



**ASEAN Credit Transfer System**  
**AUN-ACTS Secretariat**



## UNIVERSITY ADMINISTRATOR MANUAL

AUN Member Universities



**ASEAN University Network - ASEAN Credit Transfer System Secretariat**

International Office, Universitas Indonesia

Central Administration Building

Kampus UI, Depok 16424, Indonesia

Ph: (62-21) 78880139, 786 7222 ext.100520

Fax: (62-21) 7888 0139, 727 0017

Email: [secretariat@acts.ui.ac.id](mailto:secretariat@acts.ui.ac.id)

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***Information System Development and Services Universitas Indonesia***  
*Kampus Baru Universitas Indonesia*  
*Depok, Jawa Barat 16424*  
*Indonesia*  
*2009*

# **ABSTRACT**

This document describes the instruction manual of ASEAN Credit Transfer System web-based application for University Administrator. This document also describes the features in ASEAN Credit Transfer System. Some examples have been provided to be used by academic administrators from AUN members. Some menus for Login: Define Term of Study, Define Study Program, Define Course, Assign Courses to Term, Remove Courses from Term, Home: Nominate Student, Host: Nomination Review, Home: Student Grade, Host: Student Grading, Post News, and Change Password have been provided.

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# OVERVIEW

ASEAN Credit transfer System is an online, web-based application designed to facilitate student exchange programme within ASEAN University Network. This is an online application system, in which users can have access through internet connection, anytime and anywhere. ASEAN Credit Transfer System also integrates the business process from all university members as discussed in Steering Committee meetings.

AUN-ACTS Secretariat is administered by International Office, Universitas Indonesia in close collaboration with AUN Secretariat and Steering Committee from 26 member universities. The secretariat is chaired by Head of International Office, Universitas Indonesia (ex officio) and 2 officers.

ACTS have three user categories, they are:

- student
- university administrator (Home University/Host University)
- ACTS secretariat administrator

## **ACTS functions for University Administrator**

University Administrator can:

- manage scholarship information
- manage term of study
- manage study program
- manage courses
- assign courses into term of study
- remove courses from term of study
- nominate student (as Home University)
- review nomination (as Host University)
- view student grade (as Home University)
- manage student grade (as Host University)
- manage university news

## **ACTS advantages for University Administrator**

University Administrator can:

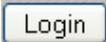
- manage and monitor academic registration
- manage and monitor student's academic status
- manage and monitor academic exchange in their university

## I. LOGIN PROCESS

To start using ACTS application, you have to login to authenticate your account. When you are login, system will identify user's roles and accessibility. To login to the system, you have to open <http://acts.ui.ac.id> and then the login page as shown in figure 1 will be shown.

The screenshot shows the login page of the ASEAN Credit Transfer System. The header includes the ASEAN University Network logo and the text "ASEAN Credit Transfer System" and "AUN - ACTS Secretariat". A navigation menu is located below the header, with options: "Main Page", "About AUN-ACTS", "Application", "Courses", "Scholarships", "News", "Contact Us", and "Manual". The main content area features a banner for "ACTS Students First" with a hot air balloon graphic and the slogan "Light up your future". Below the banner is a "Welcome Remarks" section with two messages from the Chair and Executive Director. On the right side, there is a "LOG IN" section with fields for "Username:" and "Password:", and a "Login" button. Below the login section is a "CALENDAR" showing the date "Fri, 16 Mar 2012" and a calendar grid. Further down are "LINKS" and "DOWNLOADS" sections with various links and documents.

Figure 1 Login Page

You have to complete your username and password, and then click on  button to authenticate. If the authentication process is successful, you can enter and start using the application system.

## II. MAIN MENU

If the authentication process is successful, the main page for University Administrator will appear as shown in figure 2.

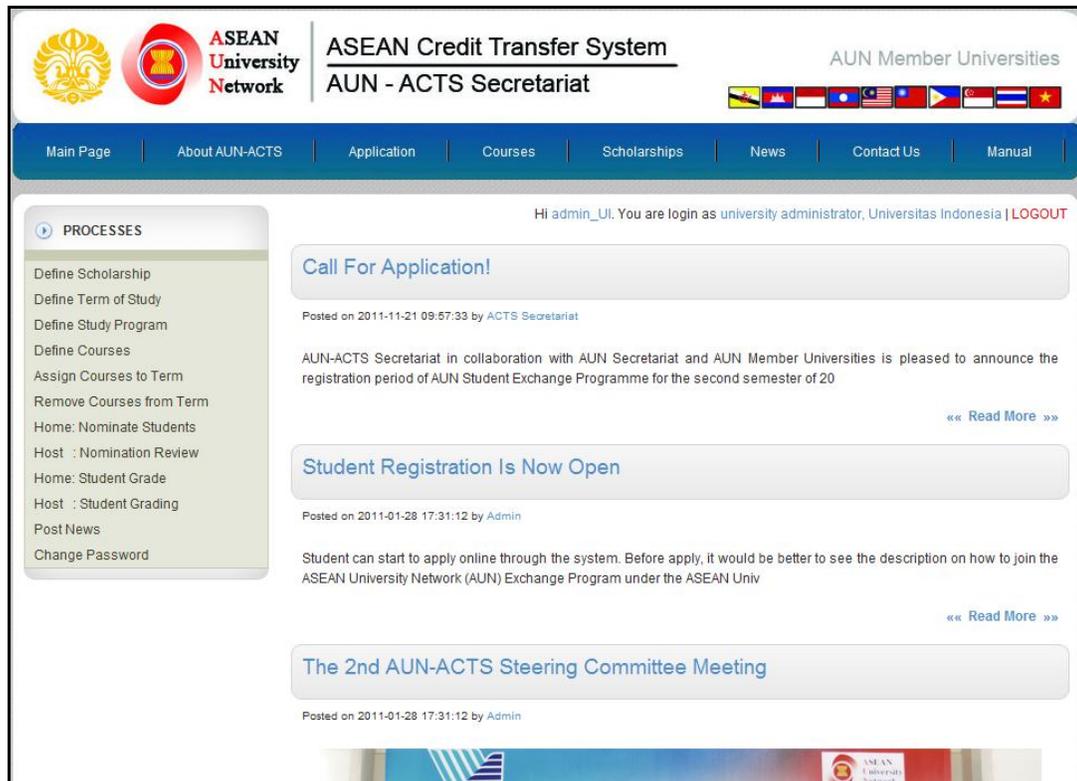


Figure 2. Main Page

In the main page, the main menu is on the left. In the middle of the page, you can see the headlines of ACTS news. If you want to read more about the news, you can click "Read More" link at the right corner below the headline news.

There are also username, role of the user, and the user's University (Home University) located above the headline news, and below the menu bar.

The main menus for University Administrator are:

- Define Scholarship  
University Administrator can manage Scholarship Information
- Define Terms of Study  
University Administrator can manage Terms of Study at Home University
- Define Study Program  
University Administrator can manage Study Programs at Home University
- Define Courses  
University Administrator can manage offered courses at Home University

- Home: Nominate Students  
University Administrator can view the list of applicants from their university (Home University), nominate them, and monitor their application status
- Host: Nomination Review  
University Administrator can view the list of student applications who apply to their university. In this menu, University Administrator has the role as Host University.
- Home: Student Grade  
As Home University, University Administrator can view their student's grade.
- Host: Student Grading  
As Host University, University Administrator can manage student's grade.
- Post News  
University Administrator can manage university news.
- Change Password  
University Administrator can change their password.

### III. MENU: Define Scholarship

In this menu, you can view, add, edit, and remove information about scholarship. The “Define Scholarship” menu page will appear as shown in figure 3.

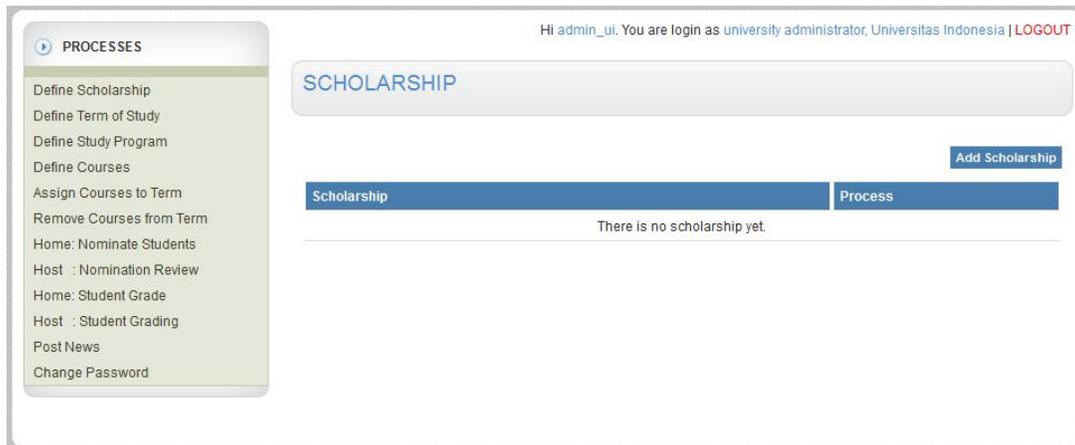


Figure 3. “Define Scholarship” Menu Page

There are two columns on the page:

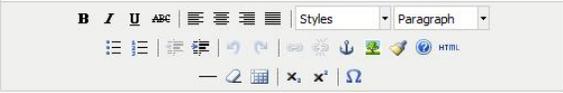
- Scholarship  
Scholarship Name
- Process  
You can edit or remove scholarship from the list

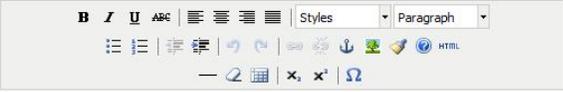
If you want to add a new term of study, you can click on [Add Scholarship](#) button, and then figure 4 will be shown.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | [LOGOUT](#)

## ADD SCHOLARSHIP

Scholarship :

Detail/Condition :   


Provisions :   


Number Offered :   


Submission Deadline :   


Contact Information :   


[Save](#)

Figure 4. "Add Scholarship" Menu Page

After you have completed the form to add scholarship, click [Save](#) button to save.

To view scholarship, from "**Define Scholarship**" menu page, click on scholarship name, and the following page will be appear as shown in figure 5.

