



YAYASAN MANGUNKARSA

# SEKOLAH TINGGI ILMU EKONOMI TOTALWIN

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**CHAIRMAN'S DECISION  
STIE TOTALWIN  
NUMBER : 011/K/STIE-TW/SK/IX/2022  
ABOUT  
NEW STUDENT ADMISSION GUIDELINES  
STIE TOTALWIN**

**CHAIRMAN OF SEKOLAH TINGGI ILMU EKONOMI TOTALWIN**

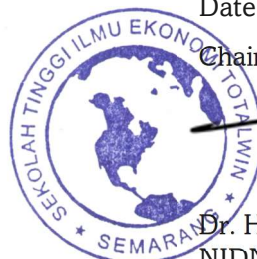
- Considering : a. That for the smooth and orderly implementation of the admission of new student candidates within the Totalwin College of Economics, it is deemed necessary to establish a New Student Admission Guide.  
b. That in order to be used as a guide in the Admission of New Students in the Totalwin College of Economics as referred to in point a above, it needs to be stipulated through a Decree of the Chairman.
- Remembering : 1. Law No. 20/2003 on the National Education System;  
2. Law Number 12 of 2012 concerning Higher Education;  
3. Presidential Regulation of the Republic of Indonesia Number 8 of 212 concerning the Indonesian National Qualifications Framework;  
4. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;  
5. Minister of Education and Culture Regulation Number 3 of 2020 concerning National Higher Education Standards;  
6. Statute of Totalwin College of Economics.

**DECIDE**

- Establish :  
First : To enforce the Guidelines for Admission of New Students of the Totalwin College of Economics as attached to this decision letter as an integral part of its stipulation.  
Second : With the enactment of the New Student Admission Guidelines in the Totalwin College of Economics as mentioned above, other conflicting regulations are declared invalid.  
Third : This decision shall take effect from the date of its promulgation and if in the future there is any mistake in this decision, it shall be corrected accordingly.

Set in : Semarang  
Date : 1 September 2022

Chairman,



*Hasan Abdul Rozak*  
Dr. Hasan Abdul Rozak, S.H., C.N., M.M  
NIDN. 0610116402

## **Article 1**

### **General Provisions**

In this Regulation what is meant by:

1. New Students are students who are enrolled for the first time in a study program at the Totalwin College of Economics.
2. Transfer Students are students of other universities who transfer to the Totalwin College of Economics or transfer levels or students of the Totalwin College of Economics who transfer between study programs within the Totalwin College of Economics.

## **Article 2**

### **New Student Admission System**

1. The new student admission system at Universitas Muhammadiyah Bulukumba consists of regular, non-regular, transfer, bidik misi/KIP scholarships and achievement scholarships.
2. The requirements for the admission pathway at the Totalwin College of Economics are as follows:
  - a. Regular Pathway  
Requirements:
    - 1) Bring a photocopy of legalized diploma / SKL that has not been able,
    - 2) Copy of ID card, copy of family card, and 3X4 photo of red background.
    - 3) Fill out the online registration form.
  - b. Non-Regular Pathway  
Requirements:
    - 1) Bring a photocopy of legalized diploma / SKL that has not been able,
    - 2) Copy of ID card, copy of family card, and 3X4 photo of red background.
    - 3) Fill out the online registration form.
  - c. Transfer  
Requirements:
    - 1) Submit a letter of transfer/recommendation from the institution
    - 2) Submit a photocopy of KTP / KK.
    - 3) Submit a photocopy of legalized transcripts.
    - 4) Submit a 3X4 color photo pass.
    - 5) Form filling and payment are made after the grade conversion results come out from the BAAK.
  - d. Bidik Misi/KIP Pathway  
Requirements:
    - 1) Bring a legalized copy of diploma / SKL,
    - 2) Copy of ID card, copy of family card, electricity bill and 3X4 photo of red background;
    - 3) Holders of KIP / KKS / Family Hope Program cards;
    - 4) Have good academic potential, but have economic limitations which are didukung

