STUDENT EXCHANGE

LEARNING ACTIVITY GUIDE

IN IMPLEMENTING INDEPENDENT LEARNING - INDEPENDENT CAMPUS (MBKM)



**MAULANA MALIK IBRAHIM STATE ISLAMIC UNIVERSITY MALANG**

**MINISTRY OF RELIGION OF THE REPUBLIC OF INDONESIA**

**2021**



RECTOR’S DECREE

MAULANA MALIK IBRAHIM STATE ISLAMIC UNIVERSITY MALANG NUMBER …THE YEAR 2021

ABOUT

STUDENT EXCHANGE LEARNING ACTIVITY GUIDE IN IMPLEMENTING INDEPENDENT LEARNING - INDEPENDENT CAMPUS (MBKM) AT MAULANA MALIK IBRAHIM STATE ISLAMIC UNIVERSITY MALANG

2021

BY THE GRACE OF ALMIGHTY GOD

THE RECTOR OF MAULANA MALIK IBRAHIM STATE ISLAMIC UNIVERSITY MALANG,

|  |  |
| --- | --- |
| Considering : | 1. to educate the nation's life, it is necessary for higher education to provide opportunities for students to study outside the study program at UIN Maulana Malik Ibrahim Malang; 2. to realize the Vision and Mission of Maulana Malik Ibrahim State Islamic University Malang to become a superior university, it is necessary to organize learning that provides space for students to gain learning experience outside the study program; 3. based on the considerations as referred to in points a and b, it is necessary to establish the Rector's Decree on Guidelines for Student Exchange Learning activities in implementing MBKM at the Undergraduate Level; |
| Noting : | 1. Law Number 20 of 2003 on the National Education System; 2. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to State Gazette of the Republic of Indonesia Number 4301); 3. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500); 4. Law Number 20 of 2003 on the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to State Gazette of the Republic of Indonesia Number 4301); 5. Law Number 13 of 2003 on Manpower (State Gazette of the Republic of Indonesia of 2003 Number 39); 6. Law Number 12 of 2012 Concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to State Gazette of the Republic of Indonesia Number 5336); 7. Presidential Regulation of the Republic of Indonesia Number 8 of 2012, concerning the Indonesian National Qualifications Framework (KKNI); 8. Regulation of the Minister of Higher Education and Culture of the Republic of Indonesia Number 73 of 2013, concerning the Implementation of KKNI in the Higher Education Sector; 9. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015, concerning National Higher Education Standards; 10. Regulation of the Minister of Religious Affairs Number 1 of 2016 concerning Diplomas, Academic Transcripts, and Certificate Companion to Diplomas of Religious Universities; 11. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning Higher Education Quality Assurance System; 12. Decree of the Minister of Research, Technology, and Higher Education No. 123 of 2019 concerning Internships and the Recognition of Industrial Internship Semester Credit Units for Bachelor's and Applied Bachelor's Programs; 13. Minister of Education and Culture Regulation No. 3 of 2020, concerning National Standards for Higher Education; 14. Minister of Education and Culture Regulation No. 5 of 2020, concerning Accreditation of Study Programs and Higher Education Institutions; 15. Minister of Education and Culture Regulation No. 22 of 2020, concerning the Strategic Plan of the Ministry of Education and Culture; 16. Decree of the Director General of Islamic Education No. 2500 of 2018 concerning the Standards for Graduate Competencies and Learning Outcomes for Bachelor's Degree Programs at Islamic Higher Education Institutions and Islamic Studies Faculties at Higher Education Institutions; 17. Ministerial Decree No. 40 of 2018 concerning the Statute of UIN Maulana Malik Ibrahim Malang; 18. Regulation of the Minister of Religious Affairs of the Republic of Indonesia No. 2 of 2018 concerning Amendments to the Regulation of the Minister of Religious Affairs No. 8 of 2013 on the Organization and Work Procedures of UIN Maulana Malik Ibrahim Malang; 19. Decree of the Rector of UIN Maulana Malik Ibrahim Malang No. 112 of 2021 concerning the Curriculum Guidelines at UIN Maulana Malik Ibrahim Malang; 20. Regulation of the Minister of Religious Affairs No. 40 of 2018 concerning Amendments to the Regulation of the Minister of Religious Affairs No. 15 of 2017 on the Statute of UIN Maulana Malik Ibrahim Malang; 21. Regulation of the Minister of Religious Affairs No. 40 of 2018 concerning Amendments to the Regulation of the Minister of Religious Affairs No. 15 of 2017 on the Statute of UIN Maulana Malik Ibrahim Malang; 22. Decree of the Rector of UIN Maulana Malik Ibrahim Malang No. B.2438/Un.3/KP.078/4/2018 concerning the Strategic Plan of UIN Maulana Malik Ibrahim Malang for 2018-2022; 23. Decree of the Rector No. 3146 of 2021 concerning the Education Guidelines of UIN Maulana Malik Ibrahim Malang for 2021. |