Hi admin\_UI. You are login as university administrator, Universitas Indonesia | [LOGOUT](#)

**PROCESSES**

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

### VIEW SCHOLARSHIP

Scholarship : UI Study Award

Detail/Condition :

Provisions : Tuition fee waiver, on campus accommodation (dormitory)

Number Offered : 5

Submission Deadline : May for August intake  
November for January intake

Contact Information : Mr. Junaidi, M.A.  
Head of International Office  
[junaidi@ui.ac.id](mailto:junaidi@ui.ac.id)  
Ms. Siti Nurandini Winduningtyas  
International Officer for Student Exchange  
[io-ui@ui.ac.id](mailto:io-ui@ui.ac.id)

Last Update : 2012-03-06 09:59:41 by admin\_UI

[BACK](#)

Figure 5. "View Scholarship" Menu Page

To edit the scholarship, from "**Define Scholarship**" menu page, click on "**Edit**" link in "**Process**" column, and the following page will be appear as shown in figure 6.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | [LOGOUT](#)

▶ PROCESSES

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

## EDIT SCHOLARSHIP

Scholarship :

---

Detail/Condition :

Tuition fee waiver, on campus accommodation (dormitory)

---

Provisions :

5

---

Submission Deadline :

May for August intake  
November for January intake

---

Contact Information :

Mrs. Raffaella D. Dwianto, Ph.D  
Head of International Office  
[raffaella.dwianto@ui.ac.id](mailto:raffaella.dwianto@ui.ac.id)

Ms. Siti Nurandini Winduningtyas  
International Officer for Student Exchange  
[io-ui@ui.ac.id](mailto:io-ui@ui.ac.id)

[Save](#)

**Figure 6. "Edit Scholarship" Menu Page**

After you have completed the editing page, click [Save](#) button to save the data.

To remove the scholarship, from **"Define Scholarship"** menu page, click on **"Remove"** link in **"Process"** column, and then figure 7 will be shown.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

### PROCESSES

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

## REMOVE SCHOLARSHIP

Scholarship : UI Study Award

Detail/Condition :

Provisions : Tuition fee waiver, on campus accommodation (dormitory)

Number Offered : 5

Submission Deadline : May for August intake  
November for January intake

Contact Information : Mrs. Raphaella D. Dwianto, Ph.D  
Head of International Office  
[raphaella.dwianto@ui.ac.id](mailto:raphaella.dwianto@ui.ac.id)  
Ms. Siti Nurandini Winduningtyas  
International Officer for Student Exchange  
[io-ui@ui.ac.id](mailto:io-ui@ui.ac.id)

Last Update : 2011-05-06 16:04:56 by admin\_ui

[Remove Now!](#)

Figure 7. "Remove Scholarship" Menu Page

If you have confirmed to remove the scholarship, click [Remove Now!](#) button.

## IV. MENU: Define Term of Study

In this menu, you can view, add, edit, and remove the list of Study Terms at Home University and also add information about term. The term of study calendar may be different from one university to other university. The **"Define Term of Study"** menu page will appear as shown in figure 8.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

**TERM**

Please select 'Active Term' and 'Term to be Offered'.  
You can select only one 'Active Term' but you can select more than one 'Term to be Offered'.  
After select the term, click "SAVE" button to save.

[Add A New Term](#)

Term Title	Year	Process	Calendar	Active Term	Term to be offered
2011 / 2012 - 2	2011	Edit   Remove	View	<input type="radio"/>	<input type="checkbox"/>
2011 / 2012 - 1	2011	Edit   Remove	View	<input type="radio"/>	<input checked="" type="checkbox"/>
2010 / 2011 - 2	2010	Edit   Remove	View	<input checked="" type="radio"/>	<input type="checkbox"/>
2010 / 2011 - 1	2010	Edit   Remove	View	<input type="radio"/>	<input type="checkbox"/>

[Save](#)

You can add more description about term by fill the form below.  
After finish adding or editing the term description, click "SAVE" button to save.

[Save](#)

Figure 8. "Define Term of Study" Menu Page

There are six columns on the page:

- Term Title  
Name of the term
- Year  
Year of term of study
- Process  
User can edit or remove term of study
- Calendar  
User can view the academic calendar of term of study
- Active Term  
User can select the active term of study

- Term to be Offered  
User can select the term to be offered

You can select the Home University's active term of study by select the radio button at **"Active Term"** column and also select the Home University's term to be offered by select the check box at **"Term to be Offered"** column. You can select only one **"Active Term"** but you can select more than one **"Term to be Offered"**. After that, click on **Save** button.

If you want to add a new term of study, you can click on **Add A New Term** button, and then figure 9 will be shown.

Figure 9. "Add Term" Menu Page

You have to select the year of term of study and input the term title. After that, click on **Save** button.

To edit the term of study, from **"Define Term of Study"** menu page, click on **"Edit"** link in **"Process"** column, and the following page will be appear as shown in figure 10.

Figure 10. "Edit Term" Menu Page

After you have completed the editing page, click on **Save** button.

To remove the term of study, from **"Define Term of Study"** menu page, click on **"Remove"** link in **"Process"** column, and the following page will be appear as shown in figure 11.

Figure 11. "Remove Term" Menu Page

If you have confirmed to remove the term, click on **Remove Now!** button.

To view the academic calendar of term of study, from **"Define Term of Study"** menu page, click on **"View"** link in **"Calendar"** column. If you haven't already input the calendar, the following page will be appear as shown in figure 12.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

PROCESSES

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

CALENDAR

Term: 2011 / 2012 - 2  
Year : 2011

Add Event

Event	Start Date	End Date	Process
There is no calendar yet.			

Back

Figure 12. Blank "Calendar" Menu Page

To add calendar (event) to the term of study, click on **Add Event** button, and the following page will be appear as shown in figure 13.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

PROCESSES

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

ADD EVENT

Term: tes3  
Year : 2011

Application

Start Date :  ... \* format dd/mm/yyyy

End Date :  ... \* format dd/mm/yyyy

Announcement

Start Date :  ... \* format dd/mm/yyyy

End Date :  ... \* format dd/mm/yyyy

Reconfirmation (from student)

Start Date :  ... \* format dd/mm/yyyy

End Date :  ... \* format dd/mm/yyyy

Semester

Start Date :  ... \* format dd/mm/yyyy

End Date :  ... \* format dd/mm/yyyy

Save

Figure 13. "Add New Event" Menu Page

After you have completed the form to add event, click **Save** button to save.

If you already input the calendar, and the following page will be appear as shown in figure 14.

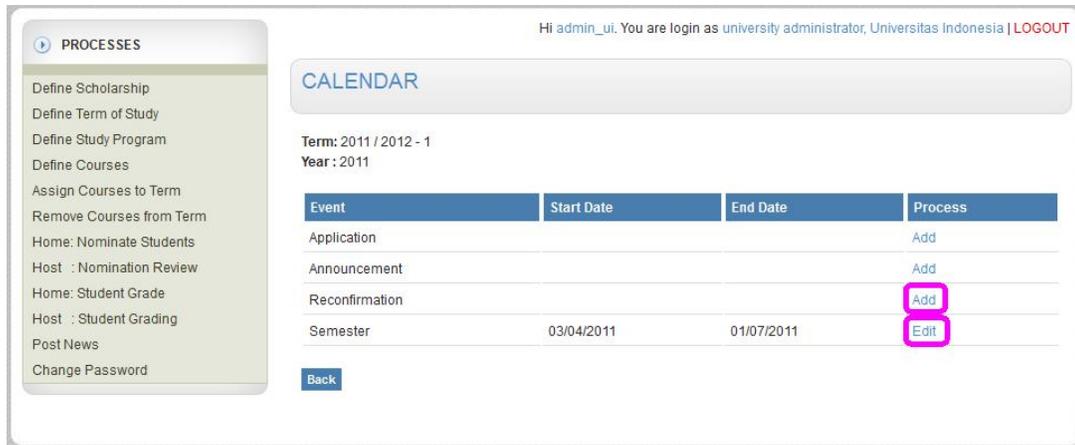


Figure 14. "Calendar" Menu Page

To edit the calendar of term of study, click on "Edit" link in "Process" column, and the following page will be appear as shown in figure 15.

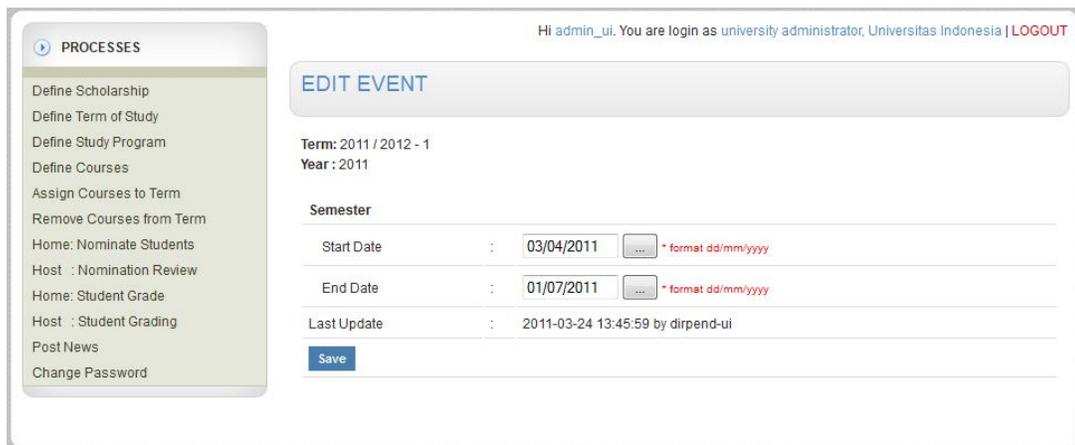


Figure 15. "Edit Event" Menu Page

After you have completed the editing page, click on [Save](#) button.

To add the calendar of event, click on "Add" link in "Process" column, and the following page will be appear as shown in figure 16.

