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**PORTOFOLIO**

PAS PHOTO

3 x 4

**SURAT KETERANGAN PENDAMPING IJAZAH**

**(PORTOFOLIO SKPI)**

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| Nama Pemegang/*Holder* | **:** |  |
| NIM/*Std ID Number* | : |  |
| Alamat | : |  |
| Telp/HP & Email | : |  |

**PRODI PENDIDIKAN BISNIS**

**FAKULTAS PENDIDIKAN EKONOMI DAN BISNIS**

**UNIVERSITAS PENDIDIKAN INDONESIA**

Nomor urut diisi dgn Huruf arial black ukuran 14 point

**SURAT KETERANGAN PENDAMPING IJAZAH**

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|  | 1. | | | Nama Pemegang/*Holder* | | | | : | ………………………………………………………………………. | |
|  | 2. | | | Nomor Induk Mahasiswa/*Std ID Number* | | | | : | ………………………………………………………………………. | |
|  | 3. | | | Tempat, tanggal lahir/*Place and Date of Birth* | | | | : | ………………………………………………………………………. | |
|  | 4. | | | Program Studi/*Study Program* | | | | : | Pendidikan Bisnis/*Business Education* | |
|  | 5. | | | Gelar yang Diperoleh/*Degree Obtained* | | | | : | Sarjana Pendidikan (S.Pd.)/*Bachelor of Education* | |
|  | 6. | | | Jenis Pendidikan/*Type of Education* | | | | : | Akademik/*Academic* | |
|  | 7. | | | Tanggal Diterima/*Date of Entry* | | | | : | …………………./………………….. | |
|  | 8. | | | Tanggal Lulus/*Date of Graduation* | | | | : | …………………./………………….. | |
|  | 9. | | | Lama Studi/*Length of Study* | | | | : | …………………./………………….. | |
|  | 10. | | | Persyaratan Penerimaan/*Entry Requirements* | | | | : | SMA atau sederajat/*Senior High School or equivalent* | |
|  | 11. | | | Bahasa Pengantar/*Language(s) of Instruction* | | | | : | Bahasa Indonesia/*Indonesian* | |
|  | 12. | | | Capaian Pembelajaran Lulusan sesuai Kerangka Kualifikasi Nasional Indonesia (KKNI) | | | | | *Graduate's Learning Achievements According to Indonesian National Qualification Frameworks (INQF)* | |
| Pemegang Ijazah ini memiliki kemampuan sebagai berikut: | | | | | | | | | *The diploma holder has the following capabilities:* | |
| 12.1. | | | memiliki kecakapan dan kemampuan menerapkan IPTEK dalam merancang model pembelajaran Pendidikan Manajemen Bisnis (khususnya bidang pemasaran dan kewirausahaan) yang kreatif dan inovatif; | | | | | | *being able to utilize science and technology in designing a creative and innovative model for teaching and learning business management education (particularly in marketing and entrepreneurship);* | |
| 12.2. | | | memiliki kecakapan dan kemampuan dalam menerapkan teori, prinsip dan prosedur serta layanan perkembangan peserta didik dalam bidang pendidikan manajemen bisnis untuk memperoleh hasil pembelajaran dan perkembangan peserta didik yang optimal; | | | | | | *being able to apply theories, principles and procedures as well as to provide services for the learners in order to acquire optimal learning achievement and development in the field of business management education;* | |
| 12.3. | | | memiliki kecakapan dan kemampuan dalam menerapkan konsep dan teori manajemen bisnis dalam bidang kewirausahaan, manajemen pemasaran, manajemen sumberdaya manusia, manajemen keuangan dan manajemen operasi jasa secara crossfertilization untuk memperkuat keilmuan pendidikan manajemen bisnis; | | | | | | *being able to apply concepts and theories of business management, especially in the fields of enterpreneuship, marketing management, human resource management, financial management and services operations management, in cross-fertilization way, in order to strengthen the science of business management education;* | |
