INTERNATIONAL CLASS
STUDENT GUIDEBOOK

International Class Academic Office (ICAO)

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Contents

International Class Academic Guideline

1. International Education Programs cosist of international class, joint degree, dual degree, and student exchange.
2. English is the language of instruction in all International Class with exception of character development and national course; such as Religion, Pancasila, Civics, and Bahasa Indonesia.
3. A Joint degree program provides students the opportunity to receive two collage degrees in accordance with the following regulations:
   a. Joint degree program is run by Telkom University with a partner university abroad for a similar program on academic education, vocational education, or professional education.
   b. Joint degree program graduates receive certificate, academic or vocational degree from Telkom University and partner university.
   c. To receive certificate and a joint degree, the study programs of both universities must have similarity of study load at least 50%.
   d. To be able to run joint degree program and/or dual degree program, the program study must at least be accredited B and the study program of partner university abroad is at least accredited good in its country.

4. Dual degree program a joint activity between universities to run two different study programs with the same level to produce two undergraduate level or graduate level degrees, in accordance with the following regulations:
   a. Students who join regular dual degree program must have completed at least 25% of total initial study load with minimum CGPA of 3,51.
   b. Dual degree program can be run if both study programs have minimum 50% similarity of total study load.
   c. Dual degree graduates receive two certificates from Telkom University and partner university.
5. Student exchange is an exchange of student visit which can be associated with cultural exchange or credit earning of some courses.
6. Joint degree and dual degree programs must be run with the approval given by the government authorities.
7. International class is part of a study program with learning materials delivered in English covering lecture, practicum, internship, exam, thesis, thesis defense, scientific publication, etc.

8. Curriculum used in international class is the same as in regular class with the addition of several international activities and certifications.

9. Characteristics of international class are as follows:
   a. All learning activities are delivered in English as the language of instruction.
   b. Administrators, lecturers, and students are required to use English in English Speaking Zone (ESZ)
   c. ESZ covers at least all of the floors or buildings used to run lectures, student activities, and administration of international class.
   d. Lecture in the class can be replaced with general lecture, company visit, and/or a lecture by foreign visiting lecturer material in accordance with the curriculum and in the same field.

10. Telkom University provides assistance for students who need to improve their English language skills in the following ways:
   a. Students receive English Preparation courses before the beginning of the first semester.
   b. During the first year, students receive English enhancement assistance from the language center.

11. With regard to final project, international class students must meet not only the requirements in the regular class but also the specific requirements for international class.

12. Advising process of final project in international class is conducted in the following ways:
   a. One of the advisors is at least a lecturer in international class;
   b. Draft of final project paper/skripsi must have been proofread by a linguist.

13. Students may apply for final project defense if meeting the following requirements:
   a. Have a minimum EPrT/ITP TOEFL score of 500 or ECCT score of 3.75;
   b. Have at least two international certifications;
   c. Participated in Immersion Program/Edutrip/Student Exchange;
   d. Completed Internship in a multinational company.

14. Facilities of international class:
   a. Classrooms are equipped with multimedia equipment;
   b. Classrooms are equipped with air conditioner;
   c. Internet connection is available;
   d. Classrooms are located in a specific building or floor with a discussion room or academic lounge.

15. Components of education costs to join international class that must be borne by students consist of:
   a. UP3 (Uang Partisipasi Penyelenggaraan Pendidikan);
   b. SDP2 (Sumbangan Dana Pengembangan Pendidikan);
   c. BPP (Biaya Penyelenggaraan Pendidikan); (semester Education Enrolment Fee)
   d. Internship;
   e. Student Exchange;
   f. Double Degree;
   g. Graduation fee.

16. UP3 and SDP2 are paid in the beginning as freshmen.

17. BPP is paid every semester.

18. Edutrip, summer course, or immersion program is not covered by Telkom University.

19. Telkom University covers the fee of 1 (one) time certification exam. Other certification exams are borne by students.

20. Fees of student exchange, internship, and double degree are borne by students and must be fully paid before each program starts.

21. International class students are not allowed to move to regular class.

22. Regular class students may move to international class with the requirements as follows:
   a. Minimum ITP TOEFL score of 475 and/or ECCT score of 3.25;
   b. Cumulative Grade Points Average of minimum 3.00;
   c. Students move at the latest in the beginning of 3rd semester;
   d. Pay all education costs in international class. For UP3 and SDP2, students only pay the difference.
   e. Nominal for BPP is adjusted to international class fee regulation;
   f. Admission is approved by the availability of international class capacity.

In general, the assessment of students is determined by the components: Grades of Mid Semester Examination (UTS), Final Semester Examination (UAS), quizzes, assignments and attitudes in the class. The weight for each component is determined by the lecturer/coordinator. In general, the grades of UTS and UAS is stated in number 0 to 100; while the final grade of the course is stated in letter A, AB, B, BC, C, D, and E, namely:

Course Grade (NMK)	Quality Score Grade (NAM)	Category
A	4	Excellent
AB	3,5	Very Good
B	3	Good
BC	2,5	Fair
C	2	Satisfactory
D	1	Passing
E	0	Poor

Student learning success is measured based on Grade Point Average or GPA, namely:

$$IP = \frac{\sum_{i=1}^{n} K_i \, NAM_i}{\sum_{i=1}^{n} K_i}$$

IP   : GPA
NAM   : Quality score grade of the course taken
K   : the number of course credits
n   : the number of courses taken

- The measure of learning success in one semester is measured by the Semester Achievement Index (IPS), which is the IP/GPA calculated from all courses in a semester.
- The measure of learning success in one year is measured by the Year Achievement Index (IPT), which is the IP/GPA calculated from all courses in a year.
- The overall measure of learning success is measured by the Cumulative Grade Point Average (CGPA), which is the IP/GPA calculated from all courses that have been taken using the last grade if a course has been repeated.

Academic Rules
Scoring System

Each academic activity is followed by an evaluation that serves to measure the achievement of learning outcomes at the end of the semester. Learning assessment standards are the minimum criteria for systematic activities carried out to determine qualifications for planning and implementation, controlling the learning process, and learning outcomes after students have undergone the learning process.

Learning assessment serves to:
a. Motivate student to learn;
b. Determine the success rate of students meeting learning outcomes in each course / block of the course;
c. Improve the planning and implementation of the learning process.

Example of Calculating Semester 1 GPA (IP)

No	Course	Credits	Grade	Weighted Grade	Total
1	Religion	2	A	4	8
2	Indonesian Language	2	C	2	4
3	Calculus	4	B	3	12
4	English 1	2	B	3	6
	Total	10			30
GPA (IP) = 30/10 = 3

Example of Calculating Semester 2 GPA (IP)

No	Course	Credits	Grade	Weighted Grade	Total
1	Entrepreneurship	2	A	4	8
2	ICT Literacy	4	A	4	16
3	Algorithm in Programming	3	A	4	12
4	Physic	3	B	3	9
	Total	12			45
GPA (IP) = 45 / 12 = 3,75

Example of Calculating CGPA (IPK)

No	Course	Total Credits	Weighted Grade	GPA (IP)
1	Semester 1	10	30	30/10 = 3
2	Semester 2	12	45	45/12 = 3,75
	Total	22	75	CGPA (IPK): 75/22 = 3,41
BE CAREFUL IN CALCULATING CGPA (IPK)
WRONG: CGPA (IPK) = (3 + 3,75) / 2 = 3,38 !!!

Retaking/Repeating Courses

Students must be in the same level to repeat a course with the purpose of improving the grade. In a repeat course, the grade that applies is the most

Semester Credit System

Satuan Kredit Semester (SKS/Credit) is a period of learning activities charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a study program. Implementation of One SKS/Credit is like in the table below. Semester is a unit of time for effective learning activities for 16 (sixteen) weeks.

