the formation of market equilibrium, followed by market structure and its impact on competition and price formation, game theory, and behavioral economics.

4. Economic Crisis and Risk Management (FRM 615)

Financial Crisis and Risk Management teaches three main themes, namely financial crisis, financial innovation and risk management. The aim is to understand the dynamics of a dynamic financial sector characterized by crisis and innovation (disruption). MET students need to understand crisis and disruption issues in order to understand the framework of how to mitigate or manage the risks they pose through adequate risk management.

5. Financial Econometrics (FRM 602)

Financial Econometrics is the study of modeling and forecasting financial time series. Therefore, the emphasis in this course is on various essential tools used in financial data analysis, especially for return forecasting, volatility, and measuring risk. Topics covered include an introduction to financial econometrics concepts and methods, a review of probability and other basic statistics concepts. The concept of regression analysis will be discussed prior to the discussion of the basic concepts of time series analysis including the characteristics of financial time series data. In time series analysis, property, and estimation methods of univariate autoregressive moving average models, ARCH/GARCH modeling and its extension models are further discussed. This course will also be equipped with a practicum aimed at training students to conduct empirical studies through financial data analysis with the help of Econometrics software.

6. Financial Products and Markets (FRM 614)

The purpose of the course is to provide students with an understanding of financial products and the markets where these financial products are transacted. These financial products include bank products, non-bank financial products such as insurance and pension funds, capital market products, and other financial products transacted through the market or over the counter. The pricing and utilization of each financial product is described with an explanation of its characteristics, risks, and market mechanisms.

7. Corporate Governance-Risk-Compliance (FRM 616)

Business Ethics and GRC is designed as a critical study of moral principles used to understand and assess the thinking or ideology behind economic practices in a business organization. The lecture material for Business Ethics and GRC is given in one semester as follows. The first half of the lecture covering seven (7) meetings up to the Midterm Examination (UTS) will focus on a critical review of Business Ethics as Applied Ethics, namely, how moral principles are understood in setting the vision of a business organization and how to empower business organizations to achieve their goals through GRC practices that are based on the practice of GRC. achieve its goals through GRC practices that are based on the moral principles of social justice. The second half of the lecture includes seven (7) meetings until the Final Semester Examination (UAS) which will focus on understanding the empowerment of business organizations to achieve their goals through the theory of governance systems, risk management, and compliance of business organizations in practice with prevailing norms in society.

8. Research Methodology (FRM 608)

This course covers Data Structures, DataManipulation, Importing and Exporting Data, Object Types, R Packages, Plotting, Visualization of Financial Data, Basic Statistical Functions, Linear Time Series Analysis. The course also teaches students to be able to draft a thesis research proposal, so that at the end of the course a final draft of a thesis research proposal can be produced.

9. Corporate Finance (FRP 613)

This course provides an understanding of various important decisions faced by a corporate financial manager which include investment decisions (capital budgeting process), corporate funding decisions (capital structure/financing decisions), and working capital management, all of which are carried out to achieve the goal of maximizing the value of the firm. Understanding of company performance analysis, valuation techniques regarding investment decisions in fixed assets and securities. An introduction to the sources of corporate funding as well as decisions about the composition of funding and working capital decision making are also materials that are studied, all of which are related to the goal of creating value for company owners. How companies deliver value to their owners, as well as the special topic of mergers and acquisitions will close this course material. Various cases in finance are developed to deepen the important concepts that have been discussed and packaged in realistic settings that will help students apply these concepts in financial decision making.

10. Special Topics in Risk Management (FRP 614)

Provides a complete overview of the theory and practice of qualitative and quantitative Risk Management in the corporate world. In addition, various quantitative techniques and best practices in risk management in the Indonesian corporate world will also be studied.

11. Monetary Economics (FRP 617)

This course consists of two major components, namely first: related to various monetary theories such as Classical Theory, Keynes, Friedman, Monetary Theory and Quantity Theory, then about money and exchange rates, and Rational Expectations. Then in the second part tends to policy, such as: money demand modeling, monetary policy transmission mechanism, the role of the central bank, domestic aspects of monetary policy, exchange rate policy in an open economy, and inflation control.

