



President University

Where tomorrow's leaders come together

明天的领导人聚集在一起

明日のリーダーたちが一緒になるところ

내일의 지도자들이 함께하는 곳

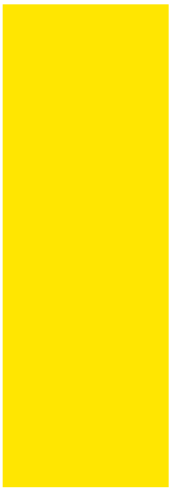
Jababeka Education Park
Cikarang, Bekasi, INDONESIA



University Student Handbook

Academic Year
2018/2019

*Scholarship
University*



University Student Handbook
Academic Year 2018/2019



University Student Handbook

Academic Year 2018/2019

Publisher : President University Student Housing
Book Team : Ibnu Suryana
Arie Purwanto
Anwari Hilmy
Shinta Luschied
Irfan Irianto

Office of Admission : Agus H. Canny
Design : Gracia Mungki Leona [Corporate Marketing, Jababeka]



Message from The Chairman of the President University Foundation

Dear PresUnivers,

I'm delighted that you decided to pursue your higher study in President University. I'm sure you will enjoy the English speaking and international environment in our campus. Further on, you will going through a longer internship period that will prepare you into the working world. When you ask around, you will find a long list of successful alumni whom you can reach out through the alumni association.

President University' ultimate goal is to help you to become a successful human being that can compete in global arena with highest integrity. Character building is as important as academic development in President University. We uphold moral values as the foundation in all we do.

Education, as in many things in life, is a two-ways thing. You cannot wait things to happen. You must seek and ask. You must take charge and action. You must gain as much as possible while studying in President University, in order to make you a better human being.

Maximize the international environment within President University. Practice your English with your friends from different countries. Learn their culture and values. Collaborate with them. This is part of your preparation to compete in the global arena. And win.

Show your best during the internship program. This is your opportunity to learn how to work in the real world. This is a chance to impress your employer. Good words will spread around if you excel in your internship. This is how your differentiate yourselves with other hundred thousands university graduates when you enter the working world.

Last but not lest, President University is not a perfect place. There is no perfect place. But together we can make President University a place where you can grow to pursue your dream.

I wish you all the best during your study in President University.

Yours sincerely,

George Hadi Santoso

Executive Chairman
President University Foundation



Message from The Rector

Dear New Students,

Welcome our beloved new students. You are now joining the big family of President University. We are very proud to have you as the 12th batch of President University students.

I realized that this university is considered as a new university, but some great achievements have been written in our history by our beloved students and lecturers from time to time. Winning competitions, being invited as speakers, and representing our country in international events, are our common achievements at President University.

Supported by more than 1500 companies in Jababeka with an industrial area of more than 5000 hectares has made President university as an organic laboratory that will provide you a real experience so that we can prepare you all to be alumni who do not only understand theory but also prepare you to be ready to challenge the field work.

Statistics show that 95% of President University graduates got their job even before they went to celebration of graduation day. Alumni of President University have become entrepreneurs, executives in national and even in international companies, many of them have become government officials and work in other sectors.

Joining with President University means that you are in an international learning environment. By having a lot of international students from countries like China, Mongolia, Laos, Vietnam and many other countries here, it will make you accustomed in international environment which later will help you a lot when you go to work.

By the support of our lecturers with Ph.D and Professor Degrees and also foreign lecturers from India, Philippines, Taiwan and others have made President University as full English University with high international standard.

Here at President University, we require students in their first year to live in our dormitory. By doing so, we believe that it will enable our students to get used to socialize with students from other countries.

Currently, we always keep improving our infrastructures in order to give our best to you. Our new library, Elvis and Beverly Hills apartments are our proofs of commitment to actualize a world Class University.

When you graduate later, the competition will get tougher and tougher which requires hard and soft skill to win the challenges and opportunities. Therefore, joining President University is your best decision to make a better future for you.

Lastly, once again, welcome to be part of President University big family. I want you to know that the entire University community is here to support, sustain, and encourage you as your commitment to study at President University. We could not be more excited or privileged to welcome you into this vibrant learning community that will bring you to your next destination, which is being successful.

Sincerely

Dr. Jony Oktavian Haryanto, S.E., M.M., M.A.
Rector



GENERAL BACKGROUND PRESIDENT UNIVERSITY

Where tomorrow's leaders come together

According to President University's founder, Mr. Setyono Djuandi Darmono, President University was built for two reasons; to become a research and development center and to set a new benchmark in Indonesian higher education. The founders of President University laid down the foundation and ground work to ensure that President University will develop into a great institution of learning where students from all parts of the world can acquire knowledge and develop into useful, responsible citizens and future leaders.

President University is located in Jababeka Education Park in Kota Jababeka. It is surrounded by the Jababeka Industrial Estate with more than 1.500 national as well as multinational companies, such as Mulia Ceramics, Unilever, Samsung, Mattel, ICI Paint, and many others.

As an international standard university, not only are all the classes conducted in English, but President University is also equipped with an international standard curriculum which was formed and developed by world class academics. All courses, including the state mandatory courses, are conducted in English. Students will speak, write, learn, and think in English, the global language of today.

International Community

Students from all over Indonesia and the other parts of the world, such as China, India, Palestine, Mozambique, Malaysia, Viet Nam, Venezuela, Somalia, South Korea, and The Phillipines gather together in President University to study. This multicultural environment helps graduates to become confident, smart, creative, sociable and adaptable to today's business environment.

We Prepare Students for Global Careers

President University students will also experience the international classes where most of the lecturers are from abroad. They are Ph.D. and Master's Degree holders from top universities in USA, UK, Japan, Australia, The Netherlands, Germany, The Phillipines and India.

The lecturers are well equipped with various industrial experiences and expertise that will ensure the quality of knowledge transformation to all students. As a result, the students will not only gain the theories but also an overview of business reality.

Internship Programs

During their study, all students will have internship program. The aim is to prepare the students with real working experience and to provide a place where they can implement what they have learned in the classrooms.

Leadership Skills

All through their university life, the students leadership skills will be constantly challenged and practiced.

Entrepreneurship Program

President University is committed to preparing students to become a future entrepreneur. President University realizes that setting-up a new business is like making your dreams become a reality. It needs a strong commitment. In the end, you will be the one to establish and manage your own company.

Team Work

Students will learn to develop interpersonal skills, emotional confidence and stability, and communication skills that will help them in building a career and social life.

World Class University

President University applies an international standard curriculum which was formed and developed by world class academics. This international curriculum ensures an international quality education for all students at President University.

English Speaking Environment

All courses, including the state mandatory courses, are conducted in English. Students will speak, write, learn, and think in English, the Global Language of today.

Student Housing

President University provides Student Housing for all first year students. This will prepare the students to face their global career through the multi cultural and English speaking environment, as well as improve their interpersonal communication skills.

Global Networking

President University is surrounded by more than 1.500 national as well as multinational companies such as Unilever, Samsung, Mattel, ICI Paint, Fukoku Indonesia, Fuji Seimitsu, Fuchs Indonesia, Komatsu Forging, Indonesia, etc, around Jababeka Industrial Estate. Their existence will broaden the students network which is very important in this era of globalization.

Student Extra Curricular Activities

President University provides a wide range of facilities to support student activities, such as the President Executive Club and The Jababeka Golf and Country Club, which has an international standard golf course, a driving range, an olympic-sized swimming pool, a tennis court, a soccer field, and a basketball court. Many other cultural activity facilities, such as dancing and music are designed, promoted, and made available to all students.

PRESIDENT UNIVERSITY ORGANIZATIONAL CHART

PRESIDENT UNIVERSITY MANAGEMENT	
<p>Rectorate</p> <p>Rector Vice Rector I (Academic Academic Affair) Vice Rector II (Finance Administration) Vice Rector III (Student Affairs) Vice Rector IV (Research and Institutional Cooperation)</p> <p>Deans Faculty of Business Faculty of Computing Faculty of Engineering Faculty of Humanities</p>	<p>Dr. Jony Oktavian Haryanto, S.E.,M.M. Dr. Josep Ginting, CFA. Setyarini Santosa, SE.,MAFIS.,Ak Dr. Agus H. Canny, MA, M.Sc -</p> <p>Prof. Dr. Ajay Chauhan Ir. Rila Mandala, M.Sc., Ph.D Dr. Erwin P. Sitompul, S.T., M.Sc. Drs. Teuku Rezasyah, MA.,Ph.D</p>
<p>Director – LRPM Director – SPMI Director – New Student’s Registration Director – PDC</p>	<p>Joni Welman Simatupang,ST.,MSc.Eng.,Ph.D Sandy Darmowinoto,B.Sc(Hons),.M.IT Dr. Agus H. Canny, MA, M.Sc Maria Jacinta Arquisola,M.HRM</p>
<p>Head of Study Programs</p> <p>Management Accounting Business Administration Information Technology Information System Industrial Engineering Electrical Engineering Mechanical Engineering International Relations Communications Law Master in Information Technology Environment Engineering</p>	<p>Dr. Genoveva,M.M Gatot Imam Nugroho, S.E, M.BA. Suresh Kumar,ST, M.Si Drs. Nur Hadisukmana, M.Sc. Drs. Rikip Ginanjar, M.Sc. Andira Taslim,S.T., M.T Ir. Suhartomo, M.M, M.Eng, Ph.D Lydia Anggraini, S.T., M.Eng., Ph.D. Hendra Manurung,.SIP,MA Dindin Dimiyati.S.Sos.,M.M. Dra. Fennieka Kristianto, S.H., MA, M.Kn. Dr. Tjong Wan Sen Ir. Temny Wikaningrum, M.Si</p>

