



SALINAN

**KEPUTUSAN REKTOR
UNIVERSITAS PADJADJARAN**

NOMOR : 4223/UN6.RKT/Kep/HK/2022

TENTANG

**PEDOMAN REKOGNISI KEGIATAN MERDEKA BELAJAR KAMPUS MERDEKA
UNIVERSITAS PADJADJARAN**

DENGAN RAHMAT TUHAN YANG MAHA ESA
REKTOR UNIVERSITAS PADJADJARAN,

- Menimbang :
- a. bahwa sehubungan dengan Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi terkait Kebijakan Merdeka Belajar-Kampus Merdeka, Universitas Padjadjaran;
 - b. bahwa kebijakan Merdeka Belajar - Kampus Merdeka merupakan wujud pembelajaran di perguruan tinggi yang otonom dan fleksibel sehingga tercipta kultur belajar yang inovatif, tidak mengekang, dan sesuai dengan kebutuhan mahasiswa;
 - c. bahwa mahasiswa diberikan kebebasan mengambil SKS di luar program studi, tiga semester yang di maksud berupa 1 semester kesempatan mengambil mata kuliah di luar program studi dan 2 semester melaksanakan aktivitas pembelajaran di luar perguruan tinggi;
 - d. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a, b, dan c, perlu diterbitkan Keputusan Rektor Universitas Padjadjaran.
- Mengingat :
1. Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Nomor 4301);
 2. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
 3. Peraturan Pemerintah Nomor 37 Tahun 1957 tentang Pendirian Universitas Padjadjaran (Lembaran Negara Republik Indonesia Tahun 1957 Nomor 91, Tambahan Lembaran Negara Republik Indonesia Nomor 1422);
 4. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Nomor Tahun 2014 Nomor 16 Tambahan Lembaran Negara Republik Indonesia Nomor 5500);
 5. Peraturan Pemerintah Nomor 80 Tahun 2014 tentang Penetapan Universitas Padjadjaran sebagai Perguruan Tinggi Negeri Badan Hukum (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 301);
 6. Peraturan Pemerintah Nomor 51 Tahun 2015 tentang Statuta Universitas Padjadjaran (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 169, Tambahan Lembaran Negara Nomor 5720);
 7. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan (Berita Negara Republik Indonesia Tahun 2020 Nomor 47);

8. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 4 Tahun 2020 tentang Perubahan Atas Peraturan Menteri Pendidikan Dan Kebudayaan Nomor 88 Tahun 2014 Tentang Perubahan Perguruan Tinggi Negeri Menjadi Perguruan Tinggi Negeri Badan Hukum (Berita Negara Republik Indonesia Tahun 2020 Nomor 48);
9. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 5 Tahun 2020 tentang Akreditasi Program Studi dan Perguruan Tinggi (Berita Negara Republik Indonesia Tahun 2020 Nomor 49);
10. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 6 Tahun 2020 tentang Penerimaan Mahasiswa Baru Program Sarjana pada Perguruan Tinggi Negeri (Berita Negara Republik Indonesia Tahun 2020 Nomor 50);
11. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 7 Tahun 2020 tentang Pendirian, Perubahan, Pembubaran Perguruan Tinggi Negeri dan pendirian, Perubahan, Pencabutan Izin Perguruan Tinggi Swasta (Berita Negara Republik Indonesia Tahun 2020 Nomor 51);
12. Keputusan Majelis Wali Amanat Universitas Padjadjaran Nomor 15/UN6.MWA/KEP/2019 tentang Pengangkatan Rektor Universitas Padjadjaran Periode 2019-2024;
13. Peraturan Rektor Universitas Padjadjaran Nomor 46 Tentang Penyelenggaraan Pendidikan di Universitas Padjadjaran;
14. Peraturan Rektor Universitas Padjadjaran Nomor 1 Tahun 2020 Tentang Struktur Organisasi dan Tata Kerja Pengelola Unpad;
15. Keputusan Rektor Universitas Padjadjaran Nomor 367/UN6.RKT/KEP/HK/2020 Tentang Kegiatan Belajar Mengajar di Masa Kedaruratan Kesehatan Masyarakat di Lingkungan Universitas Padjadjaran;
16. Keputusan Rektor Universitas Padjadjaran Nomor 606/UN6.RKT/KEP/HK/2020 Tentang Pedoman Implementasi Merdeka Belajar-Kampus Merdeka Universitas Padjadjaran.

MEMUTUSKAN :

- Menetapkan : KEPUTUSAN REKTOR UNIVERSITAS PADJADJARAN TENTANG PEDOMAN REKOGNISI KEGIATAN MERDEKA BELAJAR KAMPUS MERDEKA UNIVERSITAS PADJADJARAN.
- KESATU : Menetapkan Pedoman Rekognisi Kegiatan Merdeka Belajar Kampus Merdeka Universitas Padjadjaran sebagaimana tercantum dalam Lampiran, yang merupakan bagian tidak terpisahkan dan satu kesatuan penetapan dengan Keputusan Rektor ini.
- KEDUA : Segala biaya yang timbul dari keputusan ini dibebankan kepada Anggaran Universitas Padjadjaran Perguruan Tinggi Negeri Badan Hukum.
- KETIGA : Keputusan ini berlaku sejak tanggal ditetapkan, dengan ketentuan apabila terdapat kekeliruan dikemudian hari akan dilakukan perbaikan sebagaimana mestinya.

Ditetapkan di Bandung
Pada tanggal 28 Oktober 2022

REKTOR,

TTD

RINA INDIASTUTI

Salinan sesuai dengan aslinya
Direktur Tata Kelola, Legal Dan Komunikasi
Universitas Padjadjaran



Isis Ikhwansyah

ATTACHMENT TO THE DECISION OF THE RECTOR OF UNIVERSITAS PADJADJARAN
NUMBER : 4223/UN6.RKT/Kep/HK/2022
DATE : OCTOBER 28, 2022
REGARDING GUIDELINES FOR RECOGNIZING INDEPENDENT CAMPUS
LEARNING UNIVERSITAS PADJADJARAN.

GUIDELINES FOR RECOGNITION OF INDEPENDENT CAMPUS LEARNING UNIVERSITAS PADJADJARAN

A. Background

The Independent Campus Learning (MBKM) policy or student activities outside the study program is implemented in order to realize an autonomous and flexible learning process in higher education so as to create a learning culture that is innovative, non-restrictive, and in accordance with student needs. Fulfillment of the period and learning load for students in undergraduate or applied undergraduate programs can be carried out through learning process activities outside the study program. The activities referred to are internships or work practices, village projects, student exchanges, research, entrepreneurship, independent studies, humanitarian projects, and teaching in schools.

In its implementation, student activities outside the study program allow students to voluntarily take learning in other Study Programs at Unpad for 1 (one) semester or the equivalent of 20 (twenty) credits; and a maximum of 2 (two) semesters or the equivalent of 40 (forty) credits to take learning in the same Study Program at Universities outside Unpad; learning in other Study Programs outside Unpad; and learning at non-Higher Education institutions.