Table: The Meaning of 1 SKS/Credit Load

Implementation of 1 SKS/Credit	
Learning Type	Implementation of Learning Activities Per Semester
Lecture, Responsi, Tutorial	a. 50 minutes face to face per week; b. 50 minute structured assignments per week; c. 60 minutes of independent learning activities per week.
Seminars, etc.	a. 100 minutes face to face per week; b. 60 minutes of independent learning activities per week;
Practicum, studio practice, workshop practice, field practice, research, community service	a. 170 minutes per week;

Academic Leave

1. Academic Leave is permission granted by the Rector (University President) for students who wish not to participate in all academic activities within 1 (one) or 2 (two) consecutive semesters.
2. Academic leave does not result in an increase in the maximum study period limit.
3. First year students are not allowed to take academic leave.
4. Requirements for a student to be able to apply for Academic Leave:
   a. Illness requiring long period of treatment, which may interfere with academic activities. A confirmation letter of the diagnoses from a designated doctor is required.
   b. Experiencing family economic difficulties.
   c. Further information on academic leave can be seen at: http://baa.telkomuniversity.ac.id/pengajuan-cuti-akademik/

Perwalian Akademik/Academic Consultation

Perwalian or Academic Advising is the process of academic consultation between a student and an assigned lecturer who will be the student's Academic Advisor. The Academic Advisor is responsible with directing students during their studies at the university and supporting the development of an academic atmosphereconducive to the success of their studies. Students have the opportunity to meet with their Academic Advisor at least 3 (three) times in a semester. The implementation of *perwalian* can be done through personal or collective consultation with all students who are under the guidance of one *Dosen Wali*/Academic Advisor. *Perwalian* can be carried out on-site in campus and on-line through internet using Igracias in *perwalian* menu. Students must make appointment to meet with their advisor on-sitin campus. One of the Advisory session is the consultation and approval by the Acadmic Advisor for study plan of the following semester. Collective or on-line advising does not eliminate the right of students to carry out personal advising through face-to-face contact with their *Dosen Wali*/Academic Advisor. Dosen Wali/Academic Advisor is a permanent lecturer at Telkom University who is assigned based on the Rector's Decree as the university representative-

to carry out academic and non-academic consultation for students and bridge the communication between the university/faculty/education program with parents of student.

Responsibilities and authorities of Dosen Wali/Academic Advisor regarding the academic aspects of students are as follows:

a. Provide guidance and approval of study plans for students, with reference to applicable academic regulations.
b. Provide guidance for students in participating in curricular and extra-curricular activities, so that optimal study results are obtained.
c. Keep up with the development/progress of the student studies as consideration to determine further handling.
d. Give approval to students in submitting applications for *Sidang Akademik* that determine the status and/or graduation of their education stage.

Responsibilities and authorities of Dosen Wali/Academic Advisor regarding non-academic aspects of students are as follows:

a. Help find a way to solve students' personal problems related to the progress of the study.
b. Provide recommendations for specific needs relating to the smooth running of student studies.
c. Provide learning motivation and encouragement to students.

For non-academic problems that require special consultation, the Dosen Wali/ Academic Advisor can refer students to counselling services by professional psychologists.

Registration

Students are required to register before starting a semester on the schedule and rules determined by the university to register themselves administratively as active students and at the same time to ratify the students' study plan for the semester. To be able to carry out registration, students are required to make the payment of education fees and have obtained approval for study plan in the semester that will run from the Dosen Wali/Academic Advisor through the perwalian process.

The registration process is considered successful and completed if the student has already print out the Student Study Card/Kartu Studi Mahasiswa (KSM). Failure to download/print the KSM can cause the student registration process to be considered NOT completed. As a result, the student's academic activities are not recognized, because the student's name is not listed in the attendance list of lectures, practicums and exams. Unregistered (mangkir) students are students who do not re-register according to the schedule and regulations set at the beginning of the semester. Thus, their names are not listed in the perspective semester. Students resignation occurs when students do not re-register for two consecutive semesters and do not apply by the deadline-

for *Perubahan Rencana Studi* (PRS) for the next semester. Telkom University which will automatically deem the resignation as determined by the University President's mandate upon the Academic Assembly (*Sidang Akademik*) recomendation.

Final Project/*Tugas Akhir* (TA)

1. Final Project/Tugas Akhir (TA) is a scientific paper based on the students study during the undergraduate program and it is a requirement to complete a Bachelor Degree (S1) at Telkom University.

2. The Final Project/*Tugas Akhir* (TA) is an assignment for the last semester of study period which is a continuation of the Seminar course in the previous semester. The Seminar and Final Project are a continuous unit of academic activities.

3. The output of a TA can be in the form of problem solving research faced by individual/community or products that are carried out systematically through analytical activities that are reported in Scientific Writing.

4. The implementation of TA can be carried out independently or in groups.

5. A maximum of 5 (five) students can participate in the TA group.

6. In the TA group, each member chooses a topic from the main theme and write an individual report that shows interrelationship amongst the topics chosen by each member.

7. The TA advisors consist of Advisor I and Advisor II with requirements refer to the provisions of national standarts and regulations of higher education, namedly:

   a. Advisor I is a lecturer who has at least a master degree with a minimum academic position of Lector (L) in the field of expertise that is linear with the Study Program.

   b. Advisor II a lecturer who has at least a master degree with a minimum academic position of Assistant Professor/*Asisten Ahli* (AA) in the field of expertise that is linear with/supporting the topic of the TA, or can come from practitioners/industries with a master degree and work experience of at least 5 years or 5 years after pursuing a master degree in the field that is in accordance with the topic of the TA and approved by the Study Program.

Sidang Akademik/Kenaikan Tingkat

Sidang akademik is a session of lecturer assemblies that is scheduled by the organizer of an educational program and attended by the head of the program, academic advisor/dosen wali, and the lecturers, discussing a number of agendas related to evaluation and study status of students, which include:

a. Recommendation for determining student's academic and graduation status
b. Recommendation for proposals for graduates based on his/hes Best Achievement in Student Affairs.
c. Recommendation for determining the graduation of *kenaikan tingkat* of study.
d. Recommendation for students to be dropped out per *tingkat*/level.
e. Recommendation for students to be dropped out due to the maximum study period.
f. Recommendation for the applications of extending study period and Recommendation for special exams.
g. Recommendation for grade changes of courses.
h. Report on the study status of students who withdraw themselves and who do not register 2 (two) consecutive semesters is considered withdrawal from the University.
i. Monitoring the number of graduates and active students per class, dropping out and withdrawal.

a. Monitoring the number of students with problems and provide the solutions

The Dean or Vice Dean of Academic and Student Affairs chairs students' *Sidang Akademik* with data provided by the Head of the Study Program.

On the pre-determined schedule, the Academic Advisor/*Dosen Wali* registers all their student's who have met the graduation requirements of the *sidang akadmik* to the Head of the Study Program to be tried. Students who want to repeat a class and do not proceed with *Sidang Akademik* must inform the Academic Advisor/*Dosen Wali*. If they do not, their Academic Advisor will register the student's for *Sidang Akademik*.

Sidang Kenaikan Tingkat is a process of evaluation required for each student to go through upon the completion of courses at each level. Once the students have been considered to have passed a level, they are not permitted to retake or repeat courses from previous level. The completion deadline for

1. Tingkat/Level I (one) at most 4 (four) semesters
2. Tingkat/Level II (two) at most 8 (eight) semesters
3. Tingkat/Level III (three) at most 10 (ten) semesters
4. Tingkat/Level IV (four) at most 12 (twelve) semesters

Academic Misconduct Disciplinary Sanctions

1. Any activity that undermines the integrity of the institution. Activities include cheating in excams such as replacing other students during exams (jockey), copying other students answer, giving answer, collaborating on exams, fabrications and plagiarism is a serious violation of Telkom University students ethic. Students will be summoned by disciplinary commission and confronted with the allegations. The most serious sanction is expulsion from Telkom University.
2. Students who consume alcohol, narcotics and other illegal substances will be summoned to the disciplinary commission with the most serious sanction is expulsion from Telkom University.
3. Students who participate in fighting and violence within the Telkom University's campuses will be summoned to the disciplinary commissin with the most serious sanction is expulsion from Telkom University. All losses incurred will be submitted to the authorities (police).
4. Telkom University will take serious action on matters related with Defamation of SARA (Suku, Agama, Ras, dan Antar-golongan/Ethnicity, Religion, Race, and Inter-group relations). Cases related to defamation of certain SARA will be presented to be resolved by the Ethics Commission, with the most serious sanction is expulsion from Telkom University.
5. Telkom University strongly opposes to bullying. Cases of bullying will be presented to be resolved by the Ethics Commission, with the most serious sanction is suspension for one semester.
6. Immoral behaviors conducted by students will be summoned by the Ethics Commission, with the most serious sanction is expulsion from Telkom University. All losses incurred will be reported and submitted to the authorities (police)
7. Smoking is prohibited at all Telkom University campuses.