<p>Vice Rectorate Academic Affairs</p> <p>Director – Learning Center Director – Online Learning Center Section – Accreditation and PDPT Head – Library Director – General Subject Unit</p> <p>Director – Executive Development</p> <p>Head – Academic Administration Bureau</p>	<p>Prof. Nena Padilla Valdez, Ph.D Sandy Darmowinoto, B.Sc(Hons), M.IT Mac Irwan Budi Tarwanto, SE., MM Arlinah Imam Rahardjo Dr. Bruno Ramyaru, MA Hemawati W. Retno Wiratih, S.Pd, M.Sc (General Subject Head) Abhirama S Dian Perdana, S.Pd., M.Ed., M.Comm & MediaST (Language Subject Head)</p> <p>Ade Santoso, ST., M.BA</p> <p>Lerissa Daniela S.S., M.Pd. Rentauli Sihotang (Regular Morning Section Head) Alboin Sihaloho, SH. (Reguler Evening Section Head)</p>
<p>Vice Rectorat Finance Administration</p> <p>Head – Facilities and Infrastructure</p> <p>Head – Human Resources</p> <p>Head – Finance Administration</p> <p>Head – Procurement</p> <p>Head – Software</p> <p>Head – Hardware and Network</p>	<p>Erwin Bram Yoga Widihasta, SE (Head of General Affairs) Rosa Dalima Fernandez, S.Sos. Whereshon Helme W. S. SE., M.Ak Trace Merriette Kesumah, SE (Section Head) Yosandi, ST Kiswono Prayogo, S.Kom., M.Kom Cahyadi Lugito, S.Kom (Software Section Head) Imron Iswanto</p>
<p>Vice Rectorate Student Affairs</p> <p>Head – Student and Alumni</p> <p>Director – Internship and Career Centre</p>	<p>Purwanto, ST., M.Si Susilo, S.Kom (Student Affairs Section Head) Long Suyono (Conseling Section Head) Kunthi Afrilinda Kusumawardani, SE., M.BA (Alumni Section Head)</p> <p>Drs. J. Budhi Susetiyo Matnur Syuryadi, SE (Internship Section Head) Lina Rosmawati, SE (Carrier Section Head)</p>
<p>Vice Rectorate Research and Institutional Coopertation</p> <p>Head – International Office</p>	<p>Hanif Adnugroho Widyanto, SE., MM</p>

Table of Contents

Message from the Chairman of the President University Foundation	i
Message from the Rector	ii
General Background	iii
President University Organizational Chart	v
Table of Contents	viii
PART I	1
Student Admissions	1
A. Admission Requirements	1
B. Documentation Requirements	1
C. Placement Test	2
D. Pre-University Bridging Program	2
PART II	3
Cost of Education	3
A. Payment of Fees	3
B. Tuition Fees Scheme	3
C. Student Housing Fee	4
D. Other Fee	4
PART III	5
Academic support to students	5
A. Academic Advisers	5
B. Tutorial Program (Faculty Based)	5
C. Thesis Advisers/Final Project Advisers	5
D. Scholarship	6
E. Information for New Students	8
PART IV	9
Academic Regulations	9
A. Length of Undergraduate Study Program	9
B. Academic Credits	9
C. Class Attendance	9
D. Assessment of Student Academic Performance	10
E. Examination Rules	10
F. Grading Policy and System	11
G. Grade-Point-Average (GPA)	13
H. Final Grade Report (GPA Report)	14
I. Transcript of Records (TOR)	14
J. Academic Transfer	15
K. Academic Leave	15
L. Inactive Students	15
M. Re-instatement or Re-admission to the University	16
N. Drop Out	16

O. Judicium	16
P. Internship Program	17
PART V	20
Student Rights and Responsibilities	20
A. Student Rights	21
B. Student Responsibilities	24
C. Disciplinary Action	28
PART VI	28
Regulations About Student Organization	29
PART VII	29
Available President University Facilities Accesible To Students	29
A. Library Rules and Regulations	31
B. Computer Laboratory Rules and Regulations	32
C. Co-Curricular Program	33
D. Clothes Regulations	33
PART VIII	35
Research and Community Developement Institute (RCES)	35





PART I - STUDENT ADMISSIONS

This admissions policy applies to all incoming first year students - local or foreign - and all transferring students from local or foreign academic institutions.

A. Admission Requirements

The basic requirements for President University admission are as follows:

1. The prospective student has graduated from SMA/SMK/MAN/STM/; or, if transferring from another local or foreign institution, has earned at credits equivalent to one semester of study.
2. The prospective student has successfully passed the University's Entrance Test.

B. Documentation Requirements

1. Local Students

The basic documents needed for admission are:

- a. An original copy (or a legalized true copy) of a senior high school diploma.
- b. Legalized photocopy of SKHUN (Surat Keterangan Hasil Ujian Nasional)
- c. Legalized photocopy of a senior high school report (First year up to the last semester of the 3rd year)
- d. Photocopy of KTP/Passport/SIM (driver's license)
- e. Recent color photograph (size: 4x6)

2. Foreign Students

The basic documents needed for admission are:

- a. An original copy (or a legalized true copy) of a senior high school diploma.
- b. An English translation version of a senior high school diploma
- c. Legalized photocopy of a senior high school report (First year up to the last semester of the 3rd year)
- d. An English translation version of a senior high school report
- e. Copy of curriculum/syllabus from senior high school
- f. Certification from Indonesian Embassy in country of origin that the student had graduated or transferred from a valid and legal school/university.
- g. Photocopy of passport or driver's license
- h. Recent color photograph (size: 4 x 6)

3. Transfer Students (Foreign or Local)

The basic documents needed for admission are:

- a. All requirements similar to those stated in items A and B.
- b. An original copy of Transcript of Records (or legalized true copy) from previous University or college.
- c. Certificate of good conduct from the previous University or college
- d. For documents stated in items A and B, the University will help assist with equivalence of studies undertaken (penyetaraan) with the Ministry of National Education and Culture (Kemendikbud).

- e. The University will require non-English documents to be translated by a legal translator of English. The student will be responsible for handling this matter.
- f. All documents should be completely submitted at least two months before the start of enrollment for the ensuing academic year.
- g. Copy of previous University accreditation for D3/Polytechnic.

C. Placement Test

1. President University requires prospective students to undertake and successfully pass the Placement Test. The test will determine which program of study is suitable for the student and his/her placement test in the ranking categories for tuition and fees purposes. The test varies depending on the study program chosen by the student.
2. Placement tests are prepared by the Admission Department. Aside from the basic tests, faculties can recommend any other assessment tools it may deem necessary to screen its own prospective students. The types of general tests for Placement Test are shown in the table below:

	Major	Type of Test		
1	Faculty of Business	English		Psychology
2	Faculty of Humanities	English		Psychology
3	Faculty of Computing	English	Engineering Mathematic	Psychology
4	Faculty of Engineering	English	Engineering Mathematic	Psychology

D. Pre-University Bridging Program

Pre-University Bridging Program is intended to enhance the readiness of the prospective students to enter President University. In this program, students who have been admitted by President University will be exposed to intensive English course, personal development sessions, and other subjects which can prepare them for their upcoming learning and personal life in President University.



PART II - COST OF EDUCATION

A. Payment of Fees

1. Fees are payable by bank transfer or cheque to student's virtual account.
2. The schedule of payment is shown in the Acceptance Letter that a student receives after successfully passing the University Entrance Test.
3. Semester fees must be paid before the enrollment period. The University has the right to withhold the student's report of grade if financial obligations are not settled on time.
4. Students must show a copy of the Bank Transfer Slip to Finance Department as proof of payment after this transaction has been done.

B. Tuition Fees Scheme

1. The tuition fee.
2. Board and Lodging Fees.
3. Other fees payable are for uniform, membership of organizations, thesis defense, graduation, etc. Students will be informed of any other fees related to their study at President University which may arise from time to time.
4. "No Refund" Policy
The University applies a "No Refund Policy" except on a case by case basis as mentioned in the Schedule of Fees Information Sheet.
5. Schedule of Payment
The Tuition Fee should be paid in advance by the following schedule:

Semester Period	Due Date
January - April	1-10 November
May - July	1-10 March
September - December	1-10 July

6. Financial Problems

Students who are not able to pay the Tuition Fee on time for any reason, should discuss this matter with President University's Head of Finance Administration or Vice Rector - II, 1 (one) week before the due date.

7. Administration Fee

Every student whose Payment Delay and Installment Payment proposal is approved, there will be Administration Fee charged for any "late payment" (if any). The amount of administration fee will be stipulated by the University.

8. Terms of Payment

The Tuition Fee payment can be done by transfer is student's BCA virtual account. The payment can be done in:

- a. Cash Deposit from all BCA branches in Indonesia
- b. ATM Transfer
- c. Electronic Banking
- d. Other facilities provided by BCA
- e. Transfer from other banks.

Students give the Bank Transfer Slip to President University's Finance Department as soon as possible for the proof of payment.

C. Student Housing Fee

Students who intend to stay in the Student Housing for the second year or after, must pay a Reservation Fee beforehand, based on the scheme issued by President University.

D. Other Fee

For other fee such as Retake Exam, Thesis, Thesis Defense, Graduation, etc. will be informed later.



PART III - ACADEMIC SUPPORT TO STUDENTS

A. Academic Advisers

Each student in President University is assigned an Academic Adviser who is appointed by the Head of Study Program and responsible for advising, guiding, monitoring, mentoring, and counseling the student so he/she can maximize the learning outcomes and complete their study on time.

1. Advising, guiding, and monitoring a student's academic progress:
 - a. Advising on what and how many subjects must be taken each semester, based on the student's academic performance from the previous semesters.
 - b. Guiding and counseling students on effective study habits and study methods
 - c. Monitoring a student's academic progress.
2. Assisting and counseling students on best strategies to deal with learning difficulties, cope with academic pressures, or handle personal situations or circumstances that might affect, hamper, or impede their studies and relationships with other students in school.

Foreign students are also provided with such support through the Foreign Student Advisers. Students who encounter any academic or personal issues should immediately report or talk to their Academic Adviser who will then document the problems and give the appropriate advice.

B. Tutorial Program (Faculty Based)

President University implements a Tutorial Program that is aimed at, strengthening a student's capacity to succeed in his/her studies. Specifically, the program aims to assist students who have learning difficulties, or are unable to cope with the high academic demands in school. This program is accessible to all students and is offered every semester under the auspices of the Head of Study Program in collaboration with the student's Academic Adviser and the student's Lecturers.