Recognition of student activities that take part in student activities outside the study program that are converted into semester credit units (credits) needs to be determined so that it can be a reference for students and study programs to meet academic field requirements. The calculation of semester credit units (credits) for learning activities outside the study program can basically be calculated based on the number of hours of activity, which equates to one (1) credit with 170 minutes per week per semester. Along with the development of various activities that can be recognized outside the *flagship* study program activities, this guideline includes recognition of various student activities organized independently/internally.

B. Destination

This Guideline for Recognition of Student Activities outside the study program is prepared with the aim of:

1. Become a guideline for students to carry out the process of recognizing student activities outside the study program.
2. To guide supervisors in guiding students who apply for recognition of student activities outside the study program.
3. To be a guideline for study programs, faculties, and universities in monitoring, evaluating, and recognizing student activities outside the study program.
4. Become one of the study programs references for curriculum development.

C. Definition and Forms of Recognition

Recognition is the recognition of student activities outside the study program, both curricular, co-curricular, and extracurricular, whether organized at the study program, faculty, university, national and international levels. Recognition of credits is expressed in the form of competency equivalence of the activities followed by the courses offered by the study program. Recognition of student activities is obtained from planned or incidental off-campus activities.

The form of credit recognition is divided into three types, namely structured (*Structured Form*), free (*Free Form*) and a combination (*Structured & Free Form*). **Structured form recognition** is an activity outside the study program whose recognition can be carried out in accordance with the curriculum structure taken by students. The types of courses that can be used in the recognition process by study programs are elective courses. The study program can use compulsory courses in the recognition process if the learning method for the compulsory courses is carried out off campus. **Free form recognition** is an independent learning activity outside the study program and converted with an *Enrichment course* provided by Unpad. **Combination recognition** is an activity outside the study program that is converted with the curriculum taken by students and *Enrichment courses*.

D. Requirements Needed for Credit Recognition Stages

1. Students have an active status in the Integrated Academic Information System (SIAT) and fill out the Study Plan Card (KRS) in the current semester.
2. Documents that must be fulfilled by students:
 - a. Intracurricular Activities
Academic transcripts that are officially issued by Universitas Padjadjaran or partner universities.
 - b. Co-curricular Activities
The activity report/logbook form is in accordance with the Technical Guidelines/Guidelines for Student Activities outside the Study Program and has been signed by partners and supervisors.
 - c. Extracurricular Activities
The activity report/logbook form is in accordance with the Technical Guidelines/Student Activities outside the Study Program and has been signed by the UKM/Community/Internal or External Association Supervisor.

E. Types of Student Activities Outside the Study Program that Can Be Recognized

1. Intracurricular Activities (Student Exchange)
 - a. Inter-Study Program within Unpad
 - b. Domestic Intercollege
 - c. Inter-University Overseas
2. Co-curricular Activities
 - a. Internship
 - b. Research
 - c. Entrepreneurship
 - d. Teaching Assistance

- e. Independent Study
 - f. Humanitarian Project
 - g. Building the Village
 - h. State Defense
3. Extracurricular Activities (Student Activities)
 - a. Interest and Talent Development
 - b. Leadership

Additional information:

Student activities outside the campus will be recognized with elective course credits or enrichment courses and recorded in the Diploma Supplement (SKPI).

F. Recognition Procedure

The procedure for recognizing student activities outside the study program or MBKM is carried out through the Unpad MBKM portal through the following stages:

1. MBKM activity planning process:
 - a. Students input the MBKM activity plan through the MBKM portal
 - b. Students consult with their supervisor and the recognition team regarding the MBKM activity plan.
 - c. The MBKM Recognition Team provides recommendations for MBKM activities along with projections of conversion courses and credits that will be obtained by students by inputting the list of courses on the MBKM portal.
 - d. The study program approves the projection plan conversion of credits given by the MBKM Recognition Team.
 - e. Students download a letter of recommendation to participate in MBKM activities that have been signed by the Vice Dean 1.
 - f. Students are required to input the MBKM activities they will participate in through the MBKM portal (after qualifying or being accepted in MBKM activities).

2. Conversion Process at the End of the Semester
 - a. Students submit evidence of activities in the form of reports and daily records of activities uploaded through the MBKM portal. The format of reports and daily records of student activities outside the study program can be seen in the Appendix
 - b. If the final score of MBKM activities has not been obtained by students in the form of certificates or other documents issued by partners, Field Supervisors (DPL) and/or Field Supervising Partners (MPL) conduct an assessment by filling in the rubric of the Unpad format assessment components and uploading the final assessment results directly through the MBKM portal.
 - c. The Study Program verifies the assessment reports of students who take part in MBKM activities from Field Supervisors (DPL) and/or Field Supervisory Partners (MPL).
 - d. Study programs can validate the equivalence of course credits based on applicable provisions.
 - e. Students receive an Academic Achievement Card (KPA) from the results of the MBKM activities they participate in.

G. MBKM CREDIT CONVERSION PRINCIPLE

The conversion of the value and SKS weight of learning activities to courses basically refers to:

1. Suitability of Graduate Learning Outcomes
2. Time duration of learning activities

Example

Learning Activities : Internship/Work Practice

Credits : 20 credits

1 credit = 170 minutes x 16 weeks = 2,720 minutes ~ 45 hours

1 day learning activity ~ 8 hours

20 credits of learning activities = 20 credits x 45 hours = 900 hours/8 hours

= 112.5 days = 112.5 days/20 working days in one month

= ~ 5.6 months

H. RECOGNITION ON INTRA-CURRICULAR ACTIVITIES

Student Exchange

The Student Exchange Program is a student exchange activity from one study program to another study program on campus or to another study program outside the campus, both domestically and abroad for a maximum of two semesters. Student exchanges can be carried out offline, online or hybrid. The forms of activities included in student exchange are listed in Appendix 2.

Mechanism for calculating credit equivalency in student exchange programs: Semester Credit Units (credits) in Indonesia

Unpad uses the credits system to determine the student's study load. Credits are a measure of learning activity time charged to students per week per semester in the learning process through various forms of learning or the amount of recognition of the success of student efforts in following curricular activities in a study program. Students at Unpad generally take 19 - 21 credits per semester, which means students must provide a minimum of 19 x 50 minutes (19 hours) in the lecture hall, plus 19 x 2 hours outside the lecture hall. The total student load is at least 57 hours per week.

Example:

"Conversion for the *European Credit Transfer and Accumulation System* (ECTS)":

The ECTS conversion calculation states that for one academic year, the study load is considered equivalent to 60 ECTS, and for 1 semester equivalent to 30 ECTS. One (1) ECTS is equivalent to a study load of 25 - 30 hours, so 30 ECTS is equivalent to 750 - 900 hours of study load in 1 semester. Assuming 1 semester consists of 14 weeks, then 30 ECTS is equivalent to a study load of 54 - 64 hours a week. This load is approximately the same as the study load of students who take 19-21 credits at Unpad by taking into account the burden of doing assignments and independent study.

I. RECOGNITION OF CO-CURRICULAR ACTIVITIES

1. Internship/Work Practice

Internship or work practice is a learning activity that provides insight and practical experience to students regarding real activities in the industrial world, the business world, and the world of work (IDUKA), which is carried out for a maximum of 1 semester (equivalent to 20 credits). In the implementation of internship activities, students acquire hard skills and soft skills

(professional/work ethics, communication, cooperation, skills, complex problem solving, analytical skills, and so on), which are useful for students to prepare themselves to enter the world of work.

