

TELKOM UNIVERSITY REGULATION
Number: PU.180/AKD1/AKD-BAA/2020

REGARDING
TELKOM UNIVERSITY ACADEMIC GUIDELINES
RECTOR OF TELKOM UNIVERSITY

- Considering :
- a. that in the administration of education, good university governance is necessary to ensure orderliness, clarity, stability and consistency of rules, transparency, accountability, responsibility, freedom and justice;
 - b. that in the administration of education, it is necessary to comply with both national and international regulations and standards;
 - c. that the continuity of the administration of education requires a quality assurance system, both internally and externally through national and international accreditation, which is aimed at encouraging scientific development in the implementation of the Three Pillars of Higher Education;
 - d. that previously, the academic guidelines for the administration of higher education at Telkom University had been established;
 - e. that during the implementation of the academic guidelines as referred to Point (d) there have been changes and/or additions to national regulatory references, namely the National Standards for Higher Education and Cluster of Science and Technology as well as the Degrees of Higher Education Graduates applicable in Indonesia, thus causing the need for appropriate adjustments follow it;
 - f. that in relation to Point (a) to (e) above, it is deemed necessary to immediately issue Telkom University Regulation concerning Telkom University Academic Guidelines.

- Citing :
1. Act No. 12/2012 on Higher Education
 2. Act No. 20/2003 on National Education System
 3. Government Regulation No. 4/2014 on Implementation of Higher Education and Management of Higher Education
 4. Government Regulation No. 13/2015 on Second Amendment to Government Regulation Number 19 of 2005 concerning National Education Standards
 5. Presidential Regulation No. 8/2012 on Indonesian National Qualifications Framework
 6. Regulation of the Minister of Education and Culture No.3/ 2020 on National Standards for Higher Education.
 7. Regulation of the Minister of Research, Technology and Higher Education Number 62 of 2016 concerning the Higher Education Quality Assurance System
 8. Regulation of the Minister of Education and Culture Number 5 of 2020 concerning Accreditation of Study Programs and Universities
 9. Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 46 of 2013 concerning Lecturer Functional Positions and Credit Scores.
 10. Regulation of the Minister of Education and Culture Number 109 of 2013 concerning the Implementation of Distance Education in Higher Education.
 11. Regulation of the Minister of National Education Number 17 of 2010 concerning Prevention and Overcoming of Plagiarism in Higher Education.
 12. Regulation of the Minister of National Education of the Republic of Indonesia Number 26 of 2007 concerning Cooperation of Universities in Indonesia with Universities or Other Institutions Abroad.

13. Decree of the Minister of National Education Number 232/U/2000 concerning Guidelines for the Preparation of Higher Education Curriculum and Assessment of Student Learning Outcomes.
14. Circular of the Director General of Higher Education Number 152/E/T/2012 dated 27 January 2012 concerning the Publication of Scientific Work.
15. Circular of the Director General of Higher Education of the Ministry of Education and Culture Number 526/E.E3/MI/2014 regarding the Elucidation of National Standards for Higher Education for Postgraduate Programs.
16. Director of Learning and Student Affairs Circular No. 0404/E3.2/2015 Dated February 2, 2015 Regarding Clusters of Science and Technology and College Graduation Degrees.
17. Decree of the Minister of Education and Culture Number 309/E/O/2013 dated August 14, 2013 and Number 270/E/O/2013 dated July 17, 2013 which became the basis for the merger of Telkom Institute of Technology, Telkom Management Institute, Telkom Polytechnic and the Indonesian College of Arts and Design Telkom became Telkom University.
18. Decision of the Board of Management of the Telkom Education Foundation Number KEP. 0037/00/DHE-PD01/YPT/2020 dated January 17, 2020 regarding the Telkom University Statute.
19. Decree of the Rector of Telkom University Number KR. 024/AKD27/WR1/2014 concerning Telkom University academic guidelines and all provisions of the rules and regulations that underlie the Rector's Decree.

In View of: Recommendations of various discussions at Leader Meetings, Academic Coordination Meetings and Information Systems, University Senate Meetings on adjusting academic guidelines to national regulations.

HAS DECIDED

to stipulate: **TELKOM UNIVERSITY REGULATION REGARDING TELKOM UNIVERSITY ACADEMIC GUIDELINES**

- FIRST** : To stipulate Telkom University Academic Guidelines with details further discussed in Appendix I and Appendix II of this Decree.
- SECOND** : To establish the provisions of the rules in the FIRST dictum of this Decree which must be used as a basic reference in the administration of academic activities at Telkom University, at the planning, implementation, monitoring, evaluation and follow-up stages of improvement.
- THIRD** : With the enactment of this regulation, the Telkom University Regulation PU. 016/AKD27/AKD/2018 dated August 3, 2018 regarding Telkom University Academic Guidelines are declared invalid.
- FOURTH** : Matters related to the cluster of knowledge and graduate degrees comply with the provisions of the Government that regulates them.

FIFTH This regulation is effective as of the date of stipulation and if in the future there is an error, it will be amended accordingly.

Copy of letter, to:

1. VICE-RECTOR FOR ACADEMIC AFFAIRS
2. VICE-RECTOR FOR HUMAN RESOURCES
3. VICE-RECTOR FOR ADMISSION, STUDENT AND ALUMNI AFFAIRS
4. VICE RECTOR FOR RESEARCH, INNOVATION, AND PARTNERSHIP

Attachment I : Telkom University Regulation Regarding Telkom University Academic Guidelines
Number : PU. /AKD1/AKD-BAA/2020
Date : October 1, 2020

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Attachment II : Telkom University Regulation Regarding Telkom University Academic Guidelines
Number : PU. /AKD1/AKD-BAA/2020
Date : October 1, 2020

CHAPTER I
GENERAL DEFINITIONS AND PROVISIONS
Article 1 General Provisions

In this regulation, it is specified that:

- (1) University is Telkom University.
- (2) University leaders are the Rector and Vice-Rectors of Telkom University.
- (3) Rector is the top representative of Telkom University that leads the implementation and management of Telkom University.
- (4) Telkom University Senate hereinafter referred to as Senate is a normative and representative board in Telkom University that carries out the functions of compiling, formulating, setting policies, and providing considerations to the Rector in the administration and management of Telkom University.
- (5) Faculty/ School is a resource management unit that administers and manages academic, vocation, professional education in one/more than one **discipline clusters of** science, technology, management, design and/or arts in Telkom University.
- (6) Dean, assisted by Vice Deans, is the head of school who is authorized and responsible for the administration of education in each Faculty/ School in Telkom University.
- (7) School Senate is the highest normative board in Schools in Telkom University.
- (8) Study Program is a unit of education and learning activities with a certain curriculum and learning method in one type of academic, vocational, and/or professional education in Telkom University.
- (9) Head of the Study Program is a lecturer who is entrusted with the tasks and responsibility to lead the administration of the Study Program.
- (10) Head of Learning Development, Curriculum and Student Internship is a lecture assigned to lead the administration of General and Basic Course Program.
- (11) Lecturer is a professional educator and scientist in Telkom University with the main task of transforming, developing, and disseminating science and technology through education, research, and community service.
- (12) Academic Supervisor is a lecturer appointed to be a student' academic supervisor through a Rector's Decree or a Decree of the Dean of the School.
- (13) Tutor is a faculty member appointed to assist lecturers with the main task to facilitate teaching and learning activities and teaching students.
- (14) University Student is a student at the Higher Education level who is registered and studying in Telkom University.
- (15) Prospective student is an admission selection participant who is declared accepted in Telkom University.
- (16) Three Pillars of Higher Education, hereinafter referred to as Three Pillars, are Higher Education Institution obligation to administer education, research and community service.
- (17) Education is conscious and planned efforts to create a learning atmosphere and process so that students actively develop their potential to gain religious spiritual strength, self-control, personality, intelligence, noble character, and skills needed by themselves, society, nation and state.

