



2024 - 2025 Indonesian Business, Law and Society Program Curriculum Outline



ACICIS
Study Indonesia

Program Details

ACICIS Indonesian Business, Law and Society Program
Yogyakarta, Indonesia

Semester One: January – June
Semester Two: August – December

Credit Points: Recommended equivalency 100% of a full semester load (0.5 EFTSL). Actual subject weighting and academic credit awarded to be determined by a student's home university.
Mode: Off-Campus

Contact hours: Total semester time commitment: Approximately 756 hours
Consisting of approximately:

126 hours of compulsory Indonesian language classes
210 hours of lectures and in-class activities
420 hours of independent study (readings, group work) & structured assignments.

OR



126 hours of compulsory Indonesian language classes
126 hours of lectures and in-class activities
252 hours of independent study (readings, group work) & structured assignments
252 hours contact time on professional placement

 www.acicis.edu.au/programs/semester/islamic-business-law-society-ibls


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Description

ACICIS' Indonesian Business, Law and Society Program (IBLS) is a semester-long program hosted by the Islamic University of Indonesia (UIN), Yogyakarta. Taught in English, this program provides students with a comprehensive understanding of Indonesian business, law and society at regional and global levels, as seen from an Indonesian perspective, while developing necessary critical skills to enter their respective fields.

Students enrol in subjects at UIN's International Schools located within the Faculty of Economics and the Faculty of Law. These subjects cover a range of thematic areas within business, law and society.

The IBLS also offers students the option to undertake a 'professional placement', enabling students to put their studies into practice and gain a real-world experience outside the classroom. Students are placed with local commercial firms, community-based organisations, government bodies, and non-governmental organisations (NGOs) and are given the opportunity to develop important skills in legal advocacy, public relations, administration, finance, research and reporting.

The IBLS has been designed for students with no existing Indonesian language skills; however, students with existing language skills are welcome to participate. This program also includes compulsory Indonesian language classes at a beginner, intermediate, or advanced level.

Academic Supervision

ACICIS' programs in Indonesia operate under the direction of the ACICIS Resident Director, Dr Adrian Budiman.

All academic classes and coursework undertaken by students at Islamic University of Indonesia (UIN) will be taught, supervised and assessed by UIN academic staff.

During their professional placement students will work under the supervision of a workplace mentor. The workplace mentor will supervise and guide a student's work within the placement host organisation, as well as provide feedback to supervising ACICIS staff regarding student's conduct and performance within the workplace.

Structure and Schedule of Learning Activities

The IBLS runs in two intakes each year: from August to December, and from January to June. The structure of the semester-long program is as follows:

- ◆ One month of intensive compulsory Indonesian language and culture classes, at beginner, intermediate or advanced levels (approximately 126 hours in total) at UIN;
Followed by;
- ◆ A semester of academic classes and coursework (approximately 630 hours in total) at UIN. Classes are scheduled between 07:00 to 18:00 Monday-Friday, and 07:00 to 12:00 on Saturdays;

OR

- ◆ One month of intensive, compulsory Indonesian language and culture classes, at beginner, intermediate or advanced levels (approximately 126 hours in total) at UIN.
Followed by;
- ◆ A semester of academic classes and coursework (approximately 378 hours in total) at UIN. Classes are scheduled between 07:00 to 18:00 Monday-Friday, and 07:00 to 12:00 on Saturdays;
Concurrent with;
- ◆ Three days per week professional placement over nine weeks (approximately 252 hours in total).

IBLS Professional Placement Module

The IBLS Professional Placement module provides an opportunity for students to gain valuable experience working in community-based organisations in business or legal sectors. The placement offers students the chance to apply theoretical knowledge to real-life professional contexts while fostering important practical skills in legal advocacy, public relations, administration, finance, marketing, research and reporting.

Throughout the professional placement, students undertake a supervised period of unpaid work at a participating Host Organisation. Host Organisations for the IBLS professional placement option include community-based organisations, government bodies and Non-Governmental Organisations (NGOs) working in areas such as: legal aid, corporate law, private law, governance and corruption, human rights, environment, hospital administration, and refugee and migration issues, among others.

