



STUDENT HANDBOOK

GRADUATE PROGRAM IN
IMPLEMENTATION RESEARCH

Academic year 2020–2021



Universitas Gadjah Mada
Faculty of Medicine, Public Health, and Nursing
Graduate Program in Implementation Research

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I. WELCOME

The Faculty of Medicine, Public Health, and Nursing Universitas Gadjah Mada (FK-KMK UGM), which is established on March 5, 1946 as the oldest Faculty of Medicine in Indonesia, has grown rapidly over the years and positioned itself to become the leading institutions in Indonesia and in the Region. Supported by 555 lecturers, 33 Professors, 537 supporting staff, 26 departments, 15 research centers and working groups, FM UGM offers three undergraduate programs, six master programs, 20 residency training programs, and a doctoral program. Every year, over 500 undergraduate students and 600 graduate students (consisting of 150 residencies, nearly 400 master students and 50 doctoral students) are enrolled.

Extensive number of research and its innovations are also produced for the advancement of understanding and solving health problems faced by the country and global community. These studies ranged from the biomedical aspect to policy analysis of particular health agenda, thus providing comprehensive and collaborative approaches in dealing with health problems. Improvement in building the curriculum and master student as well as the management system in the organization is a continuous endeavor in the undergraduate and graduate education program to meet the Indonesian and global competency standards, and to be able to compete at a global level in addressing health agenda and health care delivery. Continuous research endeavors and high quality study programs would have not been achieved without distinguished faculty members, visionary leadership and an unparalleled network of partners, funding agencies and the alumni.

Located in the Special Region of Jogjakarta with the magnificent Merapi Mount in the background, FK-KMK UGM offers dynamic academic atmosphere and innovations to best serve the interest of the nation and humanity. We gladly welcome you to explore and experience our programs and to enjoy our campus life which depicts a blend of cultural power, professional life and technological advance.

Warm regards,
Prof. Dr. Teguh Aryandono SpB(K) Onk, Surgical Oncologist

II. INTRODUCTION

a. The Faculty

FK-KMK UGM has grown rapidly over the years and positioned itself to become the leading institutions in Indonesia and in the Region. Supported by 555 lecturers, 33 Professors, 537 supporting staff, 26 departments, 15 research centers and working groups, the Faculty offers three undergraduate programs, seven master programs, 20 residency training programs, and a doctoral program. Every year, over 500 undergraduate students (consisting of 150 residencies, nearly 400 master students and 50 doctoral students) are enrolled. Extensive number of research and its innovations are also produced for the advancement of understanding and solving health problems faced by the country and global community. These studies ranged from the biomedical aspect to policy analysis of particular health agenda, thus providing comprehensive and collaborative approaches in dealing with health problems. Continuous research endeavors and high quality study programs would have not been achieved without distinguished faculty members, visionary leadership and unparalleled network of partners, funding agencies and the alumni.



b. Vision and Mission (UGM)

Vision

To be excellent and innovative world class university, imbued with nation's cultural values based on Pancasila as the state ideology and dedicated to the nation's interest and humanity.

Mission

To carry out education, research and community service as well as preservation and development of knowledge that is excellent and useful for society



III. CURRICULUM

Code	Course	Credit units	Coordinator
IKT172	Epidemiology, Control and Management of Tropical Diseases	2	Dr. dr. Mahardika Agus Wijayanti, DTM&H, M.Kes
KUI6001	Methodology Research	2	Prof. dr. Adi Utarini, MPH, MSc, PhD
KUI6011	Biostatistics: I	3	Prof. dr. Siswanto Agus Wilopo, MSc., ScD
KUI6021	Epidemiology: I	3	dr. Riris Andono Ahmad, MPH, PhD
KUI6031	Social Sciences and Behavior in Public Health	2	Prof. Dra. Yayi Suryo Prabandari, M.Si, PhD.
KUI6041	Health Policy and Management	2	Prof. dr.Laksono Trisnantoro, MSc.,PhD
KUI6381	Theory and Practice of Public Health	2	Prof. dr. Siswanto Agus Wilopo, SU., MSc., ScD.
KUI6652	Health Program Management	2	dr. Yodi Mahendradhata, MSc .,PhD
IKT162	Infection Control	2	Dr. Dra. Ning Rintiswati, M.Kes.
IKT182	Zoonosis and Vector Control	2	dr. Tri Baskoro T Satoto, M.Sc., Ph.D.
KUI6051	Environmental Health	2	Prof. dr. Hari Kusnanto Josef, SU., DrPH
KUI6402	Implementation Research	3	dr. Yodi Mahendradhata, MSc .,PhD
KUI7171	Public Health Communication and Advocacy	2	Prof. Dra. Yayi Suryo Prabandari, M.Si, PhD.
KUT660	Drugs and vaccines for tropical diseases	2	Dr. dr. Eti Nurwening S., M.Kes., M.Med.Ed.
KUI8001	Thesis	8	
		39	
Elective (2 credit units)			
KUI7631	Global Health	2	dr. Yodi Mahendradhata, MSc .,PhD
KUI6601	Health Economics	2	Dr. Heni Wahyuni, S.E., M.Ec.Dev.
KUI6611	Health Informatics	2	dr. Lutfan Lazuardi, M.Kes., PhD.
	Total	41	

IV. ACADEMIC INFORMATION

a. General Requirement

Candidates who can be admitted as students of Post Graduate Program in Master Student are those who have Undergraduate Diploma (S1), Indonesian Citizen (WNI) or Foreign Nationals (WNA) who have obtained licenses according to valid regulations.

b. Post Graduate Program Selection

Registration system for postgraduate student:

1. Regular

For those with the tuition fee by his/herself, who get the scholarship from his/her own institution, or general applicant who still apply for the scholarship from any ministry in Indonesia. For those who applying BPPDN scholarship belong to this category.