DECIDE:

|  |  |
| --- | --- |
| Establish : | GUIDELINES FOR THE STUDENT EXCHANGE LEARNING ACTIVITIES IN MBKM IMPLEMENTATION AT UIN MAULANA MALIK IBRAHIM MALANG FOR 2021 |

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| FIRST : | Establishing the guidelines for student exchange learning activities in MBKM implementation at UIN Maulana Malik Ibrahim Malang, as outlined in Appendix I, which is an integral part of this Decision. |
| SECOND : | Guidelines for the student exchange learning activities in MBKM implementation serve as the legal basis for student exchanges at UIN Maulana Malik Ibrahim Malang. |
| THIRD : | Guidelines for the student exchange learning activities in MBKM are to be implemented by faculties, study programs, lecturers, and students. |
| FOURTH : | This decision takes effect on the date it is issued. |

Issued in

Malang

On (date) 2021

Rector,

M. Zainuddin

**APPENDIX TO THE RECTOR'S DECREE NO...OF 2021 CONCERNING GUIDELINES FOR STUDENT EXCHANGE LEARNING ACTIVITIES IN IMPLEMENTING MBKM**



**MAULANA MALIK IBRAHIM STATE ISLAMIC UNIVERSITY MALANG**

**MINISTRY OF RELIGION OF THE REPUBLIC OF INDONESIA**

**2021**

**PREFACE**

*Assalamualaikum wr. wb.*

All praise be to Allah SWT, who has bestowed His grace and blessings, allowing this Student Exchange Activity Guide for the implementation of the Independent Learning – Independent Campus (MBKM) program to be completed successfully.

Blessings and peace be upon the Prophet Muhammad SAW, who has guided and directed his followers to a path of life filled with civilization and divine light.

This guide is prepared as a follow-up to the MBKM policy initiated by the Ministry of Education and Culture of the Republic of Indonesia in 2020. The MBKM policy provides students with the opportunity to take courses outside their study program, either at the same university or at different universities through the student exchange program. Through this program, students can develop themselves according to their talents and interests. The rapid advancement of science and technology and the increasingly complex demands of the job market require students to have multiple competencies that are sometimes not available in their original study program. Therefore, cross-campus courses can be a solution to address educational disparities in higher education institutions.

This guidebook is an effort to actualize the grand ideas within the MBKM regulations, making them easier to implement from a technical perspective. It is hoped that this guidebook will contribute to the improvement of educational quality at UIN Maulana Malik Ibrahim Malang, Islamic Higher Education Institutions (PTKI), and higher education nationally for the advancement of Indonesia. Thanks to the drafting team and the support from various parties, this guidebook has been completed successfully. May its contributions be valued as acts of worship and receive blessings from Allah SWT.

The completion of this guidebook involved various parties. Therefore, we extend our highest appreciation and heartfelt thanks to the Rector of UIN Maulana Malik Ibrahim Malang, the Chair of the Senate, the Vice Deans, the heads of study programs, the LPM team, LP2M, the academic department, PTIPD, the Library Unit, and all others who cannot be mentioned one by one.

