

**Registration Guide for Master's (S2) and Doctoral (S3)
Programs Portfolio Pathway**

PORTFOLIO



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A. GENERAL INFORMATION

1. General Requirements

The following conditions apply to all applicants for the Master's (S2) and Doctoral (S3) programmes at Universitas Negeri Yogyakarta (UNY):

1. Applicants for the Master's programme (S2) must hold a Bachelor's degree (S1) with a minimum Grade Point Average (GPA) of 3.00.
2. Applicants for the Doctoral programme (S3) must hold a Master's degree (S2) with a minimum GPA of 3.00.
3. Applicants must be graduates of a study programme that holds at least a 'B' accreditation rating.
4. Applicants who are currently employed are required to obtain written permission from their immediate supervisor.
5. Doctoral programme participants may choose one of three study methods: by Course, by Research, or a Mixed approach. Those taking the Mixed pathway must complete 12–15 credit units (SKS) of coursework to support their dissertation.
6. Both S2 and S3 applicants are required to provide two letters of recommendation, either from academic supervisors at their previous level of study or from the head of their institution (for those already working).
7. Doctoral applicants must submit a dissertation proposal. Specifically, those opting for the by Research or Mixed pathway must also obtain recommendations from two prospective dissertation supervisors.
8. Registration and payment procedures are available at <http://pmb.uny.ac.id>.
9. Applicants must complete the registration form in full at <http://daftarpmb.uny.ac.id>. Instruction is conducted in Indonesian and/or English.
10. Once accepted, students are not permitted to change their programme of study.
11. Doctoral applicants opting for the by Research or Mixed pathway must hold a minimum TOEFL score of 500, have at least one reputable international publication, and possess a research track record relevant to their intended dissertation topic.

2. Independent Selection Portfolio Pathway (S2 & S3)

- This pathway is open to prospective Master's and Doctoral students from both within Indonesia and abroad.
- Applicants are required to prepare and upload a portfolio of supporting documents, which may include a TOEFL/ITP score, an Academic Potential Test (TPA) score, academic works, achievement certificates, and other relevant materials.
- S3 applicants must prepare a dissertation proposal using the template available for download at <http://pmb.uny.ac.id> and upload it through the registration system.
- S3 applicants are also required to attend an online interview session.

3. Collaborative Independent Selection (S2 & S3)

- This pathway is offered through a partnership between UNY and government or private institutions.

- Admission quotas are regulated separately for each partnership.
- The schedule is arranged independently in accordance with each partnership agreement.
- Participants take a Computer-Based Test (CBT).
- The test may be held at the partner institution's location.
- All costs associated with the selection process are borne by the partner institution.

B. REQUIRED DOCUMENTS FOR THE PORTFOLIO PATHWAY

The table below outlines the documents that applicants must prepare and upload when registering through the Portfolio Pathway. Documents marked with an asterisk (*) are compulsory.

No.	Document	Notes / Specifications	Required for
1	National ID (KTP)*	Applicant identification data	S2 & S3
2	Photograph*	Recent colour passport photo; size 100 KB–2 MB; formats: JPG, JPEG, PNG	S2 & S3
3	Degree Certificate (Ijazah)*	PDF format; max. 1 file; max. file size 2 MB	S2 & S3
4	Academic Transcript*	PDF format; max. 4 files; max. 2 MB per file; total max. 5 MB	S2 & S3
5	Programme Accreditation Certificate*	PDF format; max. 1 file; max. file size 2 MB	S2 & S3
6	Recommenders (2 persons)*	Two recommenders with active email addresses and phone numbers. Note: email and phone details cannot be changed once submitted.	S2 & S3
7	Academic Potential Test (TPA) Score*	Examples: OTO Bappenas / PAPS / TPA-PLTI; PDF format	S2 & S3
8	English Proficiency Score*	Examples: TOEFL-ITP, IBT, IELTS, TOEP; PDF format	S2 & S3
9	Thesis / Dissertation Proposal*	PDF format; required for S3 applicants only	S3 only
10	Achievement Certificates	Relevant certificates; PDF format; max. 5 files	S2 & S3
11	Academic Publications	Accredited academic publications; PDF format; max. 5 files	S2 & S3
12	Education & Training Certificates	PDF format; max. 5 files	S2 & S3
13	Organisational & Leadership Experience	PDF format; max. 5 files	S2 & S3
14	Technology, Arts & Educational Media Works	PDF format; max. 5 files	S2 & S3
15	Participation in Academic Forums	PDF format; max. 5 files	S2 & S3