- (18) Higher Education is an education level after high schools that includes Associate Degree, Bachelor's Degree, Master's Degree, Doctoral Degree, and Professional programs as well as specialist programs administered by universities based on Indonesian national culture.
- (19) Academic education is a Higher Education in Bachelor's Degree and/or Master's Degree Programs directed at measuring and developing various branches of science.
- (20) Vocational education is Higher Education ranges from associate degree programs that prepare students to become professionals with excellent skill/work ability in a certain job with a certain applied skill, to applied bachelor's degree and may also be developed up to applied master and doctoral degree program.
- (21) Professional education is a post- bachelor's degree Higher Education to prepare students in their job which requires certain skill. Professional education can be administered by universities, in corporation with the Ministry, other Ministries, Non- Ministerial Government Agencies, and/or professional organizations responsible for the quality of professional service.
- (22) Distance Education (Indonesian acronym: PJJ) is an educational mode in which students and educators are not physically present at the same place and various learning sources are used through information technology and communication and other media.
- (23) General and Basic Course Program is unit that focuses on the administration of General and Basic Course (Indonesian acronym: MKDU), University Compulsory Courses (Indonesian acronym: MKWU), and Work- Ready Programs Course (Indonesian acronym: MK WRAP), Student Elective Course (Indonesian acronym: MKPM), and the administration of internship program, work placement/ industrial placement, co-op or any other internship programs in Telkom University.
- (24) Learning is a process in which students, lecturers and learning sources interact in a learning environment.
- (25) Blended- Learning is a learning method that incorporate onsite and online learnings.
- (26) Distance learning is a method of learning in which students and lecturers are not physically present at the same place and/or time thus the process is partially or fully done in distance with information technology and communication as a medium.
- (27) Classroom learning is a method of learning that involve the interaction of students, learning sources, and educators in the same classroom.
- (28) Online learning is a learning method that involve the interaction of students, learning sources, and educators with information technology and communication as its medium.
- (29) CeLOE LMS (*Learning Management System*) is a software used to manage all online learning processes.
- (30) Work- Ready Programs are programs with industrial engagement that is directed to prepare work-ready graduates in accordance with the competency targets and graduate profiles of the study program.
- (31) Registration Is an academic administrative process in the beginning of every semester to validate students' administrative record status as an active student and ratify students' study plan in that semester.
- (32) Academic supervision is a student's consultation process with a lecturer assigned as an academic supervisor and its main aim is to guide students during his/her study at the university as well as to support the development of conducive academic atmosphere for students' study success.
- (33) Student status is students' administrative record status in a semester.
- (34) Active student status is labeled to those studying in an ongoing semester.
- (35) Academic leave student status is labeled to those taking academic leave or not doing academic activities in an ongoing semester.
- (36) Non-Active student status is labeled to those who do not register in an ongoing semester.

- (37) Student ID card (Indonesian acronym: KTM) is an identity card that confirms official registration of an individual as a student at the university. It is issued with certain attribute and safety standards. It has expiry date according to applicable provisions.
- (38) Student Study Card (Indonesian acronym: KSM) is an active student must- have card that acts as a legal proof of student registration process. It is downloadable and printable on the student registration period at the beginning of each semester. It is used as a student administrative reference that includes course schedule in a semester.
- (39) Study Plan Change (Indonesian acronym: PRS) is an administrative record process regarding changes on the study plan taken by a student in the previous registration process.
- (40) Examination Card is a proof of a student participation in examinations administered in Telkom University. It includes examination schedule, rooms as well as subjects taken by the student and is used as a reference for Mid-Semester Examination (Indonesian acronym: UTS) and Final-Semester Examination (Indonesian acronym: UAS) administration. It also functions as an attendance record for every examination taken.
- (41) Curriculum is a set of education program plan and management concerning content, study material, methodology and assessment used as the administration guideline of the teaching and learning activities in an education institution.
- (42) Telkom University Academic Calendar is the one set by Rector and is used as a reference in harmonizing schedule by accommodating all forms of education activities in University, national academic calendar as well as national and religious holidays and national collective leave in Indonesia.
- (43) Student Progress Report (Indonesian acronym: LKS) is a report on a study undergoes by a student in one semester. It contains a list of current subjects and feedback notes from the academic supervisor and study program that is conveyed cumulatively and periodically every semester to parents and students. The aim of this report is to monitor both students' study progress and education administration system periodically and to involve participative rules of family/ parent so the contributing factors to students' study enhancement and avoid students' study failure can be evaluated.
- (44) Academic freedom is the freedom owned by the entire academic community to explore and develop Science, Technology and Arts responsibly through the implementation of the Three Pillars of Higher Education.
- (45) Freedom of academic pulpit is the limited authority that is only owned by professors and/or lecturers and/or scholars who have a reputation, authority, and scientific authority to openly and responsibly state something related to their science clusters and branches.
- (46) Scientific autonomy is the autonomy of the Academic Community in a branch of Science, Technology and/or Arts in discovering, developing, revealing, and/or maintaining scientific truth according to scientific principles, methods, and academic culture.
- (47) Academic atmosphere is an intellectual atmosphere that is conducive to the implementation of academic freedom, freedom of academic pulpit, and for the process of transformation of Science and/or Technology that is beneficial for the development of the potential of the academic community, contribution to the welfare of society, and the reputation of the University.
- (48) Academic community is a community, consisting of communities and/or individual lecturer and student who have both a scientific tradition and an academic freedom by developing an academic culture.
- (49) Academic culture is the entire system of values, ideas, norms, actions, and works originating from Science, Technology and the Arts in accordance with the principles of Higher Education.
- (50) Below are the terms and definitions of some of the activities held in international education programs:
- Company Visit** is international class student and lecturer visit to a multi- national company for students' enrichment on subjects in the international class;

- b. **Double Degree** is a two- year international education program in a foreign university and the graduate will have the certificate from both Telkom University and the partner university;
- c. **Edutrip** is a student and lecturer excursion program to visit some institutions related to the educational field of international class students;
- d. **General Lecture** is a lecture inviting a keynote speaker in accordance with courses taken by international class students;
- e. **Immersion Program** is a program that provide opportunities for students to blend in an international environment and atmosphere as well as to get to know business activities and industries abroad. This is one of the graduation requirements of international class students;
- f. **Internship** is a program of international class students in to do an internship in a foreign or multinational company in a certain period of time to earn credit acknowledgement;
- g. **Student Exchange** is a learning exchange between Telkom University international class students and foreign national students;
- h. **ECCT (English Communicative Competence Test)** is a set of English test measurement at the Language Center of Telkom University to measure students' listening and speaking communicative ability and the score ranges from 1.00-4.00;
- i. **ESZ (English Speaking Zone)** is an area in which students, lecturers and international class administrators are required to use English as their means of communication;
- j. **EPRT (English Proficiency Test)** is a set of English measurement test at the Language Center of Telkom University to measure students' academic skills; listening, grammar and reading and the score ranges between 217-670;
- k. **ITP TOEFL (*Institutional Testing Program - Test of English as Foreign Language*)** is an internationally standardized English test to measure students' English skills in academic setting and the score ranges from 217-670.;
- l. **international Certification** is a certification that a student earns by joining international tests and trainings in a certain field.
- m. **Proofreading** is a check to a piece of writing before its publication to ensure its accuracy in language aspects and substances.

Article 2 General Provisions

- (1) All provisions of the rules in this Decree do not conflict with and are in line with all provisions of university rules and provisions of nationally applicable rules and regulations within the Unitary State of the Republic of Indonesia.
- (2) All provisions of the rules in this Decree apply to all students and the administrators of education at the university.
- (3) All lecturers assigned to superintend the academic administration meet or exceed the minimum qualification requirements and authorities stipulated in the national regulations and national standards of higher education in Indonesia, with necessary adjustments to the conditions at the university.
- (4) All academic administrations must always be recorded in an integrated manner in the university academic information system according to the national regulation provisions and shall always be reported periodically, accurately, transparently and accountably to the national academic information system in the ministry in charge of the higher education development.

CHAPTER II NEW STUDENT ADMISSION POLICY

Article 3 Selection Purposes and Principles

- (1) The selection of new students is intended to gain inputs for the educational process with qualifications according to the intended study program and meet the size threshold that guarantees success in studying up to graduation.
- (2) The selection of university new students must be carried out by applying the following principles:
 - a. Adhering to Good University Governance (GUG), that includes transparency, accountability, responsibility, independency, and fairness.
 - b. Admission is based on an objective assessment in surpassing the specified criteria.
- (3) By the continuous application of the principles as referred to in Paragraph (2) and the purpose of the selection of new students as referred to in Paragraph (1), the selection of new university students prioritizes equal opportunities for access to higher education for new students, without discriminating on the basis of ethnicity, religion, race, class, and gender, so as to take the **representation of gender and province of origin into account** of prospective students into account.
- (4) By the continuous application of the principles as referred to in Paragraph (2), the new student selection process applies the same principles as those of university administration as follow:
 - a. not doing public deception,
 - b. showing respect and courtesy to the public as consumers,
 - c. not charging fees other than those stated in the announcement,
 - d. accepting reports for other levies that are not mentioned in the announcement.
 - e. protecting vulnerable stages and parts of the selection process with an Integrity Pact.
- (5) The quota of new student admission in each and every study program in every selection path for every academic year is determined by a Rector's Decree.
- (6) The university New Student Selection provides an acceptance quota allocation for the underprivileged who can meet all academic requirements in the selection path for the student admission with scholarships, both supported by external and internal resources.

Article 4 New Student Admission Requirements

- (1) For all bachelor's degree, diploma-3 and diploma-4 study programs at University, the selection participants are high school (SMA/MA) or Islamic boarding school students or other special education graduates receiving equivalency from the local Secondary Education Office/or vocational high school students with a linear scientific field with the target study program.
- (2) For all master's degree study programs at university, the selection participants are required to be graduates of bachelor's and diploma-4 programs with the linear scientific field with the target master's degree study program except for the Master of Management Study Program.
- (3) For all doctoral degree study programs at university, selection participants are required to be graduates of master's degree programs with the linear scientific field with the target doctoral study program.
- (4) The linearity between selection participants' scientific field and the scientific field of the target study program is determined by the university.
- (5) Having received the equivalence or willing to take part in 1-2 semesters of matriculation is a special requirement for diploma-4 (D4) graduates who will take master's degree programs.