The University assigns students in their senior years (those in semester 7, 8, or 9) to serve as Tutors to first and second year students. The tutorials are free of charge. The subjects covered generally include areas like English, Mathematics, Physics, Chemistry, Accounting, Auditing, etc.

C. Thesis Advisers/Final Project Advisers

The completion of a Thesis or Final Project/Report occurs during the student's last semester in the University. In order to help students complete a thorough, detailed, and well-prepared piece of academic work, each student will be assigned a Thesis Adviser or Final project Adviser. The roles and responsibilities of these advisers are:

1. Provide guidance and advice to the student during the preparation of the thesis/final project, from proposal up to completion. A Thesis/Final Project Advising Consulting Form is used to document this process.
2. Sign off/approve the thesis/final project proposal as ready to proceed.
3. Provide guidance on the appropriate research or project methodology to be undertaken, including which data collection and analysis methods to use.

4. Provide support on which literature references are needed to draw up the theoretical framework.
5. Ensure lines of communication are open with the student during the thesis/final project preparation stage.
6. Ensure all meetings and consultations are conducted properly and on time. The Adviser must document each consultation meeting (Refer to Attachment 2 – Consultation Meetings Form).
7. Review and recommend the draft thesis/final project to be “Ready for Defense” or “Ready for Presentation”.
8. Attend the thesis defense or final project presentation as scheduled.
9. If the Panel of Examiners recommends amendments to all, or certain portions of the draft thesis, provide guidance to the student in the reformulation or revision of the draft thesis/final Project
10. Review the thesis/final project that has been evaluated and revised, and recommend finalization.

D. Scholarship

On a limited basis, President University will provide scholarships to academically-gifted and bright individuals from low income backgrounds in order to help them with their college education, while at the same time recognize their exemplary academic performance in the course of obtaining their degrees.

The annual scholarship quota is determined by a special Scholarship Committee established for this purpose. The scholarships are offered after every semesters based on a favorable evaluation of the student’s academic performance during the previous semesters.

1. Eligibility Requirements

To be eligible for the scholarship scheme, the student has passed the University Entrance tests with the following ranking:

Scholarship Category	Ranking
I	I
II	II
III	III
IV	IV
V	V
Regular	None

2. Terms and Conditions

- a. The scholarship is valid for 3 semesters. The recipient shall be evaluated every three semesters. The student must maintain a minimum cumulative GPA in order to continue the scholarship for the succeeding semester. See table below:

Scholarship Category	Minimum Cumulative GPA /3 Semesters
I	I
II	II
III	III
IV	IV
V	V
Regular	None

b. Academic Penalty

Academic penalty is the evaluation of Grade Point Average (GPA) during the six semesters study period in President University. Penalty means student will be charged an additional school fee of two million per semester if the student is failed to achieve the minimum cumulative GPA (scholarship scheme attached) during the six semesters. This penalty effectively applied on the 7th, 8th, 9th and 10th semester.

c. Academic Award

Academic award is the evaluation of Grade Point Average (GPA) per three semesters. Award is meant to give through school fee discount or additional subvention in which the amount depends on the GPA with the details as follow:

1. Students of President University with the $3.75 < \text{GPA} < 4$ (from the scale 4.00) during the three semesters (semester 1, 2, 3) consecutively will be given 2 million discounts for the next three semesters (4, 5, 6). The same evaluation will be continued on semester 7, 8, 9 and 10 by considering at the cumulative GPA during the 6 semesters (semester 1 - semester 6).
2. Students of President University with the GPA of 4.00 (from the scale 4.00) during the three semesters (semester 1, 2, 3) consecutively will be exempt from school fee for the next three semesters (semester 4, 5, 6). The same evaluation will be continued on semester 7, 8, 9, and 10 by looking at the cumulative GPA during the 6 semesters (semester 1 - semester 6).

d. The dormitory fees for Scholarship Categories II, III, IV, and V shall not change of the subsidies because the dormitory fees are paid annually or semi-annually.

Aside from item c above, the student should maintain the following:

1. No failing grades
2. No dropped subjects
3. No incomplete (INC) subjects
4. The scholar should maintain a minimum 75% class attendance, excluding absences due to illness and other health reasons, the university task given and approved by Vice Rector 1, out of the total number of teaching hours per semester.
5. The scholar should take a minimum 18 credits per semester (or as appropriate based on the study schedule).
6. With the intention of promoting greater self-reliance, independence, and to understand responsible work ethics while in school, recipients of the full scholarship shall be encouraged to render services to President University during the term of scholarship. For example,

scholars shall work at specified hours as a mentor to other students, or provide support to the faculties as assistants to lecturers. The terms of this work agreement shall be specified in the Scholarship Agreement between President University and the scholar.

7. The main reason for termination of scholarship is if the scholar behaves or acts in a manner, which in the view of the Scholarship Committee and after investigation, constitutes violations of the University's existing rules and regulations, and/or the laws of the Republic of Indonesia.

E. Information for New Students

All new students, foreign and local, should know the following information:

1. Admission Information

President University website brochures and other admission information is available from the Academic Bureau or the Marketing Department. They will provide you with the requirements for admission, the fees and schedule of payments, immigration/visa requirements for foreign students and other information.

2. Dormitory to have Facilities Information

Information about dormitory, or students facilities and schedules (basketball court, swimming pool, etc), may contact a Student Affairs staff member.

3. First Aid and Medical Support

Students who become ill or are in need of medical attention and treatment can request over the counter medicines from either the Housing Representative (HR) while in Student Housing, or the Student Affairs Coordinator while on campus. The Student Affairs office will provide support to students in need of further medical attention and or hospital treatment, and will take them to the nearest hospital or clinic; however, the cost of hospitalization and medication will be paid by the student concerned.

4. Immigration Information

Foreign students are strictly required to secure an appropriate Student Visa while staying and studying in Indonesia. The Academic Bureau will assist with securing a permit from the Department of Education, while the Student Affairs office will assist in applying and obtaining the Student Visa. All costs must be borne by the student.



PART IV - ACADEMIC REGULATIONS

A. Length of Undergraduate Study Program

President University implements a trimester study program consists of long semester (twice) and short semester (one time). This means that courses are taught three semesters per year. To obtain an undergraduate degree, a student must complete at least 10 - 14 semesters of study (including short semester). Classes are taught for a total of 16 times every semester. This includes both mid-term examinations and final examinations. One (1) week is composed of five (5) study days, and 1 (one) day for making up the class.

B. Academic Credits

1. The faculties specify the total academic credits for each subject. The total academic credits given for each subject depends on the course contents, the type of class instruction and methodology used. However, generally, each subject is worth 3 credits which is comprised of:
 - a. Class instructions
 - b. Structured academic activities (exams, quizzes, class exercises, etc.)
 - c. Homeworks and assignments
2. To obtain an undergraduate degree, the student must successfully complete a minimum of 144 credits during the course of his/her study program.
3. The term "successfully complete" means that the student does not have any "Failed" subjects, or must have rectified or corrected any "Failed" subjects. "Failed" subjects do not carry any academic credits.
4. The total number of credits that a student gets for every academic year is 48 credits. Students will get subjects package from semester 1 until semester 10.

C. Class Attendance

1. Students must come to class on time. The lecturer has the right and authority to bar any student who is late from entering the class.
2. Students are required to attend their class at all times.
3. Students who incur 3 (three) unauthorized absences for each subject shall not be allowed to attend their Final Examination/Final Project. Unless he or she can provide evidence that the reason of absence is acceptable as per university regulation.
4. Students will be given permission and not marked absent for the following reasons:
 - a. To attend to family emergencies, death in the family/close relatives
 - b. When hospitalized or ill or recuperating from illness as shown by a valid Medical Certificate
5. Students who would like to attend extracurricular activities organized by the university should ask permission from the Vice Rector I who will then consider the request and act accordingly. Vice Rector I has the right and authority to disallow or disapprove any request in the interest of the student and the university.
6. In the interest of ensuring order and preparations for exams, the university shall discourage the holding of extracurricular activities 2 (two) weeks prior to the Final Examinations. Exceptions to this policy shall be treated on a case to case basis and shall be approved by the Rector.

7. Students who would like to ask permission to be absent from class due to the reasons cited in item 5 above should write a letter to the Vice Rector I who will then consider and approve/disapprove the request and forward it to the Vice Rector I concerned.
8. Student who follows the class by using e-learning or blended learning is recognized to follow the class by the Schoology and Haruka Education System.

D. Assessment of Student Academic Performance

1. The Assessment Components

The following are components of the assessment of a student's academic performance:

- a. Examinations (mid-exam and final exam)
- b. Quizzes, class exercises
- c. Class participation
- d. Projects (internal or external)
- e. Assignments/Homework
- f. Any other activities that a lecturer will assign as part of the over-all assessment for a subject.

2. Examinations

There are two types of examinations:

a. Semester Tests

- i. Semester tests are comprised of two parts: the mid-exam and the final-exam. The mid-exam is given after completing at least 6 weeks of lectures while the final-exam is executed after all lecture materials have been given for the semester. The mid-exam and final-exam are scheduled on the academic calendar that is announced to the students.
- ii. The lecturer will decide whether to give a closed book or open book examinations.
- iii. The examinations may be in the form of any of the following: project assignment and/or presentation, written test, verbal test, or take-home test as decided by the lecturer.
- iv. The types of questions in a written test, open or closed can be any of the following: short answer, essay, problem solving/cases or combination of these.
- v. Multiple choice type of test is not ideal and is avoided as much as possible.

b. The Thesis or Final Project Examination

The thesis or final project is an examination, which has to be taken by students in order to finish a study program. The nature of this test is holistic, covering all disciplines related to the field. The test is based on the thesis or final project materials, which have been completed according to the guidelines for the thesis/final project decided by the faculty. The comprehensive test is organized by dean of faculty and head of study program. If there are no solution regarding the result of the examination, Dean of Faculty may have a suggestion from Vice Rector 1 and Rector for the decision.