- valid documentary evidence;
- 5) Attach photos of house conditions (front, back, right and left side);
  - 6) Certificate of incapacity from Kelurahan / Village;
  - 7) Certificate of parents' income from Kelurahan / Village;
  - 8) Attach certificates or award certificates;
  - 9) Willing to sign a statement letter.
- e. Achievement Pathway
- Requirements:
- 1) Bring a legalized copy of diploma / SKL, copy of ID card, copy of family card, and a 3X4 photo of red background.
  - 2) At least the 3rd best graduate at the school level.
  - 3) Certificate of achievement from school.
  - 4) Attach Certificate or Award Charter.
  - 5) Willing to sign a statement letter

### **Article 3 Rights**

The rights obtained by prospective students from the admission pathway are as follows:

1. Bidik Misi/KIP scholarship pathway, prospective students get a scholarship free of development fees (SPP) and tuition fees (BPP) while enrolled as STIE Totalwin students.
2. Achievement scholarship pathway, prospective students get a scholarship free of tuition fees (BPP) for one semester.

### **Article 4 Transfer Student Admission**

1. STIE Totalwin may consider accepting transfer students from other universities in accordance with applicable regulations.
2. The admission requirements for transfer students are:
  - a. Registration of transfer students for undergraduate and diploma III programs is carried out at the beginning of each semester;
  - b. Submit an application to the Chairperson accompanied by transcripts of grades while studying in the original study program.

### **Article 5 Principles of New Student Admission**

1. The Totalwin College of Economics in implementing the new student admission program must uphold the principle of equity (without distinguishing) ethnicity, religion, race, intergroup, gender, and social and political status.
2. The admission of new students must be based on the principle of equitable distribution of students' regions of origin in the interests of equitable development of human resources.

**Article 6**  
**Registration**

1. New student registration at the Totalwin College of Economics is done online through the STIE Totalwin web page at <https://pmb.online.stietotalwin.ac.id>.
2. Fill out the online registration form.
3. Make payment transactions for PMB selection at Muhammadiyah Bulukumba University through BRI Bank.

**Article 7**  
**Determination of New Students**

Prospective new students who have passed and have registered as new students are then determined as new students through the Chairperson's Decree.

**Article 8**  
**Cancellation**

For prospective students who are declared accepted and have registered, it turns out that at a later date they do not meet the specified requirements and / or do not go through the established procedures (committing fraud / identity forgery / fraud or other illegal acts), then the status concerned as a student / prospective student is declared null and void. Against the cancellation, all fees that have been paid are not refunded.

**Article 9**  
**New Student Obligations**

1. All prospective students admitted to the Totalwin College of Economics must register with the College by fulfilling the applicable requirements.
2. Prospective students are officially accepted as students of the Totalwin College of Economics by the Principal in a ceremony.
3. All prospective students are required to comply with applicable regulations in the Totalwin College of Economics.
4. All prospective students must uphold the honor and good name of the Totalwin College of Economics.

**Article 10**  
**Closing**

1. Other matters that have not been listed in this Chairman's Regulation will be further regulated in other regulations.
2. This Chairman's Regulation shall come into force as of the date of enactment.

Set in : Semarang

Date : 1 September 2022



Chairman,

Dr. Hasan Abdul Rozak, S.H., C.N., M.M  
NIDN. 0610116402

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# **CHAPTER I**

## **INTRODUCTION**

### **1.1. Background in General**

One of the variables used to measure the readiness of higher education institutions in facing global competition in higher education is in attracting foreign students to study at related universities. To provide an initial overview of the position of Indonesian universities in this regard, it can be explained that throughout 2016, a total of 6,967 Study Permits have been issued by the Directorate of Higher Education Institutional Development (HEI). Study Permit is one of the main requirements for foreign students to obtain immigration documents in the form of Student Visa and Limited Stay Permit or ITAS issued by the Directorate General of Immigration, Ministry of Law and Human Rights.

