



# UNIVERSITAS MUHAMMADIYAH MALANG

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Fakultas Keguruan dan Ilmu Pendidikan - Fakultas Ekonomi dan Bisnis - Fakultas Pertanian dan Peternakan  
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## RECTOR'S REGULATIONS UNIVERSITY OF MUHAMMADIYAH MALANG

No: 04/UMM/IX/2021

### CONCERNING

### Guidelines of New Student Admission University Muhammadiyah Malang

*Bismillahirrahmanirrahim*

Rector of The University of Muhammadiyah Malang

- Considering** :
- a. that in the context of new student admission at the University of Muhammadiyah Malang, selection must be carried out based on continuous quality assurance by setting requirements, procedures, and quality standards;
  - b. that the acceptance of new students in all Vocational Programs and Undergraduate Programs, Masters Programs, Doctoral Programs, Professional Programs is held in an integrated manner to be effective and guarantee the quality of selection;
  - c. that based on the considerations as referred to in Points a and b, it is necessary to establish a Rector's Regulation.

- In view of** :
- 1. Law Number 20 of 2003 concerning the National Education System;
  - 2. Law Number 12 of 2012 concerning Higher Education;
  - 3. Government Regulation Number 66 of 2010 concerning Amendments to Government Regulation of the Republic of Indonesia Number 17 of 2010 concerning Management and Implementation of Education;
  - 4. Government Regulation Number 4 of 2014 concerning the Implementation of Higher

- Education and Management of Higher Education;
5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 60 of 2018 concerning New Student Admission for Undergraduate Programs at State Universities;
  6. Decision of the Muhammadiyah Central Boards in 2006 concerning the Qaidah of Muhammadiyah Higher Education;
  7. Guidelines of the Muhammadiyah Central Boards No.02/PED/I.O/B/2012 dated April 12, 2012 about Muhammadiyah Higher Education;
  8. Provisions for the Higher Education Council of the Muhammadiyah Central Boards No.178/KET/I.3/D/2012 concerning the Elaboration of the Guidelines of the Muhammadiyah Central Boards No. 02/PED/I.O/B/2012 about Muhammadiyah Higher Education;
  9. Statute of the University of Muhammadiyah Malang in 2020;
  - 10.Regulation of the University of Muhammadiyah Malang No.27 of 2019 concerning the Master Plan for Development (RIP) of UMM 2019-2030;
  - 11.Rector's Regulation on Academic Regulations of 2021/2022.

## **DECIDING**

**Establishing : Rector's Regulation on Guidelines for New Student Admission at the University of Muhammadiyah Malang**

## **CHAPTER I GENERAL REQUIREMENTS Article 1**

In this Regulation what is meant by:

1. University is the University of Muhammadiyah Malang, abbreviated as UMM
2. University leaders are the Rector and Vice Rectors;
3. Technical Implementation Unit for New Student Admission, hereinafter abbreviated as UPT-PMB, is the technical organizer of new student admission at the University of Muhammadiyah Malang in every new academic year.

4. Vocational Education is a higher education diploma program that prepares students for jobs with certain applied skills up to an applied undergraduate program.
5. Diploma program is a vocational education intended for graduates of secondary education or equivalent to develop skills and reasoning in the application of Science and/or Technology.  
The diploma program as referred to in Point 5 consists of the following programs:
  - a. diploma three; and
  - b. diploma four or applied bachelor
6. Academic education is higher education for undergraduate programs and/or postgraduate programs directed at mastering and developing branches of Science and Technology.
7. Undergraduate Program is a level of academic education after secondary education organized by a university.
8. Master Program is academic education intended for graduates of undergraduate programs or equivalent so that they are able to practice and develop Science and/or Technology through scientific reasoning and research.
9. Doctoral Program is an academic education intended for graduates of a master's program or equivalent so that they are able to discover, create, and/or contribute to the development and practice of Science and Technology through scientific reasoning and research.
10. Professional Education is higher education after the undergraduate program that prepares students for jobs that require special skill requirements.
11. Faculty is a set of supporting resources, which can be grouped according to departments/field of study, which organizes and manages academic, vocational or professional education within one clump of scientific, technological and/or artistic disciplines.
12. Study Program is a unit of education and learning activities that have a certain curriculum and learning method in one type of academic education, professional education, and or vocational education.
13. Students are students at the tertiary level.
14. Selection system is a technical selection organized by the Technical Implementation Unit of New Student Admission (UPT-PMB) for prospective students.
15. Test is a selection based on the results of a computer-based written test (UTBK) and or a print-based written test (UTBC) for prospective students.
16. The committee is a technical officer for new student admission based on the Rector's Assignment Letter.

**CHAPTER II**  
**PRINCIPLES OF NEW STUDENT ADMISSION**  
**Article 2**

The principles of new student admissions are carried out with the principle of:

- a. fair, namely not discriminating against religion, ethnicity, race, gender, age, social position, physical condition, and level of economic ability of prospective students, while taking into account the potential and academic achievements of prospective students;
- b. students and the specificity of the study program concerned;
- c. accountable, which is carried out in accordance with clear procedures and criteria;
- d. flexible, which is held several times and each prospective student can retake it;
- e. efficient, namely administering entrance tests using information and communication technology, involving human resources, and time flexibility; and
- f. transparent, namely the implementation of new student admissions is carried out openly and the results of the implementation can be accessed easily.