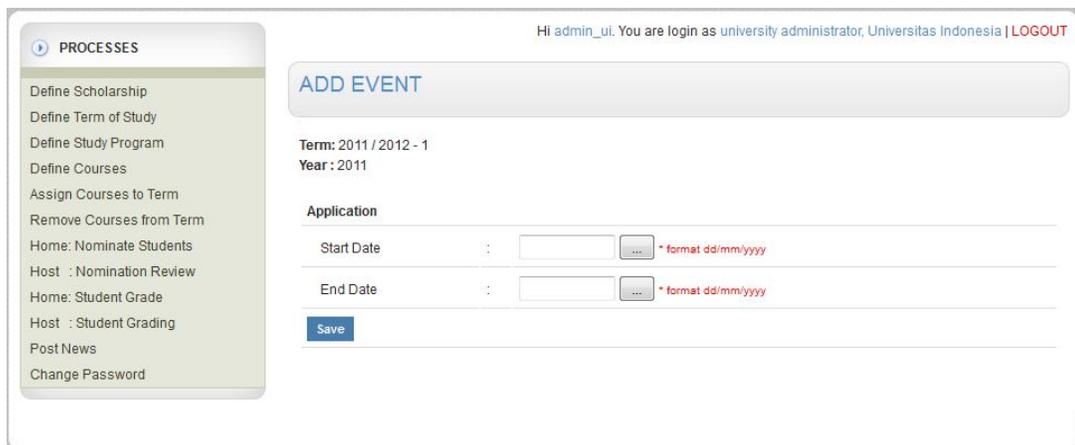
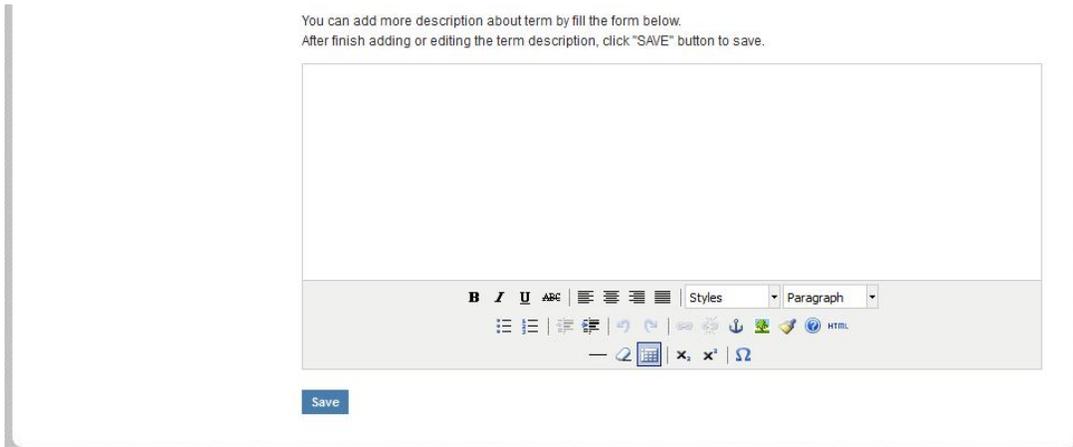


Figure 16. "Add Event" Menu Page

To add information about term, from the **“Define Term of Study”** Menu Page you can fill the information term form as shown in figure 17.



You can add more description about term by fill the form below.  
After finish adding or editing the term description, click "SAVE" button to save.

**B** *I* U ABC | [List Icons] | Styles | Paragraph

[Save]

**Figure 17. “Add New Event” Menu Page**

After you have completed the form to add or edit the information term, click **Save** button to save.

## V. MENU: Define Study Program

In this menu, you can manage Study Programs at your Home University. The **“Define Study Program”** menu page will show the list of study programs in your Home University. The **“Define Study Program”** menu page will appear as shown in figure 18.



Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

STUDY PROGRAM

Add A New Study Program

Name of Study Program	Degree	Process
Accounting	Undergraduate	Edit   Remove
American Area Studies	Graduate	Edit   Remove
Architecture	Undergraduate	Edit   Remove
Chemical Engineering	Undergraduate	Edit   Remove
Civil Engineering	Undergraduate	Edit   Remove
Computer Science	Undergraduate	Edit   Remove

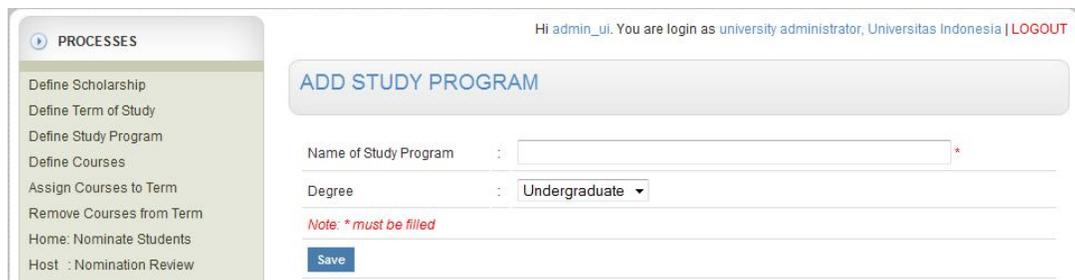
Figure 18. “Define Study Program” Menu Page

There are three columns on the page:

- Name of Study Program
- Degree
- Process

You can edit or remove study program from the list.

If you want to add new study program, you can click on **Add A New Study Program** button, and it will then be shown in figure 19.



Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

ADD STUDY PROGRAM

Name of Study Program :  \*

Degree : Undergraduate ▾

Note: \* must be filled

Save

Figure 19. “Add Study Program” Menu Page

After you input the name of study program and the degree of study program, click **Save** button to save.

To edit study program, from **“Define Study Program”** menu page, click on **“Edit”** link in **“Process”** column, and it will then be shown in figure 20.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

**EDIT STUDY PROGRAM**

Name of Study Program : Accounting \*

Degree : Undergraduate

Last Update : 2011-01-31 11:44:59 by FE-UI

*Note: \* must be filled*

Save

**Figure 20. "Edit Study Program" Menu Page**

After you have completed the editing page, click **Save** button to save.

To remove, from **"Define Study Program"** menu page, click on **"Remove"** link in **"Process"** column, and the following page will be appear as shown in figure 21.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

**REMOVE STUDY PROGRAM**

Name of Study Program : Accounting

Last Update : 2011-01-31 11:44:59 by FE-UI

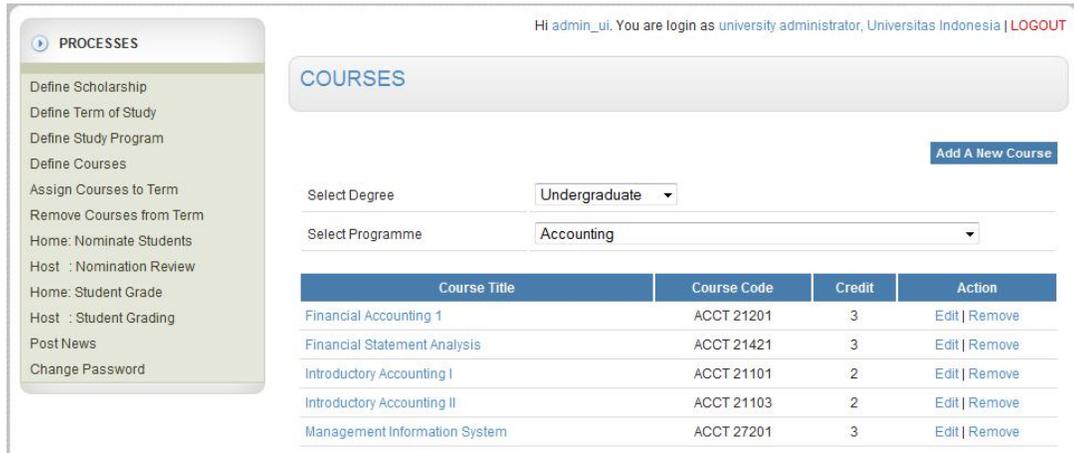
Remove Now!

**Figure 21. "Remove Study Program" Menu Page**

If you have confirmed to remove the study program, click **Remove Now!** button.

## VI. MENU: Define Courses

In this menu, you can manage courses at Home University. The “**Define Courses**” menu page will show the list of courses in your Home University, and will appear as shown in figure 22.



The screenshot shows the 'Define Courses' menu page. On the left is a sidebar with a 'PROCESSES' menu. The main area has a header 'COURSES' and a user greeting 'Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT'. Below the header are two dropdown menus: 'Select Degree' set to 'Undergraduate' and 'Select Programme' set to 'Accounting'. An 'Add A New Course' button is in the top right. A table lists courses with columns for Course Title, Course Code, Credit, and Action.

Course Title	Course Code	Credit	Action
Financial Accounting 1	ACCT 21201	3	Edit   Remove
Financial Statement Analysis	ACCT 21421	3	Edit   Remove
Introductory Accounting I	ACCT 21101	2	Edit   Remove
Introductory Accounting II	ACCT 21103	2	Edit   Remove
Management Information System	ACCT 27201	3	Edit   Remove

Figure 22. “Define Courses” Menu Page

There are four columns on the page:

- Course Title
- Course Code
- Credit
- Action

You can edit or remove courses from the list.

Before you add course, please make sure the study program of courses is already input to the system. If you want to add a new course, you can click on **Add A New Course** button, and the following page will be appear as shown in figure 23.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | [LOGOUT](#)

**PROCESSES**

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

### ADD COURSES

Course Code :  \*

Course Title :  \*

Credit Hours :  \*

Semester Offer :  \* please fill with the number of semester such as 1, 2, 3 etc or with odd, even

Select Degree :  \*

Select Programme :  \*

Course Description :

Prerequisite :

Other Description :

*Note: \* must be filled*

Figure 23. "Add Courses" Menu Page

After you have completed the form to add course, click  button to save.

To view course description, from "**Define Courses**" menu page, click on course title, and the following page will be appear as shown in figure 24.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

**PROCESSES**

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

### VIEW COURSES

Course Code : ACCT 21201

Course Title : Financial Accounting 1

Credit Hours : 3

Semester Offer : 1

Degree : Undergraduate

Study Programme : Accounting

Course Description : This subject is continuing introductory accounting and a basic for auditing and advanced accounting. This subject is discussing the conceptual framework, accounting reporting, accounting standard, financial statement for service and

Prerequisite : ACCT21101 Introductory Accounting II

Other Description :

Last Update : 2011-01-31 11:52:36 by FE-UI

[BACK](#)

Figure 24. "View Courses" Menu Page

To edit the course, from "Define Courses" menu page, click on "Edit" link in "Action" column, and the following page will be appear as shown in figure 25.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

**PROCESSES**

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

### EDIT COURSES

Course Code :  \*

Course Title :  \*

Credit Hours :  \*

Semester Offer :  \* please fill with the number of semester such as 1, 2, 3 etc or with odd, even

Degree : Undergraduate ▾ \*

Study Programme : Accounting ▾ \*

Course Description : This subject is continuing introductory accounting and a basic for auditing and advanced accounting. This subject is discussing the conceptual framework, accounting reporting, accounting standard, financial statement for service and

Prerequisite : ACCT21101 Introductory Accounting II

Other Description :

Last Update : 2011-01-31 11:52:36 by admin\_ui

*Note: \* must be filled*

[Save](#)

Figure 25. "Edit Courses" Menu Page

After you have completed the editing page, click **Save** button to save the data.

To remove the course, from **"Define Courses"** menu page, click on **"Remove"** link in **"Action"** column, and then figure 26 will be shown.