The calculation of the equivalence of credits for student internship activities refers to the conversion principle mentioned in point G above. The following free-form courses are offered to facilitate the recognition stage:

Table 1 - List of free-form courses that can be selected for the Internship/Work Practice scheme

Suggested free-form course options:	
UNX01-014 Design Innovation and Development	3 (0-3)
UNX01-009 Critical, Creative and Innovative Thinking	3 (0-3)
UNX01-018 Communication and Public Speaking	4 (0-4)
UNX01-023 Information Technology Literacy	3 (0-3)
UNX01-012 Work Ethic and Professional Ethics	3 (0-3)
UNX01-034 Adaptation, cooperation and collaboration	3 (0-3)
UNX01-029 Professional Development	3 (0-3)
UNX01-011 Professional Ethics	3 (0-3)
UNX01-031 Strategy and Negotiation	3 (0-3)
UNX01-016 Leadership	3 (0-3)
UNX01-021 Digital Literacy	3 (0-3)

2. Research

Research is a form of learning activity to facilitate students' interest as researchers. Activities outside the study program can be realized in the form of research activities at research institutions/study centers/research centers/centers of excellence. Through these student research activities, students are expected to build critical thinking. Good critical thinking skills will make students explore, understand, and be able to do research methods better. The implementation of research learning activities can be carried out for 1-2 semesters and get recognition equivalent to 20 credits in each semester.

The calculation of the equivalence of student research activity credits is as follows:

The load of 1 credit in practicum implementation is equivalent to 170 minutes. If the Research activity load is 20 credits, the activity must be carried out for 2200 minutes per week (equivalent to 7.5 hours per day) for 6 months. Whereas the burden of implementing Research activities is 10 credits, these activities must be carried out as much as 1100 minutes per week (equivalent to 3-4 hours per day) for 1 month, or as much as 2200 minutes per week (equivalent to 7.5 hours per day) for 3 months. The research activities include research implementation, monitoring and evaluation of activities and research outputs.

The following free-form courses are offered to facilitate the recognition stage:

Table 2 - List of free-form courses for the Research scheme

Suggested <i>free-form</i> course options:	
UNX01-011 Professional Ethics	3 (0-3)
UNX01-018 Communication and Public Speaking	4 (0-4)
UNX01-031 Strategy and Negotiation	3 (0-3)
UNX01-009 Critical, Creative and Innovative Thinking	3 (0-3)
UNX01-034 Adaptation, cooperation and collaboration	3 (0-3)
UNX01-016 Leadership	3 (0-3)
UNX01-021 Digital Literacy	3 (0-3)

3. **Entrepreneurship**

This activity is an activity that has the scope of increasing student entrepreneurship through various programs implemented at the study program/faculty/university/national/international level including events such as entrepreneurial student programs, startup development, entrepreneurial internships and so on.

Entrepreneurship Program is a student learning activity in the form of entrepreneurial activities carried out for a minimum of 1 semester and a maximum of 2 semesters in entrepreneurial programs at the Universitas Padjadjaran Career Development and Entrepreneurship Center, Padjadjaran Business Development and Incubation Institute, Student's Creativity Program of Entrepreneurship (PKM-K) by Directorate of Student Affairs, or entrepreneurial programs implemented by other institutions that have cooperation with Universitas Padjadjaran.

The following is a list of soft skills courses that can be converted from Entrepreneurship:

Table 3 - List of free-form courses for the Entrepreneurship scheme

<i>Free-form</i> course options suggested:	
UNX01-020 Business literacy	3(0-3)
UNX01-022 Financial literacy	3(0-3)
UNX01-023 Information Technology Literacy	3(0-3)
UNX01-018 Communication and Public speaking	4(0-4)
UNX01-014 Design innovation and development	3(0-3)
UNX01-026 Complex Problem Solving	3(0-3)
UNX01-024 Project Management	3(0-3)
UNX01-035 Entrepreneurship	3(0-3)
UNX01-016 Leadership	3(0-3)
UNX01-015 Diversity and Multi-culture	3(0-3)

4. Teaching Assistance in Education Unit

Teaching assistance in educational units is a learning activity for students by carrying out teaching activities in schools. In accordance with the policy instructions of the independent campus, this program aims to equip students to master various sciences and expertise by becoming partners with teachers and schools. Students can foster creativity and learning innovation so that it has an impact on strengthening literacy and numeracy in schools. On the other hand, this activity aims to assist teachers in implementing learning, provide inspiration about technological advances to schools, help teachers adapt to technology, assist teachers and principals to fulfill administration, socialize learning products, and become educational ambassadors.

Teaching activities in this educational unit are carried out for 1 semester (equivalent to 20 credits). The activity scheme can be divided into 2 parts, namely teaching assistance organized by the Ministry of Education and Culture and organized internally by Universitas Padjadjaran. School partners that are used as places for teaching practice activities come from elementary, junior high to high school/vocational school levels. Forms of activities that include teaching assistance include personality development-soft skills, community service, teaching practice, and technology adaptation (attachment 2). The calculation of credit load for teaching assistance activities is calculated based on the decision of the Minister of Education and Culture Number 74 / P / 2021, which contains the Recognition of Semester Credit Units for Learning in the Independent Campus Program, which determines that universities provide recognition for the implementation of the independent learning program outside the home base university with the following provisions:

1. Learning more than 16 (sixteen) weeks or 560 (five hundred and sixty) cumulative hours up to 24 weeks or 840 (eight hundred and forty) cumulative hours is given recognition equivalent to 20 (twenty) credits;
2. Learning more than 24 (twenty-four) weeks or 840 (eight hundred forty) cumulative hours up to less than 40 (forty) weeks or 1,400 (one thousand four hundred) cumulative hours are given additional credit recognition in the amount of 1 (one) credit every additional 1 (one) week or 35 (thirty-five) cumulative hours.
3. Learning between 40 (forty) weeks or 1,400 (one thousand four hundred) cumulative hours up to 48 (forty-eight) weeks or 1,680 (one thousand six hundred eighty) cumulative hours is given recognition equivalent to 40 (forty) credits.

Table 4 - List of free-form courses for the Teaching Assistance scheme

Suggested free-form course options:	
UNX01-019 Basic Concepts of Pedagogy	4(0-4)
UNX01-033 Classroom Management	3(0-3)
UNX01-009 Critical, Creative and Innovative Thinking	3(0-3)
UNX01-018 Communication and Public speaking	4(0-4)
UNX01-023 Information Technology Literacy	3(0-3)
UNX01-025 Emotional and Social Learning	3(0-3)
UNX01-016 Leadership	3(0-3)
UNX01-029 Professional Development	3(0-3)

5. Independent Project/Study

Independent studies provide opportunities for students, both individuals/groups, to convey ideas/thoughts and in the process of implementation, it may produce outputs in the form of ideas, videos, prototypes, designs, concepts, technology/art products and various other things. This activity is expected to bring independence, creativity, innovation and other soft skills that support their competence so that they become Unpad graduates who are beneficial to society.