### **CHAPTER III**

#### **PLANNING OF NEW STUDENT ADMISSION QUOTA**

##### **Article 3**

- (1) The determination of the number of quotas in each year of new student admission is carried out based on the results of the University Boards Meeting;
- (2) Determination of the number of quotas is based on the Ratio of Lecturers to Students, Capacity Facilities, and Leaders' Considerations;
- (3) The results of the University Boards Meeting as referred to in Paragraph (1) can be stated in the form of a Rector's Decree.

### **CHAPTER IV**

#### **REGISTRATION**

##### **Article 4**

- (1) Registration of new students is conducted online in accordance with the requirements and the schedule that has been set.
- (2) New student registration must choose the level of education to be taken.
- (3) New student registration must choose a selection path and a minimum of two (2) study programs.
- (4) New student registration must fill in the data according to the registration form and pay the registration fee.

### **CHAPTER V**

#### **REQUIREMENTS**

##### **Article 5**

- (1) General requirements for Vocational and Undergraduate applicants consist of:
  - a. SMA/SMK/MA graduates or equivalent;
  - b. Have a valid diploma or graduation certificate (SKL) and/or registered in the Ministry of Education;
  - c. Graduates of Last Three (3) years for Medical and Last Four (4) years for Non Medical;
  - d. Physically and spiritually healthy;
  - e. Meet the requirements set;
  - f. Must take the tests organized by the Selection Committee.
- (2) General requirements for Masters and Doctoral registrants consist of:
  - a. Bachelor's or master's degree and certificates and transcripts that have been legalized.
  - b. Photocopy of KTP, Birth Certificate, Family Card
  - c. Physically and spiritually healthy;
  - d. Meet other specified requirements;
  - e. Must take the tests organized by the Selection Committee.
- (3) Specific Requirements consist of:
  - a. Not color blind and disabled for Medical and Nursing Study Programs;
  - b. Not color blind for the Study Programs of Medical, Health Sciences, Biology, Mathematics, and Elementary School Teacher Education;
  - c. Not involved in drugs, alcohol, criminal acts and the like;
  - d. Not involved in ideology and or organizations that are prohibited by the Government.

## **CHAPTER VI**

### **SELECTION PATH**

#### **Article 6**

- (1) Selection Path is the path used to organize the selection for the new student admission at the University of Muhammadiyah Malang.
- (2) The selection of the new student admission at the University of Muhammadiyah Malang consists of:
  - a. Achievement Path is a selection pathway for the new student admission based on academic achievements and non-academic achievements in accordance with applicable regulations;
  - b. Regular Path is the selection path for the new student admission based on written, computer and or other tests determined by the selection organizer;
  - c. Orphan Path is a selection pathway for the new student admission intended for orphans from Muhammadiyah residents to prepare organizational cadres based on tests and or other criteria for certain study programs at the University of Muhammadiyah Malang.;
  - d. PPUT pathway is a selection pathway for the new student admission intended for Muhammadiyah residents to prepare organizational

- cadres through the Tarjih Ulama Education Program for certain study programs at the University of Muhammadiyah Malang;
- e. International Student Pathway is a selection pathway for the new student admission intended for international citizens in all Study Programs except Medicine;
  - f. Government Partner Pathway (Bidikmisi/Kartu Indonesia Pintar) is a selection path intended for prospective new students to obtain scholarships from the Ministry of Education, Culture, Research and Technology;
  - g. Double Degree Pathway (Twinning Program) is an admission pathway intended for undergraduate programs who wish to take different study programs and faculties and obtain two (2) bachelor's degrees in the provided study programs;
  - h. International Class Pathway is an acceptance pathway intended for undergraduate programs that use English or other international languages as the language of instruction; learning activities and others can be carried out abroad and or in collaboration with international universities;
  - i. Fast Track Program is an accelerated study program for the Bachelor (S1) or Masters (S2) programs which is immediately followed up in the Postgraduate Program with the Master Program (S2) or Doctoral Program (S3) taken within 5 years;
  - j. Transfer Pathway is an admission pathway intended for those who will continue to undergraduate programs from other universities with the same accreditation or above;
  - k. Transfer Pathway is an admission pathway intended for those who take the Diploma Study Program and want to continue to the Undergraduate Program;
  - l. Private Partner Pathway is an admission pathway intended for Private Partners or private institutions in collaboration with the University of Muhammadiyah Malang.

## **CHAPTER VII**

### **SELECTION IMPLEMENTATION**

#### **Article 7**

- (1) The implementation of the selection of the new student admission at each level of education is stipulated by provisions regarding registration requirements, selection fees, and the schedule of the selection of new students;
- (2) The implementation of the selection of the new student admission can be carried out outside the City of Malang with the approval of the Rector;
- (3) The implementation of the selection of the new student admission for the Vocational Program and Undergraduate Program is carried out by UPT-PMB based on the provisions of the UMM New Student Admission Selection Guidelines (SPMB);

- (4) The implementation of the selection of new students for the Master Program, Doctoral Program, and Professional Program is carried out by the Postgraduate, or Faculty and/or Study Program Organizers.