Uniform

The uniform policy from Monday to Saturday is as follows:

No.	Day	Uniform
1	Monday	Tel-U White Shirt Uniform
2	Tuesday	Casual Shirt
3	Wednesday	Traditional Shirt / *Batik*
4	Thursday	Tel-U Red Shirt Uniform
5	Friday	Traditional Shirt / *Batik*

Monday:
Tel-U White Shirt Uniform

Tuesday:
Casual Shirt

Thursday:
Tel-U Red Shirt Uniform

Wednesday & Friday:
Traditional Shirt

International Exposure Programs

There are few things that are differentiate international class students and regular class students. Other than language used in teaching, international class students have special programs and additional requirements for graduation, that are participation in international mobility program, international certification, and valid English skill test certificates.

Student Exchange

Student exchange is an international exposure program giving students the opportunity to study abroad at a partner university. Students can choose either one semester or two semester study program. in addition to international academic experience, students are expected to assimilate to learning and living in a foreign country. The experience will prepare students to compete and contribute globally.

Eligibility Requirements

Students must meet the requirements set by both Telkom University and the partner university to be eligible to apply for student exchange program.
Requirements set by Telkom University are as follows:

- Telkom University international class students
- Having a passport
- Successfully completed at least the first-year courses
- CGPA ≥ 2.75 for Engineering Programs and ≥ 3.00 for Business Programs

- Good command of both written and spoken English (proven by English test certificate with the score equivalent to TOEFL 500)
- Have a Letter of Recommendation from the Study Program Approved by Head of Study Program/PIC International Class and Academic Advisor

Application Procedure

◆ **Application to Telkom University**
- Check the eligibility requirements
- Submit the application form (click here to download the form) along with these documents:
  a. Clear colored copy of passport
  b. Copy of the latest academic transcript (can be downloaded from your Igracias account)
  c. Copy of valid English test certificate

◆ **Administrative Selection**
Applicants who pass the administrative selection will be contacted via email for interview. Please check your email inbox (and the spam folder) regularly.

◆ **Interview**
Applicants will be interviewed by ICAO.
Applicants who pass the interview will be nominated as exchange students and must submit the documents required by the partner university. (check the required documents in the guidebook). There may be an additional selection process and/or an interview conducted by the partner university if needed.

◆ **Acceptance Letter**
Applicants are officially accepted if they receive an acceptance letter from the partner university.

◆ Flight tickets and Visa

Flight tickets and visa application are organized by International Office. Individual arrangement of flight tickets and visa without International Office permission is not allowed. Exchange students must purchase return tickets for this program. Please visit International Office for more information.

◆ Tel-U Tuition Fee

- Exchange students pay 10% of tuition fee at Telkom University if they are required to pay for tuition fee at partner universities.
- Exchange students pay 50% of tuition fee at Telkom University if the tuition fee at partner universities is waved.

◆ Tel-U Registration

Exchange students must register at Telkom University for the semester during exchange. Please consult with related Prodi/Departement regarding the courses taken at the partner university and the study plan.

◆ Pre-Departure Briefing
◆ Departure

Guidebook

Download student exchange guidebook to find out more detail information about student exchange program of each partner university. It provides information such as the requirements set by partner universities, tuition fee, estimated expenses, course list, etc. The guidebook can be downloaded at http://icao.telkomuniversity.ac.id/program/exchange/

Joint/Dual Degree

Telkom University offers a program to students who wish to graduate with two bachelor degrees. Both majors or study programs will be taken simultaneously at Telkom University and one of partner universities. This way, students can finish both degrees in less time, compared to taking one degree program after the other.

Eligibility Requirements

Students must meet the requirements set by both Telkom University and the partner university to be eligible to apply for joint/dual degree program. The requirements are as follows:

- Telkom University international class students
- Having a valid passport
- Successfully completed at least the 1st until 5th semester courses (currently studying in 6th semester)
- Having an excellent academic record with minimum GPA of 3.00
- Good command of both written and spoken English (proven by iBT TOEFL test certificate with minimum score of 79, or Academic IELTS test certificate with minimum score of 6)

For the requirements set by the partner university, please refer to the fact sheet which can be downloaded above.

1. Submission of Application Documents
- Check the requirements
- Fill out joint/dual degree online application form. To complete the form, you must login to your Telkom University email account or Gmail account. At the end of the form, students must upload the scanned copy of the following documents:
a. Passport (name the file: your full name_passport
b. iBT TOEFL or IELTS certificate (name the file: your full name_toefl/eprt)

c. Academic transcript (name the file: your full name_transcript)

d. Financial support letter (name the file: your full name_financial support letter)

The template of financial support letter can be downloaded at https://icao.telkomuniversity.ac.id/downloads/ Please prepare the scanned copy of those documents in PDF and the maximum size of each document is 1 MB.

2. Shortlisted Selection

Application documents will be reviewed and applicants who meet the requirements will be contacted via email for interview. Please check your email inbox (and the spam folder) regularly.

3. Interview

Applicants will be interviewed by Prodi to see how much they know about the program and how ready they are to participate in the program.

4. Pre-Departure Orientation

ICAO will hold an orientation for students to be prepared for joint/dual degree program. All applicants who pass the interview must attend the orientation.

5. External Selection (at partner university)

Applicants who pass the interview will be nominated as joint/dual degree students to the partner university.

- Applicants apply online and/or submit the documents required by the partner university (check on the fact sheet the requirements set by the partner university).
- The online application and required documents will be reviewed by the partner university.
- There may be an additional selection process, and/or an interview conducted by partner universities if needed.

Note: Each partner university may have different application process.

6. Accepted as Joint/Dual Degree Student

Applicants who pass the application process will receive an acceptance letter or admission letter from the partner university and officially accepted as joint/dual degree student.

7. Flight Tickets and Visa

Flight tickets and visa application are organized by International Office. Individual arrangement of flight tickets and visa without International Office permission is not allowed. Exchange students must purchase return tickets for this program.

8. Tuition Fee Payment

Tuition Fee at Partner University

Tuition Fee at Partner University	Tuition Fee at Telkom University
Waived	50%
Pay Tuition Fee	10%

9. Course Registration

- Joint/dual degree students must register for courses at Telkom University as well during their study period at the partner university. However, each Prodi may have different regulation regarding course registration for joint/dual degree students. Please consult with Prodi for more information.
- Course registration process at partner university is different from one to another. It will be informed after applicants officially accepted as joint/dual degree students.

Edutrip

Edutrip Program is one of the Outbound Mobility Program offered by Telkom University to Telkom University students in international class to visit some of partner universities, industries and cultural heritages. In this program, students have a chance to attend class in the university partner and get credit from the program. The program usually last for 3 days-2 weeks. In addition, the students will be exposed to the cultural excursion when they have an opportunity to taste traditional food, shop signature product, and immerse to the local culture heritages. This program usually takes 1 week to visit one or more countries. International Office of Telkom University will arrange the schedule of Edutrip and will publish to international students through International Class Academic Office (ICAO).

- The student reads detailed information of the program.
- The student fills out the online application form for joining the program (that will announce later)
- The student submits the following documents to the online application:
- Scan of valid passport
- Red-background photo
- Scan of TOEFL ITP or EPRT Certificate

Website link: https://icao.telkomuniversity.ac.id/edutrip/

Documentation : (Short Program) Hanyang International Summer School 2023
Hanyang University, Seoul South Korea

Summer School

Summer school is a short program hosted by Telkom University partners to give students the opportunity to learn and experience the student life at their campus. Students will have the experience to learn in international atmosphere and to immerse in the local culture of the visited country. They will be introduced to the culture, food, scenery, etc. It is conducted with a different range of time from 1 to 4 weeks depending on each host institution program.

Eligibility Requirements

Students must meet the requirements set by both Telkom University and the partner university to be eligible to apply for summer school. Requirements set by Telkom University are as follows:

- Telkom University international class students
- Having a passport
- Currently at least in the 2nd semester by the time of application
- Good command of both written and spoken English (proven by English test certificate with the score equivalent to TOEFL 500 or completed at least 80% of attendance of English courses provided by the Language Center in the first and second semester)

For the requirements set by partner universities, please refer to the host university brochure.

Application Procedure

- Students apply for summer school program by completing and submitting Summer Application Form to International Office. download summer application form
- If the application is approved by ICAO, the students can then continue the application process by following instructions set by the host university. If the application is not approved by ICAO, it means that the students are not eligible to apply and they cannot join the program.
- After receiving invitation/acceptance letter from the host university, International Office will inform flight tickets and visa arrangement. Purchasing flight tickets and visa application individually without permission from International Office is not allowed.
- There will be a pre-departure briefing organized by International Office and all students must attend.
- Departure (all students at the same time) with assistance from International Office
- After completing the program, students are required to make a summer school report and submit it to International Office

IMPORTANT NOTE: There are two stages of application that students must follow to join summer school. First is the application to International Office and second is the application to host/partner universities. Remember! You must apply to International Office first before you apply to the host/partner university.