2. Cooperative

For those who work for the institution under MOU with UGM

3. International

For foreign student

c. Registration Procedures Indonesian Student

Applicant need pay the registration fee first. The

payment can be transferred to the Bank Account of the Rector UGM through the Bank BNI in Indonesia. Applicant will get the password and username to complete the online application form in www.um.ugm.ac.id.

d. Registration Time Indonesian Student

Registration for the prospective student who applies for BPPS (Beasiswa Pendidikan Pascasarjana) scholarship is from the beginning of December until April each year.

International Student

Deadline: TBD

e. Re-Registration

All the students should re-registration in every semester, that is on the end of July and August every year.

The date of tuition fee payment will be published at the website in the academic calendar web page. It is student responsibility to pay the fees and complete the enrollment by the published dates. If the fees remain unpaid, the student will be considered as an inactive student.

f. Course Duration and Course System

Regular Program in Graduate Program of Master student UGM takes 2 years/24 months, divided into four semesters. Academic year begins in September. For more details, the course system and its implementations are as follows:

Course System and Its Implementation in Graduate Program of Master Student

Program	Regular
Regular	<ul style="list-style-type: none"> • Course Duration : 2 years/24 months • Time on campus : 6 months/semester • Courses/Practical from Monday to Friday, morning until noon (+7 hours/day) • Saturday is available for reference study in the library. • At the end of second semester, students must finish their research proposal, discuss it and present it as a pre-proposal. • Early in the third semester, students present Proposal Seminar, if approved then does research. • Mid of fourth semester, students present result seminar. • At the end of fourth semester, students take thesis examination.

g. Course

1. Study Plan Card

After re-registration, the student will be given a registration sheet and Study Plan Card. The procedures of filling Study Plan Card are as follows:

1. Study Plan Card is filled one week prior to each semester academic activities.
2. Study Plan Card is declared valid if the person concerned can show proof of re-registration.
3. Study Plan Card signed by the Chairman of the Study/Academic Advisors consists of 4 copies, one is for the student, the second is for the Chairman of Study, and the third is for Administrator of the Program and the last one is for Secretariat of Studies Program.
4. Any changes in Study Plan Card must be approved by the Chairman by affixing his signature in the space provided in Study Plan Card, no later than two weeks after the courses begin.

2. Course System

Graduate Program of Master student in FK-KMK UGM is using Semester Credit System (SKS), an education system using Semester Credit Units (*Satuan Kredit Semester*) to indicate students' workloads of lectures, learning experiences, and program loads.

3. Study Result Card (KHS)

Study Result Card (KHS) is a card that contains a list of courses taken by a student along with score achieved. Study Result Card is issued by MASTER STUDENT Graduate Program based on data from the study.

4. Attendance

Students must sign the attendance list every time they attend the lecturers and practicum. Attendance of lectures is required to reach at least 75% to have rights taking examination of the related subject in the end of semester.

h. Facilities

Educational facilities available in Post-Graduate Program of Master student are as follows:

1. Central Library of Master student, FK-KMK UGM.
2. Library of the FK-KMK UGM.
3. UGM Graduate Library.
4. Library of Dr. Sardjito Hospital.
5. Teaching hospital Dr. Sardjito and hospital network spread in Jogjakarta and Central Java.
6. Air-conditioned classroom equipped with LCD, OHP Projector and Screen.
7. Laboratory
8. Wi-Fi
9. Canteen, photocopy shop and worship place.



V. ADMISSION

International Student

a. Pre-Arrival

Those who come to Indonesia using VITAS (6/12/24 month's visa) should be aware of your 'arrival stamp' in your passport and white landing card (departure card). The stamp from Immigration Officer at your first arrival of Indonesian Airport must have the following words written: "Permitted to enter and due to report at Immigration Office in Jogjakarta within 7 (seven) days from date hereof...".

You should, then, go to the Office of International Affairs of UGM (*Kantor Urusan Internasional*) to do the following steps:

1. Register at Office of International Affairs,
2. Ask the sponsor letter from UGM to be brought to local immigration office to get KITAS, the required documents for KITAS:
 - UGM sponsor letter (including Warranty Statement Letter)
 - Copy of Curriculum Vitae
 - Copy of passport of the relevant pages
 - Copy of visa/VITAS
 - Copy of white landing card (departure card)
 - Copy of study permit from the Ministry of National Education
 - Copy of Visa Authorization
 - 6 photos of 3×4 cm and 6 photos of 2×3 cm
 - Immigration forms that has been completed
3. Pay the tuition and student service fee at Mandiri Bank;

Account Name : Rector UGM
 Account Number : 137.000.225.8586
 Bank Name : Mandiri Bank, Branch Magister UGM
 Swift Code : BMRIIDJA
4. Go to the program/faculty bringing the copy of Registration Form and tuition fee payment receipt;
5. As soon as you finish reporting yourself in local immigration office (usually after two weeks you will get KITAS) then you should go to the police for STM (Police Report) & SKLD (Self Residing Report), to get an STM & SKLD from the police you need the following documents (3 copies of each item, except the photos):
 - UGM sponsor letter
 - Copy of passport of the relevant pages, including the new stamp from immigration office.
 - Copy of visa
 - Copy of white landing card.
 - Copy of KITAS (yellow card from immigration office)
 - Copy of *buku mutasi* (a blue book from immigration office)
 - Copy of study permit from the Ministry of National Education
 - Five color photos in red color background of 4×6 cm and 5 photos of 3×4 cm
 - Police forms that has been completed