12. Financial/Banking Products and Markets II (FRP 615)

This course is a continuation of the Financial Markets and Products I course. Given with the aim of providing students with an understanding of financial products and the markets in which these financial products are traded. Financial products are emphasized on interest rate swaps and other derivative products, namely options along with their market mechanisms and their use in risk management. This course will end with fixed income securities.

13. Seminar on Indonesian Economy (FRP 619)

This course aims to provide students with an introduction and understanding of the Indonesian economy starting from the Indonesian economic system, fiscal policy and monetary policy in Indonesia, the money market and capital market as well as the foreign exchange market, its impact on domestic investment, and Indonesia's macroeconomic goals.

14. Stochastic Process (FRP 616)

Stochastic Process is a course that examines technical topics based on mathematics, especially stochastic processes in their application in finance. Students will be introduced to stochastic process techniques, such as probability theory, and stochastic calculus. How to apply these techniques in the world of modern finance is discussed. Special emphasis is placed on up-to-date mathematical tools that enable students to gain a deeper understanding of financial economics.

15. Derivative (FRP 618)

The purpose of the course is to provide students with a comprehensive understanding of derivative products and markets, especially forwards, futures, swaps, and options transacted through the market and over the counter. The utilization of derivatives, how prices are determined, and how financial institutions hedge risks with derivative product transactions are described in detail.

XIX. Academic Regulations

1. 75% Lecture Attendance

- a. To optimize the teaching and learning process, student attendance in face-to-face lectures in class is required to be at least 75% of the total lecture activities.
- b. If students are unable to attend due to office duties or illness, they are required to submit proof of assignment and a certificate that can be accounted for.
- c. Furthermore, students must submit an assignment in the form of a paper as a substitute for their absence. The paper is a summary of learning when the student is absent from class. This replacement assignment is coordinated with the lecturer in charge of the subject and the head of the study program.
- d. Re: Procedure - PR-UAJ-04-05_R0 (Post-Lecture replacement homework)
And Form - FR-UAJ-04-58_R0 (FR Request for Substitute Duty for all Postgraduate Attendance).

2. Lectures

Students must always prepare themselves as well as possible and follow the lecture process in the classroom in a conducive manner, by:

- a. Not smoking.
- b. Dressing politely, neatly and wearing shoes.
- c. Not activating and/or communicating using communication devices during lectures.
- d. Not using electronic devices that are not relevant to the lecture (such as I-pad, tab, walkman, MP3 player, discman, and the like), but such equipment can be used if the lecture material is accessed using such media.
- e. Not reading materials that are not relevant to lectures, such as comics, newspapers, magazines, tabloids, unless the media is a source of reading from the lecture topics discussed.
- f. Not having conversations with other students that are irrelevant to the lecture topic and disturb other students.
- g. Not doing assignments that are not related to the ongoing lecture.

3. Course Examination

- a. Examination is one form of learning evaluation instrument to determine the level of student absorption of the given course. Examinations for each course consist of Midterm Examinations (UTS) and Final Semester Examinations (UAS). The exam can take the form of:
 - Scheduled in-class written exams, where students must attend and take the exam in class, according to a predetermined time.
 - take home exams that can be completed at home and must be collected at a predetermined time.

b. Subsequent Examination (for UTS and UAS)

Students who cannot take the UTS and UAS can apply to take a follow-up exam by fulfilling the follow-up exam requirements set by the Study Program.