Winter School

Eligibility Requirements

Students must meet the requirements set by both Telkom University and the partner university to be eligible to apply for winter school.

- Requirements set by Telkom University are as follows:
- Telkom University international class students
- Having a passport
- Currently at least in the 3rd semester
- Good command of both written and spoken English (proven by English test certificate with the score equivalent to TOEFL 500 or completed at least 80% of attendance of English courses provided by the Language Center in the first and second semester)

For the requirements set by partner universities, please refer to the host university brochure.

Application Procedure

- Students apply for winter school program by completing and submitting Winter Application Form to International Office. download summer application form
- If the application is approved by International Office, the students can then continue the application process by following instructions set by the host university.

If the application is not approved by International Office, it means that the students are not eligible to apply and they cannot join the program.

- After receiving invitation/acceptance letter from the host university, International Office will inform flight tickets and visa arrangement. Purchasing flight tickets and visa application individually without permission from International Office is not allowed.
- There will be a pre-departure briefing organized by International Office and all students must attend.
- Departure (all students at the same time) with assistance from International Office
- After completing the program, students are required to make a winter school report and submit it to ICAO.
- ICAO will make a request of TAK points to BK for students who have submitted winter school report.

International Community Service

Community Service aims to make students grow care to the society, grow creativity in problem solving, and learn to work hard in collaboration. Community Service will focus on underdeveloped area such as a border area between two countries.
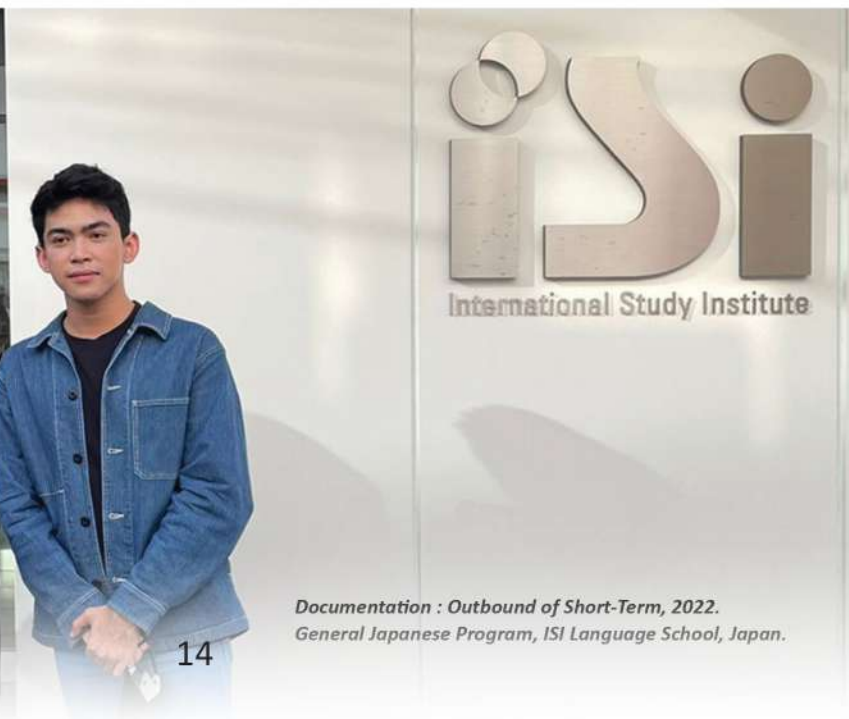
Duration Program : 6-8 Weeks
5 projects = 5 Teams
2 Mentor / Manager for each team

Benefit :
1. International Exposure
2. Problem Solving
3. Certificate

Problem Analysis → Solution Development → Implementation

Documentation : Outbound of Short-Term, 2022.
General Japanese Program, ISI Language School, Japan.

International Class Programs

English Synergy Program (ESyP)

ESyP aims at improving English language skills for first-year international class students. This program is held regularly every semester. mThrough ESyP, international class students are expected to be better prepared to take part in study activities and also participate in international activities. Please note that lectures in international classes are carried out using English as the language of instruction. In addition, international class students are required to take part in international exposure programs such as student exchange or double degrees.

- **EPRT AND ECCT**

English Proficiency Test (EPrT) and English Communicative Competency Test (ECCT) are tests that can show your English skills. For graduation, you must hold a valid EPrT (or TOEFL ITP) certificate with minimum score of 500 and ECCT certificate with minimum score of 3.5.

International Certification

Students are required to have at least one international certification related to their field by the time of graduation to assure their competency to meet international standards. It prepares them to be ready facing the competitive globalized era.This certification is a program to equip the students with international level skills and qualifications. In this era students need to compete with global citizens therefore it is our main goal to prepare students with necessary skills and training through certification.

They learn how to keep up with recent global quality. Some of International Certifications that students of international class take are: Lean Six Sigma/LSS, Microsoft Project, BSS, MSS, CAPM,NGN, ZTE, SAP, Oracle, Techbros. Duration : The duration can range from 1 to 2 weeks depending on the types of certification.

Writing from Scratch Center

This program is organized by International Class Academic Office (ICAO) with the aim of helping and assisting international class students to finish the writing of their thesis. Since 2020, this program is helped by an external tutor and students will join the class once a month.

Purpose : For help final-year students with their thesis.

Benefits : Knowing how to write thesis in english improving writing skills and certificate.

Procedure :

- Please, fill in the guidance form for after meeting and signed tutor
- Please fill and read carefully for the Statement of Commitment. After being signed by the student and Head of Study Program /PIC International Class and send the statement letter back to ICAO email.
- Choose your own time and day to meet the tutor after that, confirm to Tutor
- maximum meeting is 4 times with tutor

Student Volunteer

Student volunteer helped ICAO organize activities held by ICAO for international class students help as the committee for the activities such as workshops, sharing session, and competition.

ICAO is also concerned with the student's character and skill development, so hopefully student volunteers can be the pioneer of international student's organization in Telkom University.

Benefit :
1. Gaining professional working experiences
2. Improving organization skills
3. Building networking
4. Having the chance to give back and help others
5. Receiving a certification for every volunteering activity

Job Descriptions :
1. Supporting ICAO in implementing their programs and services
2. Being a representative of students to disseminate information from ICAO
3. Helping to build a good image of International Class

Documentation : Global Learning Week 2023

Global Learning Week (GLOW)

Global Learning Week (GloW) is a two-week credit earning program. During the program, most departments offer various courses aimed at leveraging students' academic competence. Students are exposed to the recent technology innovation and its effect on the society, techno-preneur and scientific academic insights; views about inter fields of study, issue analysis and trends developing in society. These academic activities are designed to enrich the international academic atmosphere at Telkom University, enhance the quality of teaching and learning, and widen the international mutual collaborative work among experts.

During the program students will :
• Earn 2-3 credits
• Participates in study and discuss together with International Lecturer.
• All courses and meeting are onsite or hybrid

International Class of Study Programs/Prodi

TELECOMMUNICATION ENGINEERING

Head of Study Program : Dr. Leanna Vidya Yovita, S.T. M.T.
PIC of International Class : Dhoni Putra Setiawan, Ph.D.

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Program Descriptions

The Bachelor Program of Telecommunication Engineering is a program that focuses on studying in the telecommunications field. The scope of the study includes the engineering aspects related to technologies, protocols, services, design, and engineering of broadband information delivery. The fields offered are Telecommunication Transmission (Transtel), Networking Cybernetics and Management of Engineering (NCM), and Information Signal Processing (PSI). The study focuses on some capabilities, such as Telecommunication Engineering Study Program Able to design, build, operate and integrate network devices in the form of physical devices (for example routers, switches, firewalls) or logical devices (eg honeypots, docker, kubentes, SDN) Able to perform information signal processing (electrical and physical phenomena) in the form of videos and photos; Able to design and implement telecommunication transmission equipment; Able to design and implement modern algorithms into the telecommunication system; and Able to understand and design new regulations in the telecommunications sector.