6. The last step will be the sub district report for you as a temporary resident of Jogja inhabitant, commonly called SKPPS (*Surat Keterangan Pendaftaran Penduduk Sementara/ Letter of Temporary Resident*), along with the following documents:
- UGM sponsor letter
 - Copy of passport of the relevant pages, including the new stamp from immigration office.
 - Copy of visa
 - Copy of white landing card
 - Copy of KITAS (yellow card from immigration office)
 - Copy of *buku mutasi* (a blue book from immigration office)
 - Copy of STM/SKLD from the police (you should also bring the original one)
 - Copy of study permit from the Ministry of National Education 4 color background 4×6 cm

Note: We advise you to prepare 15 photos for each size 2x3cm, 3x4cm and 4x6cm (red background)

Important! The processing of your KITAS in Indonesia can take up to four weeks. During this time YOU WILL NOT HAVE YOUR PASSPORT and of course you will temporarily not be able to go abroad, open a bank account, and obtain a local driving license. Please bear in mind to always have a copy of your passport with you.

Once you have your KITAS and *buku mutasi* (a little blue book used to register changes of sponsor/ location of associated office of immigration), you better keep them in a very safe place along with your passport. If you are going to another city/town please always bring your KITAS with you.

Remember, KITAS and *buku mutasi* are very important. If they are lost you should report immediately to the nearby Police station. If it is lost in Bali for example, you must report to the nearest Police station in Bali and get *Surat Keterangan Kebilangan Barang* (SKKB) or lost report. This SKKB is needed to be brought with you when you come to the Immigration Office in Jogja to get your replacement card. In this case you will also need a

letter from OIA UGM as your sponsor. So please report your loss also to Office of International Affairs UGM to get the letter.

Important: As a student and or researcher in Indonesia with the limited stay visa, your visa requires you to give legally binding commitments as follow:

- Being able to give evidence of adequate financial support;
- Abiding by all Indonesian laws and university regulations;
- No use of illegal drugs;-No paid work in Indonesia;
- It is prohibited for you to participate in political activities, protest, and public demonstrations;
- Please give notification of any change of address.

Those who wish to stay in Indonesia for less than 4 months you may use Social and Cultural Visa (VKSB) and shall also come to Office of International Affairs to report your arrival and do registration at our Office. Our staff will then explain how to extend your Social and Cultural Visa. Please always keep a copy of your passport, photos (15 for each size 2x3cm, 3x4cm and 4x6cm with red background), and other documents with you for your stay permit needs.

Note: Please contact our admission officers at admission@oia.ugm.ac.id for further information for your visa arrangements.

b. Candidate Requirements Indonesian Student

1. Graduated from undergraduate program with GPA as follows:
 - ≥ 2.50 at scale 4 or its equivalent, for applicants from study program with A-level accreditation, or;
 - ≥ 2.75 at scale 4 or its equivalent, for applicants from study program with B-level accreditation, or;
 - ≥ 3.00 at scale 4 or its equivalent, for applicants from study program with C-level accreditation.

Accreditation of study programs is the current accreditation and a copy of the certificate of accreditation that has been legalized must be attached. Without any document that can prove the qualification, it will be assumed that the previous study has C-level accreditation, and therefore the candidate must submit the following documents:

- Proof of publication of scientific paper in accredited journal, or;
 - Affidavit from direct supervisor confirming that the candidate has a minimum position equivalent to echelon III (for those who are working).
2. GPA mentioned in point (1) for candidate from professional programs (doctors, dentists, pharmacists, and veterinarians) is the cumulative GPA of undergraduate degree and professional program;
 3. Candidate graduated from foreign university must submit documents of diploma equivalency issued by Higher Education Office;
 4. Candidate must have a valid (2 years after the date of issuance) certificate of Test of Academic Potentials (TPA) from BAPPENAS or Test of Academic Potential for Graduate Program (PAPs) UGM;
 5. Candidate must submit valid for 2 years after the date of issuance) certificate of English Proficiency:
 - Certificate of Academic English Proficiency Test (AcEPT) issued by UGM, or;
 - Certificate of International English Testing System (IELTS) issued by institution recognized by IDP, or;
 - Certificate Internet-Based (IBT) TOEFL issued by institution recognized by IIEF, or;
 - Certificate of Institutional Testing Program (ITP) TOEFL issued by Institution recognized by IIEF.
 6. Eligible candidate may apply to Graduate Program in the same field study of his/her previous program, or other program approved by program administrator.