4. Written Exam Rules

A. Before the Examination Takes Place

- a. Examinees must be on campus at least 15 (fifteen) minutes before the exam begins.
- b. 10 (ten) minutes before the exam starts, the examinees are already in the exam room.
- c. Examinees must equip themselves with the necessary and permitted stationery for the purpose of the examination.
- d. Examinees are not allowed to move chairs or tables that have been arranged for examination purposes.
- e. Examinees who arrive late are not given additional time to complete the exam.
- f. Examinees who do not bring any identification are not allowed to take the exam.
- g. Examinees who arrive late more than 30 (thirty) minutes after the exam starts are not allowed to take the exam.
- h. Examinees must bring a valid Student Identity Card (KIM) and Lecture Activity Card (KAK) for the semester concerned when taking the exam.
- i. Participants must dress modestly and wear shoes. No sandals are allowed. The supervisor will / must expel examinees who do not comply with this requirement.

B. During the Exam

- a. Examinees are required to:
 - i. Sign the examination attendance list, as well as write the serial number and signature on the examination work.
 - ii. Show the valid KAK and KIM for the semester concerned.
- b. Examinees are prohibited from:
 - i. Interact with each other, either verbally, in writing, or in codes or other signs, with fellow examinees or with other parties outside the examination room.
 - ii. Borrowing or lending tools needed during the exam.
 - iii. Copying, either from one's own notes or those of others or copying the work of others.
 - iv. Leaving the examination room without the permission of the invigilator. Participants who leave the room without permission are considered to have completed the exam.
- c. Examinees may ask questions to the invigilator provided that:

- i. Only about matters related to the editorial and text of the exam.
 - ii. Do not interfere with the smooth running of the examination.
- d. Examinees who have completed their work may notify the invigilator by raising their hand and handing their examination work to the invigilator. The invigilator may allow the student concerned to leave the examination room if the examination has lasted more than 30 (thirty) minutes.
- e. Examinees are prohibited from activating cellular phones and other communication devices during the exam. If the examinee is caught cheating during the exam, he/she will be disqualified from the exam.
- f. Examinees are allowed to use assistive devices such as calculators, and other assistive devices, if instructed by the lecturer in charge of the course.
- g. Examinees are allowed to use assistive devices such as calculators, and other assistive devices.

Examinees who violate the applicable exam rules will be subject to sanctions in the form of :

Cheating Sanctions

Examinees who cheat in the exam (UTS and UAS) may be subject to the following sanctions:

- a. First time cheaters:
 - 1. At the time of the midterm exam, students are given a zero score for the subject exam concerned
 - 2. At the time of the final exam, students are given an E grade and declared not to have passed the subject concerned.
- b. Second time cheating:

Students are given a grade of E and declared not to have passed for all courses taken in that semester.
- c. Third time cheating:

Students are given a grade of E and declared not to have passed for all courses taken in the semester, and students are subject to suspension for the following semester (as the last sanction).

If students in subsequent semesters commit acts of cheating, then students will be expelled from the study program.

5. Subsequent Exam Requirements

The requirements for taking a make-up exam are:

- 1) Fill out the supplementary exam form provided at the Master of Management secretariat.
- 2) Attach valid / original and relevant evidence to support the application, namely:
 - a) If sick
 - Hospitalization letter from the hospital

- Hospital cost details
 - Operation report
 - Radiology (RO) report/receipt
 - Laboratory results
- b) In case of accident
- Traffic accident, with a statement from the police and a hospital doctor's statement.
 - Fire or damage to the house due to natural disasters, with a certificate from the local village head.
 - Death of a parent or sibling, with a letter of death from the Head of Village attached with a photocopy of the Family Card concerned.
- c) Carrying out duties for the benefit of the State
For example, being a member of the Sea Games Contingent, PON, students must submit a certificate from the Committee or Parent Organization.
- d) Assignment from the office where you work.
- 3) Menyerahkan formulir ujian beserta bukti-buktinya pada tanggal yang ditetapkan.
- 4) Persyaratan yang tidak lengkap tidak diterima(ditolak).

6. Execution Of Thesis Examination

Thesis defense is given to students who have completed all the courses that must be taken and required in the study program curriculum and if the thesis is deemed suitable for examination and has been approved by the Thesis Supervisor.