The screenshot displays a web application interface for removing a course. On the left is a sidebar titled 'PROCESSES' with a list of menu items: Define Scholarship, Define Term of Study, Define Study Program, Define Courses, Assign Courses to Term, Remove Courses from Term, Home: Nominate Students, Host : Nomination Review, Home: Student Grade, Host : Student Grading, Post News, and Change Password. The main content area is titled 'REMOVE COURSES' and contains the following details:

- Course Code : CES3208011
- Course Title : STRUCTURAL DESIGN
- Credit Hours : 4
- Course Level : Undergraduate (dropdown menu)
- Study Program : Mechanical Engineering (dropdown menu)
- Course Description : After attending this class, students will understand about design concept, load applied on structures, structural system, and be able to design structural members from reinforced concrete, steel, and wood according to procedures and design standards.
- Prerequisite : (empty text box)
- Other Description : (empty text box)
- Last Update : 2010-03-18 by rahmawati

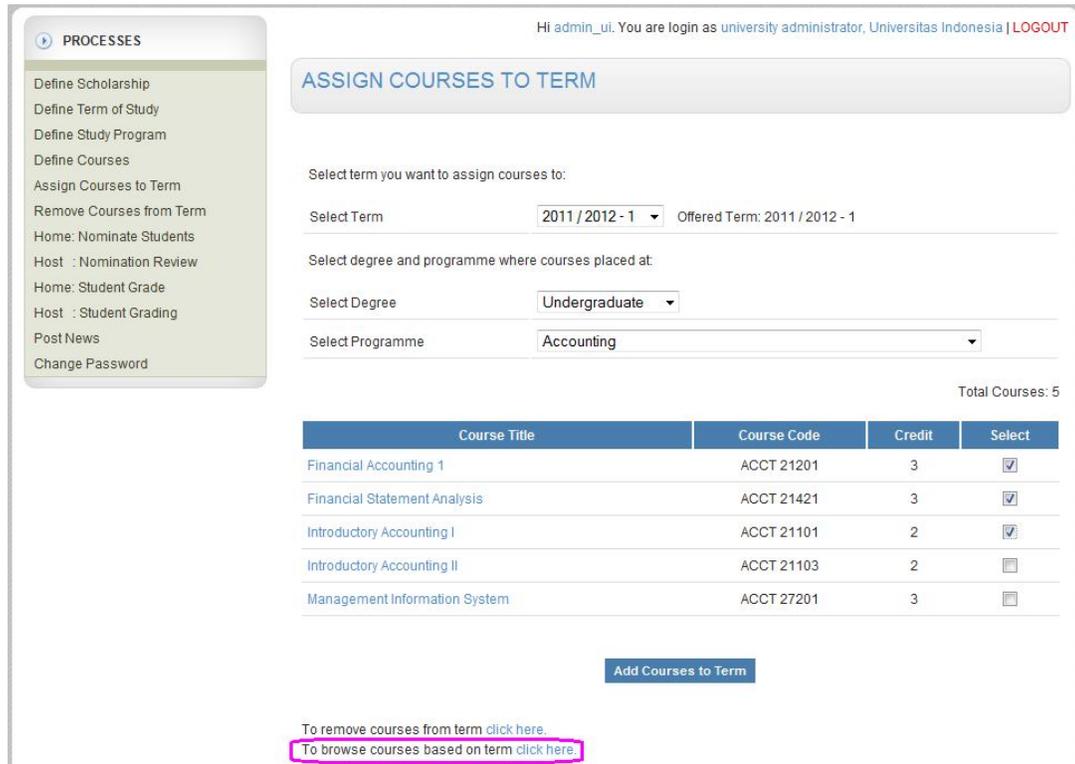
At the bottom of the form is a blue button labeled 'Remove Now!'.

Figure 26. "Remove Courses" Menu Page

If you have confirmed to remove the course, click **Remove Now!** button.

## VII. MENU: Assign Courses to Term

In this menu, you can assign courses to specific term of study at Home University. It will ease students when selecting proposed courses at specific term. The “**Assign Courses to Term**” menu page will show the list of term of study and the list of available courses in your Home University, so you can assign courses to a specific term of study. The following page will appear as shown in figure 27.



Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

### ASSIGN COURSES TO TERM

Select term you want to assign courses to:

Select Term: 2011 / 2012 - 1 Offered Term: 2011 / 2012 - 1

Select degree and programme where courses placed at:

Select Degree: Undergraduate

Select Programme: Accounting

Total Courses: 5

Course Title	Course Code	Credit	Select
Financial Accounting 1	ACCT 21201	3	<input checked="" type="checkbox"/>
Financial Statement Analysis	ACCT 21421	3	<input checked="" type="checkbox"/>
Introductory Accounting I	ACCT 21101	2	<input checked="" type="checkbox"/>
Introductory Accounting II	ACCT 21103	2	<input type="checkbox"/>
Management Information System	ACCT 27201	3	<input type="checkbox"/>

[Add Courses to Term](#)

[To remove courses from term click here.](#)

[To browse courses based on term click here.](#)

Figure 27. “Assign Courses to Term” Menu Page

You can select courses you want to assign to specific term of study by put a tick on “**Select**” column and then click on [Add Courses to Term](#) button.

To check whether course already assigned to specific term or not, you can browse courses based on term by click on the link as shown in figure 27 above.

## VIII. MENU: Remove Courses from Term

In this menu, you can remove courses from specific term of study at Home University. The “**Remove Courses from Term**” menu page will show the list of term of study and the list of available courses in your Home University. You can remove courses that you have already assigned, from a specific term of study. The following page will appear as shown in figure 28.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

### REMOVE COURSES FROM TERM

Select term you want to remove courses from:

Select Term: 2011 / 2012 - 1 Offered Term: 2011 / 2012 - 1

Select degree and programme where courses placed at:

Select Degree: Undergraduate

Select Programme: Architecture

Total Courses: 19

Course Title	Course Code	Credit	Select
ARCHITECTURAL DESIGN 1	AIS210801I	10	<input checked="" type="checkbox"/>
ARCHITECTURAL DESIGN 3	AIS310801I	12	<input checked="" type="checkbox"/>
ARCHITECTURAL DESIGN II	AIS220801I	10	<input type="checkbox"/>
LINEAR ALGEBRA	ENG100804I	4	<input type="checkbox"/>
PHYSICS (MECHANICS & HEAT)	ENG100805I	4	<input checked="" type="checkbox"/>
VISUAL ARTS	AIS110801I	4	<input checked="" type="checkbox"/>

[Remove Courses from Term](#)

To assign courses to term click here.  
[To browse courses based on term click here.](#)

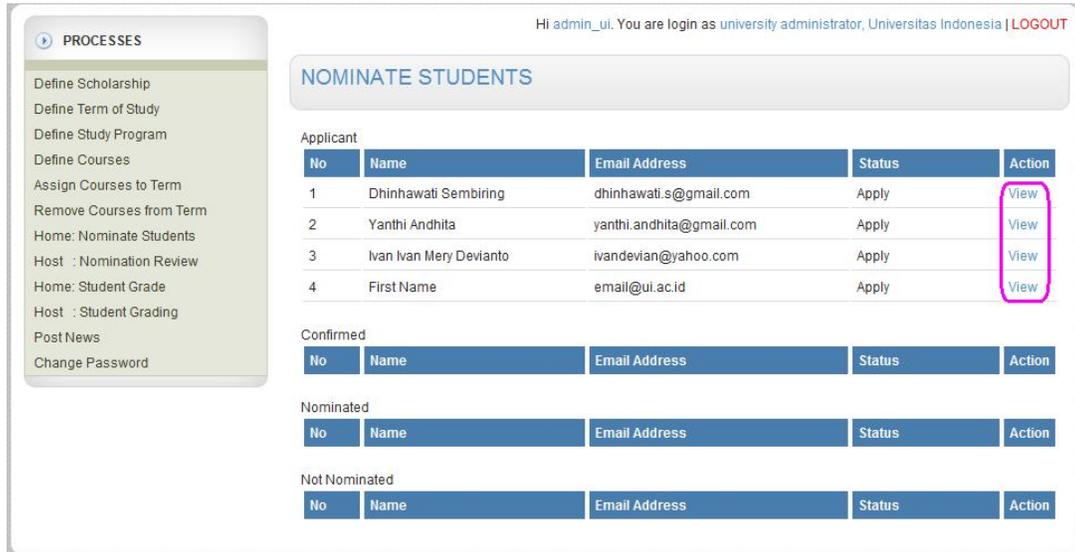
Figure 28. “Assign Courses to Term” Menu Page

You can select courses you want to remove from specific term of study by put a tick on “**Select**” column (you can only select the courses that already assigned) and then click on [Remove Courses from Term](#) button.

To check whether course already remove from specific term or not, you can browse courses based on term by click on the link as shown in figure 28 above.

## IX. MENU: Home: Nominate Students

In this menu, you can view the list of the applicants from Home University, nominate them, and monitor your student's status. The "**Home: Nominate Students**" menu page will show the list of applicants, confirmed students, nominated students, and not nominated students. The following page will appear as shown in figure 29.



Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

### NOMINATE STUDENTS

Applicant

No	Name	Email Address	Status	Action
1	Dinhawati Sembiring	dinhawati.s@gmail.com	Apply	<a href="#">View</a>
2	Yanthi Andhita	yanthi.andhita@gmail.com	Apply	<a href="#">View</a>
3	Ivan Ivan Mery Devianto	ivandevian@yahoo.com	Apply	<a href="#">View</a>
4	First Name	email@ui.ac.id	Apply	<a href="#">View</a>

Confirmed

No	Name	Email Address	Status	Action
----	------	---------------	--------	--------

Nominated

No	Name	Email Address	Status	Action
----	------	---------------	--------	--------

Not Nominated

No	Name	Email Address	Status	Action
----	------	---------------	--------	--------

Figure 29. "Home : Nominate Students" Menu Page

There are five columns on the page:

- Number
- Name
- Email Address
- Status

The student's status could be "**Apply**", "**Nominated**", or "**Not nominated**".

- Action

You can view applicant's details and change the applicant's status.

To view student details, click on "**View**" link in "**Action**" column, and the following page will appear as shown in figure 30.