7. The application document consists of:

- Proof of online registration with photograph
- Recent photographs
- Valid diploma of previous program Academic record
- Valid certificate of accreditation of the last education program
- Valid certificate of Test of Academic Potential for Graduate Program (PAPs) or Test of Academic Potentials (TPA) from BAPPENAS.
- Valid certificate of English proficiency issued by recognized institutions:
 - Certificate of Academic English Proficiency Tes (AcEPT) issued by UGM, or;
 - Certificate of International English Testing System (IELTS) issued by institution recognized by IDP, or;
 - Certificate of Internet-Based (IBT) TOEFL issued by institution recognized by IIEF, or;
 - Certificate of Institutional Testing Program (ITP) TOEFL issued by Institution recognized by IIEF.
 - Recommendation letter from of 2 (two) concerned lecturer at previous level, preferably from previous Academic Advisors (format can be downloaded here).
 - Faculty of Medicine Specialist Program: Recommendation from IDI Statement of good health
 - Faculty of Medicine Specialist Program: SKCK Personal statement (format can be downloaded here)
 - Permit for study from applicants institution (format can be downloaded here)

Applications submitted to:

Administration of Graduate Program

Directorate of Academic Administration UGM, 1st Floor

Sayap selatan, Bulaksumur, Jogjakarta – 55281

Phone: (0274) 6492116, 6491920 Fax: (0274) 552132

Website: <http://daa.ugm.ac.id>



VI. LEARNING ACTIVITIES

Learning activities include:

- **Face to face lectures**
Lecturers are designed based on competence and interests. Interactive learning includes clarification and confirmation of study objectives.
- **Guest lecture**
Inviting guest lecture is a routine practice in the Faculty of Medicine. Guest lectures are experts brought in from outside UGM agencies, or from abroad. Guest lectures are integrated with other departments in the Faculty.
- **Laboratory practicum**
This program is implemented to reinforce the students' knowledge of the theory they have learned from independent study and lecturers.
- **Field learning experience**
Field activities are intended to give the students idea about the scope of Master student science in society.
- **Bed site teaching at Hospital**
The students of Tropical Disease Study, NID and Zoonosis are required to join so that they learn about infectious diseases assessment.
- **Field-based teaching**
This program is conducted in health care or the Health Centers with the aim that students can learn management of infectious diseases eradication.
- **Seminar Discussion**
Students are required to conduct seminars in order to submit thesis proposal, thesis result, and thesis examination.
- **Special assignments/independent learning**
During the training, the lectures often give students assignments to find the latest

information and Journal Review over the internet which is provided for free within the Faculty of Medicine.

- **Research**
Research can be conducted by the student after the proposal is approved by the Main Supervisor and second Supervisor, and it is presented on seminar.
- **Reporting Student Activities**
All learning activities should be reported in a log book. The log book summarizes students' activities that will be recapitulated by Department Administrator and reported to the DAA.

a. Study Loads

Graduate Program of Master Student is scheduled to complete within 24 months (4semesters). Total number of study loads is 48 Semester Credit Unit, consisting of 40credits of lecturers and 8 credits of research/thesis.

b. Subject Classification

- Compulsory subjects are specific subject which are required for students to take as basis for further studies and are requirements for Master student Studies
- Optional subjects are subjects that students can choose to support their thesis according to their studies and interests.

c. Study Leave And Temporary Termination

Students can apply for study leave or temporarily inactive due to urgent reason. Academic leave may be granted for one semester and a maximum of two semesters. Students can apply for academic leave after completing at least two semesters (1 year) and has paid first term and the second term of tuition fees. Academic leave requests should be submitted at the beginning of the semester. The procedures are the same as extension of study procedures. The application

is submitted to Chief Manager of Master student Post-Graduate Program before the semester begins, and submitted 3 months before. Academic leave is not calculated as the used study period.

If during the study period the student is not legally registered as a student, then a period of time during being unlisted is not taken into account. In the event of temporary termination due to the actions and/or academic sanction, such as suspension, the time of action and/or penalties are taken into account. Temporary termination is calculated as the used study period.

d. Semester Credit System And Assessment Standard

- **Credit Semester System.**

Post-Graduate Program of Master student in FK-KMK UGM is using Semester Credit System (SKS). One credit for lecturer is equivalent to 50 minutes face to face lecturers scheduled weekly, 60 minutes structured academic activities (doing homework and reading reference books) while one credit for practicum is equivalent to 3 x 50 minutes (150 minutes) laboratory work scheduled weekly. One credit for fieldwork is equivalent to 4-5 hours per week in field for one semester. One credit for research is equivalent to research load 3-4 hours a day for one month (25 days).

- **Assessment Standard.**

In line with the competency-based curriculum, the assessment standard is based on established criteria. The standard is called the *Penilaian Acuan Patokan* (PAP) or *Penilaian Acuan Baku* (PAB). PAP system is used to assess the ability of students in absolute terms against a standard that has been set in advance which is called passing grade. Lecturers have set this standard before teaching begins. Students who can achieve or

even exceed the standard will pass and those who are not will fail. First, passing grade is set, and then those who pass will be grouped into groups rated.

Students' progress can be assessed from several aspects: mid-term exam, final exam, laboratory exam, field work report, and specialized tasks.