E. Examination Rules

1. Requirements

Any financial liabilities must be settled before the final-exam. If such obligations are not settled, the university shall: a) ban the student from attending the final-exam b) withhold the student's grades c) not allow the student to enroll in the forthcoming semester.

2. General Regulations

- a. Lecturers and or Academic Administration Bureau will inform those students who should not be taking the exams. Students have the responsibility to check this information and fulfill the requirements prior to exam.

- b. Students have to be present 10 (ten) minutes before the test begins. Students should only enter the exam room after the proctors allow them to.
- c. Students can only start the exam after the proctor tells them to do so.
- d. Students who come late may be allowed to take the test without extending the time of the test, also before anyone leaves the exam room.
- e. Students who are in the test room are not allowed to leave the room after distribution of the test materials.
- f. Students are only allowed to bring equipment or materials approved by the test committee, except the lecturer gave openbook exam.
- g. Students who violate the test rules will automatically get a failing grade in the subject.
- h. Students have to sit in exam room according to seating arrangement.
- i. All mobile phones should be switched off.
- j. Students have to wear decent and neat attire (no slippers and no shorts)
- k. The proctors have the authority to extricate from the room any student who violates the exam rules, and shall document this incident on the examination report.
- l. Students are allowed not to come on examination day if the lecturers give the score before examination day, the student gives the evidence signed by lecturer.

3. Re-sit Examination

Students who are unable to conduct the exam at the prescribed time due to several reasons such as scholastic events, medical condition, death of a family member or other unavoidable circumstances may request make-up exams with different problem given by the lecturer. Please note the following conditions carefully:

1. Take and complete make-up exam form in Academic Administration Bureau.
2. Request for make-up exams must be submitted to Academic Administration Bureau no later than THREE (3) working days after the date of the prescribed examination.
3. Attach supporting documents such as your Physician's statement or a valid permission letter from Vice Rector 3 if you are attending an event for the university.
4. The make-up Exams Request fee is Rp. 100.000,00 per course. Payment can be made in the Finance Bureau after obtaining your Lecturer's and Head of Study Program's approval. Student who is unable to attend examination due to participation in specific scholastic event (by University's request) or acute medical condition may be exempted from paying Request Fee. Exemption is subject to approval by the Head of Study Program.
5. Make-Up Exam is not a right and permission is only given in exceptional circumstances. The Lecturer and Head of Study Program has the right to deny the student's request if fail to provide sufficient evident on the circumstances that prevented you from sitting the examination on the prescribed date
6. Students are not allowed to defer a make-up exam. Failing to attend a make-up exam will automatically grant a ZERO (0) score on the exam.

F. Grading Policy and System

1. Grading Policy

Grading is an objective way of proving the participation of a student in the relevant experiences of a course. The quality of a student's performance in achieving the course goals is evaluated and recorded in the form of grades. Grading is the sole responsibility of the lecturer. The grade for each course entered on the Final Grade Report is the accumulation of grades following weighting evaluation elements of each course.

As a guideline, the weight assigned to each element of the assessment is shown below:

- a. The weight for a final-exam or its substitute : 30% - 50%
- b. The weight for a mid-exam or its substitute : 20% - 30%
- c. The weight for projects, presentation, assignments, quizzes, homework, class exercises, or any structured academic activities : 10% - 20%
- d. The total percentage of weighting has to reach 100%

2. Grading System

The university's grading system is shown below:

Grade	Conversion Score	Raw Score
A	4.00	85 - 100
B	3.00	70 - 84
C	2.00	60 - 69
D (Passing)	1.00	55 - 59
E (Fail)	.00	< 55

*D = passing for study program subjects and univ.core subjects, max 6 credits.

3. Fail Cases

The lecturer may decide to give a grade of "Fail" (E) to students who commit any or all of these actions:

- a. Fail to show up in class 75% of the total class hours
- b. Commit serious classroom violations like disturbing the peace and order, showing up drunk, using abusive or offensive language, harassing classmates or lecturers, etc.
- c. Cheating in quizzes or examinations
- d. Any other actions that constitute a violation of the university's existing regulations

4. Retake of Subjects

Re-take or add subject subjects as long as:

- a. Total credit for one academic year (20161, 20162, 20163) is still less than 48.
- b. There is no mismatch schedule with other subjects.
- c. Capacity of the class is still available.

5. Others

The rules that apply with regards to grading:

- a. The grades are final and cannot be changed.
- b. In case of a mistake regarding on any of the grades, the student may report the matter to the lecturer concerned, who will then review the grade and act accordingly.
- c. If there is a need to rectify a mistake in the university academic information system, the lecturer should file a written request to the Academic Administration Bureau to have the grade rectified from Vice Rector 1.

G. Grade-Point-Average (GPA)

1. Definition

The GPA shows the level of a student's success in learning for the courses that have been taken. The GPA is divided into semester GPA, i.e., GPA in one semester, and cumulative GPA, i.e., GPA over more than one semester.

2. Categories

The student's GPA is organized into the following categories:

- GPA of 3.75 - 4.00 = Cum Laude
- GPA of 3.51 - 3.74 = Distinction
- GPA of 2.75 - 3.50 = Very satisfactory
- GPA of 2.00 - 2.74 = Satisfactory

3. Calculating

GPA is the accumulation of the credits taken, multiplied by the weight of each course, divided by the number of credits taken that semester, with the formula:

$$\text{GPA} = \frac{\sum (K \times N)}{\sum K}$$

K = the credit weight of each course taken during the semester
N = the conversion score of grade

To calculate a GPA, see the example shown below:

Subject	Credit (K)	Grade	Conversion Score (N)	Value K x N
English I	3	B	3.00	9
Introduction to IT	3	A	4.00	12
Programming Concept	4	B	3.00	12
Calculus I	3	D	1.00	3
Physics I	3	C	2.00	6
Computer Organization	3	B	3.00	9
Indonesian Language	3	A	4.00	12
Total	22			63

$$\text{GPA} = \frac{\sum (K \times N)}{\sum K} = \frac{63}{22} = 2.86$$

Combination of cumulative GPA and semester GPA for continuing student's study load is illustrated in the study load table.

4. Criteria for Awards of Academic Excellence (Honors)

Based on the Rector Decree (SK No.015/Skep-1/III/2013/PresUniv) Year 2013, President University has determined the criteria for awards of academic excellence.

Total Cum GPA	Predicate	Remarks
3.75 - 4.00	Cum Laude	No C and D grade, not exceeding 10 semesters study program, no retake subjects, not a transfer student, and never get any academic and non-academic violation.
3.51 - 3.74	Distinction	None
2.75 - 3.50	Very Satisfactory	None
2.00 - 2.74	Satisfactory	None

H. Final Grade Report (GPA Report)

At the end of every semester, students receive an original copy of their Final Grade Report that shows the final grades they have obtained for the subjects taken during a particular semester. The grades in a Final Grade Report are deemed final and cannot be changed, except in cases where the Lecturer had made a mistake in giving the grades, and rectification must be made based on a written request to the Academic Bureau from the Lecturer concerned. The Academic Bureau is responsible for issuing the Final Grade Report every semester.

Students who would like to have original copies of their Final Grade Report, or who wish to have photocopies of their Final Grade Report validated as true copies of the original must report to the Academic Administration Bureau and pay a fee to have their Final Grade Report requests processed.

I. Transcript of Records (TOR)

This document shows a student's entire academic performance in the course of obtaining an undergraduate degree. The grades in the TOR are deemed final and may not be changed, except in cases there has been a systemic or technical error. In this case, the student may file a request to have the mistake corrected by getting approval from Vice Rector 1.

The following rules apply for grades that are shown in the TOR:

1. The grades are final and cannot be changed (except in cases mentioned above).
2. If a student had transferred from one study program to another, the grades in the TOR shows his/her academic performance in the new study program and what subjects have been credited from the old study program to the new study program.
3. Any subjects from the old study program that had obtained a grade of "D" or "F" shall be erased from the records upon authorization by the Dean of Faculty.
4. Students who would like to have the temporary copy of their TOR, you may take it directly to Academic Administration Bureau.
5. Students who would like to have original copy of their TOR, or who wish to have photocopies of their TOR validated as true copies of the original must report to the Academic Administration Bureau and pay a fee to have their TOR requests processed.

J. Academic Transfer

Under this policy are the following categories:

1. Change of study programs/ faculty - Students who change from one study program to another study program after the first, second, or third semester, should fill the form of "Changing Study Program" and get approval from Parents, Student Advisor, Current Head of Study Programs and New Head of Study Program. Give all GPA report from current study program to the new Head of Study Program to arrange the subject conversion (the subjects can be credited to the new study program). Also have consultations with the new Head of Study Program regarding the subjects must be taken in every semester afterwards. Return the form back to Academic Administration Bureau to get new ID number for the new study program and process the subject's conversion.
2. Change of concentration - Students who change from one concentration to another concentration after the first, second, or third semester, should write a letter to the Head of Study Program stating the reasons for change of major. The Head of Study Program shall then review/approve this request and assign the student a new Academic Adviser. The Academic Adviser will then review what subjects can be credited to the new major.
3. Transfer from another school - For transfer students from other higher education institutions, either inside or outside the country, who wish to transfer to President University after the first, second, or third semester, President University can admit them as long as such students fulfill the requirements established by the government and President University. The regulations on admission will apply in this case. The Head of Study Program where the transfer student wishes to join shall review and evaluate equivalence of academic subjects to be credited.

K. Academic Leave

Due to personal, academic, or official reasons, a student may choose to file for an academic leave from academic activities. The academic leave is not counted in the student's length of study. The student must secure an Academic Leave Form from Academic Administration Bureau and ask the approval of the Student Advisor and Head of Study Program.