### **1.2. Vision of STIE Totalwin**

STIE Totalwin's vision is to become a superior and competitive university nationally and internationally by 2030.

### **1.3. Mission of STIE Totalwin**

STIE TOTALWIN has a mission:

1. To organize good international governance in the management of higher education.
2. Organizing academic and vocational education in Management and Accounting that is nationally and internationally competitive and of superior quality.
3. Organizing research and community service activities that exceed national standards of higher education, are nationally and internationally competitive and of superior quality.
4. Creating graduates who have national and international competitiveness, have noble character, and have superior competence.
5. Creating a good academic climate that is able to support the realization of national and international visions.
6. Building facilities and infrastructure for higher education services that exceed national and international standards and support international competitiveness.
7. Establish and implement the strengthening of international cooperation with universities,

businesses and other institutions in the fields of education, research and publication, community service both at home and abroad.

Goals of STIE Totalwin:

1. Realizing good international governance in the management of higher education.
2. Realizing academic and vocational education in the field of Management and Accounting that is nationally and internationally competitive and of superior quality.
3. Producing research and community service that exceeds the national standards of higher education, is nationally and internationally competitive and of superior quality.
4. Producing graduates who have national and international competitiveness, have noble character, and have superior competence.
5. Fostering a good academic climate and atmosphere that is able to support the achievement of national and international visions.
6. Realizing the provision of facilities and infrastructure for higher education services that are complete, exceed national and international standards and support international competitiveness.
7. Realizing international cooperation in the fields of education, research and publication, community service both inside and outside the country that supports international competitiveness.

#### **1.4. GENERAL PROVISIONS**

1. STIE Totalwin is a university organized by the Mangunkarsa Foundation.
2. The Chairperson is the highest leader who carries out the management function of STIE Totalwin and is tasked with leading the management and implementation of education, research and community service.
3. STIE Totalwin leaders are the chairman and vice chairmen.
4. Study Program is a unit of education and learning activities that has a certain curriculum and learning methods in one type of academic education, professional education and / or vocational education. In the implementation of the study program, it is managed by the Head of the Study Program.
5. New student candidates are admission selection participants who have been declared accepted.
6. STIE Totalwin students are students who are registered and studying at STIE Totalwin.
7. Foreign Student is a person with citizenship other than Indonesia who has obtained a study permit from the Directorate General of Higher Education, Ministry of Research Technology and Higher Education of the Republic of Indonesia, or a person with



Indonesian citizenship who is a foreign graduate who becomes a student of STIE Totalwin through a special pathway for foreign student admission.

8. Partner universities are universities at home and abroad that have a memorandum of understanding and / or institutional agreement with Ubhara Jaya.
9. Double Degree/Joint Degree is the implementation of activities between universities (PT) between domestic and foreign universities through cooperation to carry out a study program simultaneously and mutually recognize graduates so that graduates get a double degree.

**a. Legal Basis**

- i. Law No. 20/2003 on the National Education System.
- ii. Law No. 12 of 2012 on Higher Education.
- iii. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education.
- iv. Decree of the Minister of Education and Culture of the Republic of Indonesia Number: 074/D/0/1995 Dated September 8, 1995.
- v. Regulation of the Minister of National Education Number 25 of 2007 concerning Requirements and Procedures for Foreign Citizens to Become Students at Universities in Indonesia.
- vi. Decree of the Director General of Higher Education Number 60/DIKTI/Kep/2000 concerning Guidelines for the Implementation of Requirements and Procedures for Study Permits for Prospective Foreign Students who will Attend Education at Higher Education Institutions in Indonesia.
- vii. Cooperation Guidebook 2017.