The assessment standards are as follows:

- A If score > 80,00
- B If score >65,00 and < 79,99
- C If score >55,00 and < 64,99
- D If score >45,00 and < 54,99
- E If score <45

e. Remedial Examination

Regulation of the Graduate Program in UGM states that examination is only once or there is not any re-examination. However, Graduate Program of MASTER STUDENT takes a policy in which students whose exam results are less satisfactory (grades C, D & E), may apply for re-examination to the Lecturer coordinator. The re-examination can be performed with the following requirements:

- Before submitting the examination grade to the Graduate Program Academic Division or examination is conducted at the same semester.
- Those who are eligible for re-examination are students with grade under B, because the highest grade given for the re-examination is B.
- The opportunity is only given once in the semester, and if the results of re-examination failed (below C), the students are given the opportunity to repeat the subjects and take examination in the following semester and could get a maximum grade of A.
- Class attendance required: attendance at lectures > 75%, and lab > 75%.

f. Evaluation Of Study

Evaluation of study is grouped into the final evaluation of the semester and the final evaluation of training. Evaluation is done by calculating grade point average (GPA) in the end of the semester and cumulative grade point average obtained until the end of the semester. The students who have GPA less than 3 at the end of the first semester will be given a written reprimand. If at the end of the second semester, his/her cumulative GPA is less than 3 which is calculated from the best 16 credits (minimum score C), the student will be declared incapable to follow the training and not allowed to continue the study. GPA for the entire academic performance is calculated from the grade of the subjects' examination and thesis examination. Student who earns GPA less than 3 will be notified to remove the deficiency. The students who have completed the credits will be evaluated. Students will be declared succeeded if they meet the following requirements:

- Have passed thesis examination.
- Have submitted thesis and publication manuscript that have been approved by thesis supervisor.
- Grade Point Average (GPA) of at least 2.75 without any D and E. Cumulative GPA is calculated based on the grade of all the courses you have taken and the grade of the thesis examination.

Every three months the administrator holds a meeting to discuss the progress report of every student in every interest, which was attended by students, Chairman of the program, secretary of the program, Chairman of Interests and Supervisors involved in the preparation of students' thesis. The purpose of this meeting is to evaluate the development and progress of each student, especially after the second semester. The administrator will help to resolve problems. It is done as an attempt to encourage the students to finish their study on time.

• Prediction Of Graduation

The following are results given to graduates with certain grade averages.

- $3.75 < \text{GPA} < 4.00$: With Praise/ distinction (Cum Laude)
- $3.50 < \text{GPA} < 3.75$: Highly Satisfactory
- $3.25 < \text{GPA} < 3.50$: Satisfactory

Graduated with honors (Cum Laude) is only given to students who can complete their study load with GPA 3.75 to 4.00 in the maximum of 1,5n study (n = number of normal semesters), 36 months.

Graduation ceremony is conducted four times a year : January, April, July, October



V. REGULATIONS ON PROPOSAL SUBMISSIONS, SEMINAR RESULTS, AND THESIS EXAMINATION

Pre-Proposal Rules

- Students are obliged to follow pre-proposal seminar according to the schedule from the Graduates Program, which is usually at the end of second semester.
- The seminar is intended to choose thesis supervisors and to construct the pre-proposal into a thesis proposal.

Regulations On Proposal And Seminar Proposal

General Regulations

- If the Academic Committee of Graduate Program in MASTER STUDENT UGM seems that it's necessary to have research proposal, students must obtain Ethical Clearance from the Commission on Ethics, Faculty of Medicine. The procedure to get Ethical Clearance as follows:
 1. Student application for Ethical Clearance to Graduate Program of MASTER STUDENT is accompanied by a research proposal which has been approved by the thesis supervisors, the first supervisor and the second supervisor, as well as a letter from the supervisor concerning to the importance of the Ethical Clearance.
 2. The Graduate Program will provide an introduction letter to Faculty of Medicine Dean and will be forwarded to the Chairman of Ethics Committee of Faculty of Medicine.
 3. The students bring a letter of introduction from the Dean of the Faculty of Medicine and it will be forwarded by the Graduate Program to Ethics Committee of Faculty of Medicine for Ethical Clearance and pay the administrative fee in advance.
 4. After the Ethical Clearance is completed, the Graduate Program will assign it to the student after the student pays the administrative cost.

Proposal Seminar

- Student is obliged to have seminar proposal according to the scheduled by Program Management Study, which is usually at the beginning of Semester III (after the 2nd semester).
- The seminar have to be attended by the Chairman of Study Program Management or appointed chairman of the board of examiners, the main supervisor, assistant supervisor, and the lecturers that are related with the title of the research to be conducted.
- In the proposal seminar, the students will get feedback and suggestions from the supervisors and the lecturer. Therefore, the proposal can be revised so that the student is able to conduct the research. Active communication between the student and the main supervisor and assistant supervisor is needed. So there will not be any predicament during the research.

Requirements for thesis submission

- The student ought to submit a research proposal to Graduate Program of Master student that have been approved by the main supervisor and assistant supervisor of the thesis.
- The research proposal has to be stapled.

- The student must settle the tuition of the first and second semester.
- The student must be enrolled at the time of the student thesis submission.
- The student is obliged to prepare the copies of power point presentations that will be distributed to the participants of the seminar.
- The student has to fulfill all requirements and the proposal draft must be submitted to the Study Program a week before the seminar.

The Procedure of Seminar Proposals Implementation

- The Seminar proposal is led by the Head of Graduate Program of Master student or the appointed chairman of the board of examiners.
- The time allotted for the seminar presentation for each student is 2 hours.
- The time for student proposal presentation is 20-30 minutes maximum.
- The time for proposal examination is 90-100 minutes.
- The Head of Graduate Program will decide whether the title and the proposal are viable or still needs revision. If the seminar forum participant has approved it, the student can

continue to the research.

- Students may also be recommended to do re-seminar when the research title should be altered. Therefore, the student must re-consultation with the main supervisor and assistant supervisor.