Program Learning Outcome

1. Believe in the absoluteness of God and show a religious attitude
2. Has the ability to to apply knowledge of mathematics, science, information technology and engineering to comprehend telecommunication principles wholistically
3. Has the ability to design component within a system and/or process to meet the expected needs set within a realistic scope
4. Has the ability to conduct experiments to strengthen engineering judgement in the field of telecommunication
5. Has the ability to identify, formulate, analyze and solve the telecommunication engineering problems

6. Has the ability to apply methids, skills, and modern engineering tools necessary for engineering practices
7. has the ability to communicate effectively in oral and written manners
8. Has the ability to plan, accomplish, and evaluate tasks under given constraints
9. Has the ability to work in team
10. Has the ability to be accountable and responsible to the society and adhere to professional ethics in the field of telecommunication
11. Has the ability to understand the need for lifelong learning, including access to the relevant knowledge of contemporary issues in the field of telecommunication
12. Has an understanding of enterpreneurship, both in individual and multidisciplinary contexts

Graduate Profile

1. A professional, competent, and independent Bachelor in Engineering in Telecommunication.
2. A professional who is able to contribute actively to the advancement of the telecommunications sector, compete in the field of information and computer technology, adapt to new environments, and continuously able to develop their potential.
3. A professional who are capable of self-directed and continuous learning, as well as utilizing their own potential to develop themselves within the context of their environment's potential.

ELECTRICAL ENGINEERING

Head of Study Program : Husneni Mukhtar, S.Si, M.T., Ph.D.
PIC of International Class : Dien Rahmawati, S.Si, M.T.

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Program Descriptions

The Bachelor Program of Electrical Engineering (BEE) was officially founded on January 16th, 2007 under the Electrical Engineering Department of Telkom School of Technology (STT Telkom) based on a decree from the Ministry of Higher Education numbered 108/DT/2007. At the end of 2019, The Bachelor Program of Electrical Engineering (BEE) offers three specializations: Electronics Systems, Control Systems, and Embedded System. The studies focus on developing the students or the graduates to be capable of Designing, implementing, and integrating hardware applications based on programmable devices (e.g. Microcontroller, PLC, FPGA); Implementing the processing and data acquisition of electric signals from various biological and physical phenomena; Designing and implementing communication systems between two or more electronic devices or systems; Designing and implementing modern control algorithm into the electro-mechanical system, automatization system, or robotic.

Program Learning Outcome

- **ATTITUDES (SK)**
1. CP 1 : Being devoted to the One Almighty God, upholding the values of humanity based on Pancasila, and responsibly adhering to the professional ethics as a graduate of Electrical Engineering.
2. CP 2 : Capable of collaborating in multidisciplinary and multicultural teams while possessing an entrepreneurial spirit.

- **KNOWLEDGE (PP)**
1. CP 3 : Applying general knowledge of mathematics, science, and ICT to comprehensively understand engineering problems through electrical engineering approaches.
2. CP 4 : Having insight into technological developments and contemporary issues in the field of electrical engineering as a lifelong learning process.

- **GENERAL SKILLS (KU)**
1. CP 5 : Having the ability to conduct experiments, analyze, and interpret experimental data.
2. CP 6 : Possessing the ability to communicate scientifically effectively, both orally and in writing.
3. CP 7 : Having the capability to plan, execute, and evaluate engineering tasks within certain limitations.

- **SPECIFIC SKILLS (KK)**
1. CP 8 : Capable of using hardware and software effectively in the fields of Electronics Systems, Control Systems, and Embedded Systems.
2. CP 9 : Capable of identifying problems and implementing logical, critical, systematic, and innovative thinking in problem-solving within the fields of Electronics Systems, Control Systems, and Embedded Systems.

Graduate Profile

1. Graduates have successful careers in their field of study, especially electrical engineering, which is accompanied by a professional attitude, leadership spirit, effective communication, and the ability to collaborate in a multidisciplinary environment.
2. Graduates are able to continue their studies to a higher level, or develop themselves in terms of knowledge and skills to innovate at work.

INDUSTRIAL ENGINEERING

Head of Study Program : Muhammad Nashir Ardiansyah, S.T., M.T., Ph.D.
PIC of International Class : Ayudita Oktafiani, S.T., M.Sc.

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📷 @industrialtelu

Program Descriptions

The undergraduate Industrial Engineering (IE) Program of Telkom University specializes in empowering Industrial Engineering knowledge with Information and Communication Technology (ICT) to enhance productivity, efficiency, and effectiveness. The undergraduate IE Program aims to produce graduates who have not only a strong understanding of the aspects of integrated systems and industrial engineering with good competencies but are able to utilize ICT to enhance the implementation of IE knowledge. IE program was established on September 28, 1990, at Telkom University (formerly named Sekolah Tinggi Teknik Telkom / STT Telkom, then become Telkom Institute of Technology / IT Telkom). As one of the oldest programs, Undergraduate IE Program has received several excellent accreditations, including:

- Accredited Unggul by the National Accreditation Board for Higher Education of the Republic of Indonesia in 2022 (SK No. 2555/SK/BAN-PT/AK-ISK/S/IV/2022).
- Internationally Accredited (Provision) by Indonesia Accreditation Board for Engineering Education (IABEE) in 2018

Program Learning Outcome

1. PLO 1 : Able to master the theoretical concepts of natural science, engineering mathematics applications; engineering fundamentals, engineering science, and engineering design necessary for the analysis and design of integrated systems
2. PLO 2 : Able to apply the concept of mathematics, science, and engineering principles to solve complex engineering problems in integrated systems (including people, materials, equipment, energy, and information
3. PLO 3 : Able to identify, formulate and analyze complex engineering problems in integrated systems based on analytical, computational, or experimental approaches
4. PLO 4 : Able to master the current principles and issues in the economy, social aspect, and ecology.
5. PLO 5 : Able to formulate solutions to solve complex engineering problems in integrated systems by considering economic, health and public safety, cultural, social, and environmental factors.
6. PLO 6 : Able to master the principles and techniques of integrated system design with a systems approach

7. PLO 7 : Able to design an integrated system according to the technical standard, safety, and environmental health standards by considering aspects of performance and reliability, ease of implementation and sustainability, economic, social, and cultural factors.
8. PLO 8 : Able to research and investigate complex engineering problems in integrated systems using basic engineering principles and by carrying out research, analysis, data interpretation, and information synthesis to provide solutions.
9. PLO 9 : Able to master the latest knowledge of technological developments and communication techniques
10. PLO 10 : Able to consider effective and efficient resources and utilize appropriate engineering design and analysis tools based on information and computing technology to carry out engineering activities.
11. PLO 11 : Able to communicate well in writing and oral
12. PLO 12 : Able to understand professional responsibilities and professional ethics
13. PLO 13 : Able to recognize needs, and manage lifelong self-learning
14. PLO 14 : Able to collaborate in a working group
15. PLO 15 : Able to utilize knowledge and skills related to technology, management, market and financial information to develop a business innovation

Graduate Profile

There are 3 Professional Profiles (PPM) from Graduates of the Industrial Engineering S-1 Study Program. Graduates of Industrial Engineering will have the ability in:

1. Designing, improving, and installing ICT-based integrated system (professional industrial engineer);
2. Advancing knowledge and skills cotinuously (graduate student);
3. Implementing creativity and innovation in creating and developing business opportunities (entrepreneur).

INFORMATION SYSTEM

Head of Study Program : Taufiq Nur Adi S.Kom., M.T., Ph.D.
PIC of International Class : Asti Amalia, B.Mm., M.Sc.

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Program Descriptions

Information System Study Program is a study program consisting of two domains, namely Business and Technology. Information Systems bridge the gap between technical components (information and communication technology) and non-technical components (business and management), so that graduates from the Information Systems study program will have technological competence and Business competence. The Information System Study Program emphasizes how to utilize information and communication technology (ICT) to solve problems faced by businesses or organizations and is able to provide an evaluation of the strategic value of using ICT in achieving organizational goals.

The Information System Study Program prepares a competency-based curriculum design by integrating hard skills and soft skills so that graduates of the information systems study program are expected to be able to compete with other college graduates, have character and have professionalism in their fields. Graduates from the Information System Study Program can act as Information Systems Developers, Data Specialists, or Information System Consultants in various industries, including manufacturing, retail, finance, banking, public services, government, and others. In addition, graduates of the bachelor Information Systems study program also have the provision to develop Technopreneurship and IS Researcher to a higher level of education.

Information System Study Program is one of the study programs that are members of the Industrial Engineering Faculty and graduates of the Information Systems Study Program are awarded an academic degree in Computer Science (S.Kom). It is hoped that graduates from the Information Systems study program can contribute to the advancement of the development of telematics or information and communication in Indonesia and internationally.