Required tasks will vary depending on each Host Organisation. Without good reason and the permission of their workplace mentor, students must attend their placement during all contracted working hours. Students must satisfy their Host Organisation that they have performed all assigned tasks to a professional industry standard. On completion of the professional placement, the workplace mentor will comment on criteria related to professionalism and integrity, teamwork and interpersonal skills, as well as initiative in the workplace. This feedback will inform the overall mark of the Professional Placement grade from U11.

Due to Host Organisation staffing constraints and workload commitments, ACICIS is unable to guarantee a specific professional placement and participants must accept this need for flexibility as a condition of participation in the IBLS Professional Placement module.

A complete subject description of the IBLS professional placement, including assessment mechanisms and weightings, is provided at Appendix I or is available at: <http://www.acicis.edu.au/programs/semester/islamic-business-law-society-ibls/program-components/>

Selecting the Placement option

Prior to the start of semester, students are required to select their subjects at U11 and to inform ACICIS if they would like to complete the IBLS professional placement option, to ensure enrolments can be finalised, and placements arranged.

Students selecting the IBLS professional placement will be given the option to choose their preferred area (e.g. Legal aid, government, business) and their preferred Host Organisation. U11, with assistance from ACICIS staff, will organise the pre-placement administration, and arrange an introductory visit with each Host Organisation for every student.

Host Organisations

Host organisations for the IBLS Professional Placement are listed below.



Educational Principles and Graduate Attributes

Throughout the IBLS, students are encouraged and assisted to:

- ◆ Gain an understanding of Indonesian business, law and society at both regional and global levels;
- ◆ Develop critical and analytical skills necessary for students wishing to enter the field of international business or law;
- ◆ Establish networks and contacts with peers and professionals in the area of business and law in Indonesia; and

Students undertaking the IBLS professional placement will be able to:

- ◆ Apply their academic knowledge in a real-life Indonesian workplace setting;
- ◆ Make a valued contribution to the community or the Host Organisation;
- ◆ Enhance employability by developing work skills, performance and conduct;
- ◆ Develop an understanding of Indonesian academic and organisational culture; and
- ◆ Gain first-hand experience of the challenges of intercultural communication and management in an Indonesian workplace setting.

Learning Outcomes

Students who complete the IBLS successfully should be able to:

- ◆ Critically analyse and reflect on Indonesian business, law and society at regional and global levels, as seen from an Indonesian perspective.

For students undertaking the IBLS professional placement:

- ◆ Apply their academic knowledge and skills in the Indonesian business or law sector or NGO workplace context;
- ◆ Critically reflect and report on the experience in the workplace and its relationship to theory;
- ◆ Understand the activities and processes of their host organisation, and how their organisation is positioned in the business, law, or society sector;
- ◆ Perform tasks set by an employer to a professional industry standard and make a positive contribution to achieving the goals of the Host Organisation overall;
- ◆ Demonstrate sound cross-cultural communication skills, flexibility, resourcefulness, ability to work as part of a team, and time management skills; and
- ◆ Respect diversity in a range of environments.

Teaching and Learning Strategies

Students undertake academic study to develop an understanding of Indonesian business, law, and society at the regional and global levels, as seen from an Indonesian perspective, under the supervision of the Islamic University of Indonesia (UII) academic staff. This experience is complemented by a professional placement, allowing students to apply theoretical law, business, and society knowledge in real-life professional contexts while developing practical skills in legal advocacy, administration, research, and reporting.

Evaluation

Compulsory Language Classes

All academic work undertaken by students at UII will be supervised and assessed by UII academic staff.

Classes and Coursework

All academic work undertaken by students at UII will be supervised and assessed by UII academic staff.

Professional Placement

During a student's professional placement, UII and/or ACICIS staff will conduct a number of monitoring visits to a student's Host Organisation to obtain feedback from both student and Host Organisation mentor. On completion of the professional placement, the workplace mentor will be asked to evaluate a student's performance according to criteria related to: professionalism, integrity, teamwork and interpersonal skills, as well as initiative in the workplace. This feedback will inform the overall grade a student receives for their professional placement. Students, meanwhile, will be invited to provide specific feedback to ACICIS staff through a final 'exit interview' and also through an anonymous online survey, which assists ACICIS in improving the quality of placements for subsequent iterations of the program.