Research Seminar Rules

- The seminar on research results is implemented after the student has conducted research, has finished preparing the thesis manuscript and publications, and has received approval from the main supervisor and assistant supervisor.
- The seminar is led by the Head of Graduate Program or the appointed chairman of board of examiners and it is attended by the main supervisor, assistant supervisor and also associated lecturer as the source person and the students.
- The time allotted for the implemented research seminar for each student is 2hours.
- The time for research results presentation is 20-30 minutes maximum.
- The time allocation for research results presentation is 90-100 minutes.



Thesis Examination Rule

- Thesis examination is conducted after student implemented the research results seminar and revised the thesis based on feedback and suggestions during the research results seminar.
- Thesis examination can be held after the thesis manuscript and the publication manuscript have been approved by both thesis supervisors.
- The number of the board of examiners member is at least 3 people and a maximum of 5 people. If one of the boards of examiners is not available, the thesis exam has to be postponed.
- The main supervisor and assistant supervisor have to be available. If one the supervisors cannot attend the seminar, then the thesis examination has to be postponed.
- If the student cancels the thesis examination without any acceptable reasons, whereas the thesis exam schedule has been decided at the time of the research results seminar, the test will be re-scheduled in one month. The written adjournment reason must be submitted to the Head of Graduate Program.
- The time allotted for the Thesis Examination for every student is 2 hours.
- The time for thesis presentation is 20-30 minutes maximum
- The time for thesis examination is 90-100 minutes.

Graduation Rules

Students who have passed the thesis examination are required to attend the Graduate Graduation Ceremony at UGM, to receive a certificate. The requirements are as follows:

- Latest black and white photograph of 3 x 4 and color (each 2 pieces off)
- ORIGINAL graduate student card, as evidence that the student is still listed as UGM graduate student, or student card (ATM) which is already blocked off at BNI.
- Submission evidence of Thesis & CD in

PDF format from the Graduate Library (1 sheet)

- The proof of graduation payment Rp.700,000.00, (Rp.500,000.00: for the graduation ceremony, Rp. 150,000.00: graduation release, and Rp. 50,000.00: Legalized certificate and transcript) to Faculty of Medicine account No. 0039226923 in BNI UGM on behalf of the Graduate Program of Faculty of Medicine. Prospective graduates do not need to use a deposit slip and account number, just write the UGM student number.
 - For graduate program student class of 2007 and earlier, (the student card of UGM Graduate School version) hereby need to write the numbers before the letter “/” the first of student number and add the number “666” in front of it.
 - For graduate program students class of 2006 and before, just write the numbers after the character “/” the las student number and add the number “666” in front of it.

After that Bank BNI teller will record the payment to system (Host To Host), then the payment will be stored automatically in the UGM database.

- The attendance list sheet of BBPPS elucidation (1 sheet)
- The order of free-books lending from UGM library (unit II, Sekip)
- The order of free-books lending from UGM undergraduate library
- The order of free-books lending from UGM graduate library
- Form of Writing Graduate Certificate Data (2 sheets, attached black and white pas photo)
- Form of Personal Data of Graduates (2 sheets, attached colored pas photo)
- Form of Graduate data for the commencement
- Form of Graduate - 14 (Thesis Examination letter) - (1 original sheet)
- Form of Graduate - 15 (Thesis Examination letter) - (1 original sheet)
- Form of KAGAMA Member Registration (1

- sheet, attached colored pas photo)
- TOEFL Certificate (2 copies), for TOEFL-Like has to be legalized by PPB – UGM
- Thesis Ratification sheet (1 sheet, original and photocopy)
- Thesis Abstract sheet (1 sheet)
- Thesis Summary sheet (1 sheet)
- The manuscript publication approved by the Supervisor (2 pieces)
- The soft copy (CD) of Manuscript Publication (1 piece)
- Fill in the Thesis Title on a computer that has been provided by the UGM Graduate School
- Fill in the form of Toga lending
- For the BPPS students that will submit homecoming reimbursement, please take a SPPD form and confirm the homecoming plan to UGM Financial Directorate at the latest of the deadline graduates file entrance that have predefined previously, in Graduate Program of Master student. UGM Financial Directorate will help to book the ticket by submitting legalized SPPD by the student's institution officials.
- Submit the evidence of publication submission to the scientific journal publication in accordance with thesis title.

Note: Regulation of graduation ceremony can be changed any time according to UGM policy.

Guideline for Supervisor And Student

Establishing A Research Topic

- The idea research proposal should be thought as early as possible, even at the beginning of the course; students are expected to have a scheme of thesis topic will be taken.
- In order to be able to be punctual with study period, the development / presentation of a research idea will be associated with research methodology courses in the second semester, so that at the beginning of the third semester, students are prepared for the thesis proposal seminar.
- Once the students have completed the seminar and it is approved by the supervisors at the beginning of the third semester, the research for thesis can be conducted immediately.

- At the library study stage and preliminary studies, the students are expected to understand further and develop the research problems that will be completed.