Article 5 Admission Pathways

- (1) New Student Admissions of Postgraduate Program are carried out every academic year through selection pathways including:
 - a. Diploma National Selection Path;
 - b. Undergraduate National Selection Path;
 - c. Postgraduate National Selection Path;
 - d. Other paths regulated in separate provisions.
- (2) New Student Admissions for Undergraduate and Diploma Programs is held every academic year, through the following selection pathways;
 - a. Gradebook Selection Path;
 - b. Written Test Selection Path;
 - c. Scholarship Selection Path;
 - d. Computer-Based Test (CBT);
 - e. Other paths regulated in separate provisions.
- (3) Gradebook Selection Path is a selection way whose main objective is to evenly distribute the selection of the best prospective students from high schools throughout Indonesia. This selection path is based on the grade XII of SMA/MA/SMK student gradebook from semester 1 to the last semester according to the time of implementation, with the following circumstances:
 - a. The gradebook scores for the selection in the exact science study programs are from the subjects of Physics, Mathematics, English, and Indonesian.
 - b. The gradebook scores for selection in the non-exact study programs are from the subjects of Mathematics, English, and Indonesian.
 - c. The assessment is also based on the school ranking index which is based on the learning achievement of alumni who have been admitted in universities in the last four years (Index of Average Student Alumni's Learning Outcome Achievement from each SMA/MA/SMK).
- (4) Written Test Selection Path is a selection pathway whose main objective is to evenly distribute the selection of the best prospective students from high schools throughout Indonesia. This path is based on the written test scores of SMA/MA/SMK/equivalent students according to the time of implementation, with the following circumstances.

- a. The test scores for the selection in the exact science study programs are from the subjects of Physics, Mathematics, English, and Indonesian.
 - b. The test scores for selection in the non-exact science study programs are from the subjects of Mathematics, English, and Indonesian.
 - c. For prospective students applying to the School of Creative Industries, an additional test in the form of a Creative Potential Test has to be taken.
- (5) Scholarship Selection Path is a selection path aimed at attracting highly qualified students to be awarded scholarships in the form of exemption of tuition fee elements either fully or partially which is arranged according to the recommendations of the selection results. The types and conditions of scholarships are regulated in separate provisions.
- (6) *Computer Based Test* (CBT) path is a selection path based on the Written Test (Indonesian Acronym: UT) as referred to in Paragraph (5) which is supported by the administration of an online selection.
- (7) Admission of new students in the associate degree/vocational program is done according to the results of the respective student's acceptance test.
- (8) Admission of new students for master's degree and doctoral degree programs is carried out through the Written Test selection, which consists of the following test materials:
- a. TOEFL (Test of English as Foreign Language) or IELTS (International English Language Testing System) or EPrT (English Proficiency Test)
 - b. Nationally standardized Academic Potential Test (Indonesian acronym: TPA).
- (9) Selection pathways of new student admission in bachelor's degree and associate degree study programs are held at the beginning of each academic year (the beginning of odd semesters).
- (10) Selection pathways of new student admission in master's degree and doctoral degree programs is held for new student admissions at the beginning of each academic year (the beginning of odd semesters) and mid-academic years (the beginning of even semesters).

Article 6 Stipulation of Selection Decision

- (1) General guidelines and formulas used in determining and calculating the selection score is stipulated in a separate decree.
- (2) The stipulation of new student selection results from each path is discussed and recommended by the new student admission session based on the guidelines and formulas as referred to in Paragraph (1) with the required data provided by the selection team.
- (3) The recommendation of the new student admission session as referred to in Paragraph (2) is confirmed by a Rector's Decree, then used as the basis for announcing the selection results to the participants.

CHAPTER III
EDUCATIONAL ADMINISTRATION SYSTEM
Article 7 Study Program Administration Standards

- (1) Education administration in study programs as referred to in Article 1 Paragraph (8) includes academic, vocation and professional education as referred to in Article 1 Paragraph (19), (20), (21).
- (2) Academic education consists of bachelor's degree programs (Strata-1/S1), master's degree programs (Strata-2/S2) and doctoral degree programs (Strata-3/S3) with the following curriculum standards and study periods:
 - a. The bachelor's degree program curriculum at the university is 144 – 146 credits scheduled for a normal study period of 8 (eight) semesters which can be taken in a minimum of 7 (seven) semesters and a maximum of 12 (twelve) semesters after graduating from high schools or linier vocational high schools or the equivalent of both.
 - b. The master's degree program curriculum at the university is 36 – 50 credits scheduled for a normal study period of 4 (four) semesters which can be taken in a minimum of 3 (three) semesters and a maximum of 6 (six) semesters that includes the thesis preparation, after graduating from linier bachelor's degree programs or the equivalent.
 - c. The doctoral degree program curriculum at the university is a minimum of 42 – 56 credits based on the new students' linearity and readiness determined by the study program, which is scheduled for a normal study period of 6 (six) semesters and a maximum of 12 (twelve) semesters after completing the postgraduate program or its equivalent. It consists of four stages, namely: i). Qualification, ii). Preparation of Research Proposals, iii). Research and Publications, and iv). Dissertation Writing and Examination.
- (3) Vocational education consists of the Associate Degree (Diploma-1/D1, Diploma-2/D2 and Diploma-3/D3) *ahli pratama* program (Diploma-1/D1), *ahli muda* program (Diploma-2/D2), *ahli madya* (Diploma-3/D3), and the applied science degree program (Diploma-4/D2) with the following curriculum standards and study periods:
 - a. The diploma-1 program curriculum at the university has 36 – 38 credits scheduled for a normal study period of 2 (two) semesters which can be taken in a minimum of 2 (two) semesters and a maximum of 3 (three) semesters after graduating from high schools or linear vocational high schools or the equivalent of both.
 - b. The diploma-2 program curriculum at the university has 72 – 74 credits scheduled for a normal study period of 4 (four) semesters which can be taken in a minimum of 4 (four) semesters and a maximum of 6 (six) semesters after graduating from high schools or linear vocational high school or the equivalent of both.
 - c. The diploma-3 program curriculum at the university has 108 – 112 credits scheduled for a normal study period of 6 (six) semesters and can be taken in a minimum of 6 (six) semesters and a maximum of 8 (eight) semesters after graduating from high schools or linear vocational high school or the equivalent of both.
 - d. The curriculum for the applied diploma-4 or undergraduate program at the university has 144 – 146 credits scheduled for a normal study period of 8 (eight) semesters and can be taken in a minimum of 8 (eight) semesters and a maximum of 12 (twelve) semesters after graduating from high schools or linear vocational high school in the same level or the equivalent of both.
- (4) Professional education consists of professional, specialist/specialist-1 (Sp-1), and subspecialist/specialist-2 (Sp-2) programs, with the following curriculum standards and study periods:
 - a. The professional program curriculum at the university has 36 – 38 credits scheduled for a normal study period of 2 (two) semesters which can be taken in a minimum of 2 (two)

- semesters and a maximum of 3 (three) semesters after graduating from a linier bachelor's degree or bachelor's degree in applied science or the equivalent of both.
- b. The specialist/specialist-1 program curriculum at the university has 72 – 74 credits scheduled for a normal study period of 4 (four) semesters which can be taken in a minimum of 4 (four) semesters and a maximum of 6 (six) semesters after graduating from a linier professional program or the equivalent.
 - c. The subspecialist/specialist-2 program curriculum at the university has 72 – 74 credits scheduled for a normal study period of 6 (six) semesters which can be taken in a minimum of 6 (six) semesters and a maximum of 10 (ten) semesters after graduating from a linier specialist/specialist-1 or the equivalent.
- (5) The curriculum as referred to in Article 1 Paragraph (41) is developed with reference to the National Higher Education Standards for each study program which includes the development of intellectual intelligence, noble character, and skills.
 - (6) The curriculum of undergraduate and diploma programs at university shall contain:
 - a. General Basic Courses (Indonesian acronym: MKDU) consisting of Religious Education and Ethics,
 - b. Pancasila, Civics and Indonesian; and
 - c. University Compulsory Courses (Indonesian acronym: MKWU) representing the university's vision, mission and values and they consist of English, Entrepreneurship, Data Literacy, Technology Literacy, Human Literacy and Character Building.
 - (7) Implementation of courses in the MKWU group as referred to in Article 7 Paragraph (6) point b:
 - a. English, Entrepreneurship, Data Literacy, Technology Literacy, and Human Literacy courses are 2 credits and can be held in large classes (2 or 3 times the normal class size) and can be mixed across study programs either within the same or different school;
 - b. Character Building course is 1 or 2 credits and can be held in large classes (2 or 3 times the normal class size) and can be mixed across study programs within the same school; and
 - c. Can be inserted in one or several specific courses.
 - (8) The composition of the credit load for each form of learning activity as referred to in Article 7 Paragraph (1) is regulated in the rules of the study program curriculum for each level and type of education; academic, vocational, and professional which is determined through a separate Rector's Decree, according to standards and applicable rules.
 - (9) Vocational education as referred to in Article 7 Paragraph (3) can be held in an open system with flexibility of choice and education completion time (multi-entry multi-exit system) and can be conducted in the form of *joint degrees* or *double degrees* based on a joint curriculum in accordance with the provisions of the legislation.
 - (10) Education administration in study programs as referred to in Article 1 Paragraph (8) can also be carried out in the form of Distance Education (PJJ) with implementation of more than 50% (fifty percent) of the total courses and/or study load in the curriculum of face-to-face study programs permitted by the Minister.
 - (11) The diploma-3 program is designed to produce graduates with the following general skills, they are expected to be:
 - a. able to complete a wide range of work and analyze data with a variety of appropriate methods that are either standardized or not yet standardized;
 - b. able to demonstrate quality and measurable performance;
 - c. able to solve work problems with the nature and context in accordance with the field of applied expertise based on logical, innovative thinking, and responsible for the results independently;
 - d. able to write reports on results and work processes accurately and validly and communicate them effectively to other parties in need;
 - e. able to cooperate, communicate, and be innovative in their work;

- f. able to be responsible for the achievement of group work results and to supervise and evaluate the completion of the work assigned to the workers under their responsibility;
- g. able to carry out the process of self-evaluation to the working group under their responsibility, and manage the development of work competencies independently;
- h. able to document, store, secure, and retrieve data to ensure their validity and prevent plagiarism.