Legend:

- V = Must be prepared
- - = Not required
- * = Mandatory upload

C. REGISTRATION PROCESS OVERVIEW

The registration process for the Master's and Doctoral programmes via the Portfolio Pathway consists of several sequential steps. Applicants must complete each step in order, as described below:

- Step 1:** Programme Selection
- Step 2:** Personal Data
- Step 3:** Educational Background
- Step 4:** Employment Information
- Step 5:** Document Upload
- Step 6:** Recommender Information
- Step 7:** Finalisation
- Step 8:** Printing the Participant Card

D. STEP-BY-STEP REGISTRATION FOR THE PORTFOLIO PATHWAY (S2 & S3)

Once payment has been completed, applicants will receive a PIN, which is used to log in to the UNY admissions (PMB) registration system.

The screenshot shows the 'Login PMB UNY' interface. It features three input fields on the left: 'Kode Pendaftaran *' with the value '1871000085', 'PIN *' with masked characters '*****', and 'Kode Verifikasi *'. To the right of the PIN field is a note: 'PIN yang tercetak pada kuitansi pembayaran'. Below the PIN field is the 'xejoluz' logo and the text 'xeyokuz'. Underneath the logo is a note: 'Ketikkan kode di atas. Jika kode tidak terbaca, silakan klik pada kode untuk mengganti kode.' At the bottom right is a green 'Login' button with a magnifying glass icon.

After logging in, applicants will be directed to the main registration dashboard, where all registration steps are displayed. Every step must be completed in sequence before the deadline, starting from Step 1 (Programme Selection) and ending with Step 8 (Printing the Participant Card).

The status of each step is shown by icons on the dashboard:

- An incomplete icon indicates that a step has not yet been completed.
- A completed icon indicates that a step has been successfully submitted.

PMB UNY : Dashboard

Pembukaan Program Magister Jalur CBT Domisili Gel.1 tahun 2021

Tahapan Pendaftaran Program Magister Jalur CBT Domisili Gel.1 tahun 2021

Informasi Tahapan

1. **Pilih Program Studi**
 Pilih salah satu program magister yang akan dipelajari. [Edit](#)

2. **Data Pribadi**
 Masukkan data pribadi yang akan digunakan untuk pendaftaran. [Edit](#)

3. **Maksud Pendaftaran**
 Masukkan alasan yang akan digunakan untuk mendaftar. [Edit](#)

4. **Rekomendasi**
 Masukkan rekomendasi yang akan digunakan untuk pendaftaran. [Edit](#)

5. **Beasiswa**
 Masukkan informasi beasiswa yang akan digunakan untuk pendaftaran. [Edit](#)

6. **Pemberitahuan**
 Masukkan informasi pemberitahuan yang akan digunakan untuk pendaftaran. [Edit](#)

7. **Penilaian**
 Masukkan informasi penilaian yang akan digunakan untuk pendaftaran. [Edit](#)

8. **Pendaftaran**
 Masukkan informasi pendaftaran yang akan digunakan untuk pendaftaran. [Edit](#)

1. Programme Selection

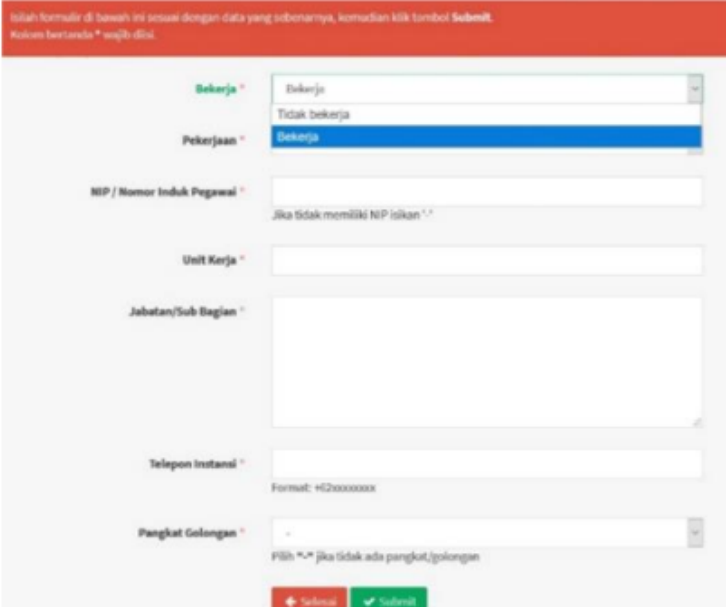
To access this step, click the Edit button on the Programme Selection section. Applicants may select a first-choice programme, a second-choice programme, and a funding source. Several funding options are available, including self-funded, LPDP scholarship, BPPS scholarship, Collaborative scholarship, Ministry scholarship, BPPDN scholarship, and UNY Affirmation scholarship.