PROCESSES

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

REVIEW APPLICATION

STUDENT'S PERSONAL DETAILS

Surname	:	
First Name	:	First Name
Place of Birth	:	Jakarta
Date of Birth	:	1986-02-28 Format: [YYYY-MM-DD]
Sex	:	Female
Nationality	:	Indonesia
Passport Number	:	
Issuing Country	:	
Date of Issue	:	Format: [YYYY-MM-DD]
Date of Expire	:	Format: [YYYY-MM-DD]
Email	:	email@ui.ac.id
Contact Address	:	Jl. mohammad kahfi II no.49
Phone / Mobile Phone	:	622178883103
Fax	:	62217867778
Permanent Address (if different)	:	
Phone	:	
Fax	:	
Dietary Concern	:	
Upload Foto	:	Done. Foto
Upload English Certificate	:	Not Yet
Upload Learning Agreement	:	Not Yet
Upload Supporting Document 1	:	Not Yet
Upload Supporting Document 2	:	Not Yet
Upload Supporting Document 3	:	Not Yet

HOME UNIVERSITY

Name	:	Universitas Indonesia
Address	:	
Phone	:	
Fax	:	
Email	:	
Major	:	Computer Science
Student Number	:	123456789
Year in Home University	:	3
GPA	:	3.8

ALTERNATE HOST UNIVERSITY

No	Host University	Status
1.	Universitas Indonesia	Not yet / not approved by Home University
2.	University Brunei Darussalam	Not yet / not approved by Home University

Programme	:	<input checked="" type="radio"/> Undergraduate <input type="radio"/> Graduate
Period of Study	:	1 Semester
Exchange Scheme	:	<input checked="" type="radio"/> AUN Study Award <input type="radio"/> Self Support <input type="radio"/> Others:

**PROPOSED COURSES**

**ALTERNATE 1**

Name of University	Universitas Indonesia
Country	Indonesia
Term of Study	2011 / 2012 - 1

No	Course Title	Study Programme	Term	Course Code	Credit Unit
1	Management Control System	Accounting	2010/2011 - 2	ACCT12201	3
2	Life - Cycle Environment	Architecture	2010/2011 - 2	AIF200820	3
3	Introduction to Economics 2	Economics	2010/2011 - 2	ECON10200	2
4	Introduction to Civil Engineering	Civil Engineering - Intl	2011/2012 - 1	CES210801I	3
5	System	Civil Engineering - Intl	2011/2012 - 1	CES210803I	3
6	Surveying (2+1) Economics of Population	Economics	2011/2012 - 1	ECON16101	3

**ALTERNATE 2**

Name of University	University Brunei Darussalam
Country	Brunei Darussalam
Term of Study	2011/2012-2

No	Course Title	Study Programme	Term	Course Code	Credit Unit
1	Malay Islamic Monarchy	Bachelor of Arts	2011/2012-1	PB 1501	4
2	Research Methods	Bachelor of Arts	2011/2012-1	PB 1202	4
3	Brunei History and Sultanate	Bachelor of Arts	2011/2012-2	PB 1302	4
4	Malay Islamic Monarchy	Bachelor of Arts	2011/2012-2	PB 1501	4
5	Special Study Module 2	Bachelor of Health Science	2011/2012-2	HM 2211	4
6	Women's Health	Bachelor of Health Science	2011/2012-2	HS 1411	2
7	Agricultural Economics and Farm Management	Bachelor of Business	2011/2012-1	BE 2401	4

**LANGUAGE COMPETENCE**

TOEFL Score	:	580
IELTS Score	:	
Others	:	

Language	Writing	Reading	Speaking	Listening
Native: Indonesian	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good
Others:				
1. Germany	Poor	Poor	Poor	Poor
2.				
3.				

**STUDENT INVOLVEMENT AND LEADERSHIP RECORD (If applicable)**

From (yyyy-mm-dd)	To (yyyy-mm-dd)	Organization	City/Province/Country	Position
2011-01-03	2011-02-28	Universitas Indonesia	Depok/West Java/Indonesia	Programmer Analyst

**EMERGENCY CONTACT (Whom to notify in case of emergency)**

Full Name	:	Contact Name
Relationship	:	Mother
Address	:	Jl. Moch Kahfi II
Phone	:	
Mobile	:	622178883103

Fax	:	
Email	:	

**STATEMENT OF INTEREST**

With this application I want to explain my motivation to continue my study for a higher degree. As a student in University of Indonesia, Faculty of Economics, Department of Management, with concentration marketing management, I also have joined organization and committee to develop my skill. I am a very self motivated person. To increase my knowledge as student in faculty of economics, I joined seminars and training that held in UI especially in FEUI. Moreover, I also joined internship in BPPK, Departemen Luar Negeri RI.

Application Date	:	2011-02-25 [YYYY-MM-DD]
Last Update	:	2011-03-16 10:52:57, by admin_ui

To see details about courses click [click here.](#)  
 To print the application form [click here.](#)

Figure 30. "View Nominee – Home University" Menu Page

You can approve the application by click on  button or deny the application by click on  button. You could also view student's courses detail or print the student's application form by click on the "click here" link.

If you approve the application, a confirmation window as shown in figure 31 will appear.

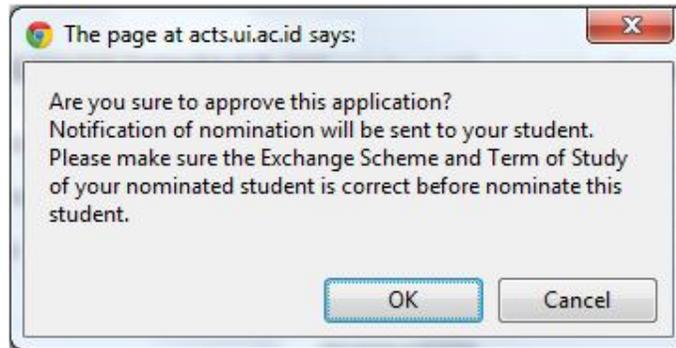


Figure 31. "Student Nomination" Confirmation Window

Click  if you want to continue or click  if you want to cancel the process. If you click  notification of nomination email will sent to student. After that, student's exchange scheme confirmation page as shown in figure 32 will appear.

<b>PROCESSES</b> Define Scholarship Define Term of Study Define Study Program Define Courses Assign Courses to Term Remove Courses from Term Home: Nominate Students Host : Nomination Review Home: Student Grade Host : Student Grading Post News	Hi admin_Ui. You are login as university administrator, Universitas Indonesia   <a href="#">LOGOUT</a>
	<p><b>EXCHANGE SCHEME</b></p> <p>Please confirm the student's exchange scheme:</p> <p>Exchange Scheme : <input checked="" type="radio"/> AUN Study Award  <input type="radio"/> Self Support  <input type="radio"/> Others: <input type="text"/></p> <p><input type="button" value="Save"/></p>

Figure 32. "Student's Exchange Scheme" Confirmation Page

After you confirm student's exchange scheme, a message as shown in figure 33 will appear.

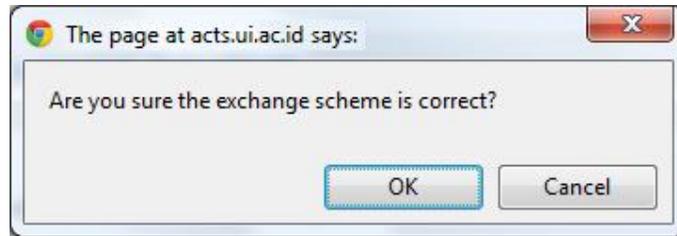


Figure 33. "Student's Exchange Scheme" Confirmation Window

Click  if you want to continue or click  if you want to cancel the process. If you click  after that you have to verify student's alternate Host University, and the following page will appear as shown in figure 34.

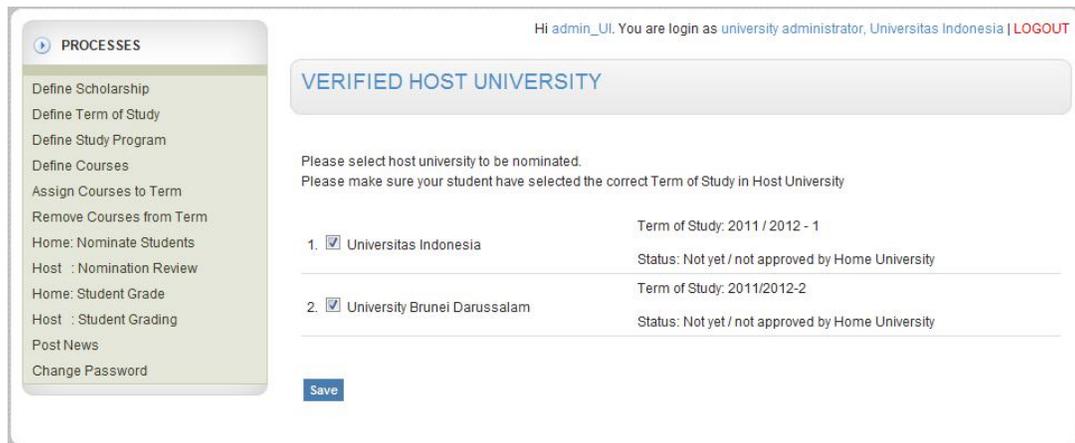


Figure 34. "Verified Host University" Menu Page

You have to put a tick on verified student's alternate Host University (student can choose up to three alternate Host University) and then click on  button to save. After that, a confirmation window will appear as shown in figure 35.

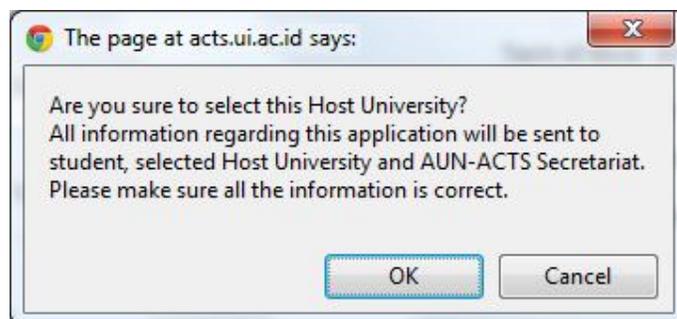
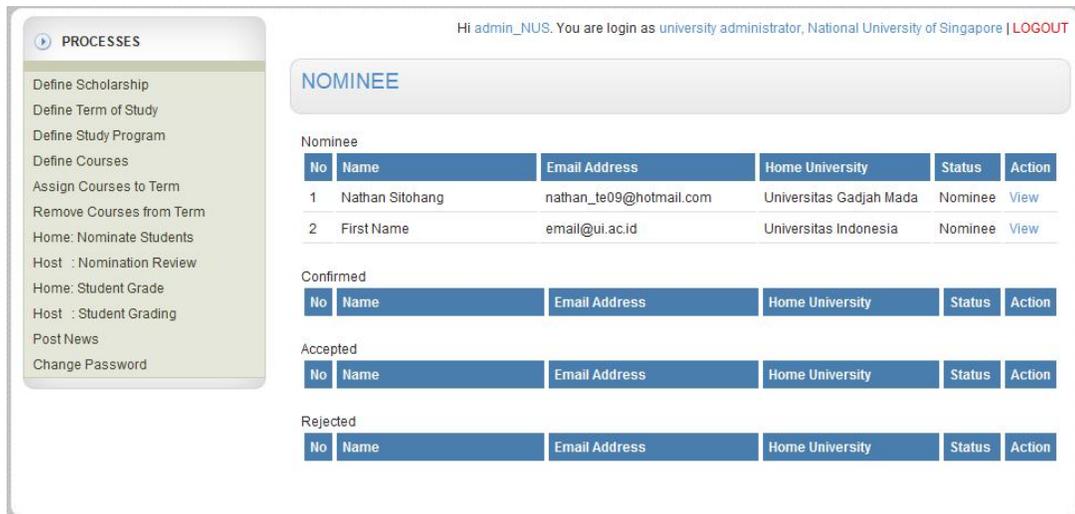


Figure 35. "Verified Student's Host University" Confirmation Window

Click  if you want to continue or click  if you want to cancel the process. If you click  notification email will sent to student, selected Host University and AUN-ACTS Secretariat.

## X. MENU: Host: Nomination Review

In this menu, as Host University, you can view the list of the applicants who apply to the university. You can either accept or reject the student's application. The "**Host: Nomination Review**" menu page as shown in figure 36 will show the list of nominations from Home University, list of confirmed students, list of accepted students, and list of rejected students.