Choosing The Supervisor

- The function of thesis supervisor is supervising and guiding also giving feedback and suggestion during the process student thesis arrangement. Not less important is to motivate students to have a passion for completing their thesis.
- The main thesis supervisor are those who have a doctoral degree (S3) or academics with a minimum position as Associate Professor (Gol.IV-a). If the academic title is Graduate (S2) then the advisor have to meet with certain requirements according to his position, such as (1) have been conducted 5 research as the main researcher for Associate Professor, (2) have six years teaching experience in graduate level (3) have experiences to supervise 10 students as the second supervisor and (4) have the appropriate expertise in accordance with thesis title.
- When a lecturer doesn't meet with the requirement above, then the lecturer is only entitled to a second supervisor, with the following requirements: (1) graduate education background (2) have conducted 5 researches, and (3) have the appropriate expertise in accordance with thesis title.
- Thesis supervisor rights are: (1) accept / reject the appointment as thesis supervisor. (2) established the proposal seminar and seminar results (3) signed / postpone the signing of the thesis if it's not eligible (4) accept / reject the inclusion of his/her name in publication manuscript (5) demand research results evidence
- Thesis supervisor Obligations are: (1) provide time and place for the consultation (2) monitor the process of proposal development, the research process to writing a thesis (3) reading student papers carefully and critically (4) prevent violations of ethics of research and thesis writing (5) assist the process of preparing a thesis run efficiently and (6) give examination



VIII. ETHICS, INTEGRITY AND ACADEMIC REGULATIONS

Graduate students are considered mature enough therefore it is expected that they have understood the proper attitudes and behaviors during the master student. The master student will run well if all the parties that involved are upholding the values of ethics. In the academic life, the thing that must be guaranteed is maintaining academic integrity. The entire academic member must maintain an attitude that reflects the academic integrity.

Students Ethics

Students as well as other academic faculty are expected to understand and apply some ethics that have been agreed in the Faculty of Medicine

1. Dress code:

- Students shall dress neatly, modest, polite and did not provoke the attention of others negatively.
- Students must wear shoes, wearing sandals / slippers are prohibited, shirts without a collar, jeans or pants 3/4 during the learning activities on campus and in the practice place of the study.
- Male students are not allowed to have long hair or wearing earrings in the ear or in any other undue places (piercing).
- Female students who wear Muslim dressing should be easily recognized by others (without veils).

2. Electronic communications (email) Ethics:

- Students must use the formal communication language using electronic communication via email and include:
 - The subject of the email,
 - The letter of introduction,
 - The destination's name and the sender's name,
 - Create a link file naming (name of file attachments) by stating the identity of the student and the type of assignment in the file name link.
- Do not use all capital letters or exclamation mark showing the expression of emotion the author.

3. Communication with short message service (SMS) Ethics:

Use the formal communication language, include the name of the receiver and the sender's name

4. Verbal communication Ethics:

Each student should be polite in communicating with fellow students, education staff and administrative staff, lecturers and managers in a variety of situations and expressing proper body language that doesn't show negative emotions.

5. Internet access Ethics:

- Internet access is only used for the sake of learning. Students are not allowed to use a computer or iPad (or other electronic device) during learning activities take place, unless it's requested by the lecturer.
- Students are not allowed to use any communication device during learning activities take place.
- Students are not allowed to access pornographic sites on campus and are not allowed to use the Facebook, BB, WA, Twitter (or similar to it) during the master student.



working hours.

- The use of narcotics, psychotropic, and other addictive substances: all graduate students and academicians are not allowed to use narcotics, psychotropic drugs, and other addictive substances at Faculty of Medicine campus.
- Excessive Behavior: excessive praise, fights, threats to academic faculty (bullying).Larceny, vandalism or other criminal acts: involving and stealing and damaging the campus facilities.

Academic Integrity

In the master student in Graduate Program in Mas-

Unexpected Behavior

- Impersonation: make a statement about something that is not true, imitating speech, movement, and actions of others with the purpose of taking advantage for certain individual. For example: stated that a group work should be done by certain student.
- Harassment: degrading actions of others can both intellectual and sexual abuse, to fellow students, non-academic staff and the lecturers. The example of intellectual harassment is a student stating negative statements about other students in group discussions or in the course.
- Sexual harassment can be done verbally or through specific actions.
- Smoking: Faculty of Medicine is a non-smoking area; the entire academic community is not allowed to smoke at Faculty of Medicine campus, both during and outside

ter student academic integrity is necessary by this institution to produce accurate, reliable, respected and accountable graduates. The product of the graduate study program is integrated graduates, research results, student theses, scientific publications, and so on. Academic integrity is an action based on the values of honesty, trust, fairness, honor, courage, and responsibility in the process of learning, teaching, and researching,”

Violations of academic integrity in the process of learning or research will lead to public distrust of the institution and to the individual perpetrators of fraud. There are two classes of academic integrity violations:

- Academic misconduct is dishonest conduct in carrying out the tasks of learning, attendance, and other actions that do not correspond to the reality, these actions constitute a violation of academic standards. The examples of academic

misconduct is fudging signature of attendance list, plagiarism, cheating, cooperating during the exams, falsifying, altering research data, eliminating another student files intentionally, facilitating another student to commit acts of academic misconduct, and so on.

- Absent: absence in learning activities with or without reason can be proved. The reason that can be proved only covers three reasons, namely: illness (with doctor or general practitioner letter, execute the instance duty (with an official document from the employer or institution) or the tasks assigned by the Study Program / Faculty of Medicine or UGM (with official document from the assignor), and catastrophe experienced by the immediate family member (i.e. severe illness which is confirmed by doctor or general practitioners letter and the dead of family member).
- Cheating: Every effort that is done dishonestly by the student or others aimed at taking unfair advantage in the process of learning or assessment. The examples of fraudulent behavior are: copying answers or helping other students in the exam, using the academic material belonging to the University or a part of the University's unit for public interest without any

permission from the institution to create such material.