It is hoped that graduates from the Information Systems study program can contribute to the advancement of the development of telematics or information and communication in Indonesia and internationally.

Program Learning Outcome

1. PLO 1 : The ability to apply knowledge in the field of computing and mathematics that is relevant to the discipline.
2. PLO 2 : The ability to analyze problems, perform identification, and define computational requirements that align with the appropriate solutions.
3. PLO 3 : The ability to design, implement, and evaluate computer-based systems, processes, components, or programs to fulfill desired requirements.
4. PLO 4 : The ability to work effectively within a team to achieve common goals.
5. PLO 5 : Understanding of professionalism, ethics, law, security, social issues, and responsibilities.
6. PLO 6 : The ability to communicate effectively with diverse participants.
7. PLO 7 : The ability to analyze the local and global impact of computing on individuals, organizations, and society.
8. PLO 8 : Awareness of the needs and capabilities in on going professional development.
9. PLO 9 : The ability to use the latest techniques, skills, and tools required for computing practice.
10. PLO 10 : Understanding and the ability to support the use, delivery, and management of information systems within the Information Systems (IS) environment.
11. PLO 11 : The ability to apply business knowledge in developing the capacity to become a technopreneur.

Graduate Profile

Information System Developer is a profession in the field of information technology that is responsible for designing, developing, implementing, and maintaining information systems. The information systems managed by Information System Developers include software, databases, and the technological infrastructure required for the business operations of an organization. The following are the main tasks of an Information System Developer:

1. Requirement Analysis
2. System Design
3. Software Development
4. Testing and Maintenance
5. Adapting to Technological Changes
6. Continuous Improvement
7. Collaboration with various parties involved in Information System Development.

Data Specialist is a profession specializing in managing and analyzing data within an organization. Data Specialists play a role in collecting, organizing, cleaning, and interpreting data to provide insights that assist businesses in making critical decisions. The following are the main tasks of a Data Specialist:

1. Data Management
2. Data Analysis
3. Data Interpretation
4. Data Visualization
5. Data Quality Assurance

Information System Consultant is a profession that provides consultation services to organizations/companies regarding the planning and implementation of information systems. The main task of an IS consultant is to assist organizations/companies in understanding and leveraging information technology to achieve their goals. The following are the main tasks of an IS Consultant:

1. Requirement Gathering and Analysis
2. System Design
3. Technology Recommendation
4. Conducting System Implementation and Integration
5. Performing Risk Management

A technopreneur is a technology entrepreneur who focuses on the development, application, and utilization of technology to create innovative solutions and technology-based products. Here are the characteristics of a technopreneur:

1. Engaging in Technological Innovation
2. Having Entrepreneurial Spirit
3. Possessing High Initiative and Creativity
4. Graduates of Information Systems from Tel-U have the ability to pursue further education at higher levels such as master's and doctoral degrees.

INFORMATICS

Head of Study Program : Dr. Erwin Budi Setiawan, S.Si., M.T.
PIC of International Class : Gia Septiana Wulandari, S.Si., M.Si., Ph.D.

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Program Descriptions

The Undergraduate of Informatics Program is one of the best Study Programs at Telkom University. The program is nationally accredited by BAN PT for May 5, 2021, to March 31, 2026. In the QS Stars ranking system, Telkom University has reached 5 starts in Specialist Criteria: Computer Science & Information Systems. Moreover, the Computer Science subject is ranked 4 in Indonesia based on Times Higher Education ranking 2022. Also, the program is already Internationally Accredited by IABEE "General Accreditation", dated March 18, 2021.

The program has a vision: toward an undergraduate study program that obtains a national and international reputation in education, research, and innovative community service in the field of informatics, especially intelligent systems.

There are some missions the program has that are:

- Organizing undergraduate education programs with international standards for the field of Informatics. Informatics scientific field that is the focus is smart systems;
- Carrying out research in the context of developing science and technology for smart systems;
- Participating in providing services to the public and professional community in the field of Informatics, especially communities that are relevant to the development of intelligent machines and systems;
- Collaborating with industry, government, and alumni in order to develop entrepreneurship in the Informatics field or other fields relevant to Informatics.

Program Learning Outcome

- **ATTITUDE**
1. PLO 1 : Demonstrate a godly attitude towards God Almighty, which is manifested in mutual respect and responsibility in a diverse society.
2. PLO 2 : Demonstrate a professional attitude in the form of adherence to professional ethics, the ability to work together in multidisciplinary teams, an understanding of lifelong learning, and responses to social issues and technological developments.

- **KNOWLEDGE ACQUISITION**
1. PLO 3 : Able to apply science and mathematics to solve engineering problems with computing principles.
2. PLO 4 : Able to apply computing methods effectively and efficiently.
3. PLO 5 : Able to apply computing methods in the development of intelligent systems and machines.

- **GENERAL SKILLS**
1. PLO 6 : Able to apply entrepreneurship and business concepts as a basis for conducting entrepreneurial simulations.
2. PLO 7 : Able to communicate effectively both orally and in writing.
3. PLO 8 : Able to plan and complete tasks within existing boundaries, and evaluate the results systematically.
4. PLO 9 : Able to make decisions appropriately in the context of problem solving, based on the results of the analysis of information/data and the implications of decisions.

- **SPECIAL SKILLS**
1. PLO 10 : Able to build intelligent systems on a specific platform, taking into accounts the aspects of software engineering, security and user convenience.
2. PLO 11 : Able to apply the latest methods and technology to design and conduct experiments in the field of computing, both in the laboratory and in the field, and analyze the results.
3. PLO 12 : Able to identify problems and formulate computational solutions to problems in informatics and computers.

Graduate Profile

Professional in Informatics Engineering Area

- Descriptions: Professionals in the field of Informatics who will pursue their careers from staff level to higher levels, both in companies and other forms of organization. Professionals who become freelancers and ready to be recruited at any time by anyone in a project or program-based job.
- Professions:
1. System analyst and intelligence systems developer:
   - Business Intelligence analyst,
   - Competitive intelligence analyst Software developer (analysis, design, coding, tesing)

2. System analyst and data developer engineering:
   - Database administrators
   - Database specialist
   - Data analyst
   - UI/UX engineer
   - Network engineer
   - Information security engineer
   - IT consultant
   - IT forensics investigator

Entrepreneurs in Informatics Area

- Descriptions: Entrepreneurs in the field of informatics who will use their creativity and innovation abilities to build independent businesses or create jobs for others.
- Professions: IT consultant (software house, start-up).

Academics in Informatics Area

- Descriptions: Academics in Informatics Engineering area who will focus to become lecturer or researcher in various higher education and research institutions.
- Professions:
   - Academics (lecturer assistant, laboratory assistant)
   - Research and Development staff (re searcher assistant)

MBTI / INTERNATIONAL ICT BUSINESS

Head of Study Program : Ratih Hendayani, ST., MM., Ph.D.
PIC of International Class : Dr. Putri Fariska Sugestie, S.Si., M.Si.

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Program Descriptions

Bachelor Program of Management of Business in Telecommunications and informatics is an integrated study plan that assesses, implements, and develops the science underlying information technology in the field of business management. The direction of scholarly study from this study program includes discipline, process, management, and techniques needed in the convergence business covering planning, development, and implementation. Excellent programs that exist in MBTI is Internship in a company in accordance with the Business Management of Telecommunications and Informatics; carry out certification activities for students such as the certification of Big Data, MarketingProfession, CPHR, Certified Financial Planner, Certified Capital Market (Broker, WPPE, WMI), Tax Brevet), and has International Class program in which the teaching and learning activities is delivered in English.

Program Learning Outcome

1. PLO 1 : Be able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science and technology by upholding human values in carrying out tasks based on religion, morals, and ethics.
2. PLO 2 : Be able to apply logical, critical, systematic, and innovative thinking in the context of developing or implementing science and technology independently by paying attention to and applying humanities values, norms, and academic ethics according to their expertise.
3. PLO 3 : Be able to master theoretical concepts in management science, leadership principles, and entrepreneurship and apply them in various types of organizations at local, national, and global levels.
4. PLO 4 : Having a skill in conducting theoretical and empirical studies in the field of management based on mastery of scientific methods and accommodating information technology-based management content

5. PLO 5 : Having a skill in formulating and implementing strategic plans to provide solutions to operational problems of management and information technology-based organizations, including marketing, operations, human resources, finance, and entrepreneurship.