2. Personal Data

Click the Edit button on the Personal Data section to fill in this step. The information required includes the applicant's National ID (KTP) details, academic title, and any special needs or accessibility requirements.

4. Employment Information

Click the Edit button on the Employment Information section to complete this step. Applicants are required to provide their employment status, employee identification number (NIP, if applicable), work unit details, and civil service rank (if applicable).



The screenshot shows a web form titled "Silahkan formulir di bawah ini sesuai dengan data yang sebenarnya, kemudian klik tombol Submit" (Please fill out the form below according to the actual data, then click the Submit button). Below the title, it says "Kosong bernomor * wajib diisi" (Empty numbered * must be filled). The form contains several fields:

- Bekerja ***: A dropdown menu with options "Bekerja" (selected) and "Tidak bekerja".
- Pekerjaan ***: A dropdown menu with the option "Bekerja" selected.
- NIP / Nomor Induk Pegawai ***: A text input field with a note below it: "Jika tidak memiliki NIP isikan '-'".
- Unit Kerja ***: A text input field.
- Jabatan/Sub Bagian ***: A large text input area.
- Telepon Instansi ***: A text input field with a format note: "Format: +62xxxxxxxx".
- Pangkat/Golongan ***: A dropdown menu with a note below it: "Pilih '-' jika tidak ada pangkat/golongan".

At the bottom of the form, there are two buttons: a red "Submit" button and a green "Kembali" (Back) button.

5. Document Upload

Click the Upload button on the Document section to submit the required files. The documents to be uploaded include a passport photograph, academic transcripts, degree certificate, programme accreditation proof, academic publications, and any other supporting materials. For detailed specifications regarding file size and the number of files permitted for each document type, please refer to Section B: Required Documents.

PMB UNY :: Unggah Berkas

Unggah Berkas

Isilah formulir pendaftaran di bawah ini sesuai dengan data yang sebenarnya. Rubric beranda * wajib diisi.