| 12.4. | | | memiliki kecakapan dan kemampuan dalam pembelajaran pengelolaan aktifitas bisnis perusahaan dengan menerapkan fungsi-fungi manajemen sebagai aktifitas inti dalam perusahaan/bisnis; | | | | | | *being able to do the process of teaching and learning particulalry in handling business activities management by applying the management functions as the core activity of the company / business;* | |
| 12.5. | | | mampu melakukan riset dalam bidang pendidikan manajemen bisnis untuk dapat dimanfaatkan dalam pengembangan model pembelajaran sebagai upaya meningkatkan hasil pembelajaran manajemen bisnis; | | | | | | *being able to conduct research in the field of business management education which can be used to develop a model for teaching and learning model that leads to the improvement of students’ learning outcomes;* | |
| 12.6. | | | Mampu mengambil keputusan strategis untuk menjadi Entrepreneur berbasis pendidikan (Business Edupreneur); | | | | | | *being able to make strategic decisions to become education-based entrepreneur (Business Edupreneur);* | |
| 12.7. | | | Memiliki etos kerja yang profesional yang didasarkan pada nilai-nilai kejujuran (trustworthiness), respek, tanggung jawab, adil (fairness), peduli (caring) dan menjadi warga negara/institusi/lembaga yang baik (citizenship) yang dilandasi ketaqwaan pada Tuhan YME. | | | | | | *being able to work professionally on the bases of faith in God and good work ethic values, such as being honest, respectful, responsible, fair, and caring* | |
|  | | 13. | | Sistem Penilaian/*Assessment Scheme* | | | : | | | |
| Kategori Nilai/*Grade Categories* | | | | | | | Tingkat Kemampuan/ *Level of Competency* | | | Keterangan/*Remarks* |
| Huruf/  *Letter* | | | | Angka/Point | | Derajat Mutu/  *Degree of Quality* |
| **A** | | | | 4,0 | | Istimewa/  *Excellent* | 92-100 | | |  |
| **A-** | | | | 3,7 | | Hampir Istimewa/  *Almost Excellent* | 86-91 | | |  |
| **B+** | | | | 3,4 | | Baik Sekali/  *Very Good* | 81-85 | | |  |
| **B** | | | | 3,0 | | Baik/  *Good* | 76-80 | | |  |
| **B-** | | | | 2,7 | | Cukup Baik/  *Fairly Good* | 71-75 | | | Batas minimum kelulusan jenjang S-2 dan S-3/ *Passing grade for Masters and Doctoral levels* |
| **C+** | | | | 2,4 | | Lebih dari Cukup/  *More than Sufficient* | 65-70 | | |  |
| **C** | | | | 2,0 | | Cukup/  *Sufficient* | 60-65 | | |  |
| **D** | | | | 1,0 | | Kurang/  *Insufficient* | 55-59 | | | * + - Batas minimum kelulusan jenjang D-3 dan S-1 /*Passing grade for Diploma-3 and Bachelor degrees*     - Tidak diberlakukan untuk jenjang S-2 dan S-3 /*Not applicable for Masters and Doctoral programs* |
| **E** | | | | <1,0 | | Gagal/*Fail* | Lebih kecil dari 55/*Below 55* | | | Harus mengontrak ulang/*Must re-take* |
|  | | 14. | | Tingkat KKNI/*INQF Level* | | | : 6 (six) | | | |
|  | | 15. | | Jenis dan Program Pendidikan Tinggi Lanjutan/*Access to Further Education*: | | | | | | |
|  | |  | | Berhak melanjutkan ke pendidikan setingkat Magister atau pendidikan profesi | | | | | | |
|  | |  | | *Qualified to apply for admission to Master Study or Professional Education.* | | | | | | |
|  | | 16. | | Skema tentang Pendidikan Tinggi/*Type of Higher Education System:* | | | | | | |