Independent study/projects can complement or substitute for required courses. The equivalence of independent study activities into courses is calculated based on the contribution and role of students as evidenced in activities under the coordination of a supervisor. The independent study activity scheme consists of several activities, either schemes issued by national, university, faculty, or study programs, as well as activities categorized as competency development, including summer courses/programs, conferences, seminars, training, workshops and certified competency exams, academic excursions, cultural ambassadors both nationally or internationally and involvement in competitions that go through intensive coaching. It includes competitions/creations or Independent Studies that produce SDGs-based Intellectual Products/works/ideas organized by various parties/independently both nationally and internationally.

The calculation of the equivalence of credits of independent study/project activities of students is as follows:

In independent study activities, credits are replaced by activity hours (1 credit is equivalent to 2720 minutes). Student activities begin to be counted from debriefing, project/study preparation, implementation, reporting and activity output.

The calculation of credit equivalency of independent study activities is as follows:

1 credit = 170 minutes x 16 weeks = 2,720 minutes, equivalent to 45 hours. 1 day learning activity = 8 hours. 20 credits. Learning Activities = 20 credits x 45 hours = 900 hours/8 hours = 112 days. 79 days/20 (working days in a month) = 6 months.

The following is a list of soft skills courses that can be converted from Independent Study:

Table 5 - List of free-form courses for the Independent Study scheme

Suggested free-form course options:	
UNX01-036 Short course	2 (0-2)
UNX01-037 Unpad Internal Seminar	1 (0-1)
UNX01-038 National Conference	2 (0-2)
UNX01-039 International Conference	3 (0-3)
UNX01-011 Professional Ethics	3 (0-3)
UNX01-018 Communication and Public Speaking	4 (0-4)
UNX01-031 Strategy and Negotiation	3 (0-3)
UNX01-009 Critical, Creative and Innovative Thinking	3 (0-3)
UNX01-016 Leadership	3 (0-3)
UNX01-034 Adaptation, Cooperation and Collaboration	3 (0-3)

UNX01-021 Digital Literacy	3 (0-3)
UNX01-030 Talent Development	3 (0-3)
UNX01-012 Work ethic and professional ethics	3 (0-3)
UNX01-026 Complex problem solving	3 (0-3)
UNX01-010 Program design	6 (0-6)
UNX01-017 Social entrepreneurship	3 (0-3)
UNX01-027 Decision making	3 (0-3)
UNX01-024 Project management	3 (0-3)
UNX01-023 Information Technology Literacy	3 (0-3)
UNX01-012 Work Ethic and Professional Ethics	3 (0-3)
UNX01-032 Ability to formulate problems	3 (0-3)

6. Humanitarian Project

A Humanitarian Project is a program that provides opportunities for students to develop humanitarian activities independently, which is proven by an explanation or proposal of humanitarian activities, for example, participation in disaster mitigation or participation in project activities to solve social/humanitarian problems.

Forms of humanitarian projects that can be recognized in the credit recognition process at Universitas Padjadjaran consist of three types of activities, including:

1. Student participation in disaster mitigation activities through their involvement in the activities of the disaster study center in Citarum.
2. Student participation in handling humanitarian and social problems such as poverty, moral degradation, environmental problems, and the erosion of traditional culture that occurs in society.
3. Student participation in disaster management and rehabilitation activities through cooperation with organizations, foundations, or agencies engaged in the field of humanitarianism both within Unpad and outside Unpad.

The calculation of the equivalency of credits for the Humanitarian Project for Disaster Mitigation and Humanitarian Social Problem Handling is as follows:

In the Humanitarian Project Program, credits are replaced by activity hours (1 credit is equivalent to 2720 minutes). Student activities begin to be counted from debriefing on campus (12 x meetings 2x 50 minutes). Departure and return (2x2x50). Preparation of an activity plan with the organization/institution that organizes humanitarian activities (2 x 2 x 50). Carrying out activities in the field (Number of activities in the field/2720 minutes). Presentation, Activity Report & Final Assessment (1 x2x50).

The following is a list of soft skills courses that can be converted from humanitarian project activities:

Table 6 - List of free-form courses for the Humanitarian Project scheme

Suggested free-form course options:	
UNX01-015 Diversity and Multi-culture	3(0-3)
UNX01-028 Introduction to Community Development	3(0-3)
UNX01-030 Talent Development	3(0-3)
UNX01-009 Critical, Creative and innovative thinking	3(0-3)
UNX01-026 Complex problem solving	3(0-3)
UNX01-010 Program Design	6(0-6)
UNX01-031 Strategy and Negotiation	3(0-3)
UNX01-018 Communication and Public Speaking	4(0-4)
UNX01-025 Emotional and social learning	3(0-3)

7. Village Development/Thematic Community Services Program (KKNT)

Village Development/Thematic Community Service Program (KKNT) is a form of education that provides learning experiences for students living in the community outside campus. Students can directly identify potential and handle problems together with the community. Through this Village Development Activity, students are expected to be able to develop the potential of the village/region and concoct solutions to problems that exist in the village. Village Development Activities/KKNT are expected to sharpen the soft skills of partnership, cross-disciplinary/scientific teamwork (cross-competency), and student leadership in managing development programs in rural areas. This program is dedicated to 1 or 2 main projects, with a focus on:

- a. Increasing the entrepreneurial capacity of communities, MSMEs, or BUM Desa.
- b. Social problem solving (e.g. poverty/unemployment, environmental health/sanitation, low access to education, improved understanding of digital literacy).
- c. Generate tangible impacts at the end of the activity (e.g., more adequate village irrigation, village coop making more profit).

Field Course activities, Regular KKN, and student practicum in the form of community service programs in each study program are part of the MBKM activities to build villages with the prerequisite that there is a memorandum of understanding between the University/Faculty/Study Program and the partner, which involves supervision from the partner. Partners of the Village Building program include Government, Business World / Industry, and Non-Governmental Organizations.

Calculation of SKS Equivalency in village building projects

1. Field Course, Regular KKN, and Practicum Activities

Duration of implementation: 1 (one) month; 1 week of preparation, 2 weeks of implementation, 1 week of report preparation period. Credit units: 3 credits (170 minutes per week per credit; this is a reference in the preparation of the daily logbook).

2. Field Course, Thematic KKN, and Practicum Activities

Duration of implementation: 3 (Three) months; 2 weeks preparation, 8 weeks implementation, 2 weeks evaluation and reporting period. Credit units: 10 credits (170 minutes per week per credit; this is a reference in the preparation of the daily logbook).

3. Field Course, Thematic KKN, and Practicum Activities

Duration of implementation: 6 (six) months; 1 month preparation, 4 months implementation, 1 month evaluation period. Credit units: 20 credits (170 minutes per week per credit; this is a reference in the preparation of the daily logbook)

The following is a list of soft skills courses that can be converted from Villages Development activities.

Table 7 - List of free-form courses for the Village Development/Thematic Real Work Scheme (KKNT)

Suggested free-forms course options:	
UNX01-015 Diversity and Multi-culture	3(0-3)
UNX01-028 Introduction to Community Development	3(0-3)
UNX01-008 Community Assets	3(0-3)
UNX01-009 Critical, Creative and innovative thinking	3(0-3)
UNX01-026 Complex problem solving	3(0-3)
UNX01-010 Program Design	4(0-4)
UNX01-013 Community Development Facilitator	3(0-3)

8. State Defense MBKM

State Defense activities are activities with the aim of forming students who are able to actualize the values of Pancasila in their attitudes and behavior as citizens to create various changes that have a positive impact on society. State defense activities include various matters related to ideological resilience, food security, anti-corruption awareness, strengthening understanding of interculturalism, and other similar activities.