We sincerely hope that their acts of service are recorded as righteous deeds and receive a fitting reward from Allah SWT. We also fully acknowledge that the writing of this MBKM Implementation Guide is far from perfect. Therefore, we welcome and encourage constructive feedback from various parties to improve the quality of future guides. We hope that this guidebook will contribute significantly to the development of knowledge and provide maximum benefit, accompanied by prayers for Allah’s continued protection and blessings for us all. Amen.

Malang, December 4, 2021 Vice Rector I,

Umi Sumbulah

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GLOSSARY

1. Student Exchange is a student exchange program for one semester, either within the same university or with other universities, with a credit transfer system of up to +/- 20 credits.
2. Cooperation agreement is the legal basis for the implementation of student exchange through cooperation between study programs within the same university or with other universities.
3. The sending university is a university that sends its students to participate in the student exchange program at another university.
4. The host institution is the institution that receives students from other institutions, either through site visits or online learning.
5. A study program is a unit of professional learning plans organized based on a curriculum aimed at enabling students to master knowledge, skills, and attitudes according to the curriculum targets.
6. Credit transfer and credit acquisition are the mechanisms for validating the results of student exchange conducted between the same or different study programs through cooperation agreements between universities.
7. Recognition of credit transfer results is the educational process expressed in semester credit units or other measures to achieve learning competencies according to the curriculum.
8. Credit acquisition is the recognition of the educational process results expressed in semester credit units or other measures to enhance learning achievements according to the curriculum.
9. Online learning is the learning process conducted remotely through the use of various credible and accountable applications and communication media.
10. A learning module is a form of teaching material packaged comprehensively and systematically, containing a set of planned learning experiences designed to help students master specific learning objectives. A module at least includes learning objectives, learning materials, and evaluation.
11. The course lecturer is a university lecturer assigned by the university leaders participating in the Student Exchange program to deliver course material according to their competence.
12. A student coordinator is a student appointed as a liaison officer by the university leaders, assisting other students in carrying out other non-academic activities.

**CHAPTER I INTRODUCTION**

* 1. **Background**

In 2021, the government, through the Ministry of Education and Culture of the Republic of Indonesia, issued the Independent Learning - Independent Campus policy. One of the learning activities under this policy is the student exchange program. This program has provided new experiences for students. Students not only gain academic experience but also non-academic experience, particularly in understanding pluralism and social conditions in various regions of Indonesia. This can attract universities to collaborate and serve as a fundamental asset for universities to learn from one another, making all universities unique learning entities throughout the country.

The Student Exchange Program initiated by the Ministry of Education and Culture is a program that allows student exchanges between study programs or between universities in Indonesia for one semester, with a credit transfer system of up to 20 credits. A mutual understanding is needed among study programs and universities regarding the implementation of this student exchange program, including aspects of the learning system, financing, course conversion, and the credit transfer system.

The student exchange program has been running since 2014 through the National Student Exchange Program (PERMATA). Within PTKIN, the PERMATA program has been implemented through a consortium of study programs in the Faculty of Science and Technology. Therefore, there is a need to expand the scope of this program to other faculties within Islamic Higher Education Institutions. Consequently, a guide for student exchanges between universities needs to be developed to serve as a reference for universities to implement the program effectively.

This guide is created to serve as a framework for the implementation of the Independent Learning - Independent Campus policy through the student exchange program. Student exchanges can be conducted between study programs within the same university, between the same study programs at different universities, and between different study programs and universities.