Graduate Profile

The Bachelor's Program in Telecommunications and Information Business Management is a comprehensive curriculum that explores, applies, and develops the knowledge that underlies information technology in the field of business management. The academic focus of this program encompasses disciplines, processes, management, and techniques needed in the converging business landscape, including planning, development, and implementation stages. The graduate profile formulated by the curriculum team is as follows:

- First-level Managers in the fields of marketing, operations, human resources, and finance, working in various government and private institutions.
- Analysts in consulting and research institutions.
- Independent young Entrepreneurs.

1. **Manager**, a graduate Manager possesses:
   a. Ability to organize according to their field of work
   b. Ability to carry out managerial tasks

2. **Analyst,** a graduate Analyst possesses:
   a. Ability to analyze management systems within a company
   b. Ability to predict information for businesses
   c. Ability to implement improvements in business and organizations

3. **Entrepreneur,** a graduate Entrepreneur possesses:
   a. Own business
   b. Ability to develop and expand their business
   c. Ability to create employment opportunities

ACCOUNTING

Head of Study Program : Dudi Pratomo, S.E.T., M.Ak., Ph.D.
PIC of International Class : Tri Utami Lestari, SE., M.Ak.

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Program Descriptions

The Accounting Study Program is part of the Faculty of Economics and Business since the merger of four institutions (IMT, ITT, Politeknik, STISI) Telkom University on August 14, 2013 based on a letter Decree of the Director General of Higher Education KEMENDIKBUD No. 309/E/0/2013. International accreditation has been obtained by the Accounting Study Program on August 29, 2018 according to with an accreditation certificate from the Accreditation Service for International Schools, Colleges & Universities (ASIC) as Premier University.

OBJECTIVE

1. Creating trust from all stakeholders;
2. Produce graduates in the field of digital-based accounting who international standard;
3. Produce excellent fundamental studies and research in the field of digital-based accounting that can be published nationally as well as internationally;
4. Produce service programs and community empowerment in digital-based accounting field through innovative collaboration between academia, government, industry, media, and communities that will contribute widely to economic and social growth Public.

Program Learning Outcome

1. PLO 1 : Able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science and technology while upholding the values of humanity in carrying out tasks based on religion, morality, and ethics.
2. PLO 2 : Mastery of the basic principles of economics, business, and the concepts of accounting information compilation by utilizing information technology and communicating the results.
3. PLO 3 : Capable of designing and professionally applying skills in the fields of accounting, auditing, finance, and taxation to communicate and solve problems while considering various risks for decision-makers.

4. PLO 4 : Able to make decisions, maintain, develop networks, take responsibility, perform supervision, and evaluate the completion of tasks in the fields of accounting, finance, and taxation while considering various risks for decision-makers.
5. PLO 5 : Capable of making decisions, maintaining, developing networks, taking responsibility, performing supervision, and evaluating the completion of tasks in the field of auditing by considering various risks for decision-makers.

Graduate Profile

Profile of Bachelor Accounting Study

Financial Analysts & System Analysts

1. Management Accountant
2. Auditor
3. Tax Accountant
4. Public Sector Accountant
5. Entrepreneur
6. Researcher

BUSINESS ADMINISTRATION

Head of Study Program : Syahputra, Ph.D.
PIC of International Class : Sherly Artadita, S.T.P., M.B.A., M.S.M

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Program Descriptions

The Business Administration study program is a study program under School of Communication and Business, Telkom University. This program is projected to prepare experts in the field of business administration. Opened since 2008, our study program prepares the students to become entrepreneurs and business leaders who can integrate knowledge of finance, marketing, management and operations into an effective business model. In answering the needs of businesses executives, we concentrate in creating graduates with the ability of conducting business analyses as analysts, leaders and entrepreneurs. Therefore, our graduates will be able to thrive in domestic and global business, adaptive to change, and excel in business competition. in business competition. The Business Administration study program accredited "Unggul" from LAMEMBA (Lembaga Akreditasi Mandiri Ekonomi, Manajemen, Bisnis, dan Akuntansi), effective from October 10th , 2022 untuk October 10th, 2027.

This program also essentially complies with the AQAS Criteria for Programme Accreditation and is in compliance with the requirement defined by the ESG. The accreditation is conditional and valid until September 30th, 2028. The number of students of this program is increasing in each year, and until the first semester of 2023/2024 there were 1944 actives students existed. In order to realize the vision of the University's mission and program of study, since 2015 this program opened International Class of Business Administration.

Telkom University International Class of Business Administration was first opened in 2015 which was formed in accordance with the vision and mission of the University. The International Class of Business Administration study program using English as the primary language in their daily activity, which includes lectures, internships, exams, theses, trials, scientific publications, etc. With the existence of Business Administration International class, it is hoped that students will gain international exposure and prepare themselves to compete globally.

The curriculum used in international classes is the same as the curriculum in the regular Business Administration program, with the addition of a number of international activities and certifications, including edutrip, international certification related to Business Administration, internship with a foreign company or multinational company, and student exchange. All of this activities were design to prepare student's resilience and competitiveness in domestic and global business world.

Program Learning Outcome

1. PLO 1 : Functional Business Area: graduates demonstrate an understanding and application of basic business functions in all functional areas in business administration
2. PLO 2 : Communication: graduates demonstrate effective oral and written communication skills
3. PLO 3 : Analytical thinking and problem solving: graduates demonstrate the ability to evaluate, analyze, and interpret information to make business decisions.
4. PLO 4 : Demonstrate ethical values and professional attitudes in handling organizational and business problems
5. PLO 5 : teamwork: graduates demonstrate the ability to work in teams to achieve common goals
6. PLO 6 : technology: applying technology and

Graduate Profile

Bachelor of Business Administration's graduates profile is as follows:

1. **Entrepreneur**
- Have the ability to identify business opportunities based on the latest developments.
- Have the ability to identify business risks and provide alternative solutions.
- Have the ability to identify and analyze problems in business organizations in a professional manner.

2. **Intrapreneur (Professional)**
- Have the ability to identify and analyze problems in business organizations in a professional manner.
- Have analytical and systematic skills in evaluating business processes and providing problem solving recommendations.
- Have the ability to work in a team to support business success.

3. **Business Analyst**
- Have the ability to identify, analyze business problems and policies using quantitative and qualitative approaches in formulating business solutions.
- Have the ability to formulate and implement cross-functional business strategies.
- Have the ability to use interpersonal and inter-group communication skills to build cross-functional trust.

COMMUNICATION SCIENCE

Head of Study Program : Idola Perdini Putri, Ph.D
PIC of International Class : Pradipta Dirgantara, S.IP., M.I.L M.Sc.

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Program Descriptions

The communication Studies Program was established in 2008 and is one of the leading study programs at Telkom University. In order to support the Merdeka Belajar Kampus Merdeka program and in accordance with the campus curriculum development plan, 2019 Telkom University carried out the process of preparing the 2020 curriculum. The preparation of the 2020 Curriculum refers to the Outcome-Based Education (OBE) framework which is in line with increasing the competitiveness of the transformative 4.0 industrial revolution. and dynamic.

The 2020 curriculum contains critical thinking, problem-solving, and interacting skills across the globe that form leaders. The 2020 curriculum design in the Communication Studies Study Program itself develops several learning models. The learning model in several courses consists of project-based learning (PjBL), problem-based learning (PBL), and integration with international and national certification schemes. While in research and community service activities, the initiation of collaboration with the Industrial World Business World (DUDI) has long been carried out, so it is hoped that it can make a real contribution to DUDI problems through research products and community service. Not only that, but this learning model also aims to contribute to the nation's competitiveness through collaboration with DUDI.

In addition, the 2020 curriculum also has an excellent program with three curriculum choices called the Work Ready Program (WRAP). The WRAP program is carried out as a form of the Independent Learning Campus (MBKM) activity. WRAP is prepared for students to have a learning experience outside the study program. This WRAP program consists of WRAP Internship, Entrepreneurship, and Researchship. WRAP Internship is designed for students to experience working in a real industrial environment.

WRAP Entrepreneurship is designed for students to be able to build a form of start-up company under the guidance of Bandung Techno Park (BTP) or a collection of lecturers in the relevant study program. Meanwhile, WRAP Researchship is designed for students to experience a deeper academic atmosphere in the form of internships in research centers/communities within Telkom University. The WRAP program is given a load of 9 credits to 20 credits according to the activities carried out by students. A load of 20 credits is given if students carry out this activity for 2 semesters.