1. Generally, an academic leave is permitted for a maximum of two semesters. If the student does not report back to the University after this period, the University shall send a letter to the student concerned to verify his/her intention to go back to the university or not. If no reply is received 14 working days after the letter is sent, the student concerned will be considered resigned and dropped from the university roll of students.
2. However if there is a medical reason warranting time off from school (as attested by a valid doctor's recommendation stating the length of treatment, recovery, or hospitalization), the academic leave may be extended for another semester.
3. Students who have committed grave violations that are deemed serious by the University shall be suspended and required to file an academic leave. Students who have violated the laws of the state and must serve time for investigation or imprisonment shall be required to file an academic leave.
4. Students who have not passed their thesis and would like to take some time off from school for personal reasons should apply for an academic leave for a maximum two semesters.

L. Inactive Students

The following reasons would classify a student as an inactive:

1. Students who have finished their academic leave but do not report back to school
2. Students who do not enroll on time without information on their whereabouts

3. Students who have not completed their undergraduate degrees after two semesters have passed without applying for an academic leave
4. Students serving time in jail for a period of 3 months or more

M. Re-instatement or Re-admission to the University

Reinstatement is readmission of students who have been on academic leave and who wish to rejoin the same faculty/department/study program. Regulations for reinstatement after the academic leave are as follows:

1. The student has to submit a request directly to the appropriate Head of Study Program, together with a copy of the academic leave.
2. Requests for reinstatement have to be submitted to the Head of Study Program two weeks before the enrollment period.
3. After receiving the approval letter, the applicant has to register and fulfill all administrative obligations.
4. Grades entered on the student's transcript of records prior to academic leave will still be valid.

N. Drop Out

A student is considered as a drop out if he or she does not fulfill the academic requirements within the limits of the length of study. Afterwards, he or she is not allowed to continue and has to resign from the faculty or major. Factors attributing to drop out are:

1. At the end of the first four semesters, the student failed to achieve at least 30 credit units and has a cumulative GPA of less than 2.00.
2. At the end of three semesters, failed to obtain a cumulative GPA of less than 2.00.
3. At the end of 7th years, failed to finish the program.

O. Judicium

The Judicium is a process of endorsing and approving for graduation those students who have completed all the financial and academic requirements to obtain an undergraduate degree. The Judicium is initiated by the Dean of Faculty after having endorsed to the Academic Administration Bureau a written request for the review and clarification of the status of a graduating student. The written request for Judicium received by the Academic Administration Bureau is acted upon through a review process of the student's status and eligibility to graduate. If all is in order, the Academic Administration Bureau replies to the Dean of Faculty confirming that review has been made and the names of students eligible to graduate is then forwarded. The Academic Administration Bureau then calls for the University Senate to be convened for the Judicium to take place.

The Judicium takes place two weeks after the Dean of Faculty has submitted the final grades of graduating students.

1. Requirements

Requirements for the endorsement of Judicium for a graduating student:

- a. The student must have completed all the academic and administration requirements
- b. Administration requirements:
 - i. He/she is listed as currently enrolled and not on academic leave.
 - ii. He/she has no pending financial obligations (Finance, Library)
- c. Academic requirements:
 - i. He/she has fulfilled the required number of academic credits dictated by DIKNAS (min. 144) without any failed subjects (F).

- ii. He/she has completed the requirements for submission of final project, final research, or thesis.
 - iii. He/she is not currently under any academic or disciplinary sanctions.
2. Criteria for Judicium:
- a. Cumulative GPA 2.00
 - b. Total study semesters: 10-14 semesters
 - c. No failed grades
 - d. No incomplete subjects
 - e. Maximum academic leave 2 semesters
 - f. Minimum C on each general subject (MKU)
 - g. Maximum total number of credits (sks) D grade should be 6 credits (sks)
 - h. Minimum C on each concentration subjects
 - i. Minimum C on Internship
3. Judicium Process:
1. The Head of Study Program sends a letter to the Heads of Operating Units (Academic and Finance) endorsing the students who will be graduated. Academic and Finance then conducts the assessment process to verify the students' eligibility to graduate.
 2. Academic and Finance then sends a written report to the Dean of Faculties informing them of the result of the assessment process
 3. If the academic and administrative requirements are met, the Deans of Faculty calls a Judicium meeting.
 4. The result of the meeting is signed by the Dean and the Program Heads
 5. The result is then forwarded to the Rector
 6. The Rector issues an SK Judicium
 7. The student is then informed of the result through a formal letter with the following original documents:
 - a. Copy of the result of the Judicium meeting
 - b. Judicium Decree signed by the Rector
 - c. Students who are not be eligible to graduate also receive a formal letter stating the reasons why they are not eligible to graduate, and what they must do to fulfill the requirements for graduation.

P. Internship Program

1. What is an Internship?

Internships are planned and closely supervised "hands-on" work-related learning experiences providing the students with a chance to gain important knowledge and skills in a career-related that may or may not be directly related to their academic coursework. An internship provides exposure to career fields of businesses and interests.

2. Objectives

President University recognizes the educational value of practical work experience with a participating institution /organization. The overall goal of internship is to provide the means for each student to mature both personally and professionally, as well as to further their appreciation and understanding of the professional experience in their chosen field of study. Because of the commitment to this goal, the internship program was established with the following specific objectives, which afford each student, the opportunity to :

- a. Experience the importance and relevance of ideas learned in classroom work.
- b. Develop their abilities to achieve performance goals based on the responsibilities and duties.
- c. Develop their ability to assess and direct achievement of specified performance goals.
- d. Get a bird's eye view of how an institution is running and interact with and learn from industry professionals.
- e. Experience working within a group or team.
- f. Enable the cooperating organization to receive the benefits of the special talents and background of the student.
- g. Increase interaction between the university and the cooperating organization to educate and produce good quality graduates.
- h. Apply, in an appropriate and professional work setting, theories, concepts, and philosophies learned through previous academic and other experiences.
- i. Develop decision-making and problem-solving skills through the formulation, implementation and evaluation of alternative solutions to problems and approaches to issues.
- j. Gain an understanding of the overall institution/organizational structure and their management philosophy (or corporate culture) and clientele base, as well as their relative position to other local, national and /or global competition in the market place.
- k. Identify and address personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting.
- l. Develop a network of industry professionals that can be used when seeking full-time employment.
- m. Share their internship experience and special project with other President University interns, faculty and staff.

In addition, the university recognizes the benefits of an academically sound internship program, which includes the provision and utilization of feedback from the employer and the student in the continuing evaluation of the President University curriculum (i.e. the need for new courses and adjustment of existing courses), and the potential of promoting all programs/majors to prospective employers.

3. Internship Program Schedule

In accordance with a change in university policies, effective for Academic Year 2013/2014, the internship program is scheduled as follow:

Faculty	Study Program	Semester
Business	Accounting	8
	Management	9
	Business Administration	9
Engineering	Electrical Engineering	9
	Industrial Engineering	9
	Mechanical Engineering	9
Computing	Information Technology	9
	Information System	9
International Relations	International Relation	9
	Communication	9
Communications and Law	Law	9

4. Student Eligibility for Internship

- a. To be eligible for the internship program, student must refer to the policy as stated in the Internship Handbook.
- b. If the students deemed ineligible, the student's internship will be scheduled and determined by the Internship and Career Center and in coordination with Head of Study Program.

5. Student Placement in Companies

Students are given full liberty to choose where they want to undertake the internship program. Students may apply for internship in Indonesia or Outside Indonesia with the term and condition as follow:

- a. Students who are interested to apply for internship in Indonesia, outside the area of DKI Jakarta, Jawa Barat or Banten, must provide a letter of consent that verifies the permission from parents or guardians for the students to go for the internship at the specified place. This letter should be signed by the parents or guardians and addressed to the Head of Internship and Career Center.
- b. The Exemption to rule number 1.5.1.1 is applied to students who return to their home town where they will be living with or under supervision of parents or guardian.
- c. Indonesia Students who aim to apply for international internship (Outside Indonesia) must abide by the following rule:
 - a. Students must submit a letter of consent that verifies the permission from parents or guardians for the students to go for the international internship at the specified place. This letter should be signed by the parents or guardians and addressed to the Head of Internship and Career Center. This letter must also indicate the student's willingness to incur all costs related to immigration procedure, visa application, health insurance, living, accommodation, and travel expense before, during, and after internship program.
 - b. Student must submit the letter of acceptance from the institution. The letter must state the Department in which the intern will work the starting and ending period, location of the internship activity. The letter must be signed by the official representative and duly stamped.

6. Student Placement in Companies

Students are responsible to all expenses related to the activity of internship which may take place before, during, and after the internship program. This cost may comprise of, but not limited to, a travel, accommodation, meal, and living cost. The University is no deemed responsible for any of these costs incurred.

The university will not cover any health insurance for the students. Therefore, students are held responsible for any cost that will be incurred related to incidents due to work activities during the internship program and accidents that may take place during the travel to and from the internship site.



PART V - STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

1. Academic Freedom

The University encourages students to exercise academic freedom with responsibility in accordance to the norms and values accepted in the academic community.

2. Access to Educational Quality

Students have the right to access educational quality and adequate facilities that are provided by President University.

3. Non-Discriminative Treatment

President University employees and students have the right to work and study in a free environment from harassment on the basis of race, color, national or ethnic origin, gender, age, physical disability or religion.

4. Personal Development

The University provides all facilities and supporting services to ensure that every student can optimally develop his/her talents, interests and abilities through academic, extracurricular and organizational activities.

5. Emergency Medical Assistance/Healthcare Services

- a. The University endeavors at all times to provide support to students in case of emergency, and students will be given the right to proper information on the type of medical support that should be given.
- b. The University provides access of hospital and medical clinics appointed by the University to all students.
- c. Overseas students will have insurance coverage for health and emergency purposes.
- d. The University will endeavor to evacuate students in condition of should natural calamities or emergencies arise which may pose a danger to life, health or safety.
- e. All students who are in need of medical treatment shall be accompanied by a member of the Student Affairs staff. The student bears the cost of treatment.