* 1. **Legal Basis**
     1. Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia Year 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
     2. Law Number 13 of 2003 concerning Manpower (State Gazette of the Republic of Indonesia Year 2003 Number 39);
     3. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia Year 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
     4. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI).
     5. Regulation of the Minister of Higher Education and Culture of the Republic of Indonesia Number 73 of 2013 concerning the Implementation of the Indonesian National Qualifications Framework (KKNI) in the Higher Education Sector;
     6. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education;
     7. Regulation of the Minister of Religious Affairs Number 1 of 2016 concerning Diplomas, Academic Transcripts, and Diploma Supplements for Religious Higher Education Institutions;
     8. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning the Quality Assurance System for Higher Education;
     9. Regulation of the Minister of Research, Technology, and Higher Education Number 59 of 2018 concerning Diplomas, Competency Certificates, Professional Certificates, Academic Degrees, and Procedures for Writing Academic Degrees in Higher Education.
     10. Decree of the Minister of Research, Technology, and Higher Education Number 123 of 2019 concerning Internships and the Recognition of Industrial Internship Semester Credit Units for Bachelor and Applied Bachelor Programs;
     11. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Standards for Higher Education;
     12. Regulation of the Minister of Education and Culture Number 5 of 2020 concerning Accreditation of Study Programs and Higher Education Institutions;
     13. Regulation of the Minister of Education and Culture Number 7 of 2020 concerning the Establishment, Change, and Dissolution of State Higher Education Institutions, and the Establishment, Change, and Revocation of Licenses for Private Higher Education Institutions;
     14. Regulation of the Minister of Education and Culture Number 22 of 2020 concerning the Strategic Plan of the Ministry of Education and Culture;
     15. Decree of the Director General of Islamic Education Number 2500 of 2018 concerning Graduate Competency Standards and Learning Outcomes for Undergraduate Programs in Islamic Religious Higher Education Institutions and Faculties of Islamic Religion in Higher Education.
     16. Minister of Religious Affairs Regulation Number 40 of 2018 concerning the Statute of UIN Maulana Malik Ibrahim Malang;
     17. Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 2 of 2018 concerning Amendments to the Minister of Religious Affairs Regulation Number 8 of 2013 on the Organization and Governance of the State Islamic University (UIN) Maulana Malik Ibrahim Malang;
     18. Decree of the Rector of the State Islamic University (UIN) Maulana Malik Ibrahim Malang Number 112 of 2021 concerning Curriculum Guidelines at the State Islamic University (UIN) Maulana Malik Ibrahim Malang;
     19. Decree of the Rector Number 3146 of 2021 concerning Education Guidelines of UIN Maulana Malik Ibrahim Malang for the Year 2021.
  2. **Objectives**

The objectives of this student exchange program are:

* + 1. Providing opportunities for students to gain learning experience inside and outside the existing study program at the original university or other universities through credit transfer and credit acquisition as part of an independent learning program.
    2. Studying across campuses (domestic and abroad), living with families at the target campus, and expanding students' understanding of *Bhinneka Tunggal Ika* (Unity in Diversity) will enhance their perspectives, strengthening cross-cultural and ethnic brotherhood.
    3. Building friendships among students from different regions, ethnicities, cultures, and religions will increase the spirit of national unity and cohesion.
    4. Conducting the transfer of knowledge to bridge educational disparities both among domestic higher education institutions and between domestic and international higher education conditions.

**CHAPTER II**

**GENERAL POLICY**

1. **Higher Education Institutions**
   1. Non-vocational higher education institutions under the Ministry of Religious Affairs of the Republic of Indonesia and the Ministry of Education and Culture of the Republic of Indonesia.
   2. Higher education institutions and study programs accredited by the National Accreditation Board for Higher Education (BAN-PT) or Independent Accreditation Institutions (LAM) under applicable laws and regulations.
   3. The sending institution is required to establish cooperation with the host institution.
   4. Higher education institutions must facilitate the rights of students to take credit units (SKS) outside of their original study program, whether within the same institution or at other institutions.
   5. Higher education institutions must have adequate facilities to conduct lectures both offline and online.
   6. The student exchange program is based on courses within a study program and is expected to include the institution's flagship courses and fundamental competency courses in other specific fields, with learning outcomes needed by students.
   7. The number of courses or activities equivalent to courses that a study program can offer must be at least five and no more than twenty.
   8. The number of participants for each course for inbound students (students from other institutions) is a maximum of 20% of the class quota.
   9. The number of participants in special classes (classes attended only by student exchange participants) must be a minimum of 10 students.
   10. The number of credits exchanged is approximately or equivalent to 20 credits for each student with the following options:

a. All 20 credits can be taken at the host institution.

b. 10 credits at the host institution and 10 credits from the sending institution.