(12) The diploma-4/ applied bachelor program is designed to produce graduates with the following general skills, they are expected to be:

- a. able to apply logical, critical, innovative, quality, and measurable thinking in carrying out specific work in their field of expertise and in accordance with work competency standards in the relevant field;
- b. able to demonstrate independent, quality and measurable performance;
- c. able to study cases of the application of science and technology that considers and applies humanities values according to their field of expertise in order to produce prototypes, standard procedures, designs or works of art, compile the results of their studies in the form of working papers, design specifications, or art essays, and upload them on the university website;
- d. able to compile the results of the studies mentioned above in the form of working papers, design specifications, or art essays, and upload them on the university's website;
- e. able to make appropriate decisions based on standard procedures, design specifications, work safety and security requirements in supervising and evaluating their work
- f. able to maintain and develop a network of cooperation and the results of cooperation both within and outside the institution;
- g. able to be responsible for the achievement of group work results and to supervise and evaluate the completion of the work assigned to the workers under their responsibility;
- h. able to carry out the process of self-evaluation to the working group under their responsibility, and able to manage learnings independently;
- i. able to document, store, secure, and retrieve data to ensure their validity and prevent plagiarism.

(13) The bachelor's degree program is designed to produce graduates with the following general skills, they are expected to be:

- a. able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science and technology that considers and applies humanities values in accordance with their field of expertise;
- b. able to demonstrate independent, quality, and measurable performance;
- c. able to study the implications of the development or implementation of science and technology that considers to and applies the values of the humanities in accordance with their expertise based on scientific principles, procedures and ethics in order to produce solutions, ideas, designs or art criticisms, compose a scientific description of the results of their studies in the form of a thesis or final project report, and upload it on the university website;
- d. compiling a scientific description of the results of the studies mentioned above in the form of a thesis or final project report, and uploading it on the university website;
- e. able to make appropriate decisions in the context of solving problems in their area of expertise, based on the results of information and data analysis;
- f. able to maintain and develop a network with supervisors, colleagues, peers both inside and outside the institution;
- g. able to be responsible for the achievement of group work results and to supervise and evaluate the completion of the work assigned to the workers under their responsibility;
- h. able to carry out the process of self-evaluation to the working group under their responsibility, and able to manage learnings independently;

- i. able to document, store, secure, and retrieve data to ensure their validity and prevent plagiarism.
- (14) The master's degree program is designed to produce graduates with the following general skills, they are expected to be:
- a. able to develop logical, critical, systematic, and creative thinking through scientific research, creations of designs or works of art in the field of science and technology that considers and applies humanities values according to their field of expertise, compile scientific conceptions and results of studies based on rules, procedures, and scientific ethics in the form of a thesis, and publish articles in accredited scientific journals at the national level and obtain international recognition in the form of scientific presentations or equivalent;
 - b. able to carry out academic validation or studies according to their field of expertise in solving problems in the relevant community or industry through the development of their knowledge and expertise;
 - c. able to compile ideas, thoughts, and scientific arguments based on academic ethics responsibly, and communicate them through the media to the academic community and the wider community;
 - d. able to identify the scientific field that is the object of their research and position it into a research map developed through an interdisciplinary or multidisciplinary approach;
 - e. able to make decisions in the context of solving development problems of science and technology that considers and applies the values of the humanities based on analytical or experimental studies to information and data;
 - f. able to manage, develop and maintain networks with colleagues, peers within the institution and the wider research community;
 - g. able to increase their learning capacity independently;
 - h. able to document, store, secure, and retrieve research data in order to ensure their validity and prevent plagiarism.
- (15) The doctoral program is designed to produce graduates with the following general skills, they are expected to be:
- a. able to discover or develop new scientific theories/conceptions/ideas to contribute to the development and practice of science and/or technology that considers and applies humanities values in their fields of expertise, by producing scientific research based on scientific methodologies, logical, critical, systematic, and creative thinking;
 - b. able to conduct interdisciplinary, multidisciplinary or transdisciplinary research, including theoretical studies and/or experiments in the fields of science, technology, arts, and innovations he/ she makes in the form of a dissertation, as well as to publish two articles in indexed national and international scientific journals;
 - c. able to select appropriate, current, advanced, and beneficial research to mankind through an interdisciplinary, multidisciplinary, or transdisciplinary approach, in order to develop and/or produce problem solving in the fields of science, technology, arts, or society, based on the results of studies on availability of internal and external resources;
 - d. able to develop a research roadmap with an interdisciplinary, multidisciplinary, or transdisciplinary approach, based on a study of the main research objectives and their constellation on a broader target;
 - e. able to formulate scientific, technological or artistic arguments and solutions based on a critical view of accountable facts, concepts, principles, or theories scientifically and academically, and to communicate them through the mass media or directly to the public;
 - f. able to demonstrate academic leadership in the management, development and guidance of resources and organizations under their responsibility;
 - g. able to manage, including storing, auditing, securing, and retrieving data and information on research results under their responsibility;

- h. able to develop and maintain collegial and peer relations within their own environment or through collaborative networks with the research community outside the institution.

Types of education	Study Period (Semester)			Course Load (Credit Hours/ SKS)
	Minimum	Normal	Maximum	
Academic Education:				
1. Bachelor Program (Strata-1/ S1)	7	8	12	144 – 146
2. Master Program (Strata-2/ S2)	3	4	6	36 – 50
3. Doctoral Program (Strata-3/ S3)	-	6	12	42 – 56
Vocational Education:				
1. <i>Ahli Pratama</i> Program (Diploma-1/ D1)	2	2	3	36-38
2. <i>Ahli Muda</i> Program (Diploma-2/ D2)	4	4	6	72-74
3. <i>Ahli Madya</i> Program (Diploma-3/ D3)	6	6	8	108-112
4. Applied Bachelor's Degree Program (Diploma-4/ D4)	8	8	12	144 – 146
Professional Education				
1. Professional Program	2	2	3	36-38
2. Specialist Program /Specialist-1 (Sp-1)	4	4	6	72-74
3. Sub-specialist Program /Specialist-2 (Sp-2)	6	6	10	72-74

Article 8 Forms of Learning Activities

- (1) Education at university is held in a semester credit system, consisting of the following forms of learning activities:
- Lectures, tutorials, and general lectures;
 - Structured task (*responsi*)/mentoring and other similar learning;
 - seminar;
 - lab work, studio practice, workshop practice and similar practices in laboratories;
 - internship, field/industrial placement, work placement, co-operative education (co-op) or other forms of internship;
 - research, design, or development in the context of preparing a bachelor's thesis/final project/diploma final project/ master's thesis/dissertation;
 - student exchange;
 - independent project studies;
 - defending the country/military training;
 - exhibitions or other equivalent forms; and

- k. other forms of community service such as building villages, thematic community service program/*KKN Tematik*), humanitarian projects, and teaching assistance in certain educators or units.
- (2) Learning activities in the form of research, design or development as referred to in Paragraph (1) point f must be added as a form of learning for diploma-4, bachelor, professional, master, applied master, specialist, doctoral, and applied doctoral education program.
- (3) Learning activities in the form of research, design or development as referred to in Paragraph (2) is a student activity under the supervision of lecturers in the context of developing attitudes, knowledge, skills, authentic experiences, as well as improving the welfare of the community and the competitiveness of the nation.
- (4) Learning activities in the form of community service as referred to in Paragraph (1) point k must be added as a form of learning for diploma-4, bachelor, professional, and specialist program.
- (5) Learning activities in the form of Community Service as referred to in Paragraph (4) is a student activity under the supervision of lecturers in the context of utilizing science and technology to advance the welfare of the community and educate the nation's life.
- (6)