Jenis File *

File Upload *








Berkas

Jenis File	Status File	Keterangan/Spesifikasi File
Foto *	Belum Unggah Foto	Fotofoto berwarna terbaru. Ukuran minimal 300x, maksimal 240. Format: jpg/png/gif
Uraian S1 *	Belum Unggah Lampiran	Uraian pendidikan S1 sebelumnya. Format: pdf. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Transkrip Nilai S1 *	Belum Unggah Lampiran	Transkrip nilai pendidikan S1 sebelumnya. Format: pdf. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Uraian S2 *	Belum Unggah Lampiran	Uraian pendidikan S2 sebelumnya. Format: pdf. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Transkrip Nilai S2 *	Belum Unggah Lampiran	Transkrip nilai pendidikan S2 sebelumnya. Format: pdf. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Bukti Tugas Akhir *	Belum Unggah Lampiran	Sempurnaan lembar pengesahan tesis. Format: pdf. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Bukti Akreditasi Prodi *	Belum Unggah Lampiran	Bukti akreditasi program studi yang ditempuh sebelumnya. Format: pdf. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Tes Bahasa Inggris *	Belum Unggah Lampiran	Bukti kemampuan Bahasa Inggris dibuktikan dengan sertifikat TOEFL, Institutional dan Internasional. Format: pdf, bukan skor TOEFL pada laman Deskripsi. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Tes Potensi Akademik *	Belum Unggah Lampiran	Bukti kemampuan akademik dibuktikan dengan skor Tes Potensi Akademik. Format: pdf, bukan Skor TPA pada laman Deskripsi. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Proposal Disertasi *	Belum Unggah Lampiran	Proposal Disertasi. Format: pdf. Template proposal dapat diunduh di http://berkas.pmb.uny.ac.id/gambar/psd/berkas-disertasi.docx Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Sertifikat Pendidikan dan Pelatihan	Belum Unggah Lampiran	Bukti kelulusan dalam Pendidikan dan Pelatihan tingkat Kota/Kabupaten, Provinsi, Nasional, Internasional yang memuat jumlah jam pelatihan. Format: pdf. Jumlah file maksimal: 5, Total ukuran file maksimal: 5MB
Plagam Penghargaan	Belum Unggah Lampiran	Plagam penghargaan atau prestasi sebagai Juara Tingkat Kota/Kabupaten, Provinsi, Nasional, Internasional yang relevan dengan bidang yang dipelajari. Format: pdf. Jumlah file maksimal: 5, Total ukuran file maksimal: 5MB
Publikasi Ilmiah	Belum Unggah Lampiran	Karya ilmiah dan hasil publikasi pada Jurnal Ilmiah, Buku ber-ISBN, Koran, DMM, Laporan Penelitian. Format: pdf. Jumlah file maksimal: 5, Total ukuran file maksimal: 5MB
Pengalaman Berorganisasi dan Kepemimpinan	Belum Unggah Lampiran	Bukti pengalaman dalam berorganisasi dan kepemimpinan. Tugask tambahan sebagai Kepala Sekolah, Wakor, Ka, Bengkel, Ka, Lab. Format: pdf. Jumlah file maksimal: 5, Total ukuran file maksimal: 5MB
Pengurus Organisasi Pendidikan dan Sosial	Belum Unggah Lampiran	Bukti sebagai pengurus organisasi pendidikan dan sosial tingkat Kota/Kabupaten, Provinsi, Nasional, Internasional. Format: pdf. Jumlah file maksimal: 5, Total ukuran file maksimal: 5MB
Kelucteraan Pada Forum Ilmiah	Belum Unggah Lampiran	Bukti kelucteraan Forum Seminar, Symposium, Workshop pada tingkat Kota/Kabupaten, Provinsi, Nasional, Internasional pada bidang yang relevan. Format: pdf. Jumlah file maksimal: 5, Total ukuran file maksimal: 5MB
Karya Teknologi, Seni, atau Media Pendidikan	Belum Unggah Lampiran	Bukti karya teknologi, seni dan media pembelajaran. Format: pdf. Jumlah file maksimal: 5, Total ukuran file maksimal: 5MB

File Upload * Pilih File ...

Selesai Unggah

Berkas

Jenis File	Status File	Keterangan/Syarat File
Foto *		Pasfoto berwarna terbaru. Ukuran minimal 100KB, maksimal 2MB. Format: jpg, jpeg, png.
Ijazah S1 *	  Ijazah	Ijazah pendidikan S1 sebelumnya. Format: pdf. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Transkrip Nilai S1 *	  transkrip	Transkrip Nilai pendidikan S1 sebelumnya. Format: pdf. Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB
Bukti Akreditasi Prodi *	  akreditasi	Bukti akreditasi program studi yang ditempuh sebelumnya. Format: pdf Jumlah file maksimal: 1, Total ukuran file maksimal: 5MB

The following documents are required for upload, along with their specifications:

- **Photograph:** Recent colour passport photo. File size: min. 100 KB, max. 2 MB. Accepted formats: jpg, jpeg, png.
- **Bachelor's Degree Certificate (S1):** PDF format. Max. 1 file; total max. file size 5 MB.
- **Bachelor's Academic Transcript (S1):** PDF format. Max. 1 file; total max. file size 5 MB.
- **Master's Degree Certificate (S2):** PDF format. Max. 1 file; total max. file size 5 MB.
- **Master's Academic Transcript (S2):** PDF format. Max. 1 file; total max. file size 5 MB.
- **Final Project / Thesis Proof:** Cover page and approval sheet. PDF format. Max. 1 file; total max. file size 5 MB.
- **Programme Accreditation Certificate:** Accreditation certificate of the previous programme of study. PDF format. Max. 1 file; total max. file size 5 MB.
- **English Proficiency Test Score:** Demonstrated through TOEFL (Institutional or Internet-Based), IELTS, or TOEP score. PDF format. Insert TPA score into the Description field. Max. 1 file; total max. file size 5 MB.
- **Academic Potential Test (TPA) Score:** Demonstrated through TPA score (e.g., OTO Bappenas). PDF format. Insert TPA score into the Description field. Max. 1 file; total max. file size 5 MB.
- **Dissertation Proposal:** PDF format. The proposal template can be downloaded from <http://daftarpmb.uny.ac.id/upload/tps/disertasi.docx>. Max. 1 file; total max. file size 5 MB.
- **Education & Training Certificates:** Evidence of participation in education and training activities at the city/regency, provincial, national, or international level, with the number of training hours recorded. PDF format. Max. 5 files; total max. file size 5 MB.