Attendance

Students must attend 80% of all classes, as well as the professional placement (if selected) to satisfactorily complete the program.

Assessment

Upon completion of the program the ACICIS Resident Director provides a onepage evaluation report on the performance of each student. In accordance with standard ACICIS practice, student performance in the Resident Director's report will be assessed only as 'Satisfactory' or 'Unsatisfactory' (equivalent to 'Ungraded pass/fail').

To complete this program satisfactorily, students must demonstrate the ability to perform tasks in their placement, at a professional industry standard, and also to reflect on the experience and relate it back to their academic studies. Students must attend a minimum of 80 per cent of scheduled classes, as well as achieve as well as achieve a 'pass' grade minimum in all subjects undertaken.

A student's home university may retain the right to set and grade other assessment tasks related to the program. While ACICIS makes a recommendation about how much academic credit a student should be awarded for their participation in the program, it is up to individual home universities to determine their own protocols and rules for awarding academic credit to students who undertake and successfully complete the program.

Assessment Components

ACICIS' IBLS program is composed of three key components, as outlined below. Students are required to satisfactorily complete all components in order to achieve an overall grade of 'Satisfactory' for the program:

Program Structure 1: IBLS: Classes and Coursework Only

#	Component	Weighting	Notes
1	Compulsory Language Classes at UII	15%	Compulsory Indonesian language intensive classes delivered, supervised and assessed by Indonesian Is-lamic University (UII).
2	Classes and coursework at UII	85%	Classes and coursework delivered, supervised and assessed by Islamic University of Indonesia (UII)'s Fac-ulty of Economics/Faculty of Law.

Program Structure 2: IBLS: Classes, Coursework and Professional Placement

#	Component	Weighting	Notes
1	Compulsory Language Classes at UII	15%	Compulsory Indonesian language intensive classes de-livered, supervised and assessed by Islamic University of Indonesia (UII).
2	Classes and coursework at UII	55%	Classes and coursework delivered, supervised and as-sessed by Islamic University of Indonesia (UII)'s Faculty of Economics/Faculty of Law.
3	Completion of IBLS Professional Placement	30%	For IBLS Professional Placement students: Host Organ-isation mentors and UII/ACICIS staff will monitor stu-dent placement performance and provide feedback.

Assessment Component Details

The IBLS is designed to meet the equivalency requirements of a full-time semester load (0.5 EFTSL) at ACICIS member universities, and includes the following assessable components:

1. Compulsory Language Classes

All students must undertake a compulsory intensive Indonesian Language course at the beginning of the semester. Classes are run at beginner, intermediate or advanced levels.

2. Classes and Coursework at UII

All students undertake full-time study at UII, enrolling in subjects across the Faculty of Economics and/ or the Faculty of Law. Students undertaking Program Structure 1 are required to complete classes and coursework at UII of a study load equal to 15 SKS (credit points) per semester, or approximately 5-6 subjects. Students undertaking Program Structure 2 are required to complete classes and coursework at UII of a study load equal to 9 SKS (credit points), or approximately 3-4 subjects, as well as their 6 SKS IBLS Professional Placement. Students are permitted to take classes in different departments, should they wish to do so.

Below is a list of subjects taught in English at UII. It is possible for students to complete subjects which are offered in the Faculty of Economics in the alternate semester they enrol in. Students undertake the subject as an 'Independent Study' unit where the coursework is supervised by the lecturer coordinating the unit. This is subject to availability of the unit lecturer.

Students should take note that there are a range of compulsory and elective subjects on offer at UII. Compulsory subjects will be available throughout the semester, however the availability of elective subjects is contingent on student numbers. As such, it is strongly recommended that students who select elective subjects also choose subjects from the compulsory category and seek approval at their home university as second preferences.