Students can register for the thesis defense exam by submitting:

- Blue background photo (size 4 x 6: 5 sheets; size 2 x 3: 3 sheets), Men: suit and tie, Women: white blouse.
- Proof of Student Deposit (BSM) for thesis examination and diploma making fee.
- Copy of TOEFL graduation certificate with a score of 450.
- Copy of undergraduate diploma and copy of name change letter for those who change their name.
- Copy of certificate of participation in Student Soft Skill training.
- Copy of matriculation exam completion certificate.
- Submit a Curriculum Vitae containing personal data, education, and work experience.
- Show proof of participation in 5 (five) presentations at the TESIS Proposal hearing.
- Have proof of participation in the "Public Lecture" organized by the MM Study Program for several semesters passed at MM Unika Atma Jaya (for example: if the thesis trial is in the 4th semester (four) then you must have 4 proofs of participation in the Public Lecture).

- Thesis book (soft cover) blue color as many as 3 copies.
- Proof of sending the results of the analysis of the thesis to the SINTHA accredited national journal.

Furthermore, the KPS proposes the date of the thesis defense exam to the Dean of the Faculty of Economics and Business. The thesis defense exam will last approximately 90 minutes. Students will be tested by 3 (three) lecturers including the supervisor.

7. Evaluation of Study Success and Discontinuation of Study

Administrative and academic termination of studies will be imposed if students:

- Obtain a GPA of less than 3.00 at the end of the third semester, and there is a quality letter below B- at the end of the third semester.
- Unable to complete the study within the time limit of 10 semesters.
- Not re-registering or skipping classes for two semesters, either separately or consecutively without the permission of the Dean of the Faculty of Economics and Business or the Head of the Master of Management Study Program.

XX. Others

1. Program Development

In the Master of Management Study Program, the courses that are the basis for shaping the professionalism of a manager are further developed in the following ways:

- For all new students, it is compulsory to attend soft skills training to improve leadership skills and cooperation in groups and improve the ability to think critically and make decisions creatively. This training is one of the prerequisites for students to be able to attend the thesis trial.
- The lecturers will interact with the students and will act as academic advisors. By considering the background and desires of the students, the lecturers can provide alternative choices of concentration areas to be taken by students, so that the learning process that takes place makes the learning situation more interesting. This personal concern is a very important part of program development.
- Every semester, the Master of Study Program invites speakers who are public figures who are successful in business or in other activities and are widely known in academia to provide seminars and public lectures that are interactive, to add insight to each student.
- To help and accelerate student graduation, the Magister Study Program also organizes thesis writing and data processing seminars, so that every student who has just started writing a thesis proposal and for students who have difficulty in writing a thesis, can directly consult with the speakers. In addition, the Magister Study Program also facilitates students by opening a Thesis Writing Clinic which is held every Saturday at 09.00 to 14.00. The Thesis Writing Clinic can be utilized by students for guidance and consultation of the thesis with the supervisor and get input from the Head and Secretary of the Magister Study Program related to the systematics and general guidelines for writing the thesis. This Thesis Writing Clinic also aims to motivate students and accelerate student thesis writing.
- As a form of quality assurance and quality of the thesis, students must pass the Thesis Proposal Seminar, where each student will present the thesis writing plan in front of 2 examiners who will review the proposal and will be attended by Magister students. In this thesis proposal seminar, students will get useful input for the development of thesis writing, both from reviewers and from other fellow students.
- During the semester, the Master of Study Program organizes group discussions whose purpose is to help students who face difficulties in attending lectures, so that in the end, the success of the educational process will be achieved.

2. Academic Ethics

Master students must be honest in the learning process, research, writing papers,

and examinations held by the study program. Activities that violate the code of ethics include cheating, buying exam questions, jockeying, plagiarism, or other ways that violate academic ethics. Students who violate academic ethics are subject to sanctions in the form of E grades; suspension, or student status in the Masters study program is removed. The decision on the type of sanction is determined by the Dean of the Faculty of Economics and Business, based on the consideration of the Head of the Masters Study Program.