6. Guidance and Counseling

The University provides guidance and counseling for students. Students should contact their Academic Advisor for the academic-related support, or they may contact Student Affairs staff to seek assistance or counseling for any of the following:

- a. Student advising/counseling for problems related to the teaching and learning process.
- b. The preparation of students for their future career, from time to time the Student Affairs organizes personal and leadership development seminars.
- c. Counseling for personal issues, and support in seeking professional help outside campus if necessary.

7. Student Appeals

President University students have the right to make appeals. In circumstances where President University student receives unfair treatment/judgment, faces conflict or has problems with a lecturer, staff member, or other student, the student council, then a lecturer or staff member of his or her choice will try to act as a mediator to reconcile the conflicting parties.

8. Policy Exceptions

If a President University student would like to request an exemption from a University policy, such as waiving a graduation requirement or commencing a study program before all requirements are met, he or she must initiate a process and talk to the Academic Advisor. For matters concerning student life, the student may contact Student Affairs staff members.

B. Student Responsibilities

1. Students Code of Conduct

Students should always conduct themselves in a manner that is polite, respectful, and responsible, and which conforms to the generally accepted rules of behavior, customs, and traditions of Indonesia.

a. Dress and Appearance

President University expects students to be modest and decent in dress and appearance. The University desires students to come to class neat and tidy. For example, clothing that is torn, worn, too tight or revealing or that displays suggestive, profane or otherwise inappropriate decoration is not suitable as general garb for attending classes. A clean and neat appearance and maintenance of personal hygiene is required on campus. Slippers or sandals are not allowed. For female students, indecent and inappropriate clothing are strictly prohibited, and long hair should be neatly combed. For males, hair should be neatly combed and clean. Dress, shirts and pants should be properly ironed. Students who do not conform to these expectations may be prohibited from attending classes. (Please see section F for details or insert picture & delete section F)

b. ID Cards

The University issues a student ID card for all students. The ID card has a barcode at the back which contains all the important personal details of a student. The ID is used for the following:

- i. General identification purposes that the card holder is a registered President University's student
- ii. Borrowing books from the library
- iii. Using the internet labs, language labs, and other faculty labs
- iv. For identification during exams
- v. For entering the dormitory complex
- vi. For clearance during the thesis defense

Overseas students get two more cards which are issued by the Police Department and Immigration Office.

Students are advised to carry their ID cards with them at all time. No one will be allowed to borrow books without an ID card. If cards are lost, students must report the loss to the Academic Bureau to obtain a replacement.

c. Drugs, Alcohol, and Tobacco

Drugs, tobacco, and alcohol are harmful and the possession or use of tobacco, alcoholic

beverages, or illegal drugs is not permitted at any time inside President University campus and surrounding vicinity. Suspected abusers are subject to drug testing, search, and seizure, and/or disciplinary action, with the financial burden for such being the responsibility of the suspected student. Students for whom there is evidence of drug abuse will be dismissed from the University.

d. Weapons

All weapons (e.g. firearms, knives or clubs) are strictly forbidden inside President University campus and surrounding vicinity. All weapons possession/ usage in President University are subject to seizure and disciplinary action. Disorder or disruption using dangerous weapons of any kind inside the campus is not tolerated.

e. Honesty

President University honors honesty. Any form of dishonesty, such as: cheating, plagiarism, blackmail, falsification of either a student's academic work/exercise, signature or academic grades, substituting for others at an examination or allowing one's own papers, reports or any academic work to be claimed by others, will be subject to heavy penalties.

f. Absences

Punctuality is a specific characteristic of a responsible and respectable person. Punctuality, attentiveness, and regular attendance at classes are expected from all students. Students are not allowed to be late. Student who miss any class due to illness must show a valid doctor's certificate, and those who were absent for other acceptable reasons must submit a letter of explanation to their academic counselor, department chair or Dean. Students are only allowed 25% unexcused absences, for each subject in a semester.

g. Language and Appropriate Conduct

President University students are expected to maintain the image of disciplined and responsible campus community members who will become future leaders. Language and social conduct should demonstrate respect for others. Students are expected to use respectful language and refrain from swearing and profanity. Any kind of sexual harassment/ abasement or conduct, which does not conform to social norms, is not permitted on the President University campus.

h. Respect of Others

There is no place at President University for conduct that debases or abuses another person. All forms of harassment or exploitation toward new students/freshmen by President University community members are strictly forbidden and subject to heavy penalties by the University.

Any discrimination or harassment of employees or students by other employees or students is not permitted, regardless of working relationship or supervisory status. The University strongly discourages romantic relationships between married employees and students.

f. Lost and Property

President University will not be held responsible for lost items on campus. Students have to take care of their own belongings. To avoid losses, students are strongly discouraged from bringing large amounts of cash or any valuable items and accessories to the campus. Do not leave valuable items unguarded on campus. We suggest that students deposit cash in the bank. Check with the Student Welfare Office for lost and found items, after

reporting to the security officer on duty. At the end of each semester, unclaimed items will be given to charity.

g. Theft

President University will not tolerate anyone stealing belongings of the University or President University community members. When there is any report of theft, the University has the authority to request the campus security officer to execute search and seizure. If any President University community member is caught stealing, he/she will be reported to the police for criminal action and/or dismissed from the University.

k. Parking and Traffic

Students have to park their cars in places regulated by the University. Parking cars on roadsides around the campus is not allowed. Please make sure all parked cars/ vehicles are locked. Inside the Cikarang Baru neighborhood, it is strictly forbidden to drive at high speed, and students are expected to drive carefully and ethically.

l. Rooms and Facility Use

Requests for rooms and facilities for student activities have to be submitted at least 5 working days before the event and have to be approved both by Student Affairs and General Affairs Section staff members.

m. Insurance

For their own safety, it is imperative that President University students are protected by insurance while studying at President University. Uninsured students are encouraged to purchase an insurance policy through the University.

n. Follow the PUSH programs in personal development

o. Provide the evidence of TOEIC score of 700 before Thesis defense.

p. Participate in 9 values. Student should follow the 9 values process for each semester.

q. Students are not allowed to participate in politics activities in campus.

2. Campus Environment

Every student is expected to assist in maintaining a clean and orderly environment. President University desires an image of excellence, and all equipment and furniture should be kept in good condition. Bulletin boards are available in several locations; hence the posting of messages elsewhere on campus is not allowed. Messages posted by students must get the prior approval from Student Affairs Department. Students are expected to protect and maintain cleanliness of President University environment.

3. Financial Obligation

All students must meet the financial obligations set by President University and pay all fees due to education conducted at President University. All financial obligations must be fulfilled before any student is allowed to take the final examination, thesis defense, and final project defense.

4. Rules and Regulations

President University students should obey all rules and regulations of President University and the Republic of Indonesia.

C. Disciplinary Action

Members of the President University community are expected to conduct themselves in accordance with the regulations of the University and the laws of the city, province and nation. Whilst violating University regulations will lead to disciplinary action, the disciplinary effort at President University has four principles:

1. Disciplinary action is aimed at producing growth and maturity.
2. Students are encouraged to assume responsibility for their own behavior.
3. Any imposition disciplinary sanction goes through a due process of investigation.
4. All forms of violation can be subjected to penalties as specified.

The University attempts to balance disciplinary action with each student's particular needs and to help him/her toward success and maturity.

If a student knows that his/her behavior is outside the limits established by the University, and they desire assistance in changing such behavior, then without threat of disciplinary action, they may take the initiative to discuss the situation with a lecturer, student counselor, or student services staff member. A problem of this nature is defined as a personal problem and the staff member will work with the student toward a change of behavior. Under some circumstances students may be referred to experienced professionals off campus.

Violations of campus rules/community standards are open to disciplinary action, which is classified into different categories as follows:

1. Written Reprimands/Warnings

Reprimands are given when it is necessary to remind students of their commitment to the community standards of the University. Students may receive an official oral reprimand for a second offence. Students whose attitudes or actions continue to be inconsistent with President University expectations may be given a first warning letter, which will be followed by second warning letter that may lead to expulsion.

2. Fines

Fines are given when property damage is involved, or when equipment borrowed from President University is not returned on time or has been lost.

3. Probation (First and Second Warning Letters)

President University students who have received both first and second warning letters will be subject to Probation. Probation provides the student with an opportunity to show a positive change in attitude and conduct in order to continue as a student at President University. The student is required to sign an agreement to perform faithfully the terms of the probation.

A signed copy of the agreement may be sent to the student's parents, to the Academic Advisor, the Academic Bureau, and/or the Student Affairs Department for filing. The length of the first probation period is three months and the second is six months under control of counselor and male/female Director of Student Housing (for those who live in dormitory) to meet them every two weeks.

4. The Third Warning Letter and Suspension

The third warning letter will lead to student suspension. For a serious violation of President University rules and regulations, vice rector 1 or above may issue a third warning letter with or without the first and second warning letters.

The third warning letter will cause the student to undergo a 2 week suspension from any academic activities, and they will immediately be dismissed from the Student Housing.

5. Dismissal

When a student has committed a serious violation of President University rules and regulations, he/she will be dismissed. An uncooperative student, with an evident spirit unsympathetic to the standards and ideals of the University, is considered to be one who chooses to no longer be a student. Dismissal may also result from actions that are viewed as having a harmful or negative influence upon other students or upon the reputation of President University. Students who are dismissed must remove all personal belongings from the President University campus within twenty-four hours, return all President University property in good condition and settle all financial obligations and fines.

Dismissed students are not to visit the campus or use any campus facilities. Grounds for dismissal are as follows:

- a. Immoral actions include the following:
 - i. Students caught in excessive kissing, necking, sleeping together with opposite sex, petting on the University campus.
 - ii. Pregnancy without marriage.
 - iii. Relationships between the same sexes.
- b. Other offences stated by Indonesian law as a crime.
- c. Fighting on campus, in the dormitory, or outside the campus if it results in grave injury to the parties involved.
- d. Proven drug addict/user/pusher.
- e. Staging, provoking mass action such as demonstrations or rallies that are deemed detrimental to the reputation of the University and/or disruptive to its academic activity.
- f. Leaving Student Housing without notification to Student Housing staff or University Administration Officials
- g. Stealing personal belongings, laboratory equipment, books from library or Student Housing assets.