Faculty of Law

January-June Semester	SKS	August-December Semester	SKS
Compulsory Subjects			
Constitutional Law	4	Introduction to Legal Science*	4
Law of State Administration	3	Introduction to Indonesian Legal System*	4
International Law	3	Islamic Beliefs	2
Criminal Law	4	Theory of the State	2
Private Law	4	Introduction to Islamic Law	2
Indigenous Law/Adat Law*	2	Law and Society	2
Labour Law	2	State Ideology	2
Environmental Law	2	Civics	2
Islamic Consitutional Law	2	Human Rights Law	2
Islamic Marriage Law	2	Law of Government Inspection	2
Islamic Contract and Business Law	2	Specific Criminal Law	2

January-June Semester	SKS	August-December Semester	SKS
Islamic Criminal Law	2	Private International Law	2
Islamic Inheritance Law	2	Law and International Relations	2
Sharia Entrepreneurship	2	Law and State Politics	2
Islam Ulil Albab	3	Commercial Law	3
Agrarian Law	3	Employment Law	2
Method of Legal Finding/Discovery	2	Company Law	2
Method of Legal Research	3	Obligation Law	3
Philosophy of Law	2	Tax Law	2
Islam Rahmatan Lil'alamin	3	Islamic Court	2
Professional Ethics and Responsibility	2	Law of Kinship Customary Inheritance	2
Legislative Drafting	2	Law of Private Procedure	4
Advocacy	2	Law of Criminal Procedure	2
Practice Investigation and Prosecution	2	Law of Administrative Procedure	2
Legal Document Research	2	Community Advocacy	2
		Contract Drafting	2
		Practice of Criminal Court	2
		Practice of Civil Court	2
Elective Subjects			
Transnational Crime	2	Forensic Science and the Law	2
International Trade Law	2	Crime and Victimology	2
Diplomatic and Consular Law	2	Economic Criminal Law	2
International Treaty Law	2	International Environmental Law	2
International Humanitarian and Human Rights Law	2	International Law of the Sea	2
International Criminal Law	2	Competition Law	2
Investment Law	2	Cyber Law	2
Capital Market Law	2	Bankruptcy Law	2
Intellectual Property Rights Law	2	Islamic International Law	2
Banking Law	2	Islamic Banking Law	2
Examination Public	2	Islamic Sentencing Law	2

*These subjects are taught in Indonesian

Faculty of Economics

January-June Semester	SKS	August-December Semester	SKS
Department of Management			
Compulsory Subjects			
State Philosophy and Civic education	2	Islam for Scholar	3
Islam Rahmatan Lil'Alamin	3	Indonesian Language	3
Intermediate Academic Reading	3	Introduction to Business	3
Islamic Managerial Leadership	3	Management Art and Science	6
Sharia Entrepreneurship	3	Marketing Management	6
Financial Management	6	Operational Management	6
Human Resource Management	6	Management Information System	3
Organizational Behaviour	3	Introduction to Accounting	3
Strategic Management	4	Management Accounting	3
Introduction to Economics	3	Islamic Economics	2
Financial Institutions	2	Business Feasibility Studies	3
Islamic Business Ethics	2	Quantitative Method for Decision Making	3
Corporate Governance	2	Statistics	3
Corporate Culture	2	Strategic Marketing Management	3
Business in Indonesia	2	Strategic Human Resource Management	3
Enterprise Resource Planning	3	Strategic Operations Management	3
Negotiation and Conflict Resolution	3	Strategic Finance Management	3
Basic Academic Reading	3	Basic Academic Reading	3
Fieldwork-R 1	2	Fieldwork-R 1	2
Business Plan	6		
Research Methods: Finance	6		
Research Methods: Marketing	6		
Research Methods: Operational	6		
Research Methods: Human Resource	6		
International Finance Management	3		
International Human Resource Management	3		
International Operations Management	3		
International Marketing Management	3		
Elective Subjects			
		Risk Management	3
		Investment Management	3
		Islamic Finance	3

January-June Semester	SKS	August-December Semester	SKS
Corporate Restructuring		3	
Business Processes in Management Accounting		3	
Consumer Behaviour		3	
Service Marketing Management		3	
Marketing Communication		3	
Marketing Plan		3	
Business Processes in Sales Order Management		3	
Human Resource Development		3	
Performance Management		3	
Human Resource Planning		3	
Change Management		3	
Business Processes in Human Capital Management		3	
Quality Management		3	
Supply Chain Management		3	
Product Design and Innovation		3	
Project Management		3	
Business Processes in Procurement		3	