Students can participate in State Defense activities carried out by internal campuses and external agencies such as universities, TNI, Ministries, and other related agencies. Activities carried out by internal campuses include Basic Education and Training of the Student Regiment, Scouting activities, training on the 8 pillars of nationalism, or other activities initiated by Universitas Padjadjaran in collaboration with the relevant agencies above.

The calculation of the equality of student workload with credits is carried out with the following calculation:

In State Defense Activities, credits are replaced by activity hours (1 credit is equivalent to 2720 minutes). Student activities begin to be counted from debriefing on campus (12 x meetings 2x 50 minutes). Departure and return (2x2x50). Preparation of the State Defense activity plan (2 x 2 x 50). Carrying out activities in the field (Number of activities in the field/2720 minutes). Presentation of Activity Report & Final Assessment (1 x2x50).

The following is a list of soft skills courses that can be converted from the state defense scheme:

Table 8 - List of free-form courses for the Humanitarian Project scheme

Suggested free-form course options:	
UNX01-015 Diversity and Multi-culture	3(0-3)
UNX01-028 Introduction to Community Development	3(0-3)
UNX01-008 Community Assets	3(0-3)
UNX01-009 Critical, Creative and innovative thinking	3(0-3)
UNX01-026 Complex problem solving	3(0-3)
UNX01-010 Program Design	6(0-6)
UNX01-013 Community Development Facilitator	3(0-3)
UNX01-030 Talent Development	3(0-3)
UNX01-031 Strategy and Negotiation	3(0-3)
UNX01-018 Communication and Public Speaking	4(0-4)
UNX01-025 Emotional and social learning	3(0-3)
UNX01-034 Adaptation, cooperation and collaboration	3(0-3)

J. CONVERSION TO EXTRACURRICULAR ACTIVITIES

Conversion or recognition of activities based on activities carried out by students includes; *courses* or activities organized by student activity management units at the study program/faculty/university level, activity implementation units, other implementation units, or partners outside the study program both nationally/internationally. The talent interest and leadership activities can be recognized by SKS as described below:

1. Interest and Talent Development

The field of interests and talents includes non-academic abilities (soft skills) according to the potential or talents of students in various types of sports activities, cultural arts, organizations and other activities. Students' soft skills continue to be fostered and encouraged to be able to develop their potential and talents and increase their capacity to participate in competitions and championships at local, regional, national and international levels.

In addition, activities oriented towards the development of interests and talents, such as sports, arts, nature lovers, scouts, MENWA and so on are accommodated through the Student Activity Unit (UKM) or similar student organizations at the university/faculty/study program level. Purpose: to provide sufficient opportunities for students to hone and develop their potential and talents in sports, arts, culture and organizations.

Equalization of activity credits is based on the achievement of soft skill competencies that are obtained by students while participating in these activities.

The following is a list of soft skills courses that can be converted from interest and talent activities:

Table 9 - Free form course list for Interest and Talent Activity scheme

Suggested free form course options:	
UNX01-030 Basic Talent Development	3 (0-3)
UNX01-016 Leadership	3 (0-3)
UNX01-018 Communication & Public Speaking	4 (0-4)
UNX01-034 Adaptation, cooperation and collaboration	3 (0-3)
UNX01-012 Work Ethics and Professional Ethics	3 (0-3)
UNX01-010 Basic Program Design	6 (0-6)

2. Leadership

Leadership activities are activities that aim to improve character development and leadership both on and off campus. For example, being an organization administrator, being an activity implementation committee, being a participant in fostering outstanding students, leadership training, and state defense activities.

Table 10 - List of free form courses for Leadership Activities scheme

Suggested free form course options:	
UNX01-016 Leadership	3 (0-3)
UNX01-026 Complex Problem Solving	3 (0-3)
UNX01-014 Design Innovation and Development	3 (0-3)
UNX01-024 Project Management	3 (0-3)
UNX01-012 Work Ethic and Professional Ethics	3 (0-3)
UNX01-018 Communication and Public speaking	4 (0-4)

K. RUBRIC FOR ASSESSMENT COMPONENTS IN MBKM ACTIVITIES

1. Internship Assessment Rubric

No.	Assessment Criteria	Attitude Indicator	Score (0-100)	Proportion	Score x Proportion
1	Ability to work in a team	<ul style="list-style-type: none"> a. Able to cooperate with other team members b. Establish a cooperative working relationship c. Actively participate and d. contribute as an effective team member 		10%	
2	Communication Skills	<ul style="list-style-type: none"> a. Able to communicate opinions or ideas to others. b. Able to answer questions with good delivery c. Able to accept other people's opinions/ideas 		10%	
3	Discipline and Hard Work	<ul style="list-style-type: none"> a. Right on time. b. Obey the rules c. Responsible in doing tasks. d. Never give up 		10%	
4	Adaptability	<ul style="list-style-type: none"> a. Ability to adapt to field conditions b. Physical and mental endurance in the field 		10%	
5	Ability to solve problems	<ul style="list-style-type: none"> a. Able to understand and analyze problems. b. Able to solve problems according to the strategy that has been made c. Able to evaluate the solution that has been done. 		10%	
6	Decision- making ability	<ul style="list-style-type: none"> a. Able to process information logically b. Able to recommend alternative solutions c. Able to make wise decisions under urgent conditions 		10%	
7	Internship Report	<ul style="list-style-type: none"> a. Appropriate format b. Report content is relevant and accountable c. The report is authorized by authorized person 		30%	
8	Internship Outputs (certificate and/or other supporting documents)	Certificate of activity participation and/or certificate of completion of a valid activity.		10%	
Quantity (Quality Score)				100%	
Quality Letter					

2. Research Activity Assessment Rubric

No.	Assessment Criteria	Attitude Indicator	Score (0-100)	Proportion	Score x Proportion
1	Ability to work in a team	<ul style="list-style-type: none"> a. Able to cooperate with other team members b. Establish a cooperative working relationship c. Actively participate and contribute as an effective team member 		10%	
2	Discipline and Hard Work	<ul style="list-style-type: none"> a. Right on time. b. Obey the rules c. Responsible in doing tasks. d. Never give up 		10%	
3	Critical Thinking Ability	<ul style="list-style-type: none"> a. Able to formulate the main points of the problem b. Able to express existing facts c. Able to choose logical arguments 		10%	
4	Learning Ability	<ul style="list-style-type: none"> a. Able to understand research methods well b. Able to understand the functions and purposes of the tools or instruments used c. Able to operate the necessary tools and instruments 		10%	
5	Work Result	Able to demonstrate expected work results during research activities		10%	
6	Ability to solve problems	<ul style="list-style-type: none"> a. Able to understand and analyze problems. b. Able to solve problems according to the strategy that has been made c. Able to evaluate the solution that has been done. 		10%	
7	Research activity report	<ul style="list-style-type: none"> a. Appropriate format b. Report content is relevant and accountable c. The report is authorized by authorized person 		20%	
8	Outputs of research activities (draft scientific article,)	<ul style="list-style-type: none"> a. Proof of article submission b. Certificate of completion of activities 		10%	
Quantity (Quality Score)					
Quality Letter					