**CHAPTER II**  
**INTERNATIONAL STUDENT ADMISSIONS**

**2.1. Types of Programs for Foreign Students**

*1. Full Degree*

*Full Degree Program:*

- a. Diploma (3 Years)
- b. Bachelor (4.5 Years)

*2. Non Degree*

Non Degree program:

- a. 1 or 2 semester exchange
- b. *Internship program (Company & Lab Base)*
- c. *Research program*
- d. Language and Culture (International Student)
- e. *Short Course (commTech)*

## **CHAPTER III**

### **REGISTRATION REQUIREMENTS**

#### **3.1. Foreign Student Enrollment Requirements**

Requirements for Student Registration from Overseas Universities  
For foreign or Indonesian students who study from overseas universities and will enter STIE Totalwin must meet the following requirements:

1. Letters of application for study permits for foreign students from universities are addressed to the Director of Higher Education Institutional Development at the Directorate General of Higher Education.
2. Information related to study program and personal data
3. A statement that you will not work while studying in Indonesia.
4. Letter of non-participation in political activities
5. Comply with the laws and regulations in Indonesia.
6. A statement from the guarantor or person in charge while studying.
7. Have gone through the equalization process by Dikti and submit a copy of the recommendation.
8. Prospective students who have expired their residence permit and study permit must extend their permit or make a new one.
9. Submit a copy of the passport and a statement of payment guarantee.
10. Submit a photo pass (white shirt & blue background) of 2 x 3 = 4 sheets and 3 X 4 = 4 sheets.
11. Submit a medical checkup issued from the country of origin of prospective foreign students.
12. Submit a Domicile Certificate issued by the country of origin of prospective foreign students.
13. Submit a copy of the Certificate of Citizenship, Visa, Passport and KITAS.
14. Fill in the biodata and sign a statement letter on stamp duty.
15. Purchase a registration form and obtain a Letter of Acceptance (LoA) from the Vice Chair.
16. Obtain curriculum equivalence and meet the requirements that have been determined from the intended Study Program. Equalization is carried out by the intended Study Program and submitted to the Public Relations Section.

### Flowchart of Foreign Student Admission Procedure

ACTIVITY	UNIT						DOCUMENT
	STUDENT ADMISSION	APPOINTED BANK	FINANCE	ACADEMIC	TECNOLOGY	STUDENTS AFFAIRS	
Announcement new students Web: <a href="http://pmb.online/stietotalwin.ac.id">http://pmb.online/stietotalwin.ac.id</a>	○ ↓						
Online Registration	○ ↓						As per the requested content
Pembayaran biaya pendaftaran	○ ↓	○	○				Receipt slip
Form/Document Filling	○ ↓						As per the requested content
Uploading Documents Requirement	○ ↓						As per the requested content
Drawing Test Number Of New Student	○ ↓						
Online test : Academic Testing and English Language Testing	○ ↓						
Chairperson's Decree on the results of PMB selection graduation and LoA Issuance by the Vice Chairperson	○ ↓						Chairperson's Decree on the results PMB selection
The announcement of the PMB selection test results can be seen through Web stietotalwin.ac.id or through the notice board on campus	○ ↓						
Re-enrollment and payment of tuition fees		○	○				
Confirmation of payment by students			○				As per the requested content
Validation of Requirements, Study Permit, Student Visa, and Residence Permit files				○	○		File Management Requirements to DIKTI
Student Biodata Validation				○			
Submission of alma mater jacket and photo for KTM							As per the requested content
Implementation of the MABA orientation period						○	Receipt slip
Chairman's Decree on Students' number				○			Chairman's Decree on Students' number

Submission of Students Number Card				○			Berita acara penyerahan KTM
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## **CHAPTER IV**

### **CLOSING**

Thus this guidebook is prepared to be guided in making rules and other policies relating to the admission of foreign students at STIE Totalwin. Through this guidebook, it is hoped that it can provide complete and comprehensive information about the procedures, registration requirements and entrance selection examinations for STIE Totalwin.