- Collusion: Working together with other students to prepare or work assignment that will be assessed. For example: finishing the individual tasks together.
- Deceit: statement, action, tool or device that is used dishonestly for the purpose of lying or give a negative impression, such as giving a false statement about his/her illness as a reason to postpone the assignment submission, even though the student is in healthy condition.
- Gratification: The act to please others who can provide benefits to the students. For instance, give a gift to the examiner before the exam.
- Research or scientific misconduct are fabrication, falsification or plagiarism that committed in doing the task, preparation of research proposals, conducting research, reporting research
 - Plagiarism: using ideas, processes, results, or writings of others, whether it is published or not, without giving recognition by mentioning the complete reference source. Plagiarism is a serious academic integrity issues. For example: appropriate the writings of others without mentioning the reference source thus recognize it as his/her own writings.



- Fabrication: fabricate data or the research results or in documenting or reporting the research results. Falsification: manipulating the material, tools, or research process, or change / delete the data or the results of the study so that the results are not documented accurately.
- Ghosting: enlist the services of others (with or without incentives) to write or work on assignments for a particular student, for instance, assignment, report, or thesis writing by others (ghost writer).

Violations of academic ethics and academic integrity regulations

Reporting Process

Reporting of violations of academic integrity can be done by all parties, both professors, students, or education staff. The occurrence of violations may be reported immediately to the higher management. The anonymity of the complainant will be guaranteed by the manager, reporting will be used for the benefit of the follow-up discussion only.

Violations of Academic Integrity Handling

Every incident of academic violations that is reported to the manager. Reporting can be gained from various stakeholders (students, faculty, non-academic staff, and managers) or other parties outside the course. In general, students have four rights in the academic integrity.

Student violators of academic integrity rights

There are rights of student violator that have to be respected. Those rights are the right to express cause or reason conduct violation of academic integrity, the right to ask about academic integrity, the right to know the sanctions and violation of academic integrity evidence, the right to refuse the sanctions and the right to submit a rebuttal.

Follow-up Process

- The management will investigate the incident and follow up by asking the student to complete the incident academic integrity report.
- Manager sends the report to the Integrity Team Studies Program, to be discussed in a special discussion.
- Academic integrity and team managers

follow up with relevant parties for clarification, formulate appropriate actions, and communicate the decision to the student / violator.

- The students are given the right to agree or to disagree to all decisions regarding the actions taken. After the students agreed with the follow-up process, then the manager will bring the case to the Faculty of Medicine level, therefore it will be acted upon by the commission at the Faculty level. Once, when an there is agreement on the sanctions, the Faculty will provide information to officers of Graduate Program of Master student.

Violations of Academic Integrity Sanctions

In each Academic Integrity violation, a sanction will be imposed as an attempt to prevent the violations repetitions by the violator or other students on another time. Thus, the sanction is relatively fair based on the violation. The form of sanction will be given based on violation and the number of violations. Levels of sanctions in violation of academic integration in general, as follows:

From no sanction at all

- Given verbal warning, written warning
- Given warning with mandatory counseling
- Given warning with counseling and additional tasks and do not pass for a certain course
- Expelled from the university with an opportunity to take the entrance test after one year Expelled from the university without the opportunity to take the entrance test,
- Reported to the professional institutions or other institutions outside the university.

Drugs use violation

When the students and academics staff are proved using or engaging activities related to narcotics, psychotropic and other addictive substances abuse, the persons may be dismissed at any time by the Graduate Program of Faculty of Medicine UGM and expelled from the university.

IX. FINANCIAL INFORMATION

Tuition Fee

Information	Total (USD)
Registration Fee	100
100	5400
Tuition Fee	Range 1500 – 1750 USD (depending on the destination country)

Scholarship

1. Australian Endeavor Scholarships and Fellowship Presentation @UGM
2. GKS Scholarship (Kyung Hee University)
3. NIDA MSc in FIRM Program
4. Tokai Cool Japan 2014
5. Exchange Students for Fall Semester 2014 @ Chung-Ang University
6. 2014 Human Science Summer School @Kyushu University
7. Tokyo Tech-AYSEAS Program 2014

For more information about scholarship you can visit website here : <http://oia.ugm.ac.id/interface/?cat=1>

Housing and Dining

Student housing in UGM is managed by UGM Residence comprising four boarding houses which are Darma Putera, Bulaksumur Residence, Putra Cemara Lima, and Putri Ratnaningsih. UGM Residence is founded to facilitate UGM academicians including students, lecturer, university or faculty guests. Since the four of them only provide 369 rooms, most of students live in boarding houses outside the campus, within ten minutes (on bike or motorcycle) of the campus area.

- Wisma MM UGM
[Http://housing.mmugm.ac.id/content/view/13/32/](http://housing.mmugm.ac.id/content/view/13/32/)
- Bulaksumur Residence
Jl. Fauna 4, Kampus UGM Bulaksumur, Jogjakarta 55281
Telephone : +62 274 710 34 98
Bapak Nyoto S : +62 274 715 26 37
- Cemara Lima Residence
Jl. Weling, Karanggayam, Caturtunggal, Depok, Sleman , Jogjakarta (selatan Ring Road Utara)
Telephone : +62 274 830 86 37
Bapak Arif S : 081 578 387 940
- Dharmaputra Residence
Jl. Andung No 1, Baciro, Yogyakarta
Telephone : +62 274 549 021, +62 274 549 023
Faximilie : +62 274 549 023
Bapak Dedy : +62 274 926 03 79
- Ratnaningsih Residence
Jl. Kartini No. 2, Sagan, Yogyakarta
Telephone/Fax : +62 274 586 584
Ibu Nurzani : +62 81 579 019 74