* 1. Higher education institutions must provide recognition and/or conversion for courses taken by students.
  2. Any excess credits can be added to the academic transcript up to a maximum of 11 credits and/or transferred to the Diploma Supplement (SKPI).
  3. The receiving study program must have an accreditation status that is equivalent to or higher than the sending institution.

1. **Students**
   1. Students must be active and registered in the Higher Education Database (PD-DIKTI) from the 5th to the 7th semester.
   2. Students must not have received any academic or non-academic sanctions at the sending institution.
   3. Students must be willing to adhere to all regulations established by both the sending and the host institutions.
2. **Course Lecturers**
   1. Prepare a Course Learning Plan (RPS) by the established learning outcomes.
   2. Ensure that course materials are available and accessible to students.
   3. Be capable of delivering instruction both offline and online using synchronous and/or asynchronous methods.
   4. Conduct classes according to the Course Learning Plan (RPS).
   5. Facilitate students to interact actively and dynamically, and act as a facilitator.
   6. Perform assessments according to the applicable regulations.
   7. Submit students' learning outcomes to the sending higher education institution.
3. **Academic Advisors**
   1. Students participating in the student exchange program will be assigned an academic advisor appointed by the higher education institution.
   2. Guide and monitor the student's academic progress throughout the student exchange program.
   3. Encourage the students to be disciplined, uphold high moral standards, and respect local wisdom during the exchange program.
   4. Provide recommendations and other information about the students they advise to relevant parties.
4. **Student Coordinator (Lecturer)**
   1. The student coordinator is a lecturer appointed by the Dean to assist student exchange participants.
   2. Ensure that student exchange participants attend their classes properly.
   3. Help students participating in the student exchange program adapt to both the academic environment and local culture.
   4. Assist students with any issues they encounter during their studies at the host institution.
   5. Warn students who are found to be committing minor infractions and report serious violations to the academic advisor.
   6. Take prompt action in case of an emergency.
   7. Understand and be able to recommend strategic locations for students to spend their free time or engage in other productive activities.
5. **Inter-Institutional Cooperation Agreement**
   1. The cooperation agreement contains provisions for the implementation of the Student Exchange Program.
   2. Cooperation can be established in the form of bilateral agreements, consortia (program associations), clusters (based on accreditation), or zonal (based on region).
   3. The cooperation agreement must include at least:
      1. Identification of the institutions involved in the cooperation.
      2. Duration of the cooperation agreement.
      3. Rights and obligations of each party.
      4. Description of the cooperation program, including:
         1. Scope of cooperation.
         2. Duration of the cooperation.
         3. Funding.
         4. Coordination system for the implementation of the cooperation program between institutions.
         5. Termination of the cooperation agreement.
   4. The inter-institutional cooperation agreement is followed up with an inter-faculty agreement, which must include at least:
      1. Identification of the institutions involved in the cooperation.
      2. Duration of the cooperation agreement.
      3. Rights and obligations of each party.
      4. Detailed description of the cooperation program, including at least:
         1. Requirements for students participating in the Student Exchange Program.
         2. Curriculum (learning outcomes, learning process, study load, evaluation, and implementation system).
         3. Number of courses offered by each faculty/department/study program.
         4. Number of students accepted as participants in the student exchange program for each study program.
         5. Recognition of semester credits and assessment.
         6. Coordination system for the implementation of the cooperation program.
         7. Funding for the cooperation program (practical work).
         8. Termination of the cooperation agreement.
   5. The cooperation agreement is made in multiple copies (exemplars) according to the number of institutions involved in the cooperation.