• **Achievement Certificates:** Certificates recognising academic achievement at the city/regency, provincial, national, or international level, in a field relevant to the chosen programme. PDF format. Max. 5 files; total max. file size 5 MB.

• **Academic Publications:** Academic works and supporting publications, including accredited journals, ISBN-registered books, teaching materials, diktat, research reports, etc. PDF format. Max. 5 files; total max. file size 5 MB.

• **Organisational & Leadership Experience:** Evidence of organisational involvement and leadership roles, with additional tasks such as serving as Head of School, Head of Department, Head of Laboratory, Workshop Coordinator, etc. PDF format. Max. 5 files; total max. file size 5 MB.

• **Educational & Social Organisation Involvement:** Evidence of service as an official in educational and social organisations at the city/regency, provincial, national, or international level. PDF format. Max. 5 files; total max. file size 5 MB.

• **Participation in Academic Forums:** Evidence of participation in seminars, symposia, workshops, or academic forums at the city/regency, provincial, national, or international level relevant to the chosen field. PDF format. Max. 5 files; total max. file size 5 MB.

• **Technology, Arts & Educational Media Works:** Works related to technology, arts, and educational media. PDF format. Max. 5 files; total max. file size 5 MB.

Once all files have been uploaded, click 'Finish' to return to the main registration dashboard.

6. Recommender Information

Click the Upload button on the Recommender section to proceed. Recommendations may be provided by a former academic supervisor from the applicant's previous level of study, or by the head of the applicant's institution if they are currently employed. The recommendation process is conducted entirely online; once the recommender's details are submitted, the system will automatically send a recommendation form to the specified contact.

Applicants must ensure that the email address and phone number provided for each recommender are active and reachable. The following information is required for each recommender:

- Type of recommender (select from dropdown)
- Full name
- Phone number (format: +62xxxxxxxxx)
- Email address
- Institution name

Once both recommenders have been entered, click 'Finish' to return to the main registration dashboard.

7. Finalisation

Click the Finalisation button to access this step. Before submitting, applicants should carefully review all the information they have entered. If any corrections are needed, click the Edit button to make changes.

Finalisasi

Lik kembali semua data yang telah anda isi ke form **Finalisasi** data anda benar dan sesuai. Sebelum men-submit form finalisasi ini Anda tidak dapat meng ubah data apapun.

Untuk mengubah data data, klik tombol **Edit** di bagian paling bawah halaman ini.

Data Pribadi

NIM / Nomor KTP	XXXXXXXXXXXX
Nama Lengkap	115
Tempat Lahir	Yogyakarta
Tanggal Lahir	1 Januari 1997
Kabupaten/Kota	TUGA (N. Kabupaten)
Alamat (Desa/Kel/RT)	XXXXXX
Alamat (Dusun/RT)	XXXXXX
Kode Pos	55233
Telepon	+628XXXXXXXXXX
Email	xxxx@gmail.com
Jenis Kelamin	Laki-laki
Agama	Islam
Carta Kependidikan	A
Status Pendidikan	Dikawatirkan

Kewarganegaraan

Jenjang SD

Pengantar Thagid	UN (N. Negeri Yogyakarta)
Kelas	Tanpa Kelas
Program Studi	Prodi/Sosial Terpadu (Dibandingkan)
Alamat	A
IPK	3.00
SIS	144
Tahun Masuk	2013
Tahun Lulus	2015
Nilai Rata-rata	82.50000000
Tanggal Masuk	30 Januari 2013

Pilihan Program Studi

Prodi/Prodi Inklusif	Prodi/Sosial Terpadu (S)
Prodi/Prodi Inklusif	Prodi/Sosial Terpadu (S)
Sumber Biaya	Sharia (S)

Pemberi Rekomendasi

Pemberi Rekomendasi 1

Nama: Nama (Nama Lengkap)
 Telepon: +628XXXXXXXXXX
 Email: xxxxx@gmail.com
 Alamat: UN (N. Negeri Yogyakarta)