January-June Semester	SKS	August-December Semester	SKS
Department of Accounting			
Compulsory Subjects			
Cost Accounting	3	Advanced Accounting	3
Management Accounting	3	Management Information Systems	3
Accounting Theory	3	Introduction to Economics	3
Management Control Systems	3	Mathematics for Economic and Business	3
Sharia Financial Accounting	3	English 1	2
English 2	2	Business Communication	3
Introduction to Business and Management	3	Field Work	2
ERP Application Systems : SAP	2	Islamic Economics	3
Intermediate Accounting 1	3	Business Law	2
Auditing 1	3	Sharia Entrepreneurship	2
Auditing 2	3	Introduction to Accounting	3
Government Accounting	3	Intermediate Accounting 2	3
Accounting Information Systems 1	3	Intermediate Accounting 3	3
Academic and Scientific Writing	2	Technology-based Audit	2

January-June Semester	SKS	August-December Semester	SKS
Tax Management	3	State Philosophy and Civilization	2
Business and Professional Ethics	3	Public Sector Accounting	3
Accounting Research Method	3	Accounting Information Systems 2	3
Descriptive Statistics	2	Financial Management 1	3
System Analysis and Design	3	Financial Management 2	3
Risk and Investment Management	3	Islam for Scholars	3
Financial Statement Analysis	3	Islam Rahmatan lil'Alamin	3
		Taxation	3
		Systems and Information Technology	2
		Business Combination Accounting	3
		Inferential Statistics	3
Elective Subjects			
		Cost Management	3
		Corporate Governance	3
		Strategic Management	3
		Strategic Management	3
		Strategic Management	3
		Decision Support System	3
		Cost Management	3
		Behavioural Accounting	3
		Capital Market Theory	3
		Management Audit	3
		Strategic Management	3
		Strategic Management	3
		International Taxation	3
		Tax Planning	3
		Environmental and Social Accounting	3
		ERP Government : E-Planning & Budgeting	3
		ERP Government : E-Accounting & Reporting	3
		Business Process Integration - SAP	3
		Information System Audit	3
		Public Sector Audit	3
		Sharia Audit	3
		Forensic Audit	3
		Internal Audit	3

January-June Semester	SKS	August-December Semester	SKS
Sharia Financial Management			3
Financial Engineering			3
Fiqh Muamalah			3

January-June Semester	SKS	August-December Semester	SKS
Department of Economics			
Compulsory Subjects			
State Philosophy and Civic Education	2	Islam Rahmatan lil'Alamin	3
Islam for Scholars	3	Academic and Scientific Writing	2
Arabic Language	3	English for Economic Discipline	2
English for Academic Purposes	2	Sharia Entrepreneurship	2
Intermediate Microeconomics	3	Introduction to Microeconomics	3
Intermediate Macroeconomics	3	Introduction to Macroeconomics	3
Descriptive Statistics and Non Parametric	3	Introduction to Business	3
Modelling Economics	3	Introduction to Accounting	3
Islamic Macroeconomics	3	Mathematics for Economics	3
Basic Econometrics	3	Advanced Microeconomics	3
Central Bank and Monetary Policy	3	Advanced Macroeconomics	3
International Finance Economics	3	Islamic Microeconomics	3
Fiscal Policy	3	Institutional Economics	3
Development Economics	3	Inductive Statistics	3
Lab. of Statistics	3	Monetary Economics	3
Research Method for Economics	3	International Trade Economics	3
Human Resources Economics	3	Public Economics	3
		History of Economic Thought	3
		Applied Econometrics	3
		Islamic Finance and Banking	3
		Regional and Urban Economics	3
		Natural Resources and Environmental Economics	3
		Lab. Islamic Banking	3
		Development Planning and Policy	3
		Indonesian Economy	3
Elective Subjects			
		Strategic Economics	3
		Business Feasibility and Investment Analysis	3