Whenever applicable and in accordance with the offence committed, the appropriate disciplinary action will be implemented. Actions that merit suspension are the following:

No	Violations	Sanctions				
		Fines	WL I	WL II	WL III	Expulsion
1	Late on returning library book/ damage	P				
2	Vandalism of University property	P	P	P	P	P
3	Late on entering Student Housing		P	P	P	P
4	Dirty Student Housing		P	P	P	P
5	Bringing pets into Student Housing		P	P	P	P
6	Misuse of President University name or logo		P	P	P	P
7	Leaving Student Housing without notification		P	P	P	P
8	Smoking and alcohol consumption	P	P	P	P	P
9	Males visiting females rooms and vice versa		P	P	P	P
10	Inappropriate language/ conduct (swearing, foul language, abusive, sexually explicit languages)		P	P	P	P
11	Wearing indecent & inappropriate clothing.		P	P	P	P
12	High absenteeism		P	P	P	P
13	Cheating during exams and quizzes		P	P	P	P
14	Plagiarism in any written assignments		P	P	P	P
15	Petting, necking, kissing		P	P	P	P
16	Fighting with other students		P	P	P	P
17	Harassment		P	P	P	P
18	Non-Dorm students who staying overnight		P	P	P	P
19	Allowing guests to stay overnight				P	P
20	Gambling				P	P
21	Falsifying President University documents (e.g. meal card)				P	P
22	Blackmail				P	P
23	Bullying (violence)				P	P
24	Ownership or bringing sharp objects, weaponstuffs in campus or Students Housing environment.				P	P
25	Fighting with staff or lecturers				P	P
26	Romantic relationship with married President University staff				P	P
27	Pregnancy without marriage				P	P
28	Theft/ stealing					P
29	Using & vending drugs					P
30	Staging & provoking mass action					P
31	Disrupting academic activities					P
32	Sexual activities in the campus area					P
33	Homosexual or Lesbian relationships in the campus					P

The above penalties cannot be appealed by students, the Student Council, or parents as the University wishes to uphold strict discipline and security for everybody.

6. Police Action

Students who are uncooperative with President University staff or who are involved in illegal activities (e.g., falsification of records, misrepresentation or misuse of President University name/signs/symbols, gambling, blackmail, drug/weapon possession or usage) will be reported to the police. Also, because of our respect for individuals and property, President University will not tolerate physical violence (fighting), property damage, or any other activity, which endangers the safety of others. Grades and/or academic credit may be withheld while any of the above-mentioned issues are being resolved.

7. Immigration policy for International students

As stated in the country's law and regulation (UU No 9 Tahun 1992) pertaining to International Students in Indonesia that they are not allowed to use the student visa to work or for business purpose except for Internship programs offered by the University concerned, violation of which will result in passport confiscation and deportation to country of origin.



PART VI - REGULATIONS ABOUT STUDENT ORGANIZATION

According to Law No. 2/1989 regarding the National Education System, Government Regulation No. 30/1990 regarding Higher Education and Minister of Education and Culture's Decree No. 0457/0/1990 about Guidelines for Student Organization in Higher Education, the development of Student life in President University must be integrated with the President University Development Plan.

President University as a higher education institution assigned to execute the Three Principles of Higher Education endeavors to establish a creative, constructive and responsible climate. It is hoped that a healthy and conducive climate will produce alumni/graduates who are qualified and ready to assume any available jobs.

It is the responsibility of President University to educate, direct and enhance/nurture the student's scientific ability, interest and talents, mental and spiritual growth, and skills in order to achieve the educational objectives that have been defined.

Student Council, Student Union and Major Activity

The President University Student Council (PUSC) is the Student Representative Legislative Body at university level which oversees the activities of the President University Student Union (PUSU), and gives suggestion/recommendations to the university leaders, specifically in matters related to function and the achievement of President University's educational objectives.

PUSU is the Student Representative Body at the university levels that controlled by PUSC which regulates and controls the student organizations, and extracurricular activities. Major Activity is the student representative body at major level which control by PUSC, which hold major activities.



PART VII - AVAILABLE PRESIDENT UNIVERSITY FACILITIES ACCESSIBLE TO STUDENTS

A. Adam Kurniawan Library Rules and Regulations

OPENING HOURS

Term

Monday - Thursday : 08.00 - 20.30
: 08.00 - 11.30 and 13.00 - 20.30

Inter term

Monday - Thursday : 08.00 -17.00
Friday : 08.00 -11.30 and 13.00 -17.00

The library is closed on Saturdays, Sundays and all Public Holidays

1. Library Users

The following people reserve the right to be the members of the library. Members are entitled to use all library services:

- All registered students of the University
- Active Faculty and administrative staff in the University
- Known members of the community and those with a genuine need, have limited access to the library with a special permission from the head of the library.

Other users can only read the library materials and use the reading room in the library.

2. Library Services and Facilities

- Circulation (Book Borrowing)
- Reference and Information services
- Internet use and access to online databases
- Discussion rooms
- Individual study spaces
- General Reading Room
- Library Instruction
- Library Activities

3. Loan Periods

- a. All registered students, active faculty and administrative staff have borrowing privileges in the library. Other people may use the library but do not have borrowing privileges.

- b. The length of time that books may be borrowed is as follows:
- | | |
|---------------|---|
| Students | : 3 books for one week; renewable three times |
| Faculty staff | : 5 books for one week; renewable three times
10 books for 1 semester (for teaching) |
| Other staff | : 10 books for one week; renewable three times |

4. General Rules

- a. Respects to other users are highly appreciated, such as:
- Keeping to a minimum volume of voices while talking or taking part in a group discussion.
 - Sleeping, smoking, using cellphones, radio, joking, playing online games outside the library.
 - Proper use of the library furniture
 - Proper attired at all times in the library
- b. Keeping the library and the collection clean and in good condition by
- Eating and drinking outside the library;
 - Putting trash on the trash cans;
 - Proper handling of walls, furniture and library materials (no marking, ripping off, breaking) etc.
- c. Keeping the library in good order by
- Using the library mainly for academic and research purposes
 - Putting the books on the trolley provided, after reading or removing from the Shelves
 - Leaving the furniture in its original place
- d. Not leaving belongings overnight in the library. The library shall not take any responsibility for loss of personal property or books already issued out.
- e. Report to the library immediately if you find other's belongings or if you lose your belongings
- f. The library staff has the privilege to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users
- g. The library has the privilege to give any kind of discipline acts to any user who disregards the library rules and regulations

5. The Use of Discussion Room

- a. Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library
- b. The discussion room are expected to be used for academic and research proposes only
- c. Any group of 4 people can register and reserve for a discussion room for 2 hours at maximum
- d. User must register at least one day before using the discussion room

6. Borrowing Procedure

- a. A user must be a registered student or active faculty and administrative staff in the current term to be able to use the library services
- b. All users must present their library ID before borrowing any library materials
- c. Library materials may not be removed from the library unless the library staff has properly issued them out
- d. All borrowed materials must be returned on or before the due date.
- e. Students or staff are not allowed to borrow library materials on behalf of others or transfer borrowed materials to others
- f. Students with overdue materials and overdue fines will not be allowed to borrow books

- g. The following library materials can only be used within the library only
- Reference collection
 - Journals and magazines
 - Newspapers
 - Thesis
 - Reserve collection such as Proceedings, 1 copy of required textbooks recommended by faculty members
7. Damage/Loss of Library Materials
- All users will be held responsible for any damage or loss of library materials they are borrowing. Marking of library materials will be regarded as damaged. Users will be required to repair (if it still can be repaired) or replace the loss/badly damaged library material with the most current edition of the same title
 - Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books
 - Any damage or loss of library materials must be reported to the librarian immediately.
8. Overdue Charges/ Fines
- General book collection
Rp. 3000,- per day/ volume
 - Library materials damaged/loss Same or similar titles (latest edition or recent publication)
These rules and regulations are subject to be reviewed by the library from time to time.

B. Computer Laboratory Rules and Regulations

All students entering the Computer Laboratory are required to comply with these Rules and Regulations below:

1. The use of the Computer Laboratory will be from the following schedule and supervised by the lecturer or an IT staff during scheduled class sessions.

Monday - Friday : 8:00 AM - 9:00 PM

2. The laboratory must be kept clean and comfortable at all times.
3. Use of proper clothing is strictly enforced. Students not wearing proper clothing will be asked to leave the laboratory.
4. Equipment or materials are not to be taken out of the laboratory.
5. Students can use the computers for academic purposes only. They can use the computers for assignments or homework such as research work, programming assignments, etc. and finish projects required for course completion.
6. A student is strictly not allowed to use two or more computers at the same time.
7. No food or drink is to be brought into the Computer Laboratory Room. Students violating this rule will be asked to leave the laboratory.
8. Talking loudly, playing games, using hand phones and other actions, which cause disruption in the Computer Laboratory, are strictly prohibited. Students causing such disruptions will be asked to leave.
9. Students must turn the computer off when the lesson is finished and put the chair back properly.
10. Students are not allowed to lock the computers they are using or leave the computers being used unattended for long periods of time. Doing so indicates they have logged off from the computer. The IT staff on-duty is authorized to perform the logging off of unattended

computers.

11. Students must be responsible for their assigned username and password. In the event another student using someone else's username and password, the respective owner of the username and password will be responsible for the action.
12. Students are not allowed to bring their own computer (notebooks or PC desktops) to be used in the Laboratory. It's suggested to use USB for downloading files.
13. Students may use the Internet facility for browsing, email and downloading videos as long as it does not violate local, national, and universities regulation
14. Students do not use internet on laboratory for online transaction with credit card, IT Staff will not responsible for any issue for online transaction.
15. Students are not allowed to download materials deemed unrelated to their academic studies. Materials such as movies, songs, etc. are not allowed to be downloaded. Any student caught performing unallowable downloads will be asked to leave the laboratory.
16. Students may not use peer to peer applications (e.g. emule, kaZaa, napster) to download or upload files.
17. Students must respect the IT staff at all times.
18. Students at all times are reminded to follow and abide by the rules and regulations of the computer laboratory. They also must not alter computer settings, LAN settings, install software (games or any software which is not recommended by lecturers), delete software, install hardware (CD-ROM, printer etc.) or remove hardware or any other activity affecting the day-to-day operation of computers. Also any form of graffiti and vandalism will not be tolerated. Any violation of rules will result in a suspension from further use of the laboratory, and will be reported to Vice-Rector I.