|  | |  | | UPI adalah perguruan tinggi negeri badan hukum yang memiliki otonomi luas baik dalam bidang akademik maupun nonakademik. Dengan otonomi yang luas ini, UPI memiliki kewenangan untuk menentukan kurikulum pembelajaran sendiri yang standarnya dapat melebihi standar nasional Indonesia. UPI berwenang untuk menyelenggarakan pendidikan akademik, vokasi, maupun profesi, baik pada jenjang diploma, sarjana, magister, maupun doktoral, di kampus-kampus pusat maupun daerah yang dikelola secara terpadu.UPI adalah perguruan tinggi negeri badan hukum yang memiliki otonomi luas baik dalam bidang akademik maupun non akademik. Dengan otonomi yang luas ini, UPI memiliki kewenangan untuk menentukan kurikulum pembelajaran sendiri yang standarnya dapat melebihi standar nasional Indonesia. UPI berwenang untuk menyelenggarakan pendidikan akademik, vokasi, maupun profesi, baik pada jenjang diploma, sarjana, magister, maupun doktoral, di kampus-kampus pusat maupun daerah yang dikelola secara terpadu. | | | | | | |
|  | |  | | *UPI is a State-Chartered university with a full autonomy in managing academic and non-academic matters. Given this autonomy, UPI is authorized to develop its own learning curricula with a standard higher than the Indonesian national standards. Currently, UPI offers academic, vocational, and professional education at the Diploma, Bachelor, Masters, and Doctoral degrees at its integrated central and branch campuses. UPI is a State-Chartered university with a full autonomy in managing academic and non-academic matters. Given this autonomy, UPI has the authority to develop its own learning curricula whose standards are higher than the Indonesian national standards. UPI administers academic, vocational, and professional education programs at Diploma, Bachelor, Master’s, and Doctoral degrees both on the central and regional campuses which are managed integratedly.* | | | | | | |
|  | | 17. | | *Informasi tambahan tentang prestasi lulusan selama menjadi mahasiswa dan/atau jabatan dalam profesi/ Additional information concerning the achivements of the graduates during their study time and/or internship.* | | | | | | |
|  | |  | | 1 | Prestasi/Penghargaan: | | | | | |
|  | |  | |  | *Honors and Awards:* | | | | | |
|  | |  | | 2 | Pengalaman Organisasi/Kegiatan Ko dan Ekstrakurikuler : | | | | | |
|  | |  | |  | *Organizational / Activity Experience and Extracurricular Activities :* | | | | | |
|  | |  | | 3 | Kemampuan Bahasa Internasional : | | | | | |
|  | |  | |  | *International Language ability :* | | | | | |
|  | |  | | 4 | Internship/PPL (Magang Kerja Sekolah/Industri) : | | | | | |
|  | |  | |  | *Internships :* | | | | | |
|  | |  | | 5 | Softskill atau Sertifikat Keahlian | | | | | |
|  | |  | |  | *Softskill or Certificate of Expertise* | | | | | |
|  | |  | | 6 | Kegiatan Pelatihan, Pendidikan, Seminar dan Lokakarya | | | | | |
|  | |  | |  | *Training, Education, Seminar and Workshop Activities* | | | | | |
|  | |  | | 7 | Pengalaman Internasional | | | | | |
|  | |  | |  | *International experience* | | | | | |
|  | |  | | 8 | Pengalaman dan Usaha Bisnis yang Dijalankan | | | | | |
|  | |  | |  | *Experience and Business ventures carried out* | | | | | |

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| Disetujui  Dosen Pembimbing Akademik  Nama…………………………………………..  NIP……………………… |  | Bandung, …………………………………..  Mahasiswa Yang Bersangkutan,  Nama…………………………………………..  NIM……………………… |
|  | Mengetahui  Ketua Prodi Pendidikan Bisnis  Dr. H. Hari Mulyadi, M.Si.  NIP 19590515 198601 1 001 |  |