Hi admin\_NUS. You are login as university administrator, National University of Singapore | LOGOUT

### NOMINEE

Nominee

No	Name	Email Address	Home University	Status	Action
1	Nathan Sitohang	nathan_te09@hotmail.com	Universitas Gadjah Mada	Nominee	<a href="#">View</a>
2	First Name	email@ui.ac.id	Universitas Indonesia	Nominee	<a href="#">View</a>

Confirmed

No	Name	Email Address	Home University	Status	Action
----	------	---------------	-----------------	--------	--------

Accepted

No	Name	Email Address	Home University	Status	Action
----	------	---------------	-----------------	--------	--------

Rejected

No	Name	Email Address	Home University	Status	Action
----	------	---------------	-----------------	--------	--------

Figure 36. "Host: Nomination Review" Menu Page

There are six columns on the page:

- Number
- Name
- Email Address
- Home University
- Status
- Action

To do the next action, click "**View**" link in "**Action**" column.

In the list of nominee, if you click "**View**" link, the page as shown in figure 37 will be appear.

PROCESSES

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

VIEW NOMINEE

STUDENT'S PERSONAL DETAILS

Surname	:	
First Name	:	First Name
Place of Birth	:	Jakarta
Date of Birth	:	1986-02-28 Format: [YYYY-MM-DD]
Sex	:	Female
Nationality	:	Indonesia
Passport Number	:	
Issuing Country	:	
Date of Issue	:	Format: [YYYY-MM-DD]
Date of Expire	:	Format: [YYYY-MM-DD]
Email	:	email@ui.ac.id
Contact Address	:	Jl. mohammad kahfi II no.49
Phone / Mobile Phone	:	622178883103
Fax	:	62217867778
Permanent Address (if different)	:	
Phone	:	
Fax	:	
Dietary Concern	:	
Upload Foto	:	Done. <a href="#">Foto</a>
Upload English Certificate	:	Not Yet
Upload Learning Agreement	:	Not Yet
Upload Supporting Document 1	:	Not Yet
Upload Supporting Document 2	:	Not Yet
Upload Supporting Document 3	:	Not Yet

HOME UNIVERSITY

Name	:	Universitas Indonesia
Address	:	
Phone	:	
Fax	:	
Email	:	
Major	:	Computer Science
Student Number	:	123456789
Year in Home University	:	3
GPA	:	3.8

**PROPOSED COURSES**

ALTERNATE 1					
Name of University		Universitas Indonesia			
Country		Indonesia			
Term of Study		2011 / 2012 - 1			
No	Course Title	Study Programme	Term	Course Code	Credit Unit
1	Management Control System	Accounting	2010/2011 - 2	ACCT12201	3
2	Life - Cycle Environment	Architecture	2010/2011 - 2	AIF200820	3
3	Introduction to Economics 2	Economics	2010/2011 - 2	ECON10200	2
4	Introduction to Civil Engineering System	Civil Engineering - Intl	2011/2012 - 1	CES210801I	3
5	Surveying (2+1)	Civil Engineering - Intl	2011/2012 - 1	CES210803I	3
6	Economics of Population	Economics	2011/2012 - 1	ECON16101	3

ALTERNATE 2					
Name of University		University Brunei Darussalam			
Country		Brunei Darussalam			
Term of Study		2011/2012-2			
No	Course Title	Study Programme	Term	Course Code	Credit Unit
1	Malay Islamic Monarchy	Bachelor of Arts	2011/2012-1	PB 1501	4
2	Research Methods	Bachelor of Arts	2011/2012-1	PB 1202	4
3	Brunei History and Sultanate	Bachelor of Arts	2011/2012-2	PB 1302	4
4	Malay Islamic Monarchy	Bachelor of Arts	2011/2012-2	PB 1501	4
5	Special Study Module 2	Bachelor of Health Science	2011/2012-2	HM 2211	4
6	Women's Health	Bachelor of Health Science	2011/2012-2	HS 1411	2
7	Agricultural Economics and Farm Management	Bachelor of Business	2011/2012-1	BE 2401	4

**LANGUAGE COMPETENCE**

TOEFL Score : 580

IELTS Score :

Others :

Language	Writing	Reading	Speaking	Listening
Native: Indonesian	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good
Others:				
1. Germany	Poor	Poor	Poor	Poor
2.				
3.				

**STUDENT INVOLVEMENT AND LEADERSHIP RECORD (If applicable)**

From (yyyy-mm-dd)	To (yyyy-mm-dd)	Organization	City/Province/Country	Position
2011-01-03	2011-02-28	Universitas Indonesia	Depok/West Java/Indonesia	Programmer Analyst

**EMERGENCY CONTACT (Whom to notify in case of emergency)**

Full Name : Contact Name

Relationship : Mother

Address : Jl. Moch Kahfi II

Phone :

Mobile : 622178883103

Fax	:	
Email	:	
<b>STATEMENT OF INTEREST</b>		
With this application I want to explain my motivation to continue my study for a higher degree. As a student in University of Indonesia, Faculty of Economics, Department of Management, with concentration marketing management, I also have joined organization and committe to develop my skill. I am a very self motivated person. To increase my knowledge as student in faculty of economics, I joined seminars and training that held in UI especially in FEUI. Moreover, I also joined internship in BPPK, Departemen Luar Negeri RI.		
Application Date	:	2011-02-25 [YYYY-MM-DD]
Last Update	:	2011-03-16 00:00:00, by admin_ui
<input type="button" value="Approve Application"/> <input type="button" value="Deny Application"/> <input type="button" value="Back"/>		

Figure 37. "View Nominee – Host University" Menu Page

You can either approve or reject the application. If you want to approve the application, click on **Approve Application** button, or if you want to reject the application, click on **Deny Application** button. If you approve the application, a confirmation window as shown in figure 38 will appear.

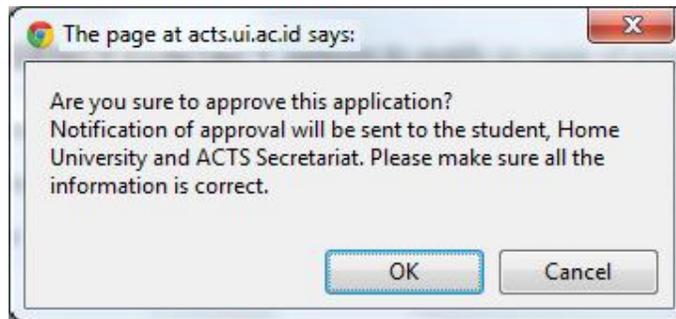


Figure 38. "Approval Application" Confirmation Window

If you approve the application, then you have to approve courses from the list of student's proposed courses by checking the box and then clicking on the **Save** button. The following page will appear as shown in figure 39.

<b>PROCESSES</b> Define Scholarship Define Term of Study Define Study Program Define Courses Assign Courses to Term Remove Courses from Term Home: Nominate Students Host : Nomination Review Home: Student Grade Host : Student Grading Post News Change Password	Hi admin_NUS. You are login as university administrator, National University of Singapore   <a href="#">LOGOUT</a>
	<b>VIEW NOMINEE</b>
	Please put a tick on approved courses on student's proposed courses below.
	<b>STUDENT'S PERSONAL DETAILS</b>
	Surname : _____
	First Name : First Name
	Place of Birth : Jakarta
	Date of Birth : 1986-02-28 Format: [YYYY-MM-DD]
	Sex : Female
	Nationality : Indonesia
	Passport Number : _____
	Issuing Country : _____
	Date of Issue : Format: [YYYY-MM-DD]
	Date of Expire : Format: [YYYY-MM-DD]
	Email : email@ui.ac.id
Contact Address : Jl. mohammad kahfi II no.49	
Phone / Mobile Phone : 622178883103	
Fax : 62217887778	
Permanent Address (if different) : _____	
Phone : _____	
Fax : _____	
Dietary Concern : _____	

Upload Foto : Done.  
Foto

Upload English Certificate : Not Yet

Upload Learning Agreement : Not Yet

Upload Supporting Document 1 : Not Yet

Upload Supporting Document 2 : Not Yet

Upload Supporting Document 3 : Not Yet

#### HOME UNIVERSITY

Name : Universitas Indonesia

Address :

Phone :

Fax :

Email :

Major : Computer Science

Student Number : 123456789

Year in Home University : 3

GPA : 3.8

#### HOST UNIVERSITY

Host University	Status
National University of Singapore	Accepted by Host University

Programme :  Undergraduate  Graduate

Period of Study : 1 Semester

Exchange Scheme :  AUN Study Award  Sponsors:  
 Self Support  Others:

#### PROPOSED COURSES

Name of University : National University of Singapore

Country : Singapore

Term of Study : 2010/2011-Sp Term (2)

No	Course Title	Study Programme	Course Code	Credit Unit
1	Chinese Fiction	Chinese Studies	CH2223	4
2	Discovering The Chinese Business Environment	Chinese Studies	CH2274	4
3	History Of Chinese Literature	Chinese Studies	CH2121	4
4	History of Chinese Philosophy	Chinese Studies	CH2252	4
5	Modern China: Literature, Culture, History	Chinese Studies	CH2245	4

#### LANGUAGE COMPETENCE

TOEFL Score : 580

IELTS Score :

Others :

Language	Writing	Reading	Speaking	Listening
Native: Indonesian	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good
Others:				
1. Germany	Poor	Poor	Poor	Poor
2.				
3.				

#### STUDENT INVOLVEMENT AND LEADERSHIP RECORD (if applicable)

From (yyyy-mm-dd)	To (yyyy-mm-dd)	Organization	City/Province/Country	Position
2011-01-03	2011-02-28	Universitas Indonesia	Depok/West Java/Indonesia	Programmer Analyst

#### EMERGENCY CONTACT (Whom to notify in case of emergency)

Full Name : Contact Name

Relationship : Mother

Address : Jl. Moch Kahfi II

Phone :

Mobile : 622178883103

Fax :  
Email :

#### STATEMENT OF INTEREST

With this application I want to explain my motivation to continue my study for a higher degree. As a student in University of Indonesia, Faculty of Economics, Department of Management, with concentration marketing management, I also have joined organization and committe to develop my skill. I am a very self motivated person. To increase my knowledge as student in faculty of economics, I joined seminars and training that held in UI especially in FEUI. Moreover, I also joined internship in BPPK, Departemen Luar Negeri RI.

Application Date : 2011-02-25 [YYYY-MM-DD]  
Last Update : 2011-03-16 00:00:00, by admin\_ui

#### PROPOSED COURSES

No	Programme	Courses*	Approved
1.	Chinese Studies	Chinese Fiction	<input checked="" type="checkbox"/>
2.	Chinese Studies	Discovering The Chinese Business Environment	<input checked="" type="checkbox"/>
3.	Chinese Studies	History Of Chinese Literature	<input checked="" type="checkbox"/>
4.	Chinese Studies	History of Chinese Philosophy	<input type="checkbox"/>
5.	Chinese Studies	Modern China: Literature, Culture, History	<input type="checkbox"/>

Please put a tick on approved courses.