Types of Education	Forms of Compulsory Learning Activities	
	Research, Design, or Development	Community Service
Academic Education:	Compulsory	Compulsory
1. Bachelor Program (Strata-1/ S1)		
2. Master Program (Strata-2/ S2)	Compulsory	-
3. Doctoral Program (Strata-3/ S3)	Compulsory	-
Vocational Education:	-	-
1. <i>Ahli Pratama</i> Program (Diploma-1/ D1)		
2. <i>Ahli Muda</i> Program (Diploma-2/ D2)	-	-
3. <i>Ahli Madya</i> Program (Diploma-3/ D3)	-	-
4. Applied Bachelor's Degree Program (Diploma-4/ D4)	Compulsory	Compulsory
Professional Education	-	Compulsory
1. Professional Program		
2. Specialist Program /Specialist-1 (Sp-1)	Compulsory	Compulsory
3. Sub-specialist Program /Specialist-2 (Sp-2)	-	-

Article 9 Off-Study Program Learning

- (1) The form of learning as referred to in Article 8 Paragraph (1) can be carried out on- study program and off-study program.
- (2) The form of off- study program learning as referred to in Paragraph (1) is a learning process consisting of:
 - a. Learning in different study programs or in certain units at the university;
 - b. Learning in the same study program outside the university;
 - c. Learning in different study programs outside the university; and
 - d. Learning in non-university institutions.
- (3) The off- study program learning process as referred to in Paragraph (2) point b, and point c, is carried out based on a cooperation agreement between the university and other related universities and the results of the study are recognized through the transfer mechanism of semester credit units.
- (4) The off- study program learning process as referred to in Paragraph (2) point d is carried out based on a cooperation agreement between the university and other related institutions and its implementation is coordinated by the Academic Directorate.
- (5) The off- study program learning process as referred to in Paragraph (2) is an activity within the program that can be determined by the Ministry and/or the Rector.
- (6) The off- study program learning process as referred to in Paragraph (2) is carried out under the supervision of the lecturer.
- (7) The off- study program learning process as referred to in Paragraph (2) point c and d is carried out only for bachelor's or applied bachelor's degree program outside the health sector.
- (8) Fulfillment of the study period and load for bachelor's or applied bachelor's degree program can be carried out by the following means:
 - a. following the entire learning process in the study program according to the period and learning load; or
 - b. participating in the learning process in the study program to fulfill a part of the study period and load and following the rest of the off- study program learning process as referred to in Article 9 Paragraph (1) and Paragraph (2);
- (9) Fulfillment of the study period and load for bachelor or applied bachelor students in the learning process as referred to in Paragraph (8) point b in the following ways:
 - a. learning in the study program in accordance with the applicable curriculum is in at least 4 (four) semesters;
 - b. learning in different study program or in certain unit at the university is in 1 (one) semester or equivalent to 20 (twenty) semester credit hours; and
 - c. learning in the same study program or different study program or other institutions outside the university is in a maximum of 2 (two) semesters or equivalent to 40 (forty) semester credit hours.
- (10) Learning activities for bachelor's or applied bachelor's degree students as referred to in Article 9 Paragraph (9) point b and c are grouped into:
 - a. the Work-Ready Program (Indonesian Acronym: MK WRAP) course group; and
 - b. Student Elective Courses (Indonesian Acronym: MKPM) group.
- (11) Group of Work-Ready Program (Indonesian Acronym: MK WRAP) courses as referred to in Article 9 Paragraph (10) point a is the following:
 - a. a group of courses containing industrial engagement programs aimed at preparing work-ready graduates in accordance with the competency targets and graduate profiles of the study program;

- b. a program designed to prepare graduates to have the profile of a professional (WRAP Internship/Apprenticeship), entrepreneur (WRAP Entrepreneurship) or researcher (WRAP Research) who are ready-to-work and reliable;
- c. a program that is carried out at the final level, or that is an integral part of the curriculum of the study program (related courses or Final Project) and it is continuous with several courses of the study program;
- d. a program that can be taken for 1 (one) or 2 (two) semesters with a credit load of 8 (eight) to 10 (ten) credit hours per semester;
- e. a program managed by Lecturer Groups, Expertise Groups, Schools, Units within the University (directorates, research centers or innovation centers) that can be collaborated with other institutions outside the University such as corporations, business startups, and other research institutions; and
- f. a program that is carried out on a full-time basis; therefore, the remaining compulsory or elective courses at the final level can be taken online, allowing students to focus on carrying out WRAP activities.

(12) Group of Student Elective Courses (Indonesian Acronym: MKPM) as referred to in Article 9 Paragraph (10) point b is as follow:

- a. an elective or conversion course that recognizes students' off-study program learning activities (recognition learning) which is carried out based on their preferences and orientations to increase their competence independently related to certain community or industrial environments that are in accordance with the science cluster and profiles of study program graduates;
- b. student learning activities that can be carried out in the semester of credit taking period or in the past (prior learning) as long as the competence is still attached, in the form of the following activities:
 - i. taking courses that are part of the University Elective Courses (Indonesian Acronym: MKPU) group, such as Financial for Non-Financial Students (FINNON), Computing for Non-Computing Students (COMPNON), Project Management (MANPRO), and other courses provided and determined by the University.
 - ii. taking courses that are members of the Cross Study Program Course (Indonesian Acronym: MKLP) group both inside and outside the University that are relevant and in accordance with the graduate profiles of the study program and have been approved and stipulated by the study program as part of the Study Program Elective Course (Indonesian Acronym: MKPP) group.
 - iii. participating in internships in certain units at the University that has been equated with learning activities in the relevant Unit Internship Course (Indonesian Acronym: MKMU) group and in accordance with the graduate profiles of the study program and has been approved and stipulated by the study program as part of the Study Program Elective Course group (Indonesian Acronym: MKPP);
 - iv. participating in student exchange program, educational trip, summer school, immersion or other activities that can improve cultural, national, and technological insights that are relevant and in accordance with the profiles of graduates of the study program and have been approved and stipulated by the study program as the part from the Elective Study Program Course (Indonesian Acronym: MKPP) group;
 - v. participating in community service activities (*abdimas*), such as Thematic Community Service Program (*KKN Tematik*), village projects, humanitarian projects, defending the state, teaching in elementary and secondary schools, providing counseling, providing training, business consulting, and other learning activities that are relevant and in accordance with the profiles of the graduates of the study program and have been

- approved and stipulated by the study program as part of the Study Program Elective Courses group (Indonesian Acronym: MKPP);
- vi. participating in recognized competitions that are relevant and in accordance with the profiles of the graduates of the study program and have been approved and stipulated by the study program as part of the Study Program Elective Courses (Indonesian Acronym: MKPP);
 - vii. taking and having expertise or professional certifications that can be considered relevant and in accordance with the profiles of the graduates of the study program and have been approved and stipulated by the study program as part of the Study Program Elective Courses (MKPP); and
 - viii. creating and having works that can be considered relevant and in accordance with the learning outcomes of the study program and have been approved and stipulated by the study program as part of the Study Program Elective Courses (Indonesian Acronym: MKPP); and
 - ix. other relevant activities in accordance with the learning outcomes of the study programs and have been approved and stipulated by the study programs as part of the Study Program Elective Courses (Indonesian Acronym: MKPP) group.
- (13) The WRAP Program can be implemented in master or applied master' degree study programs for students who have not had work experience (fresh graduate) for 1 (one) semester within the framework of the Co-Operative Education (Co-Op) program.
- (14) Student learning activities as mentioned in Article 9 Paragraph (12) point b point v to ix, students shall choose to be recognized as the Credit Hours (Indonesian Acronym: SKS) or the Student Activity Transcript (Indonesian Acronym: TAK) points.

Article 10 Academic Activities

- (1) Lecture is a meeting between teaching staffs and students with the aim of implementing learning activities as referred to in Article 8 Paragraph (1) in points a, b, and c.
- (2) The implementation of learning activities in lectures can be in the form of lectures, questions and answers, presentations or other activities in accordance with the Student-Centered Learning (SCL) method using the Outcome-based Education (OBE) approach that has been stipulated according to the curriculum design, semester learning design (Indonesian Acronym: RPS) and course syllabus so that the course materials can be understood by students.
- (3) The learning process in the Regular Study Program is carried out using a blended learning while specifically for the Distance Education Study Program (Indonesian Acronym: PJJ Study Program) it is carried out using the distance learning and is regulated in more detail in the special academic guidelines for the PJJ Study Program.
- (4) Under unusual conditions, all learning processes for both the Regular and the PJJ Study Program can be carried out with fully online learning.
- (5) The special conditions as referred to in Paragraph (4) above may be applied to:
 - a. Courses in the semester or final level in bachelor's, applied bachelor's degree (diploma-4), and diploma-3 program so that students can participate entirely in off- study program learning activities.
 - b. Conditions where face-to-face lectures are not possible due to natural disasters or pandemics.
- (6) The learning type of blended learning model as mentioned in Paragraph (3) uses a combination of face-to-face learning (classroom learning) and online learning, while for the fully online learning model as referred to in Paragraph (4), it only uses online learning.