Pemberi Rekomendasi 2

Nama: Nama (Nama Lengkap)
 Telepon: +628XXXXXXXXXX
 Email: xxxxx@gmail.com
 Alamat: UN (N. Negeri Yogyakarta)

Berikan Foto

Upload photo

Berikan Lain

Identifikasi: 115 (N. Negeri Yogyakarta)
 Tanggal Masuk: 30 Januari 2013
 Nilai Rata-rata: 82.50000000

PERHATIAN

PROSES PENDAFTARAN BELUM SELESAI

Setelah selesai semua data di atas akan bisa. Setelah mengklik tombol **Finalisasi** di bawah ini, Anda **tidak dapat mengubah** semua data form pendaftaran. Dengan mengklik kode verifikasi di atas, berarti Anda telah setuju untuk menanggung segala resiko jika Anda melakukan kesalahan dalam mengisi data. Untuk mengubah data data, klik tombol **Edit** di bawah ini.

[Edit](#) [Finalisasi](#)

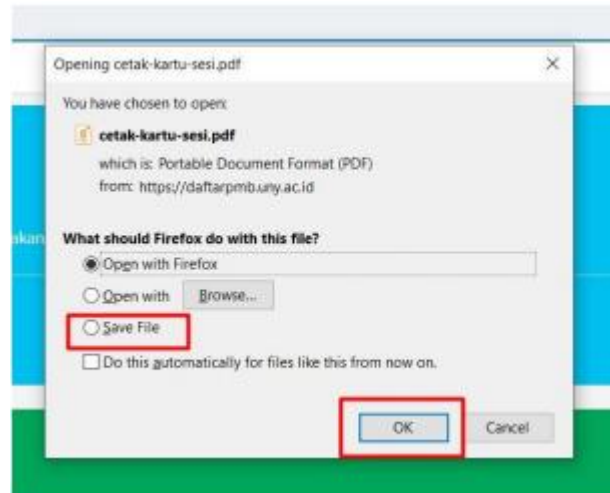
Important notice: Once the Finalisation step has been completed, no further changes can be made to the registration data. All submitted information becomes the sole responsibility of the applicant. By clicking the 'Finalisation' button, applicants confirm that they accept full legal and formal responsibility for the accuracy of their data, in accordance with Indonesian Law on Electronic Information and Transactions (UU ITE).

When all data has been verified as correct, click the Finalisation button to submit the registration.

8. Printing the Participant Card

Click the Print Card button on the relevant step to proceed. Before printing, applicants must first select their preferred exam session from the available time slots in the system. Once a session has been selected, click 'Participant Card' to download the card as a PDF file.

The Participant Card serves as official proof of registration for the UNY Master's or Doctoral Programme Portfolio Pathway. Applicants are reminded to bring this card to the examination session and to re-registration if required.



The card includes the following information:

- Full name
- Address
- National Identity Number (NIK)
- Phone number
- First and second programme choices
- Participant number and barcode

A declaration statement is also printed on the card, in which the applicant confirms that all information provided in the online registration form is accurate. The applicant acknowledges that acceptance into the selected programme may be revoked if this declaration is found to be false.



PENERIMAAN MAHASISWA BARU 2021
UNIVERSITAS NEGERI YOGYAKARTA
PROGRAM MAGISTER JALUR PORTOFOLIO GEL.1

TANDA PESERTA	
NO. PESERTA : 7421100002	
Nama	: Yudha Nugraha
Alamat	: Sidokerto RT 15 RW 3 Purwomartani Kalasan Sieman DIY
NIK	: [REDACTED]
Telepon/HP	: +6281529 [REDACTED]
Pilihan 1	: Ilmu Keolahragaan - S2
Pilihan 2	: Ilmu Keolahragaan - S2
	
<p>PERNYATAAN Dengan ini saya menyatakan bahwa data yang saya isikan dalam borang pendaftaran online PROGRAM MAGISTER JALUR PORTOFOLIO GEL.1 2021 adalah benar. Saya bersedia menerima sanksi pembatalan penerimaan di Program Studi yang saya pilih apabila melanggar pernyataan ini.</p>	
Tanda tangan dan nama terang :	
Tanda peserta ini harus dibawa pada waktu ujian dan pada saat mendaftar ulang	
 7421100001	

For further information regarding registration and payment, please visit: <http://pmb.uny.ac.id>