3. Entrepreneurship Activity Assessment Rubric

No.	Assessment Criteria	Attitude Indicator	Score (0-100)	Proportion	Score x Proportion
1	Ability to work in a team	<ul style="list-style-type: none"> a. Able to cooperate with other team members b. Establish a cooperative working relationship c. Actively participate and contribute as an effective team member 		10%	
2	Communication Skills	<ul style="list-style-type: none"> a. Able to communicate opinions or ideas to others. b. Able to answer questions with good delivery c. Able to accept other people's opinions/ideas 		10%	
3	Discipline and Hard Work	<ul style="list-style-type: none"> a. Right on time. b. Obey the rules c. Responsible in doing tasks. d. Never give up 		10%	
4	Creativity	<ul style="list-style-type: none"> a. Have the initiative to innovate in their work. b. Able to put new ideas into an activity plan c. Able to implement activity plans in the form of activities d. Able to evaluate the activities that have been carried out 		10%	
5	Critical Thinking Ability	<ul style="list-style-type: none"> a. Able to formulate the main points of the problem b. Able to express existing facts c. Able to choose logical arguments 		10%	
6	Ability to solve problems	<ul style="list-style-type: none"> a. Able to understand and analyze problems. b. Able to solve problems according to the strategy that has been made c. Able to evaluate the solution that has been done 		10%	
7	Entrepreneurship Report	<ul style="list-style-type: none"> a. Appropriate format b. Report content is relevant and accountable c. The report is authorized by authorized person 		30%	
8	Entrepreneurship Outputs (Certificates / scientific articles, products / works, medal))			10%	
Quantity (Quality Score)				100%	
Quality Letter					

4. Teaching Assistance Activity Assessment Rubric

No.	Assessment Criteria	Attitude Indicator	Score (0-100)	Proportion	Score x Proportion
1	Debriefing Class	a. Able to actively participate during the debriefing class b. Follow the direction of MBKM supervisors and partners		10%	
2	Learning Activity Plan	a. Able to arrange a teaching assistance activity plan b. Able to produce documents learning activities according to the predetermined format that has been determined		10%	
3	Learning modules/dictates	a. Able to create teaching materials or learning modules in accordance with their fields. b. Able to provide/deliver relevant learning materials		15%	
4	Learning Video	a. Able to create teaching materials through video b. Able to deliver teaching materials through video		10%	
5	Teaching skills	a. Able to carry out teaching activities based on modules and learning videos. b. Able to teach well in a structured manner		15%	
6	Teaching Assistance Activity Report	a. Appropriate format b. Report content is relevant and accountable c. The report is authorized by authorized person		30%	
7	Output of Teaching Assistance Activities (RPP, module, teaching material video, certificate)	a. Evidence of draft lesson plans according to format b. Proof of video teaching materials according to the format c. Certificate of activity participation		10%	
Quantity (Quality Score)				100%	
Quality Letter					

5. Independent Study Assessment Rubric

No.	Assessment Criteria	Attitude Indicator	Score (0-100)	Proportion	Score x Proportion
1	Ability to work in a team	<ul style="list-style-type: none"> a. Able to cooperate with other team members b. Establish a cooperative working relationship c. Actively participate and contribute as an effective team member 		10%	
2	Communication Skills	<ul style="list-style-type: none"> a. Able to communicate opinions or ideas to others. b. Able to answer questions with good delivery c. Able to accept other people's opinions/ideas 		10%	
3	Discipline and Hard Work	<ul style="list-style-type: none"> a. Right on time. b. Obey the rules c. Responsible in doing tasks. d. Never give up 		10%	
4	Creativity	<ul style="list-style-type: none"> a. Have the initiative to innovate in their work. b. Able to put new ideas into an activity plan c. Able to implement activity plans in the form of activities d. Able to evaluate the activities that have been carried out 		10%	
5	Critical Thinking Ability	<ul style="list-style-type: none"> a. Able to formulate the main points of the problem b. Able to express existing facts c. Able to choose logical arguments 		10%	
6	Ability to solve problems	<ul style="list-style-type: none"> a. Able to understand and analyze problems. b. Able to solve problems according to the strategy that has been made c. Able to evaluate the solution that has been done 		10%	
7	Independent Study Report	<ul style="list-style-type: none"> a. Appropriate format b. Report content is relevant and accountable c. The report is authorized by authorized person 		30%	
8	Outputs Independent Study (Certificate / scientific articles, products / works, medal))			10%	
Quantity (Quality Score)					
Quality Letter					

6. Humanitarian Project Assessment Rubric

No.	Assessment Criteria	Attitude Indicator	Score (0-100)	Proportion	Score x Proportion
1	Adaptability	a. Ability to adapt to field conditions b. Physical and mental endurance in the field		10%	
2	Communication Skills	a. Able to communicate opinions or ideas to others. b. Able to answer questions with good delivery c. Able to accept other people's opinions/ideas		10%	
3	Discipline and Hard Work	a. Right on time. b. Obey the rules c. Responsible in doing tasks. d. Never give up		10%	
4	Creativity	a. Have the initiative to innovate in their work. b. Able to put new ideas into an activity plan c. Able to implement activity plans in the form of activities d. Able to evaluate the activities that have been carried out		10%	
5	Critical Thinking Ability	a. Able to formulate the main points of the problem b. Able to express existing facts c. Able to choose logical arguments		10%	
6	Ability to solve problems	a. Able to understand and analyze problems. b. Able to solve problems according to the strategy that has been made c. Able to evaluate the solution that has been done		10%	
7	Humanitarian Project Report	a. Appropriate format b. Report content is relevant and accountable c. The report is authorized by authorized person		30%	
8	Humanitarian Project Outputs	Certificate of activity participation and/or Certificate of completion		10%	
Quantity (Quality Score)					
Quality Letter					

7. Rubric for Assessing Village Building Activities

No.	Assessment Criteria	Attitude Indicator	Score (0-100)	Proportion	Score x Proportion
1	Ability to work in a team	<ul style="list-style-type: none"> a. Able to cooperate with other team members b. Establish a cooperative working relationship c. Actively participate and contribute as an effective team member 		10%	
2	Communication Skills	<ul style="list-style-type: none"> a. Able to communicate opinions or ideas to others. b. Able to answer questions with good delivery c. Able to accept other people's opinions/ideas 		10%	
3	Discipline and Hard Work	<ul style="list-style-type: none"> a. Right on time. b. Obey the rules c. Responsible in doing tasks. d. Never give up 		10%	
4	Creativity	<ul style="list-style-type: none"> a. Have the initiative to innovate in their work. b. Able to put new ideas into an activity plan c. Able to implement activity plans in the form of activities d. Able to evaluate the activities that have been carried out 		10%	
5	Critical Thinking Ability	<ul style="list-style-type: none"> a. Able to formulate the main points of the problem b. Able to express existing facts c. Able to choose logical arguments 		10%	
6	Ability to solve problems	<ul style="list-style-type: none"> a. Able to understand and analyze problems. b. Able to solve problems according to the strategy that has been made c. Able to evaluate the solution that has been done 		10%	
7	Adaptability	<ul style="list-style-type: none"> a. Ability to adapt to field conditions b. Physical and mental endurance in the field 		10%	
8	Village Development Activity Report	<ul style="list-style-type: none"> a. Appropriate format b. Report content is relevant and accountable c. The report is authorized by authorized person 		30%	
9	Output of Village Development Activities (product/work/ ideas/program that is implemented in community & certificate)	Certificate of activity participation and/or certificate of completion valid activity		10%	
Quantity (Quality Score)					
Quality Letter					