**CHAPTER III**

**REGISTRATION AND MECHANISM FOR STUDENT EXCHANGE**

1. **Registration**
2. Applicants fill out the Student Exchange Program registration form through the application system provided by the host institution.
3. Obtain approval from the academic program at the sending institution.
4. Complete the Study Plan Card (KRS) which includes the courses to be taken at both the host and sending institutions.
5. The host institution selects the participants who will attend classes in the current semester.
6. The institution conducts regular monitoring and evaluation of the registration process.
7. **Student Exchange Mechanism**
8. The host study program prepares or adjusts the curriculum to facilitate students taking courses in the same program at another institution.
9. The host study program establishes agreements with partner programs regarding the learning process, semester credit recognition, assessment, funding schemes, and the technical execution of the student exchange program.
10. The host study program determines the courses, number of credits (SKS), and participant quotas that students from the sending program can take.
11. The host study program informs about the offered courses and their quotas through the student exchange application system.
12. Students register and select the offered courses via the student exchange system.
13. Participants in the student exchange program can take up to 20 credits (SKS) with the following scheme:
14. Students take all courses at the host institution with a 20-credit package.
15. Students take 10 credits at the host institution and can choose an additional 10 credits from courses at the sending institution.
16. The academic advisor and the head of the sending study program approve the courses taken by the students.
17. Students download the Study Plan Card (KRS).
18. The study program coordinates with the course lecturers to prepare for the learning process.
19. The course lecturers conduct the learning process, assign final grades, and send the grades to the study program.
20. The institution can view participant data for the Student Exchange Program through the application system and monitor the implementation process of the program.
21. Participants in the Student Exchange Program submit progress reports to their academic advisors/lecturers, attaching documents of learning outcomes from the host institution, which are then forwarded to the sending institution.
22. The host institution provides feedback on the final report of the Student Exchange Program participants.
23. The sending institution coordinates with the host institution regarding the study results of the exchange program participants, including credit transfer, equivalency, and/or issuance of the Diploma Supplement (SKPI).
24. Participants in the student exchange program receive grades for credit recognition of the courses from the sending institution.
25. The sending institution and the host institution evaluate the Student Exchange Program.
26. The recognized and equated learning outcomes must be uploaded to the PD-DIKTI application system, just like the learning outcomes of regular students at the institution.

**CHAPTER IV**

**IMPLEMENTATION OF THE PROGRAM**

1. **Program Preparation**
2. The host institution establishes the quota for students participating in the Student Exchange Program.
3. The host institution, along with the sending institution, develops the Standard Operational Guidelines (POB).
4. The two collaborating institutions set up the partnership scheme, considering the type of institution (State Universities with Legal Entity (PTN-BH), State Universities with Public Service Agencies (PTN-BLU), State Universities with Work Units (PTN-SATKER), and Private Universities (PTS)) and the geographic location of the institutions.
5. Prepare the application system for registration and implementation of the Student Exchange Program.
6. Socialize the Student Exchange Program with partner institutions.
7. Disseminate information to faculties/study programs, lecturers, and students about the implementation of the Student Exchange Program.
8. Determine the courses, course lecturers, academic advisors, and student coordinators.
9. Course instructors develop course materials for both in-person and online learning.
10. The institution creates accounts and registers on the Student Exchange Program application by filling in specific information and uploading the required documents.
11. The institution registers courses and course instructors in the Student Exchange Program application.
12. Students applying for the program receive accounts after registering in the Student Exchange Program application.
13. Students applying for the Student Exchange Program consult with their academic advisors and program coordinators about their learning plans through the exchange program.
14. After obtaining approval from their academic advisors, students coordinate with the sending (home) institution to register for the courses taken at the partner institution.
15. The partner institution monitors the entire process and implementation of the preparation and introduction phases of the Student Exchange Program.
16. **Program Implementation**
17. Academic Learning Process
18. Each participant is required to attend all course activities, both in-person and remotely (online), using either synchronous or asynchronous systems.
19. Online learning is conducted using the system available at the partner institution.
20. The courses offered are taught by a single lecturer or a team of lecturers.
21. Each participant must adhere to the academic administration and campus regulations according to the academic rules at the partner institution.
22. The assessment system for students in the Student Exchange Program follows the system in place at the partner institution’s program of study.
23. Each participant must learn about and understand the culture, customs, and social characteristics at the partner institution, particularly those related to the *Ulul Albab* character.
24. The academic activities are conducted according to the academic calendar and regulations in effect at the partner institution.
25. Students in the Student Exchange Program are treated the same as regular students of the partner institution in terms of academic activities.
26. Supporting Activities
27. Engaging in cultural exchange with the local community, particularly related to the *Ulul Albab* character.
28. Visiting various historical sites to explore, understand, and learn about local wisdom.
29. Participating in discussions, seminars, or talk shows on various topics to enhance personal competence.