Communication Studies Study Program in implementing the tridharma, especially in the aspects of communication and entrepreneurship, has a flagship project called Idea Festival (IdeaFest), Urban Village (Urvil) and the Cultural Community Activity 'Geusanulun'. IdeaFest and Urvil activities are developed by lecturers and students through the integration of courses in Brand Communication, Integrated Marketing Communication, Public Relations Marketing and Social Marketing, and Event Management. Both are implementations of Project Based Learning towards a word-class entrepreneurial university.

The Communication Science study program is equipped with ICT-based learning facilities and systems, complete with radio, television, photography and multimedia laboratories. This facility makes prospective graduates of this study program not only have soft skills in the field of communication science, but also have strong hard skills. To develop soft skills and hard skills, students can also take part in extracurricular activities through student club forums such as Ready radio (Radio), Kofi (Photography), Ikom Channel (Film and Television), Lokatara (Article writing) and ICT (Field). Multimedia).
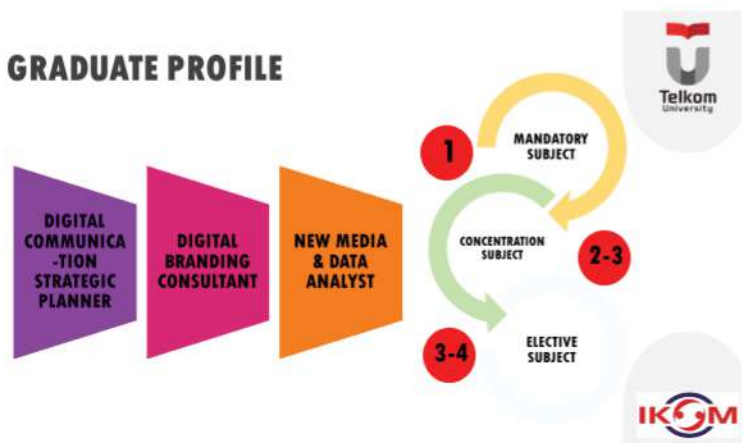
Program Learning Outcome

1. PLO 1 : Upholding the values of humanity and nationality based on religion, morals, ethics, law, and professionalism to be able to enter and appreciate differences in improving the quality of life of the community.
2. PLO 2 : Understanding the core, elements, and basics of communication science
3. PLO 3 : Understanding the process and impact of communication science studies on individuals, organizations, or society.
4. PLO 4 : Understanding the business strategy to develop entrepreneurship abilities related to the field of marketing communications and media in particular, and other fields in general.
4. PLO 5 : Having the ability to think logically, critical, analytical, creative, systematic, innovative, and collaborative to achieve a solution.
5. PLO 6 : Having the ability to design, analyze, implement, evaluate and strategy element to the study of science communication in the form of academic work and practical products independently and collaboratively to promote academic ethics.
6. PLO7 : Having the ability to use the technology, software, hardware, analytic tools to support the process of delivering marketing communication messages and digital data analysis.

Graduate Profile

1. **Digital Communication Strategic Planner :**
Graduates are able to plan, manage, and evaluate communication strategies on various media platforms related to communication, business, and social, cultural and political studies.

2. **Digital Branding Consultant :**
Graduates are able to plan, manage and evaluate digital branding strategies including products, corporations, communities, personal, geographic and cultural branding.

3. **New Media & Data Analyst :**
Mastering and having the ability to plan, manage, analyze digital data using social media analytics in communication, business, and social, cultural and political studies

VISUAL COMMUNICATION DESIGN

Head of Study Program : Arief Budiman, S.Sn., M.Sn.
PIC of International Class : Sri Nurbani, S.Pd., M.Hum.

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Program Descriptions

Visual Communication Design international class is one of the study programs in the Faculty of Creative Industries (FIK) of Telkom University. Based on the science of art, design, and technology, as well as other supporting sciences, Visual Communication Design provides education to produce visual communication design graduates who are qualified to master Information technology and local wisdom, and able to develop themselves into entrepreneurs in the field of design and creative industries (creativepreneurr). Graduates of the Visual Communication Design of Telkom University can create design works by prioritizing the process maturity and integration of their knowledge with other sciences so that they can be useful for the Visual Communication Design profession and science, the creative industry, and society. The rise of businesses in the creative and digital fields encourages Visual Communication Design-Telkom University to have two study concentrations, namely Technopreneurship and Multimedia Marketing. Technopreneurship concentration will focus on producing a technology-based visual product and creating a business. Meanwhile, Multimedia Marketing focuses on planning and researching visual product marketing. Visual Communication Design (DKV) is a science that bridges the communication of meaning through a visual medium. The academic disciplines are applied among others through practical and theoretical learning, which can bring an understanding of a design directly from the student's experience. This study program does not only prepare students to earn a degree in the field of design but also promotes innovative thinking to encourage creative initiatives toward the implementation of design in everyday life. Visual Communication Design International Class commits to facilitating the students find their passion and polish their skills in the creative industry through four years of the full-time program.

The program embodies the classical model in Visual Communication Design that covers the various branches of study; such as Graphic Design, Multimedia, and Advertising Design. It enables the student to explore the interest within each course and perform on a project from multiple perspectives. At the end of the study, students have experienced the whole program and they may choose which career path in creative industries that suit them best.

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Program Learning Outcome

1. Obeying the law and being disciplined in public and state life, respecting the diversity of cultures, views, religions, beliefs, and opinions, or original findings of others
2. Demonstrating responsibility for his expertise and internalizing independent, persistent, and entrepreneurial characters
3. Mastering theories, concepts and the process of visual communication design in-depth based on the instructions and being able to adapt to the encountered situation
4. Able to make proper decisions in accordance with the information and data analysis to produce alternative solutions individually and collaboratively.
5. Able to apply the advancement of science, technology, and/ or arts to solve the encountered problems

6. Able to apply logical, critical, systematic, innovative, and creative thoughts, to produce solutions, ideas, designs or art critiques in the form of thesis papers, final project reports or publication that retain the values of humanities according to rules, procedures, and scientific ethics

7. Able to work individually and in teamwork, transdisciplinary, quality, measurable, and responsible for achieving results

8. Able to document, store, and secure the results of information and data analysis to ensure validity and prevent plagiarism

9. Able to organize the information of design projects, to develop concepts, to implement strategies and to manage visual communication design processes

10. Able to apply the basic principles of communication, visual communication design and design, to present, to make production-ready visual communication design materials and to

Graduate Profile

- **Graphic Artist**: Delivers the whole ideas, story, or information through artworks in limitless medium and style. The creative outputs of a graphic artists are mostly graphic such as cartoon, illustration, character design, graphic novels, comic books, movie illustrations, etc. Graphic artist will play with the composition, action, dialogue, etc.

- **Graphic Designer**: Graphic Designer intends to attract more viewers by displaying the visual information based on content and purpose. A Graphic Designer's portfolio might include Infographic, Print Design, Marketing Collateral, Digital Design, Web Designer, UX/UI Designer, Brand Identity design, Presentation Design, etc.

- **Animator**: An animator combines sequenced images to create the illusion of real movement regarding a story or a particular information. They can add sounds and music to enhance the experience of animation. The job includes traditional media, 2D and 3D animation, motion graphics, and stop motion for any purpose.

- **Game Designer**: The game Designer builds a game from the concept as rules, characters, gameplay, and settings to prototype or finish, also includes team management and testing the game before launch.

- **Movie Maker**: Movie production requires many skills where producers, directors, designers, artists, videographers, talents, movie editors, and other crews are working together. While, the primary duties of movie-making consisted of script-making, directing, editing, and even financing.

- **Photographer**: Photographers (also videographers) use a variety of photography tools to capture and record objects, people, events, or scenes for documentation or commercial use. The job not only involves knowledge about the technique or equipment but also communication skills to directing the crew.

- **Creative Director**: Creative Director (Also Art Director) Both are experts who are in responsibilities to manage the company's advertising and marketing activities. They will be charged with several job desk such as planning, optimizing media buying and monitoring the running campaigns or the promotion for clients.

- **Copywriter**: in Advertising Agency, a copywriter is charged for concepting or writing compelling textual content for ads and marketing materials, from script to printed media. To be a professional copywriter, the competence of doing research, communication, and linguistics are essential.

- **Creativepreneur**: The creativepreneur is an entrepreneur who integrates and runs the business within creative industries. Because the product/services are based on art and design, a creativepreneur must shape their skills to sell creativity with economic values.

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"Never stop learning. Never stop growing"
– Mel Robbins

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