1st offense : 1 week suspension

2nd offense : 1 month suspension

3rd offense : Ban from computer laboratory

C. Co-Curricular Program

Peer Leadership is the Co-Curricular Program which integrates with the Curricular Program Academically. Students are expected not only to be focused on knowledge based on their fields of study, but also to move on to develop their soft skills, to become self-reliant graduates, full of initiative, able to work accurately, having self motivation and self discipline, leadership skills which are responsible and rigorous.

Everything will be synergized either academically (curricular and co-curricular) or non-curricular, academically.

The Peer Leadership program is designed for making a quality mentoring relationship between the Peer Leader and the others. The best Peer Leadership occurs when a symbiotic relationship, incorporating trust, communication, and support can be built. Peer Leadership requires a high degree of interaction in the early stages of the relationship, but later grows toward self-sufficiency and self leadership and so creates a kind of peer counseling.

President University will keep a Personal Book that will record a student's progress, both academic and non-academic. President University will identify the students who do well, both academically and non-academically, and those students will get an award as the outstanding students of the year.

D. Laboratory

1. Laboratory of Information Technology Department

- A209
- A210
- A215
- A216
- Lab CPA Testing Center

2. Laboratory of Communication

- Studio FTV
- Editing

3. Laboratory of Visual Communication Design

- Photography
- Computer Graphic

4. Laboratorium of Engineering

- Basic Manufacture Laboratory
- Metrology Laboratory
- Production System Laboratory
- Work System Design and Economics Laboratory
- Product Dissection Laboratory
- Environmental Research Laboratory
- Drawing Studio CAD/CAM/CAE Studio Automation laboratory
- Environmental Laboratory
- Lab Electrical: Robotics Lab, Electronics Lab, Instrumentation and Sensors Lab, VLSI Lab.
- Lab Physics
- Lab Chemistry

E. Clothes Regulations

President University regulates certain standard related to the clothes that the students have to wear based on particular occasions. Below are the examples

FORMAL CLOTHING WHEN ATTENDING EVENTS



CASUAL CLOTHES FOR COLLEGE



CASUAL CLOTHES FOR THE DORM





PART VIII - RESEARCH AND COMMUNITY EMPOWERMENT SERVICES (RCES)

Research and Community Empowerment Services is the central administrative office supporting the University's research for lecturer and undergraduate students. RCES has a major role in coordinating the development and implementation of research.

RCES works in an integrated way with other relevant parts of the central administration and with faculties.

Vision:

It is to become the most respected research and community service center domestically, regionally, and internationally.

Mission:

It is to provide reliable research and community services in science and technology, by giving maximum output benefits to the public, government, and non government offices.

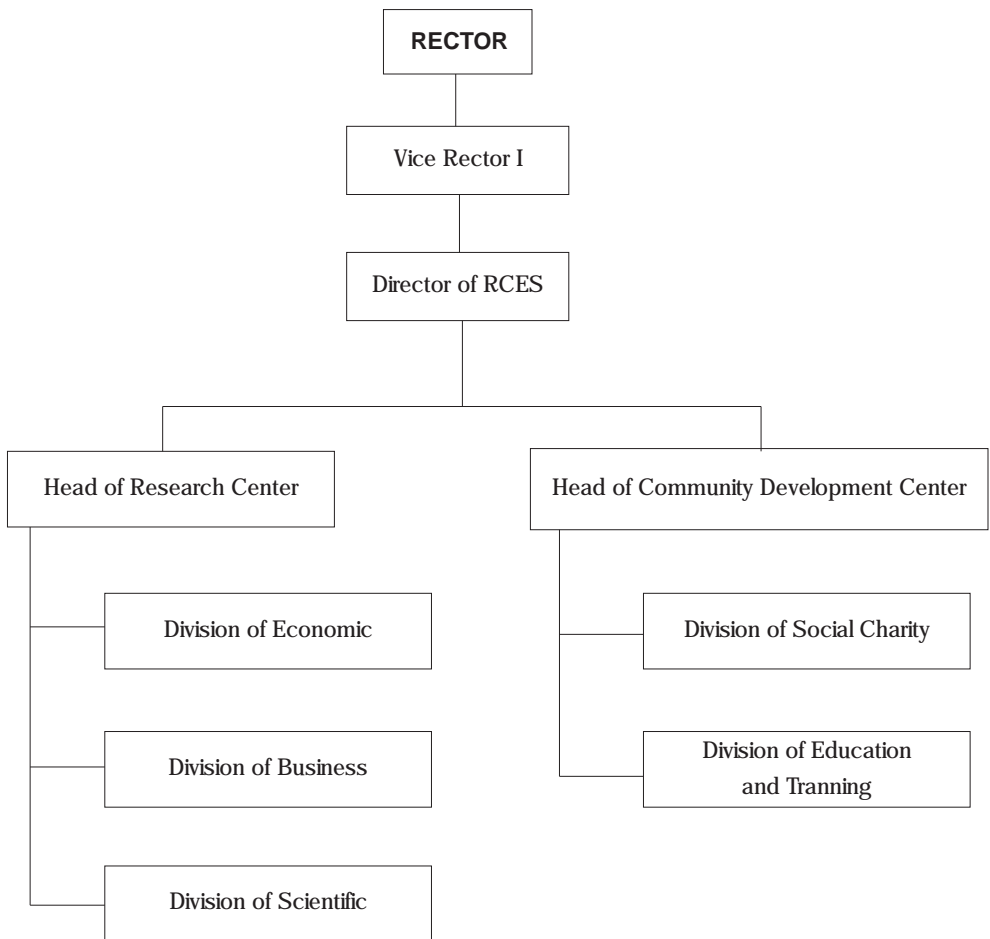
Strategies:

1. Continuously develop and improve the skills, attitudes, and behavior of students, lecturers and staff at President University in conducting research and community development.
2. Cooperate with other institutions (domestic government; foreign government; domestic and foreign private business; domestic and foreign institutions/universities; research institutions; state and private companies).
3. Publish its findings in a scientific journal.
4. Offer good quality and quantity research and community services.

Programs:

Some programs are:

1. To coordinate the research activity and community development.
2. To cooperate with private companies/ Institutes/Governments/Public in regarding Research and Community Development.
3. To support students who are doing research and community development under President University.
4. To do the research community development with RISTEKDIKTI fund (such as: Vucer Program, Grant Refund, Vucer Multi year, SIBERMAS).
5. To support scientific journal and community development.
6. To train the academic people (lectures, staff, and student) to the research and community development.



Research Center:

Research is the heart of President University. The quality, breadth and volume of our research activity are unrivalled.

The research center works in an integrated way with other relevant parts of the central administration, and faculties. There are three main areas of activities under the research center:

1. Economic development research
2. Business development research
3. Scientific research

Economic Development Research

This section provides activities for research, with the main goal being to offer the recommendations based on the academic's research result to the government and/ or related institution.

Business Development Research

This section provides research activities with the main goal being to support the business industries and community.

Scientific Research Activities

This section provides research activities with the main goal being to offer quality service to faculties and other investigators of institutions or industries while meeting external requirements for stewardship of research funds. All research results will be published on the university's journal or outside publications.

The university's journals from the 13 studies program are

1. Problematika Hukum, Law Study Program
2. Journal of Industrial Engineering (JIE), Industrial Engineering Study Program
3. Firm Management Journal, Management Study Program
4. Journal of Electrical and Electronics Engineering (JEEE), Electrical Engineering Study Program
5. Journal of Applied Mechanis and Material (JAMM), Mechanical Engineering Study Program
6. Information Technology for Society, Information Technology Study Program
7. Information System Application, Information System Study Program
8. EXPOSE - Journal of Communication Studies, Communication Study Program
9. AEGIS - Indonesian Journal of International Relation, International Relation Study Program
10. Journal of Artificial Intelligence in Business and Industries, IT Graduate Program
11. Journal of Novum Information in Business Administration Studies, Business Administration Study
12. Journal of Environmental Engineering and Waste Managemen, Environmental Engineering Study Program

Community Development Center

The community development center at President University is conducting the practices of donations/ grants/ social activity and short education/training to improve various aspects of activities in the community.

There are two main areas of activities under the community development center:

1. Field of Donations / Grants / Social Activities

Provides donations/grants for conducting activities by lecturers at President University in the Jababeka area.

2. Field of Education and Training

Provides education and training in the Jababeka industrial area and local environment.

Some activities of the community development center are:

1. Computer training.
2. Blood donors.
3. Entrepreneurship training.
4. English training

Contact:

Research and Community Empowerment Services (RCES)

Lembaga Riset dan Pengabdian Masyarakat (LRPM)

President University

Jl. Ki Hajar Dewantara, Kota Jababeka

Cikarang Baru, Bekasi 17550 - Indonesia

Phone: +62 21 8910 9762 Ext. 404

Fax: +62 21 8910 9768

President University

located at Jababeka Industrial Estate, Cikarang, home of 1.700 multinational companies from 30 countries (USA, Canada, Germany, France, UK, The Netherlands, China, Korea, Japan, Taiwan, Malaysia, Singapore, and Australia).



Office of Admission

President University

Jababeka Education Park, Jl. Ki Hajar Dewantara,
Kota Jababeka, Cikarang Baru, Bekasi 17550, INDONESIA
Telp 021 8910 9762 – 63 / Fax. 021 8910 9768

Mr. Anthonius Whisnu [0812 193 95141] ; Mr. Michael Rino [0818 0876 2349] ;
enrollment@president.ac.id | admission@president.ac.id

 President University |  @presuniv |  Presunivtube



www.president.ac.id