**CHAPTER V**

**GRADE CONVERSION**

1. **General Conversion Provisions**
2. The Course conversion must be fair.
3. The conversion should be based on regulations regarding the adequacy of content and credit value.
4. The grades for courses given at the partner institution are converted to the courses at the sending university.
5. The courses that cannot be converted at the sending institution can be included in the Diploma Supplement (SKPI).
6. The course conversion takes into account the credits (SKS).
7. **Conversion Procedure**
8. Course conversion follows this order:
9. Identical Courses
10. Courses with similar content
11. Courses within the same field
12. Course conversion is divided into three categories:
13. Courses with the same name and credits (SKS) are converted directly.
14. Courses with the same name but different credit values are converted according to the corresponding course at the sending institution.
15. Courses with different names but similar content are converted according to the relevant course at the sending institution.

**CHAPTER VI**

**FINANCING**

1. The student exchange program between institutions can only be taken by students who have paid the Single Tuition Fee (UKT) up to the current semester at the sending institution.
2. There are no fees for participating in student exchanges between PTKIN (State Islamic Universities).
3. The costs beyond the UKT are the responsibility of the student.
4. The cost for practical courses at the partner institution is borne by the student from the sending institution.
5. Student exchanges with non-PTKIN institutions will be regulated based on mutual agreement.

**CHAPTER VII**

**MONITORING AND EVALUATION**

1. **Monitoring**
2. The sending and host institutions must monitor the implementation of the Student Exchange Program, whether conducted in person or online.
3. Monitoring can be carried out by academic advisors, other lecturers, or administrative staff appointed by the institution.
4. The appointed monitoring staff prepares monitoring reports and submits them to the institution.
5. The results of the monitoring are used as the basis for evaluating the student exchange program.
6. **Evaluation**
7. The sending and host institutions jointly evaluate the program based on the monitoring results and activity reports after the program period ends.
8. The results from all reports of the receiving institutions are summarized and analyzed to inform the evaluation and development of the Student Exchange Program for the following year.
9. The evaluation of the Student Exchange Program results in a joint decision about the program’s continuity and/or recommendations for improvements for future iterations of the program.

**CHAPTER VIII**

**CONCLUSION**

This guideline is prepared as a reference for implementing student exchange programs in the Independent Learning – Independent Campus (MBKM) initiative at UIN Maulana Malik Ibrahim Malang. It can also be used by Islamic Higher Education Institutions collaborating with UIN Maulana Malik Ibrahim Malang. This guideline aims to direct the student exchange program and facilitate students in developing their potential according to their talents.

The academic community needs to understand this guideline to help students develop their creativity, capacity, competence, and individual needs. It is also a step towards providing graduates who are distinguished and internationally reputable, in alignment with the vision and mission of UIN Maulana Malik Ibrahim Malang.

**The following MBKM program requires specific guidelines and grade conversion guidelines:**

* Internships/Work Practices
* Teaching Programs in Educational Units
* Research
* Humanitarian Projects
* Entrepreneurial Activities
* Independent Projects
* Thematic Community Service/Village Development Program
* National Defense