8. State Defense Activity Assessment Rubric

No.	Assessment Criteria	Attitude Indicator	Score (0-100)	Proportion	Score x Proportion
1	Adaptability	a. Ability to adapt to field conditions b. Physical and mental endurance in field		10%	
2	Communication Skills	a. Able to communicate ideas or notions to others. b. Able to answer questions with good delivery c. Able to accept other people's opinions/ideas/ideas		10%	
3	Discipline and Hard Work	a. On time b. Obey the rules c. Responsible in doing tasks. d. Never give up		10%	
4	Critical Thinking Ability	a. Able to formulate the main points of the problem b. Able to express existing facts c. Able to choose arguments that logical		10%	
5	Ability to solve problems	a. Able to understand and analyze problems. b. Able to solve problems according to the strategy that has been made c. Able to evaluate the solution that has been done.		10%	
6	Have a Patriot Spirit	a. Be loyal to the Republic of Indonesia. b. Comply with the regulations and laws that apply in the Republic of Indonesia. c. Willing to sacrifice for the benefit of the nation and state. d. Prioritizing the interests of the nation and the country rather than personal or group interests.		10%	
7	Leadership	a. Able to motivate others b. Able to analyze the situation c. Able to make decisions d. Able to mediate conflict e. Able to receive feedback f. Able to carry out the main duties and functions well		10%	
8	Report State Defense Activities	a. Appropriate format b. Report content is relevant and accountable c. The report is authorized by authorized		15%	
9	State Defense Activity Outputs (Certificate)	Certificate participation activities and/or certificate of completion valid activities.		15%	
Quantity (Quality Score)					
Quality Letter					

9. Rubric for Assessment of Leadership Activities / Talent Interest

No.	Assessment Criteria	Attitude Indicator	Score (0-100)	Proportion	Score x Proportion
1	Leadership	<ul style="list-style-type: none"> a. able to motivate others b. Able to analyze the situation c. Able to make decisions d. Able to mediate conflict e. Able to receive feedback f. Able to carry out the main tasks and functions well 		20%	
2	Communication Skills	<ul style="list-style-type: none"> a. Able to communicate opinions or ideas to others b. Able to answer questions with good delivery c. Able to accept other people's opinions/ideas 		10%	
3	Discipline and Hard Work	<ul style="list-style-type: none"> a. Right on time b. Obey the rules c. Responsible in doing tasks d. Never give up 		10%	
4	Decision-Making Ability	<ul style="list-style-type: none"> a. Able to process information logically b. Able to recommend alternative solutions c. Able to make wise decisions under urgent conditions 		10%	
5	Problem-Solving Ability	<ul style="list-style-type: none"> a. Able to understand and analyze problems b. Able to solve problems according to the strategy that has been made c. Able to evaluate the solution that has been done 		10%	
6	Report Organizational Activities	<ul style="list-style-type: none"> a. Appropriate format b. Report content is relevant and accountable c. The report is authorized by authorized 		20%	
7	Certificate of Participation	Activity participation certificate and/or valid certificate of completion of activities.		20%	
Quantity (Quality Score)					

Appendix

Appendix 1 – List of Courses in University Level

Table 11. List of *SOFT SKILL* Courses in MBKM Activity Recognition

No.	Course Code	Course Name	Credits	Learning Outcomes (LO)
1	UNX01-008	Community assets	3	Students are able to mention community assets and develop community potential (1) Identify community assets (social, physical, economic, natural). (2) Comply with values, culture and local wisdom in society. (3) Identify and develop potential society
2	UNX01-009	Critical, Creative and Innovative Thinking	3	a. Able to formulate the main points of the problem b. Able to express existing facts c. Able to choose logical arguments d. Have the initiative to make innovation in their work. e. Able to put new ideas into an activity plan f. Able to implement activity plans in the form of activities g. Able to evaluate activities that have been implemented
3	UNX01-010	Program Design	4	Students are able to develop and implement community development programs (1) Disclose the flow of the program (2) Develop community participation (3) Arrange a development program plan for society (4) Demonstrate the program implementation process (5) Demonstrate the monitoring and evaluation process
4	UNX01-011	Professional Ethics	3	a. Right on time. b. Obey the rules c. Responsible for doing tasks. d. Never give up
5	UNX01-012	Work Ethics and Professional Ethics	3	a. Right on time. b. Obey the rules c. Responsible for doing tasks. d. Never give up
6	UNX01-013	Community development facilitator	3	1. Able to demonstrate the implementation of the Role as Facilitator in Community Development 2. Able to lead FGDs
7	UNX01-014	Design Innovation and Development	3	
8	UNX01-015	Diversity and Multi-culture	3	Students are able to describe socio-cultural conditions and have sensitivity to diversity in society: (1) Explain diversity in society (2) Comply with and compromise the social and cultural conditions of the community (3) Establish cooperation within the group and heterogeneous society
9	UNX01-016	Leadership	3	Students are able to carry out and implement duties as leaders (1) Elaborate Knowledge about leadership (2) Display responsibility and initiative (3) Demonstrate decision-making and risk-taking skills.
10	UNX01-017	Social Entrepreneurship	3	Recommended omission
11	UNX01-018	Communication and Public Speaking	4	a. Able to communicate opinions or ideas to others. b. Able to answer questions with good delivery c. Able to accept other people's opinions/ideas
12	UNX01-019	Basic Concepts of Pedagogy	4	1. Able to master the concept of education 2. Able to master the concept of education 3. Able to master general educational practices 4. Able to apply the education process with precision
13	UNX01-020	Business Literacy	3	1. Able to understand the concept of business strategy 2. Able to understand the concept of marketing management 3. Able to understand the knowledge of financial