- (7) The learning activities for each type of learning as referred to in Paragraph (6) are as follows:
- a. Face-to-face learning (classroom learning)
 - i. Scheduled activity is face-to-face learning activities in the class between students and teaching staffs, both in the form of lectures and discussions.
 - ii. Structured Task is students studying activities that are not scheduled but are planned by the teaching staffs, for example in the form of doing homework or completing questions given.
 - iii. Independent Task is students' independent learning activities (not planned by teaching staffs) such as studying lecture materials, preparing lecture notes, discussions or other academic activities.
 - b. Online Learning
 - i. Guided Learning is a learning process provided by university to assist student learning in the form of face-to-face tutorials and online tutorials that relies on the guidance of teaching staffs.
 - ii. Independent Learning is a learning process initiated by students within a certain period to be able to help them learn independently, and lecturers prepare various tasks and triggers/initiations by utilizing ICT.
- (8) Every lecture meeting must have interactive learning activities between teaching staffs and students, both for lectures on face-to-face classroom learning (classroom learning), and online learning or full online learning with the following types of interaction and limit for the number of meetings.

Types of Interaction between teaching staffs and students	Minimum	Maximum
a. Blended Learning		
i. Face-to-face Class	7 Meetings	10 Meetings
ii. Face-to-face Online/ Synchronous Online Tutorials/ Asynchronous Online Tutorials	4 Meetings	7 Meetings
b. Fully Online Learning		
i. Online Face-to-face Learning	8 Meetings	-
ii. Synchronous Online Tutorial/ Asynchronous Online Tutorial	-	6 Meetings
c. Distance Learning		
i. Face-to-Face Class/Online Face-to-face Learning	-	4 Meetings
ii. Synchronous Online Tutorial/ Asynchronous Online Tutorial	10 Meetings	-

- (9) The implementation of learning activities through structured, independent tasks and independent learning as mentioned in Article 10 Paragraph (7) is mediated by CeLOE LMS application.

- (10) The lecture meeting is held for a duration of 1 (one) week using the flipped classroom strategy that focuses on student involvement and active learning. This gives lecturers a better opportunity to deal with differences in students' understanding levels and learning preferences in face-to-face class or discussion room.
- (11) The presence of lecturers and students is determined based on their attendance in face-to-face meetings (classroom or online meetings) and the completion criteria for structured, independent tasks and independent study at CeLOE LMS.
- (12) Completion criteria as mentioned in Paragraph (11) are students' minimum criteria to get a score beyond the passing grade through the evaluation module using a review quiz in every meeting.

Article 11 Semester Credit System

- (1) The semester credit system is an education administration system using Semester Credit Hours (Indonesian Acronym: SKS) to state students' study load, lecturers' workload, learning experience, and program administration load.
- (2) Semester Credit Hours (Indonesian Acronym: SKS) is a measure of appreciation for learning experience gained during one semester through scheduled activities per week, with the following details:
 - a. 1 (one) credit in classroom learning includes:
 - i. scheduled 50-minute-face-to-face learning activities in class per week;
 - ii. learning activities with 60-minute-structured tasks per week; and
 - iii. 60-minute independent learning activities per week.
 - b. 1 (one) credit in online learning lectures includes:
 - i. guided learning activities with face-to-face online or synchronous online tutorials or asynchronous online tutorials of 50 (fifty) minutes per week;
 - ii. 120-minute independent learning activities per week.
 - c. 1 (one) credit in the form of seminar learning or other similar forms of learning includes:
 - i. face-to-face learning activities of 100 (one hundred) minutes per week; and
 - ii. 70-minute independent learning activities per week.
 - d. 1 (one) credit, in the form of learning as stated in Article 8 Paragraph (1) point d to k, is 170 (one hundred and seventy) minutes per week per semester.

Article 12 Semester System

- (1) Semester is a unit of activity time consisting of 16-19 weeks of lectures or other scheduled activities, along with accompaniment activities, including 2-3 weeks of assessment activities.
- (2) One academic year consists of 3 (three) semesters, namely:
 - a. Odd Semester which runs from September to January,
 - b. Even Semester which runs from February to June, and
 - c. In-between Semester runs from July to August.
- (3) The arrangement of the learning schedule is carried out by taking into account the convenience and effectiveness of learning activities for students and lecturers, as well as the availability of supporting learning resources, according to a curriculum design that is adapted to the nature and type of knowledge study programs.
- (4) Face-to-face academic activities for a course in academic education programs are as follows:
 - a. The 2-credit course is held in a 100- minute meeting per week.
 - b. The 3-credit course is held in a 150- minute meeting per week.

- c. The 4-credit course is held for a total duration of 200 (two hundred) minutes with an adjustable number of meetings.
- (12) In the vocational education program, the credit load consists of theoretical lectures and practical material in the composition of the number of hours according to the applicable rules, with the provisions of the implementation time of theoretical lectures and practical materials as referred to in Article 7 Paragraph (3).
- (13) The techniques and procedures for conducting lectures are regulated in more detail in the design and implementation rules of the study program curriculum for each level and type of academic, vocational and professional education, which are stipulated through a separate Rector Decree, according to applicable standards and rules.
- (14) Academic activities in in-between or short semesters can be held in the time span between even semesters and odd semesters. Provisions for holding the in-between semester are as follows.
 - a. The in-between semester is held according to students' learning load to meet the established learning outcomes of the study program.
 - b. The in-between semester is held for a minimum of 8 (eight) weeks with students' learning load of a maximum of 9 (nine) credits.
 - c. If the in-between semester is held in the form of lectures, face-to-face class activities are at least done 16 (sixteen) times, including the in-between Mid-Semester and Final Semester Examination.
 - d. The in-between semester can be used as a remedial semester in regular program academic activities.
- (15) Matriculation courses can be given as prerequisites for certain courses, with a load of 0 (Zero) Credit Hour (Indonesian Acronym: SKS).

Article 13 Structured Task (*Responsi*) and Mentoring

- (1) Structured Task/*Responsi* is a structured learning activity in an academic education program that is guided by a lecturer or assistant that aims at improving the understanding of the lecture material through exercises, discussions, mentoring or other guided activities.
- (2) Structured Task/ *Responsi* for 3- credit courses is scheduled for 50 (fifty) minutes per week or 100 (one hundred) minutes per fortnight, and for 4-credit courses is scheduled for 100 (one hundred) minutes per week, with scheduling combined with lecture activities in Article 10 Paragraph (2).
- (3) For courses with 2 credits, structured task or mentoring are given based on the urgency of the needs specified in the curriculum design and course syllabus, with a maximum total time of 1/2 of the number of lecture meetings.
- (4) If assisted by an assistant, the materials and tasks for structured task are given or coordinated by the course lecturer with the scope sought to lead to case study/team work with the purpose of developing student's soft skills.
- (5) Learning activities and assessments of structured tasks must be reported to the course lecturer who is in charge of the course according to the time set and the reports become the part of assessment of course completion which is compiled with the results of assessments from other activities.

- (6) In vocational education program, structured task/*responsi* can be carried out selectively based on the urgency set out in the curriculum design and course syllabus as an addition to the scheduled compulsory lectures and practices.

Article 14 Lab work, Practice, Studio Work and Workshop Practice

- (1) Lab work, Practice, Studio Work and Workshop Practice are learning activities through experience to apply, test or simulate a real situation from things contained in theories or concepts.
- (2) In the vocational education program, the practice, together with the lecture, is a scheduled compulsory learning activity for a course as referred to in Article 7 Paragraph (3).
- (3) In academic education program, the courses of Lab work, Studio Work and Workshop Practice are treated equally with other courses, so students who have taken them are given an indicator of learning success with the assessment as referred to in Article 22.
- (4) In the implementation of lab work, practice, studio or workshop, the course lecturer is assisted by laboratory assistants and assistants who carry out their duties under the coordination of the course lecturer.
- (5) Course materials, assignments and assessments for lab work, practice, studio or workshop courses are provided and coordinated by the course lecturer in charge.
- (6) More detailed rules and regulations regarding the technical and implementation procedures for lab work, practice, studio or workshop for each program level and type of education as well as scientific fields are regulated in the curriculum design and implementation of each study program.

Article 15 Work Placement, Industrial Placement, Internship, and Community Service Program

- (1) Work Placement, Industrial Placement, Internship, and Community Service Program are exercises/ practical activities that are carefully designed to create a certain work experience for students, which are carried out in a learning atmosphere. By carrying out all the programs, students are trained to recognize and appreciate the scope of work in the field, in order to adapt themselves to the environment to complement the learning process that has been obtained from the lectures.
- (2) The following are purposes of Work Placement, Industrial Placement, Internship, and Community Service Program (Indonesian acronym: KKN):
 - a. students have practical experience according to their respective study program.
 - b. students have a real picture of the work environment and social environment, from lower levels to higher ones.
 - c. students' participation in Work Placement, Industrial Placement and Internship is expected to give new benefits and insights for themselves and the institution where they carry them out.
 - d. specifically for Work Placement, students can fill the inter-semester vacation period with something useful that supports their expertise.