January-June Semester	SKS	August-December Semester	SKS
		Financial Management for Islamic Banking	3
		Islamic Banking Operations	3
		Legal and Regulatory Aspects of Islamic Banking	3
		Economics of Regulation	3
		International Business Economics	3
		Islamic Insurance and Investment Analysis	3
		Islamic Financial Planning and Management	3
		Strategic Management in the Public Sector	3

Complete subject descriptions including topics, readings and evaluation criteria for each of the above listed subjects is available at: www.acicis.edu.au/programs/semester/islamic-business-law-society-ibls/program-components

3. Completion of IBLS Professional Placement (optional)

Students who opt to undertake the IBLS Professional Placement will complete the placement alongside their Ull classes (e.g. three days per week over nine weeks).

Throughout the professional placement, students undertake a supervised placement at a participating Host Organisation. Required tasks will vary depending on each Host Organisation, but generally may include: report-writing, content editing, website editing, translation, data entry, advocacy, monitoring and evaluation, and other tasks as required by individual Host Organisations.

IBLS Professional Placement Assessment

The IBLS Professional Placement aims:

1. To give students the opportunity to get real experience and practical understanding of business practices in Indonesia;
2. To give students the opportunity to compare business theories with business practices, especially in regards to the uniqueness of business practices in Indonesia;
3. To give students the unique opportunity to compare theory with practice, in relation to Islamic business practices in Indonesia;
4. To give students the opportunity to build business networks with Indonesian businesses;
5. To give students an understanding of community development needs in a business context.

Description of the Professional Placement:

The Professional Placement has two main focuses:

1. To conduct an analysis of the business/legal practices of a local business or organisation and report on it in the context of a given theoretical framework. (e.g. Islamic business practice, corporate social responsibility, or legal responsibility); and
2. To conduct an analysis of the development needs of the business and to design and implement small scale programs to respond to identified business and community development needs.

Each student will be allocated a supervisor who will assist him or her to plan the learning goals and report objectives for the period of their placement. These learning goals and report objectives will provide the basis for a written agreement with the company regarding the student's placement work plan. The supervisor will be available for consultation during the placement as required.

In order to facilitate easy communication and student liaison throughout program, an Indonesian interpreter/ internship partner will accompany each student.

Students will be required to write a work report of between 3,000 and 4,000 words that will be submitted two weeks following the completion of their internship. Finally, students will present their report in a class seminar.

Students are assessed as follows:

- ◆ Completion of Field Work Requirements and Participation 30%*
- ◆ Final Report (4,000 Words) 50%
- ◆ Final Presentation (100 Minutes) 20%

*'Participation' will be assessed by the student's Host Organisation mentor. On completion of the professional placement, the workplace mentor will comment on criteria related to professionalism and integrity, teamwork and interpersonal skills, as well as initiative in the workplace. This feedback will inform the overall mark of the Legal or Business Internship grade from Ull. More details can be found in Appendix I or is available at: www.acicis.edu.au/programs/semester/islamic-business-law-society-ibls/program-components

Award of Grade for the unit

Both the student and the student's home university will receive a copy of the student evaluation report as well as an official academic transcript from the Islamic University of Indonesia. These assessment documents will be sent electronically from the ACICIS Secretariat in Perth **within twelve weeks** of a student's completion of the program. The home university may choose to award a grade or an ungraded pass/fail on the basis of these documents and any additional home university assessment requirements.

Appendices

Appendix I: Professional Placement

Coordinator: IP Management
Email: interpro@fe.uui.ac.id
Phone: +62 274 881 721
Credit Points (CPs): 6
Special Requirement: Indonesian language and cultural studies to be undertaken concurrently
Consultation Times: By appointment
Duration: Approximately 2 months

Teaching Method:

This is an experiential learning unit, and as such requires no formal lectures. Students will attend host organisations during 9 weeks with 8 hours per day (minimum) for 3 days per week to fulfil the minimum of 252 internship hours. Students must also complete 30 hours of independent student, including the final internship report. Students will be progressively in contact with an academic supervisor appointed to them for assistance.