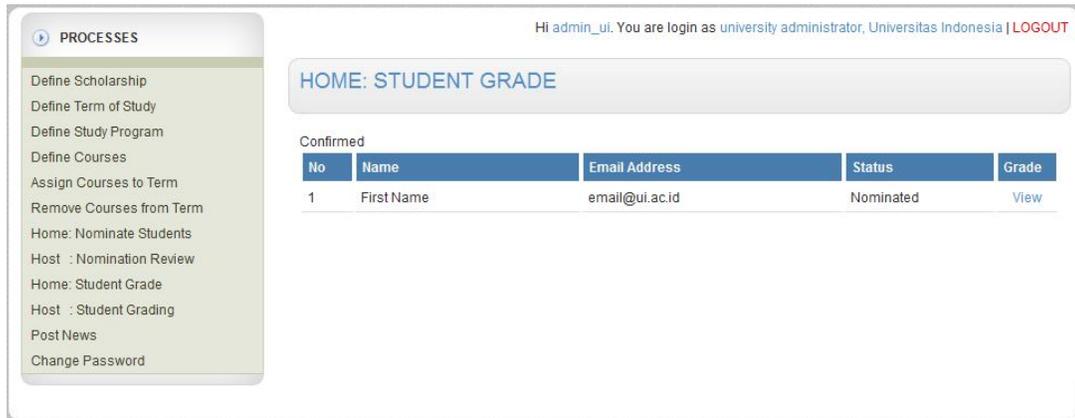
\* Student can select up to 10 courses, however there will be only 4 to 5 courses or approximately 12 credit units will be approved by Host University.

[Save](#) [Back](#)

Figure 39. "Approve Proposed Courses – Host University" Menu Page

## XI. MENU: Home: Student Grade

In this menu, as Home University, you can view the list of students who have confirmed to enroll to one of the Host University and view student's grade. The "**Home: Student Grade**" menu page will show the list of confirmed students from Home University as show in figure 40.



Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

### HOME: STUDENT GRADE

Confirmed

No	Name	Email Address	Status	Grade
1	First Name	email@ui.ac.id	Nominated	<a href="#">View</a>

Figure 40. "Home: Student Grade" Menu Page

There are five columns on the page:

- Number
- Name
- Email Address
- Status
- Grade

To view student's grade click "**View**" link in "**Action**" column.

If you click "**View**" link, the following page will appear as shown in figure 41.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

**PROCESSES**

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

### STUDENT GRADE

**Name** : First Name

**Student number** : 123456789

**Major** : Computer Science

**Email** : email@ui.ac.id

**Confirmed Host University**

**PREFERENCE**

Name of University : University Brunei Darussalam

Country : Brunei Darussalam

Term of Study : 2011/2012-1

No	Programme	Course Title	Term	Course Code	Credit Unit	Final Score	Host Grade	ACTS Credit	ACTS Grade
1	Bachelor of Arts	Malay Islamic Monarchy	2011/2012-1	PB 1501	4	-	-	-	-
2	Bachelor of Arts	Research Methods	2011/2012-1	PB 1202	4	-	-	-	-
3	Bachelor of Arts	Malay Islamic Monarchy	2011/2012-2	PB 1501	4	-	-	-	-
4	Bachelor of Health Science	Special Study Module 2	2011/2012-2	HM 2211	4	-	-	-	-

[View Details](#) [Back](#)

Figure 41. "View Student Grade" Menu Page

If you want to view student grade details, you can click on [View Details](#) button, and the following page will appear as shown in figure 42.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

**PROCESSES**

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

### STUDENT GRADE

**Name** : First Name

**Student number** : 123456789

**Major** : Computer Science

**Email** : email@ui.ac.id

**Confirmed Host University**

**PREFERENCE**

Name of University : University Brunei Darussalam

Country : Brunei Darussalam

Term of Study : 2011/2012-1

No	Details
1	<p><b>Programme</b> : Bachelor of Arts</p> <p><b>Course Title</b> : Malay Islamic Monarchy</p> <p><b>Course Code</b> : PB 1501</p> <p><b>Host University Credit</b> : 4</p> <p><b>Term</b> : 2011/2012-1</p> <p><b>Duration of Course</b> : -</p> <p><b>Final Score</b> : -</p> <p><b>Host University Grade</b> : -</p> <p><b>ACTS Grade *</b> : -</p>

	ACTS Credit **	: -
	Programme	: Bachelor of Arts
	Course Title	: <a href="#">Research Methods</a>
	Course Code	: PB 1202
	Host University Credit	: 4
2	Term	: 2011/2012-1
	Duration of Course	: -
	Final Score	: -
	Host University Grade	: -
	ACTS Grade *	: -
	ACTS Credit **	: -
	Programme	: Bachelor of Arts
	Course Title	: <a href="#">Malay Islamic Monarchy</a>
	Course Code	: PB 1501
	Host University Credit	: 4
3	Term	: 2011/2012-2
	Duration of Course	: -
	Final Score	: -
	Host University Grade	: -
	ACTS Grade *	: -
	ACTS Credit **	: -
	Programme	: Bachelor of Health Science
	Course Title	: <a href="#">Special Study Module 2</a>
	Course Code	: HM 2211
	Host University Credit	: 4
4	Term	: 2011/2012-2
	Duration of Course	: -
	Final Score	: -
	Host University Grade	: -
	ACTS Grade *	: -
	ACTS Credit **	: -

\* Please refer to [ACTS Grading Scale](#)

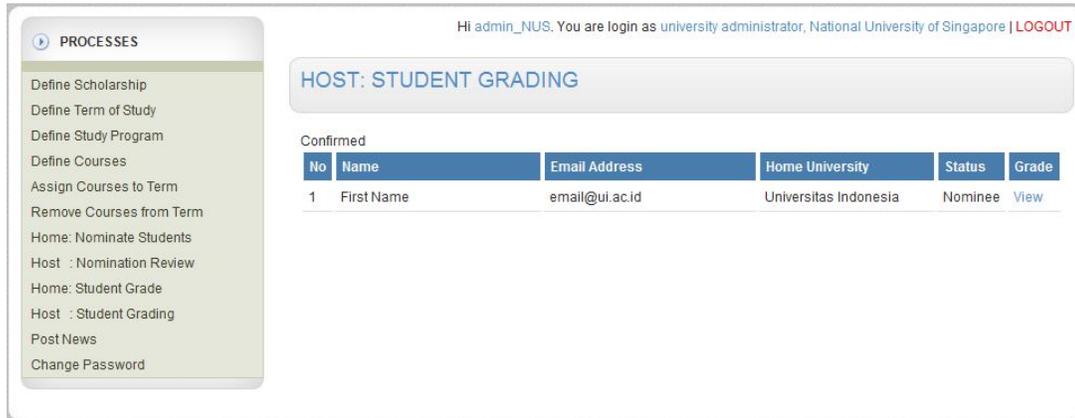
\*\* Please refer to [ACTS Credits](#)

[Back](#)

Figure 42. "Student Grade Details" Menu Page

## XII. MENU: Host: Student Grading

In this menu, as Host University, you can view the list of students who have confirmed to enroll to the Host University and you can manage the student's grading. The "**Host: Student Grading**" menu page will show the list of students who confirmed to enroll to Host University as show in figure 43.



Hi admin\_NUS. You are login as university administrator, National University of Singapore | [LOGOUT](#)

### HOST: STUDENT GRADING

Confirmed

No	Name	Email Address	Home University	Status	Grade
1	First Name	email@ui.ac.id	Universitas Indonesia	Nominee	<a href="#">View</a>

Figure 43. "Host: Student Grade" Menu Page

There are five columns on the page:

- Number
- Name
- Email Address
- Status
- Grade

To do the next action, click "**View**" link in "**Action**" column.

If you click "**View**" link, the following page will appear as shown in figure 44.

Hi admin\_UBD. You are login as university administrator, University Brunei Darussalam | [LOGOUT](#)

**PROCESSES**

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

## STUDENT GRADING

---

**Name** : First Name

**Student number** : 123456789

**Home University** : Universitas Indonesia

**Major** : Computer Science

**Email** : email@ui.ac.id

**Confirmed Host University**

**PREFERENCE**

Name of University : University Brunei Darussalam

Country : Brunei Darussalam

Term of Study : 2011/2012-1

No	Programme	Course Title	Term	Course Code	Credit Unit	Final Score	Host Grade	ACTS Credit	ACTS Grade
1	Bachelor of Arts	Malay Islamic Monarchy	2011/2012-1	PB 1501	4	-	-	-	-
2	Bachelor of Arts	Research Methods	2011/2012-1	PB 1202	4	-	-	-	-
3	Bachelor of Arts	Malay Islamic Monarchy	2011/2012-2	PB 1501	4	-	-	-	-
4	Bachelor of Health Science	Special Study Module 2	2011/2012-2	HM 2211	4	-	-	-	-

[View Details](#)   [Add / Edit Grade](#)   [Back](#)

**Figure 44. "View Student Grading" Menu Page**

As Host University, university administrator is responsible to input student grade (Host University grade) and also equate the student's Host University grade to ACTS grade. This part is very important, so that ACTS Secretariat could only issue the ACTS student's transcript if only the university administrator had input the student's grade to the system. To input or edit student's grade, click on [Add / Edit Grade](#) button, and the following page will appear as shown in figure 45.