- e. specifically for Community Service Program (Indonesian acronym: KKN), it is done so that students get to know and make a real contribution to the social environment and society.
- (3) Work Placement with an academic load of 2 (two) Credit Hours is carried out during the academic year holiday (July to August). This is done the earliest after the end of semester IV for bachelor's degree program and/or D4 program or after the end of semester II for D3 program, for a minimum of 6 (six) weeks to a maximum of 8 (eight) weeks outside the lecture schedule, with full working hours and days (8 hours per day, 5 days per week).
- (4) Industrial Placement with an academic load of 4 (four) Credit Hours is an educational activity for D3 or D4 program students by being daily workers in companies, industries, or micro small medium enterprise for 3-4 months on the ongoing lecture/academic activities schedule, in the last semester of the study period or the previous one, in full-time working hours and days (8 hours per day and 5 days per week) at the work place of the university partner agency determined by the school or based on the request of the university, C/O the dean of the school or based on the students' requests with the academic advisors' approval.
- (5) Internship with a load of 8 – 9 credits can be started in the 6th (sixth) semester. It is carried out for 6 (six) months in full-time working days (8 hours per day, 5 days per week) at the work place of the university partner institution determined by the faculty or based on the application of the university, i.e. the dean of the school or based on the students' requests with the academic advisors' approval. Internship/industrial placement can replace courses in the study program as many as 8 – 9 credits excluding Final Project course.
- (6) Work Placement or Industrial Placement cannot be carried out simultaneously with scheduled lectures. Students may not ask for permission to companies or institution to join lectures on campus while undergoing Work Placement, Industrial Placement or Internship activities.
- (7) Community Service Program (KKN) can be carried out during holidays or lectures.
- (8) The scope of the Work Placement is as follows:
- Students are assigned to do jobs at PT. Telkom or other partner institution with specific types of work at the level of '*juru*' or in the form of studies in the scope of work.
 - Every student must be able to provide benefits to his/her workplace, so that every student's assignment for work placement in an institution must be tailored to the needs of each office or project.
- (9) The scope of duties in Industrial Placement and Internship is as follows:
- Industrial Placement and Internship are the implementation of knowledge and skills that have been obtained from lecture activities to contribute to solving problems in various companies/institution with fields of work that are in accordance with the schools' cluster of science.
 - The scope of industrial placement and internships must not only include studies, but also provide concrete work results, such as: analysis and results or recommendations for solving problems, simple products, designs, plans, training modules, work procedure modules, etc.
- (10) The scope of Community Service Program (KKN) is as follows:
- Students are assigned to carry out social and community activities in order to find out real social problems in the community.

- b. The scope of work for Community Service Program (KKN) must be able to provide benefits to the social environment and society, so that every student's assignment for community service in an area must be adjusted to the needs of that area.
- (11) The implementation of Job Placement, Industrial Placement and Internship is supervised by a company field supervisor and university academic supervisor coordinated by the division of Learning Development, and Curriculum & Student Internship.
- (12) Academic supervisor of Work Placement, Industrial Placement, Internship and Community Service Program (KKN) are Academic Supervisors of participating students or lecturers specially assigned by the Head of the Program or School.
- (13) Below are the obligations of students participating in Work Placement and Community Service Program (Indonesian acronym: KKN):
 - a. complying with all provisions and not breaking the rules set by the institution/company, including maintaining the confidentiality of the institution /company, applicable norms and ethics;
 - b. Doing all the tasks assigned by the institution with the best quality within the given time;
 - c. Showing good attitude, character, personality and manners;
 - d. Maintaining honesty and discipline;
 - e. Practicing to develop the ability to well combine the field supervisor instruction with the initiative and the independence in completing tasks;
 - f. Practicing to grow capabilities and professionalism at work;
 - g. Maintaining the reputation of the alma mater;
 - h. Preparing and presenting reports to supervisors.
- (14) Requirements and procedures for Work Placement and Community Service Program (Indonesian acronym: KKN):
 - a. Participants are bachelor's degree, D3 or D4 students who have completed all first-year courses with a GPA ≥ 2.00 ; Bachelor's degree students passed Level I/Joint Preparation Stage (Indonesian acronym: TPB).
 - b. Work Placement can be carried out as after the end of semester IV at the earliest for the bachelor's degree program or after the end of semester II for the D3 and/or D4 program.
 - c. Work Placement management is carried out by the Learning Development, Curriculum & Internship Division in coordination with the School, and the registration period starts 4 (four) months prior to the implementation.
 - d. Management of Community Service Program (Indonesian acronym: KKN) is carried out by the Directorate of Research and Community Service (Indonesian acronym: PPM) in coordination with the School and Academic Directorate.
 - e. Participating students are required to attend the briefing and submission the Work Placement guidebook to the Field Supervisor.
 - f. Community Service Program (Indonesian acronym: KKN) can be equated with Study Program/School Courses of 2 (two) credit hours and can be carried out at the earliest in semester 3 (three).
- (15) Below are the Internship requirements and procedures:
 - a. Internship participants are bachelor's degree students who have passed Level III, taken Job Placement and passed a minimum of 120 credits with a GPA of ≥ 2.75 .

- b. Internships can be carried out in semester 6 (six) at the earliest.
 - c. Internship activities can replace 8 or 9 credit hours of courses excluding Final Project.
- (16) Industrial Placement requirements and procedures are as follow:
- a. Industrial Placement management is carried out by the School administering vocational/diploma programs, the latest registration is 4 (four) months prior to the implementation.
 - b. Students participating in Industrial Placement are required to take Industrial Placement course in the Semester of implementation.
- (17) The reports of Work Placement and Community Service Program (Indonesian acronym: KKN) are in the form of filling out workbooks provided by the University.
- (18) Work Placement and Community Service Program (Indonesian acronym: KKN) reports must be submitted and presented to the Academic Advisor in no later than 1 (one) month after the termination of the work implementation.
- (19) Rules related to the preparation and submission of Industrial Placement and Internship reports are further regulated in technical guidelines.

Article 16 Diploma Final Project

- (1) Final Project is a scientific paper of the final work that must be prepared by a student as one of the requirements for completing education in a diploma-3 (D3) or diploma-4/applied bachelor degree (D4) program in the university, which is intended as the capstone for the achievement of graduation competencies, among others, as stated in Article 7.
- (2) Final Project (Indonesian acronym: PA) is allocated in the last semester with a minimum course load of 4 credit hours.
- (3) The output of a Final Project (Indonesian acronym: PA) can be in the form of prototypes, models or other products, as well as documentations of the Final Project Report.
- (4) The Final Project can be done independently or in groups.
- (5) The group Final Project consists of a maximum of 5 (five) students.
- (6) In group Final Project, each member chooses a title that is a part of one big theme and makes his own report by showing the interrelationships among group members.
- (7) The Final Project Supervisors consist of Supervisor I and Supervisor II with the requirements that refer to the provisions of national higher education standards and regulations are as follows:
 - a. Supervisor I is a permanent lecturer who holds at least a master's degree (S2) with the academic position of Lector (L) in the field of expertise that is linear with the study program, or can come from practitioners or industry who hold a master's degree (S2) with a minimum of 5 years work experience or 5 years after taking Postgraduate program in a field that is in accordance with the topic of the Final Project and is approved by the study program.
 - b. Supervisor II is a lecturer who holds at least a master's degree (S2) with an academic position of Expert Assistant (Indonesian acronym: AA) in a linear area of expertise or

supports the topic of the Final Project, or can come from a practitioner or industry who holds a bachelor's degree with a minimum of 5 years of work experience or 5 years after taking undergraduate program in a field that is in accordance with the topic of the Final Project and is approved by the study program.

- (8) Final Project examination is carried out by supervisors and two examiners, with one of the examiners serves as the Chairperson of the Session and the other examiner as well as the supervisor as Member.
- (9) The Final Project Examiners are two lecturers with the following qualifications:
 - a. holding at least a Master's Degree
 - b. having a minimum academic position of Expert Assistant;
 - c. It is allowed to have one of the examiners from a practitioner with competency skills relevant to the topic of the final project.

Article 17 Final Task/Bachelor's Thesis

- (1) Final Task/Bachelor's Thesis is a scientific paper of the final project that must be prepared by a student as one of the requirements for completing education in an undergraduate program (S1) in a university environment, which is intended as a capstone for the achievement of graduation competencies, among others as mentioned in Article 7.
- (2) Final Task/Bachelor's Thesis consists of two courses; Proposal Writing/Final Task I with a load of 2 credit hours and Final Project II with a minimum load of 4 credit hours. The Final Task II is carried out in the last semester of the study period which is a continuation of the Final Task I and Seminar in the previous semester. Final Task I and Seminar along with Final Task II are a continuous unit of academic activity for 2 (two) semesters.
- (3) The output of a Final Task/ Bachelor's Thesis can be in the form of research results and solutions to the encountered problems or products that are carried out systematically through analysis and are reported in a Scientific Writing.
- (4) The implementation of the Final Task/ Bachelor's Thesis can be done independently or in groups.
- (5) In group Final Task/ Bachelor's Thesis:
 - a. a group consists of a maximum of 5 (five) students;
 - b. each member chooses a title that is a part of one big theme and makes his own report by showing the interrelationships among group members.
- (6) The Final Task/ Bachelor's Thesis Supervisors consist of Supervisor I and Supervisor II with the requirements that refer to the provisions of national higher education standards and regulations are as follows:
 - a. Supervisor I is a permanent lecturer who holds at least a master's degree (S2) with the academic position of Lector (L) in the field of expertise that is linear with the study program.
 - b. Supervisor II is a lecturer who holds at least a master's degree (S2) with an academic position of Expert Assistant (Indonesian acronym: AA) in a linear area of expertise or supports the topic of the Final Task/ Bachelor's Thesis, or can come from a practitioner or industry who holds at least a master's degree (S2) with a minimum of 5 years of work experience or 5 years after taking master's degree in a field that is in relevant with the topic of the Final Task/ Bachelor's Thesis and is approved by the study program.