Supervision:

- ◆ The initial student application and meeting with the proposed host organisation, academic supervisor and student during the first 2 weeks of the semester will be used to develop a schedule that allows flexibility with other subjects taken concurrently. This will also determine the suitability of the student and the relevance of the proposed internship.
- ◆ The student will be briefed about assessment requirements and their relation to the internship experience by their assigned academic supervisor.
- ◆ The academic supervisor will liaise with the student and host organization during the internship which will include site visits where appropriate.

Assessment:

Task	Value	Deadline
Field Workbook (including host organisation review)	30%	One week after the completion of placement (week 13)
Written Report	50%	One week before presentation (week 15)
Oral Presentation	20%	First week of exams (week 16)

The assessment tasks in this unit include the following for evaluation by the faculty assessment panel:

Field Workbook:

Each intern is expected to keep a diary of their daily tasks and activities at the placement site. This will also include research for the basis of the written report. A field workbook will be provided by the International Program management for completion.

Written Report:

Each intern is required to submit an 'Internship Report', which should be 3,000 to 4,000 words, excluding appendices. The length should reflect the complexity of the topic and the thoroughness of the research. The Internship Report should be self-contained (explain any terminology particular to the topic the first time you use it), consistent, and to the point. It should be understandable to someone who has background in the area of the report but is unfamiliar with the particular topic of the report. The written report must adhere to the Internship Written Report Guidelines. See Appendix II.

Oral Presentation:

Each intern is required to present their Internship Report in a formal seminar to their academic supervisor, representatives from the faculty of economics, host organisation and other participating parties. The seminar is to involve a PowerPoint presentation and is expected to last 100 minutes, including question and answer time.

Grading System:

Based on university policy, a pass grade or above will only be given to students who achieve a final grade above 55%.

Total	Grade
86 - 100	A
83 - 85	A-
80 - 82	A/B
76 - 79	B+
71 - 75	B
68 - 70	B-
64 - 67	B/C
61 - 63	C+
56 - 60	C
53 - 55	C-
49 - 52	C/D
45 - 48	D+
35 - 44	D
0 - 34	E

Appendix II: Internship Written Report Guidelines

The internship is an integral part of the Indonesian Business, Law and Society Program. This experiential unit should provide you with valuable international business or legal experience in the world's most populous Muslim country, which will enhance your understanding of Islam, its applications to business and law, and challenges of living and working in a developing economy.

These guidelines help to provide a framework for the completion of the internship report and to offer recommendations on the focus of the report in order to meet the academic requirements. It is recommended that all students study this guideline before commencing their internship.

Topic Selection

The report should be based on the Internship project. If the internship does not involve a specific project, students should research a topic that is related to your work or place of employment. Students will be required to contact their Academic Supervisor to advise them of the title of the Internship Report, and must submit a report outline by mid-semester to demonstrate research goals and objectives.

Style

The Internship Report is expected to be analytical rather than descriptive. It should contain accurate, factual information together with sound arguments and conclusions. The format of the Report should follow the guidelines, or the company's own internal guidelines. Students must confirm with their academic supervisor that the company guidelines and topic are acceptable for this report.

Internship Report Format

The following information explains the purpose and expected content of each section of the internship report. Be sure to only include sections that are appropriate for your topic.

- 1. Cover:** provides the binding for the report, identifying the topic and owner of the report including the following: Title of the report, student name, student ID, Internship Employer, Universitas Islam Indonesia faculty and major, and the date of submission.
- 2. Letter of Transmittal:** is a brief cover letter, addressed to the first official reader (usually your academic supervisor) to remind the reader of the highlights of interest and present sensitive or confidential information related to the report. Although it accompanies the report, it is separate from the document; therefore, do not include it in the report table of contents and do not bind it with the report. This must be placed on top of the report.
- 3. Title page:** introduces the reader to your report by listing the following information: report title; employer's name and location; date of report; your name, student number, year; Universitas Islam Indonesia faculty and major.
- 4. Acknowledgements:** should acknowledge the assistance and support received during your professional placement.
- 5. Executive Summary:** this is the most important part of the report. It summarises the body of the report, outlining its scope, purpose and major findings, highlighting the key conclusions and recommendations. The Executive Summary allows the reader to understand the report's significant information without reading the whole text.