PROCESSES

- Define Scholarship
- Define Term of Study
- Define Study Program
- Define Courses
- Assign Courses to Term
- Remove Courses from Term
- Home: Nominate Students
- Host : Nomination Review
- Home: Student Grade
- Host : Student Grading
- Post News
- Change Password

STUDENT GRADING

**Name** : First Name  
**Student number** : 123456789  
**Home University** : Universitas Indonesia  
**Major** : Computer Science  
**Email** : email@ui.ac.id

Confirmed Host University

**PREFERENCE**  
 Name of University : University Brunei Darussalam  
 Country : Brunei Darussalam  
 Term of Study : 2011/2012-1

No	Details
----	---------

**Programme** : Bachelor of Arts  
**Course Title** : Malay Islamic Monarchy  
**Course Code** : PB 1501  
**Host University Credit** : 4  
**Term** : 2011/2012-1

1 **Duration of Course** : -- Please Select --  
**Final Score** :  \* Please use . for decimal separator  
**Host University Grade** :   
**ACTS Grade** : --  \*\* Please refer to ACTS Grading Scale  
**ACTS Credit** :  \*\*\* Please refer to ACTS Credits

**Programme** : Bachelor of Arts  
**Course Title** : Research Methods  
**Course Code** : PB 1202  
**Host University Credit** : 4  
**Term** : 2011/2012-1

2 **Duration of Course** : -- Please Select --  
**Final Score** :  \* Please use . for decimal separator  
**Host University Grade** :   
**ACTS Grade** : --  \*\* Please refer to ACTS Grading Scale  
**ACTS Credit** :  \*\*\* Please refer to ACTS Credits

**Programme** : Bachelor of Arts  
**Course Title** : Malay Islamic Monarchy  
**Course Code** : PB 1501  
**Host University Credit** : 4  
**Term** : 2011/2012-2

3 **Duration of Course** : -- Please Select --  
**Final Score** :  \* Please use . for decimal separator  
**Host University Grade** :   
**ACTS Grade** : --  \*\* Please refer to ACTS Grading Scale  
**ACTS Credit** :  \*\*\* Please refer to ACTS Credits

Programme	:	Bachelor of Health Science
Course Title	:	<a href="#">Special Study Module 2</a>
Course Code	:	HM 2211
Host University Credit	:	4
Term	:	2011/2012-2
4 Duration of Course	:	-- Please Select -- <input type="button" value="v"/>
Final Score	:	<input type="text"/> * Please use . for decimal separator
Host University Grade	:	<input type="text"/>
ACTS Grade	:	-- <input type="button" value="v"/> ** Please refer to <a href="#">ACTS Grading Scale</a>
ACTS Credit	:	<input type="text"/> *** Please refer to <a href="#">ACTS Credits</a>

**Figure 45. "Add / Edit Grade" Menu Page**

After you have completed the editing page, click  button to save.

### XIII. MENU: Post News

In this menu, you can post university news. The “Post News” menu page will appear as in figure 46 below.

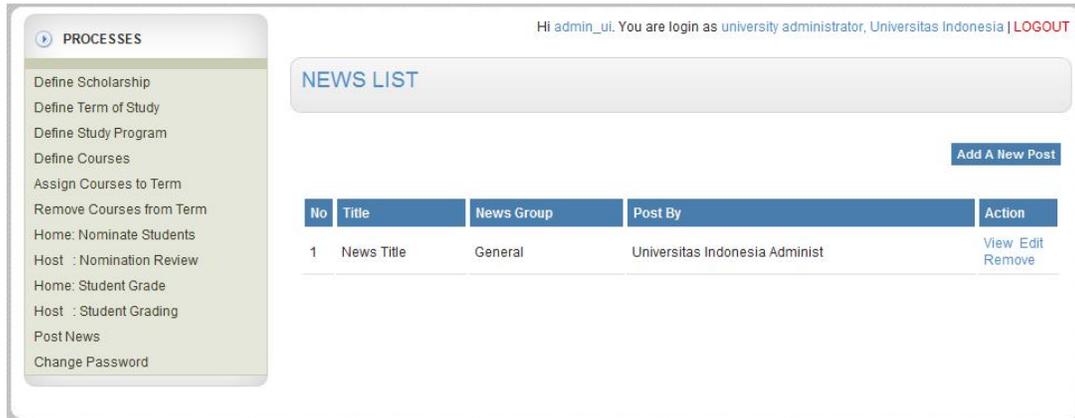


Figure 46. “News List” Menu Page

There are five columns on the page:

- Number
- Title
- News Group
- Post By
- Action

You can view, edit, or manage the news.

If you want to add a new post, click on **Add A New Post** button, and the following page will appear as shown in figure 47.

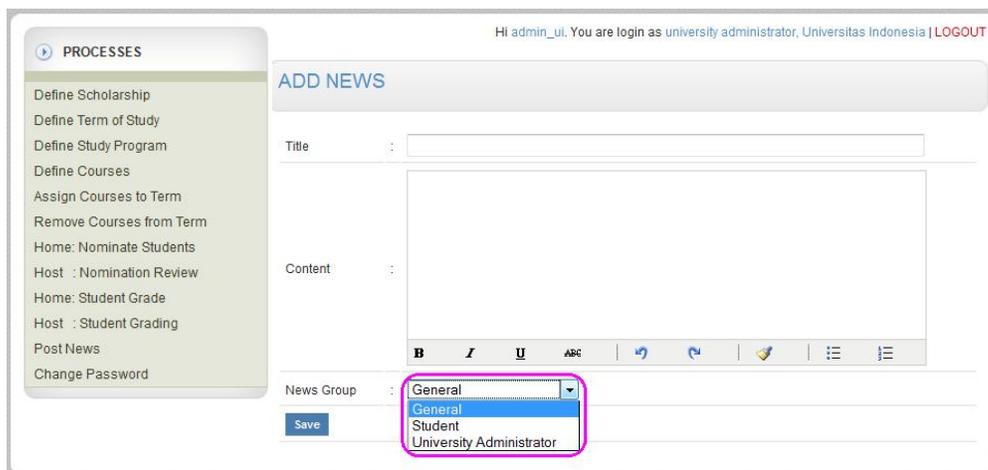


Figure 47. “Add News” Menu Page

Please select the group to whom you want to show the news. The news will only displayed in the menu of correspond user. After you have completed the page, click **Save** button to save.

If you want to edit the news, from **"News List"** menu page, click **"Edit"** link in **"Action"** column, and the following page will appear as shown in figure 48.

Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT

**EDIT NEWS**

Title : News Title

Content : News content

News Group : General

Save

Figure 48. "Edit News" Menu Page

To remove the news, from **"News List"** menu page, click on **"Remove"** link in **"Action"** column, and the following confirmation window will be appear as shown in figure 49.

The page at http://acts.ui.ac.id says:

Are you sure to remove this data ?

OK Cancel

NEWS

Add A New Post

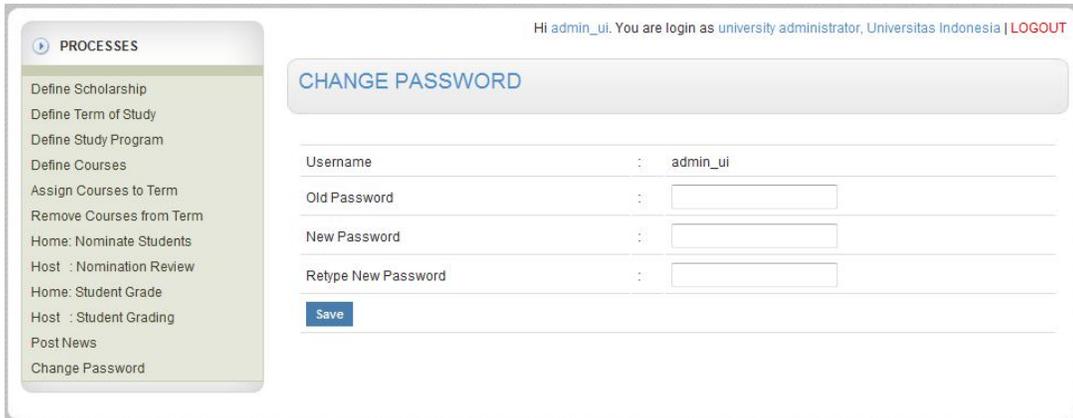
No	Title	News Group	Post By	Action
1	News Title	General	Universitas Indonesia Administ	View Edit Remove

Figure 49. "Remove News" confirmation

If you have confirmed to remove the study program, click  button to continue or click  if you want to cancel the process.

## XIV. MENU: Change Password

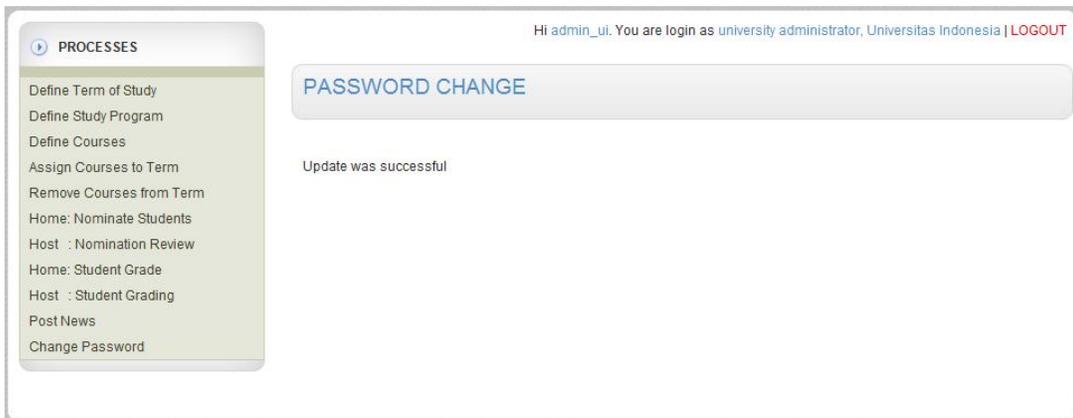
In this menu, you can change your password. The “Change Password” menu page will appear as in figure 50 below.



The screenshot shows a web application interface. On the left is a sidebar menu titled 'PROCESSES' with the following items: Define Scholarship, Define Term of Study, Define Study Program, Define Courses, Assign Courses to Term, Remove Courses from Term, Home: Nominate Students, Host : Nomination Review, Home: Student Grade, Host : Student Grading, Post News, and Change Password. The main content area is titled 'CHANGE PASSWORD' and contains a form with the following fields: Username (value: admin\_ui), Old Password, New Password, and Retype New Password. A blue 'Save' button is located below the form. At the top right of the main area, it says 'Hi admin\_ui. You are login as university administrator, Universitas Indonesia | LOGOUT'.

Figure 50. “Change Password” Menu Page

Enter your old and new password, and repeat the new password for the authentication process. Press the **Save** button to save your new password. A confirmation page will appear as shown in Figure 51.



The screenshot shows the same web application interface as Figure 50, but the main content area is titled 'PASSWORD CHANGE'. Below the title, it displays the message 'Update was successful'. The sidebar menu and the top right user information remain the same.

Figure 51. “Change Password” Information Page

# CLOSING

## Helpdesk ACTS

For enquiry and technical matters, please contact:

### AUN-ACTS Secretariat / International Office

- Khairunnisa : Enquiry matters
- Rahmawati : Technical matters

Central Administration Building, 1st floor  
Kampus Universitas Indonesia  
Depok 16424- Indonesia  
Ph : (62-21) 78880139, 786 7222 ext.100520  
Fax : (62-21) 7888 0139, 727 0017  
Email : [secretariat@acts.ui.ac.id](mailto:secretariat@acts.ui.ac.id)

## Concept Development Team

- Junaidi, M.A. : Deputy, AUN-ACTS Secretariat  
Deputy Head, International Office
- Prof. Dr. Multamia RMT Lauder, Mse., DEA : AUN-ACTS Steering Committee  
Director of Education UI

## Developer Team

- Head of Information System  
Development and Services : Prof. Dr. Ir. Riri Fitri Sari M.Sc., MM.
- Supervisor : Ir. Wahyu Catur Wibowo MSc., Ph.D.
- Web Developer : Rahmawati
- Technical Writer : Dina Mardia