ACTS
Students First
light up your future

After the end of the exchange programme

Students will receive the ACTS Transcript of Record. Credits that you have earned during the programme will be transferred to your academic transcript.

For more information, please visit
http://acts.ui.ac.id/ and www. aunsec.org

You can find the following documents online:
– Application form
– Learning agreement
– Student manual
– Scholarships

ACTS
ASEAN CREDIT TRANSFER SYSTEM

ASEAN
University
Network

What is ACTS?

ASEAN Credit Transfer System (ACTS)

ACTS comprises three components:

– Grading scales

– Online list of available courses

– Online application system

ACTS applies to the student exchange programme among 26 Member Universities of the ASEAN University Network (AUN)[1]. ACTS will be a student–centered system based on students' workloads in terms of the achievement of learning outcomes. The system has been designed in order to accommodate differences in use among AUN universities in grading conversion systems when students participate in the exchange programme at an AUN Member University for the duration of 1 –2 semesters.

How does the ACTS work?

ACTS makes the process of credit transfer easier for students who participate in exchange programmes at AUN Member Universities.

• Students will receive the credits assigned from a course that they earn in the Host University[2] during the exchange period.

By applying for the ACTS, credits that students earn during the exchange study at the Host University[3] will be collected and will be automatically transferred back to the Home University when the exchange period ends.

[1] Please see list of 26 AUN Member at www.aunsec.org/ http:acts.ui.ac.id

[2] Host University means the university where you choose to be the place for your exchange study, the destination, receiving university

[3] Home University means the university of student's origin, sending university

ACTS Grading Scale

ACTS Grade	Description	Normal Distribution Guide (if necessary)
A	Excellent	10%
B	Very Good	25%
C	Good	30%
D	Satisfactory	25%
E/F	Fail	10%

ACTS Credits:

1 Full Academic Year = 60 credits

1 Semester = 30 credits

1 Term/Trisemester = 20 credits

Up to 12,270 courses on ACTS website

ACTS application process for student

Students who want to participate in the student exchange programme at any of 26 AUN Member Universities must complete the ACTS application form and follow the ACTS application process in order to get the benefit of credit transfer.

Step 1: Getting started

1. Go to the ACTS website http://acts.ui.ac.id/

2. Choose your preferred courses that are available up to 12,270 courses[4] on ACTS website (you may refer to the AUN Academic Calendar for the proper arrangements)

3. Download and complete the application form (signature of the Dean or authorised person at your faculty is required for the approval)

4. Upload the application to the website

5. Wait for the confirmation and approval from Host University (your destination), the confirmation will be sent to you within approximately 1 month[5]

(Note: students who meet the criteria set up by the host will be selected to participate in the exchange programme)

Step 2: When your application has been approved by Host University

1. Download the "Learning agreement" at *http://acts.ui.ac.id*

2. Complete and have your "Learning agreement" document signed

3. Upload the completed agreement with signature of applicant and faculty Dean to the ACTS

[4] Information as of January 2012

[5] The duration may be subjected to change according to numbers of applicants and the internal recruitment process of each university