- 6. Table of Contents:** identifies all the sections, subsections and the organization of the document including the preliminaries (Title page, Acknowledgements, Executive Summary). It consists of section headings and page numbers.
- 7. List of figures/tables** (optional): identifies any figures/tables shown in the report, including the number of figures/tables, title of figures/tables and page number.
- 8. Chapter I - Introduction:** this defines the subject of the report so that the reader is prepared for the text that follows and consists of the following parts:
 - 1.1 Topic Background:** here you can outline the organisation and/or department for which you worked, and summarize the work you performed at the organisation. The purpose of this is to argue why the specific project or the study outlined in the report is of interest. From this the reader can anticipate the objectives of the study.
 - 1.2 Objectives:** this outlines the goals of the research project and should be clearly and concisely stated.
 - 1.3 Methodology:** must outline the stages of the professional placement and give a short description of the methods used to acquire data.
- 9. Chapter II – Body:** Here students must develop the theme by examining the problem/issue/subject, your findings and their meaning. This body of the report should be formatted appropriately with sections and headings to guide the reader through the report (you may find it necessary to add chapters). Although every report will have different section headings, there are standard sections that should run through all reports. Students should provide greater detail about the methods used in their internship, a summary of the data obtained, analysis and finally a discussion of the interpretation of the data. "Data" can include actual scientific measurements, textbook information, business literature, logbooks, financial statements, opinions of experts or employees and so on.
- 10. Chapter III - Conclusions:** Students should provide their conclusions derived from the research outlined in the main body. New material should not be introduced. The conclusion should specifically answer the questions raised in the introduction or conclude how the goals or objectives stated in the introduction have been met.
- 11. Chapter IV - Recommendations:** are proposed plans of action for the future. Provide suggestions that follow logically from the conclusions. Conclusions deal with the present, the recommendations should represent future goals.
- 12. Bibliography:** this acknowledges the use of materials from sources in the preparation of your report. It must depict the exact source of all quotations and/or results of previous work.
- 13. Appendices:** this includes data which is not necessary to the immediate understanding of the body but provides your reader with supporting information that elaborates on the development of your topic, or any information that helps justify your statements and which are too lengthy to include in the main text. The appendices are identified by numbers or letters. You must not include appendices that have not been cited in the text.

General Guidelines

The length of your Internship Report should be 3,000 to 4,000 words, excluding appendices. The length should reflect the complexity of the topic and the thoroughness of the research. The Internship Report should be self-contained (explain any terminology particular to the topic the first time you use it), consistent, and to the point. It should be understandable to someone who has background in the area of the report but is unfamiliar with the particular topic of the report.

Your internship report is to comply with the following format:

- ◆ Leave margins of 30mm on the top, bottom, and sides of each page.
- ◆ One and a half or double spaced in 12 point type
- ◆ Use standard formal level of English (no slang or colloquialisms).
- ◆ Use the first person only in the letter of transmittal and in the preface.
- ◆ Use only one side of the page for all text and figures.
- ◆ Start major sections of the report on new pages.
- ◆ Bind the Internship Report in a suitable protective cover.
- ◆ Number the pages:
 - ◇ All pages that come before the body of the report are numbered using lower case Roman numerals. The title page is considered to be page i, but is not numbered.
 - ◇ The body of the Report begins with the introduction. The pages of the body are given in Arabic numerals. The first page of the introduction is considered to be page 1, but it is not numbered.
- ◆ Use A4 paper
- ◆ The APA Referencing system must be used throughout your report for all in-text citations and end-text references (the APA Referencing Guide can be obtained from the IP office)

ACICIS Indonesian Business, Law & Society Program *Professional Placement Host Organisations*



ACICIS Indonesian Business, Law & Society Program

Indonesian Partner University



Universitas Islam Indonesia (UII)

Universitas Islam Indonesia (UII) was founded just weeks before the declaration of independence of Indonesia in 1945 by several of the young leaders of the independence movement, including Muhammad Hatta, the first vice-president of the new Republic of Indonesia, Mohammad Natsir, Wachid Hasyim and Mohammad Roem.

Founded as a university, not as a school of Islamic study, UII combines rigorous academic investigation with commitment to Islamic law in all fields of study.

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