**CHAPTER VIII**  
**SCHEDULE OF REGISTRATION AND SELECTION**  
**Article 8**

- (1) The schedule for the registration and selection of new students is coordinated by UPT-PMB and determined with the approval of the Rector and/or Vice Rector 1;
- (2) The Schedule of Registration and Selection of the new student admission must be announced to the public by UPT-PMB and/or Public Relations of the University of Muhammadiyah Malang;
- (3) The Schedule of Registration and Selection of the new student admission, if there are changes, must be coordinated by UPT-PMB and determined with the approval of the Rector and/or Vice Rector 1.

**CHAPTER IX**  
**SELECTION**  
**Article 9**

- (1) Every new student registrant is accepted if he/she passes the selection with a predetermined score.
- (2) The selection method consists of:
- a. Portfolio Selection;
  - b. Print-based Test Selection (Written);
  - c. Computer-based Test Selection;
  - d. Interview test selection;
  - e. Health test selection.

**CHAPTER X**  
**TEST MATERIALS**  
**Article 10**

- (1) Test Materials for Vocational and Undergraduate Program include Academic Potential Test (TPA) and Predictive Field of Study Test (TBSP) with a certain weight for all materials tested by calculating the percentile rank.
- (2) Test Materials for Master and Doctoral Program include Academic Potential Test (TPA), Motivation Test, Predictive Field of Study Test (TBSP), and Interview.
- (3) Test Materials for Professional Program include Academic Potential Test (TPA), Motivation Test, Predictive Field of Study Test (TBSP), and Interview.

- (4) Test Materials are prepared by the Selection Committee and/or the University of Muhammadiyah Malang Questionnaire Team.

**CHAPTER XI**  
**INTERNATIONAL STUDENT ADMISSION**  
**Article 11**

- (1) The University of Muhammadiyah Malang accepts registration of international students, except for the Medical Study Program.
- (2) The Online registration of the international students is carried out through the Web of International Relations Office (IRO) in coordination with UPT-PMB.
- (3) The Selection process of international students is carried out by the International Relations Office (IRO)
- (4) The study requirements and fees are regulated based on the Rector's Regulation.
- (5) International student admission can be through other channels determined by the Rector.

**CHAPTER XII**  
**SELECTION RESULT**  
**Article 12**

- (1) The decision on the selection results shall be made at the university level which is attended by:
  - a. Rector;
  - b. Vice Rectors;
  - c. Deans;
  - d. Director of Postgraduate Program;
  - e. Director of Vocational/Diploma;
  - f. Heads of Bureau;
  - g. Head of UPT-PMB.
- (2) Standards and criteria for determining the results of selection are based on:
  - a. Test Score;
  - b. Achievement Score;
  - c. Standard Score (Passing Grade);
  - d. Portfolio Assessment;
  - e. Quota for Each Study Program;
  - f. Certain criteria are mutually agreed upon.
- (3) The results of the selection of new students for the Vocational and Undergraduate Program shall be determined based on the Rector's Decree.

- (4) The results of the selection of new students for the Masters and Doctoral Programs are determined based on the Decree of the Director of Postgraduate Program.
- (5) The results of the selection of new Professional students are determined based on the Dean's Decree.

**CHAPTER XIII**  
**ACCEPTANCE ANNOUNCEMENT**  
**Article 13**

- (1) The acceptance announcement as a new student at the University of Muhammadiyah Malang shall be made online by UPT-PMB.
- (2) The new students who are accepted must re-register at the Academic Administration Bureau and AIK through online platform to obtain an Electronic Student Identity Card (E-KTM) of the University of Muhammadiyah Malang.

**CHAPTER XIV**  
**PROMOTION AND PUBLICATION**  
**Article 14**

- (1) Promotion and publication of the new student admission is carried out through advertisements in printed media and electronic media, distribution of brochures, road shows, and the UPT-PMB website, the UMM website and other forms that can be accounted for.
- (2) Promotion and publication can be carried out by UPT-PMB, UMM Public Relations, Faculties and or Study Programs under condition that the publication does not contradict or deviate from the Rector's Regulation.
- (3) Promotion and publication of the new student admission can be done in collaboration with other parties based on mutual agreement.

**CHAPTER XV**  
**CLOSING**  
**Article 15**

- (1) Matters that have not been regulated in this Rector's Regulation regarding their implementation will be arranged in a separate procedure guideline.
- (2) This regulation shall come into force from the date of stipulation.

Stipulated in Malang  
On September 10, 2021  
Rector,

**Dr. Fauzan, M.Pd.**

Copy to:

1. Chairman and Secretary of BPH;
2. Vice Rectors;
3. Deans/Directors;
4. Heads of Bureau;
5. Head of UPT PMB;
6. Archives.

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