				management
14	UNX01-021	Digital Literacy	3	<ol style="list-style-type: none"> 1. Able to utilize technology to obtain information, communicate, and work together 2. Able to sort, use, and manage digital technology 3. Able to understand and apply the utilization of ethical technology.
15	UNX01-022	Financial Literacy	3	<ol style="list-style-type: none"> 1. able to understand basic knowledge of financial management 2. Able to understand the form of financial products 3. Able to make effective decisions in utilizing existing financial resources
16	UNX01-023	Information Technology Literacy	3	<ol style="list-style-type: none"> 1. Able to understand the form of information 2. Able to organize information 3. Able to understand information retrieval strategies
17	UNX01-024	Project Management	3	<ol style="list-style-type: none"> 1. Able to plan activities 2. Able to coordinate various resources 3. Able to lead the implementation of activities
18	UNX01-025	Emotional and Social Learning	3	<ol style="list-style-type: none"> 1. Able to develop personal competencies to be successful 2. Able to place themselves effectively in the context of the environment and the world 3. Able to teach good character to others
19	UNX01-026	Complex Problem Solving	3	<ol style="list-style-type: none"> a. Able to understand and analyze problems. b. Able to solve problems according to the strategy that has been made c. Able to evaluate the solution that has been done.
20	UNX01-027	Decision Making	3	<ol style="list-style-type: none"> a. Able to communicate opinions or ideas to others. b. Able to answer questions with good delivery c. Able to accept other people's opinions/ideas
21	UNX01-028	Introduction to Community Development	3	<p>Students are able to describe the stages and processes of community development.</p> <ol style="list-style-type: none"> 1. Explain the scope of community development 2. Elaborate on the stages of society development
22	UNX01-029	Professional Development	3	<ol style="list-style-type: none"> 1. Able to understand the knowledge, attitudes, and skills as a professional 2. Able to comply with and implement the vision and mission of the organization where they work 3. Able to develop strategies in performing work
23	UNX01-030	Talent Development	3	<ol style="list-style-type: none"> 1. Able to understand personal interests and talents 2. Able to develop talents to increase the capability to learn and work optimally 3. Able to motivate themselves and maintain productivity in their talents.
24	UNX01-031	Strategy and Negotiation	3	
25	UNX01-032	Ability to formulate problems	3	Recommended omission
26	UNX01-033	Classroom Management	3	
27	UNX01-034	Adaptation, cooperation and collaboration	3	<ol style="list-style-type: none"> a. Ability to adapt to field conditions b. Physical and mental endurance in the field c. Able to cooperate with other team members d. Establish a cooperative working relationship e. Actively participate and contribute as an effective team member
28	UNX01-035	Entrepreneurship	3	<ol style="list-style-type: none"> 1. Able to demonstrate leadership and team-building skills 2. Able to build a creative and innovative product/service development process 3. Able to use technology to support the business process (digital literacy) 4. Able to manage finances in the business process (financial literacy)
29	UNX01-036	Short Course	1	
30	UNX01-136	Short Course	2	
31	UNX01-236	Short Course	3	

32	UNX01-037	Unpad internal seminar	1	
33	UNX01-038	National Conference	2	
34	UNX01-039	International Conference	3	
35	UNX01-040	Organization Management	1	<ol style="list-style-type: none"> 1. Able to understand the duties and functions as a member in the organization 2. Able to express ideas in developing the organization
36	UNX01-041	Art and Culture Actualization	1	<ol style="list-style-type: none"> 1. Able to recognize the potential of arts and culture 2. Able to develop artistic potential and culture owned

Appendix 2 - List of Multiactivity of Student Activities

List of Multiactivity from Student Activities Outside the Study Program that Get MBKM Activity Recognition

Table 12. List of Multiactivity and courses for credit recognition equivalency

No.	Activities	Course Equalization
1	Summer Course (Ajou Program, Summer Course Scheme of study program/faculty) (1-3 credits)	UNX01-136 Short Course (1 credit) UNX01-236 Short Course (2 credits)
2	Academic excursion, Cultural ambassador (Sakura science and other activities) (1-3 credits)	UNX01-336 Short Course (3 credits)
3	Speaker in Seminar/Conference (1 to 3 credits)	UNX01-037 Unpad Internal Seminar (1 credit) UNX01-038 National Conference (2 credits)
4	Training/Workshop resource person (1 to 3 credits)	UNX01-039 International Conference (3 credits)
5	Internship (3 to 20 credits)	UNX01-014 Design Innovation and Development UNX01-009 Critical, Creative and Innovative Thinking UNX01-018 Communication and Public Speaking UNX01-023 Information Technology Literacy UNX01-012 Work Ethic and Professional Ethics UNX01-034 Adaptation, cooperation and collaboration UNX01-029 Professional Development UNX01-011 Professional Ethics UNX01-031 Negotiation Strategy UNX01-016 Leadership UNX01-021 Digital Literacy
6	Sports Competition through intensive coaching (3 to 9 credits) *calculation refers to student achievement guidelines (simkatmawa)	UNX01-030 Talent Development UNX01-034 Adaptation, cooperation and collaboration UNX01-012 Work ethic and professional ethics
7	Sports competition (without intensive coaching) (3 credits)	UNX01-030 Talent Development
8	Art Competition through intensive coaching (3 to 9 credits) (Peksiminas,	UNX01-030 Talent Development UNX01-034 Adaptation, cooperation and collaboration UNX01-012 Work ethic and professional ethics
9	Art competition (without intensive coaching) (3 credits)	UNX01-030 Talent Development
10	Other competitions (independent) (3 credits)	UNX01-030 Talent Development

Table 13: Student activities recognized under the independent study scheme

No.	Activities	Course Equalization
1	Competitions (other than sports and arts) without going through intensive coaching/mentoring (3 credits) Independent Competition (3 credits)	UNX01-030 Talent Development
2	a. National scheme Independent Study/Project (MSIB) (20 credits) b. Reasoning Competition through intensive coaching/mentoring (Gemnastik, KN MIPA, Robotics, Satria Data, NUDC, etc.) (3 to 20 credits) c. PKM (Student Creativity Program) Competition (3 to 20 credits) d. Independent study of study program / faculty / university schemes based on partner cooperation that produces products / works / research results that are useful for the community (3 to 20 credits)	UNX01-036 Short course UNX01-037 Unpad Internal Level Conference UNX01-038 National Conference UNX01-039 International Conference UNX01-011 Professional Ethics UNX01-018 Communication and Public Speaking UNX01-031 Negotiation Strategy UNX01-009 Critical, Creative and Innovative Thinking UNX01-016 Leadership UNX01-034 Adaptation, Cooperation and Collaboration UNX01-021 Digital Literacy UNX01-030 Talent Development UNX01-012 Work ethic and professional ethics UNX01-026 Complex problem solving UNX01-010 Program design UNX01-017 Social entrepreneurship UNX01-027 Decision making UNX01-024 Project management UNX01-023 Information Technology Literacy UNX01-012 Work Ethic and Professional Ethics UNX01-030 Ability to formulate problems

Equalization of credits of Interest and Talent Development Scheme

No.	Activities	Courses used for credit recognition
1	<p>a. Core Management of internal UKM / Association / Association / BEM / BPM Unpad (3 - 4 credits) *Chairperson, Vice-Chairperson, Secretary and Treasurer will receive an additional 1 credit as a member.</p> <p>b. Core Management of sports / arts / cultural activities outside Unpad (3 - 4 credits) *Chairman, vice chairman, Secretary and Treasurer</p> <p>c. Active Member of UKM/ Association/ Society/ BEM/BPM internal Unpad (1 credit)</p> <p>d. Active member of sports/art/cultural activities outside Unpad (1 credit)</p> <p>e. Regular training of sports/arts/cultural activities (1 credit)</p>	<p>UNX01-030 Basic Talent Development (3 credits) UNX01-016 Leadership (3 credits) UNX01-018 Communication & Public Speaking (3 credits) UNX01-034 Adaptation, cooperation and collaboration (3 credits) UNX01-012 Work Ethic and Professional Ethics (3 credits) UNX01-010 Basic Program Design (3 credits) UNX01-040 Organizational Management (1 credit) UNX01-041 Art and Culture Actualization (1 credit)</p>

RECTOR,

Signature

RINA INDIASTUTI

Copy in accordance with the original
Director of Governance, Legal and
Communications
Universitas Padjadjaran



 Isis Ikhwansyah