- (7) The Final Task/ Bachelor's Thesis Examination is carried out by supervisors and two examiners, with one examiner serving the chairperson of the Session and the other examiner as well as the supervisors as Member.
- (8) The Final Task/ Bachelor's Thesis consist of two lecturers, with the following qualifications:
 - a. The Chairperson of the Session holds a minimum of master's degree and has the academic position of Lector;
 - b. The Member holds a minimum of master's degree and has academic position as Expert Assistant or practitioner with expertise competencies relevant to the topic of the Final Task/ Bachelor's Thesis

Article 18 Master's Thesis

- (1) Thesis is a scientific paper of the result of a final research work that must be prepared by a student as one of the requirements for completing a postgraduate program in the university, which is intended as a capstone for the achievement of graduation competencies, among others as stated in Article 7.
- (2) The thesis commission is a learning monitoring and evaluation system (Monev) for each aspect such as the process of the preparing research proposal and conducting the thesis research, thesis research processes, lecturer eligibility in the supervisory process, and final master study exams. The thesis commission itself consists of:
 - a. Head of Study Program
 - b. Supervisor
 - c. Examiner Lecturer
 - d. Representatives of qualified Research Groups (Indonesian acronym: KK) and holding a Doctorate degree
- (3) Based on the learning outcomes in Paragraph (1) of this article, the Thesis is an inseparable part of a series of research, writing, reporting, and scientific publication activities that can be distributed since the first semester of ± 9 credit hours, supported by lectures of ± 33 credit hours, so the proportion of the course load for the master program is 36-50 credit hours includes the following:
 - a. Lectures : ± 33 Credit Hours
 - b. Thesis Proposal : ± 2 Credit Hours
 - c. Research and Thesis Writing : ± 6 Credit Hours
 - d. Seminar : ± 1 Credit Hour
 - e. Scientific Work : ± 2 Credit Hours
 - f. Internship : ± 6 Credit Hours

- (4) Thesis Supervisors consist of Supervisor I and Supervisor II with the requirements that refer to the provisions of national higher education standards and regulations as follows:
 - a. Supervisor I is a permanent lecturer who holds a doctoral degree (S3) with a minimum academic position of Lecturer (L) in the field of expertise that is linear with the study program.
 - b. Supervisor II is a lecturer who holds a doctoral degree (S3) with a minimum academic position of Expert Assistant (Indonesian acronym: AA), or a lecturer with a master degree with a minimum academic position of Lector (L) with a linear field of expertise or being supportive to the thesis topic, or can come from practitioners or industry who hold a doctoral degree (S3) and minimum 5 years of work experience or 5 years after pursuing doctoral education in a field that is in accordance with the thesis topic and approved by the study program.
- (5) Thesis examination is carried out by a supervisors and three examiners, with one examiner serves as the Chairperson of the Session and the other examiners and supervisor as Member.
- (6) The thesis examiners consist of at least two lecturers acting as:
 - a. the chairperson of the session holds a doctoral degree (S3) with a minimum academic position of Lecturer (L);
 - b. the members hold a doctoral degree (S3) and have academic positions as Expert Assistants or practitioners with expertise competencies relevant to the Thesis topic.
- (7) During the study period, the Thesis Defense Session consists of three stages:
 - a. Thesis Proposal Defense Session;
 - b. Thesis Progress Defense Session;
 - c. Final Stage Thesis Defense Session.

Article 19 Doctoral Dissertation

- (1) A dissertation is a scientific paper based on research results compiled by a student as one of the requirements for completing education in a Doctoral Program (S3) in the university environment, which is intended as a capstone for the achievement of graduation competencies, among others, as stated in Article 7.
- (2) Based on the learning achievements in Paragraph (1) of this Decree, the Dissertation is an inseparable part of a series of research, writing, reporting, and scientific publication activities that can be distributed since the first semester of ± 30 credit hours supported by a number of lectures as many as ± 12 credit hours, so that the proportion of the doctoral program course load is 42 – 56 credits, including:
 - a. Lectures : ± 12 Credit Hours
 - b. Dissertation Proposal : ± 3 Credit Hours
 - c. Research and Dissertation Writing : ± 28 Credit Hours
 - d. Seminar : ± 2 Credit Hours

- (3) The dissertation is the estuary or the end of an integral part of doctoral research activities and a series of accompanying scientific publications, from the beginning to the end of the Doctoral Study Program which is completed with a closed examination and an open promotion examination at the end of the last semester of doctoral education.
- (4) The Dissertation Supervisors consist of Supervisor I as the promoter and Supervisor II and Supervisor III as the co-promoters with requirements that refer to the provisions of national higher education standards and regulations as follows:
 - a. Supervisors I are permanent lecturers who hold a doctoral degree (S3) and the academic position of Professor (GB) in the field of expertise that is linear with the Study Program.
 - b. Supervisor II and Supervisor III hold a doctoral degree with the academic position of Lector, in the linear field of expertise or support the dissertation topic.
 - c. One of the Supervisor II or Supervisor III can come from practitioners or industry who holds a doctoral degree (S3) and a minimum of 5-year-work experience or 5 years after pursuing a doctoral program in a field that is in accordance with the dissertation topic and approved by the study program.
- (5) During the Doctoral Program study period, Dissertation research are examined six times in the following stages:
 - a. Research Proposal Draft Defense Session;
 - b. Research Proposal Defense Session;
 - c. Research Progress Report Defense I Session;
 - d. Research Progress Report Defense II (Pre-Closed);
 - e. Closed Defense Session;
 - f. Open Promotion Defense Session.
- (7) The draft of a Dissertation Research Proposal must be included in a colloquium in the same field of science organized by an organizing university.
- (8) Examination for the Dissertation research defense as referred to in Paragraph (5) is carried out by:
 - a. The supervisors as mentioned in the Paragraph (4);
 - b. Two examiners from the field of science that is relevant with the topic of the Dissertation, consisting of a lecturer with the academic position of Professor and a lecturer with a minimum qualification of Doctor with a minimum academic position of Head Lector.
- (9) The thesis defense at the Closed Session and Open Promotion Session are carried out by the supervisors and examiners as referred to in Paragraph (7) including:
 - a. A professor with another field of science;
 - b. and an external university examiner with a doctoral qualification who works as a practitioner in the relevant field with the dissertation.
- (10) For the implementation of the Dissertation defense session as referred to in Paragraph (5) are regulated separately in the defense rules and the Doctoral Program curriculum.

CHAPTER IV LEARNING EVALUATION SYSTEM

Article 20 Regular Examinations, Exam Requirements, Make-Up Examinations and Special Examinations

- (1) Evaluations of learning academic activities is carried out in the form of examinations.
- (2) Regular examinations are carried out on a scheduled basis, consisting of the Mid-Semester Examination which is held in the middle of the semester and the Final Semester Examination at the end of the semester.
- (3) Students are required to take part in academic activities with a minimum attendance of 75% to be able to take the Final Semester Examination.
- (4) Examinations must be taken by students according to the schedule and room that have been set for each course, as listed on the Examination Card.
- (5) At each examination, students are required to bring a valid Student Identity Card and an Exam Card which is also used for recording examination participation.
- (6) Make-up Examinations can be given to students who are unable to take the Mid-Semester Examination and/or Final Semester Examination for the following reasons:
 - a. Being sick proofed with a certificate for hospitalization;
 - b. Fulfilling the tasks assigned by the university or country;
 - c. Being unable to take the mid-term or final exam for reasons that are acceptable to the University (accidental, confirmed by a certificate from the authority)
 - d. Being unable to take the exam with the permission of the university.
- (7) The Make-Up Exam for the mid-semester test is held on a scheduled basis after the mid-semester exam ends.
- (8) The Make-Up Exam for the final semester test is carried out on a scheduled basis 3 (three) days before the deadline for uploading the Final Score List (Indonesian acronym: DNA).
- (9) The requirements and administration of the Special Examination are regulated as follows:
 - a. Special Examination is a study evaluation for a certain subject that is carried out outside the regular study evaluation at the decision of the Dean of the School by considering the recommendation of the Student Status Committee Meeting based on a request from the student due to certain conditions submitted through the Academic Supervisor.
 - b. Through the Special Examination, the score of a student's course can be changed according to the results of the special examination and must take the relevant course.
 - c. Special Examinations can be given to students at the maximum of one course per level from the courses that the students fail in the previous semester and are taken again in the ongoing semester, and cannot be accumulated at a certain level.
 - d. The maximum score for the Special Examination is C for Diploma Three (D3), Diploma-4 (D4) and Bachelor's Degree (S1). However, for the Master's Degree program, the maximum score for the Special Examination is B.
 - e. The deadline for submitting special exam scores is before the registration period for the next semester.
- (10) During the examination, students are required to obey all the examination rules in accordance with the nature of the exam, uphold academic honesty, and are strictly prohibited from committing any form of academic cheating.
- (11) All forms of violation of examination rules or academic cheating can cause students to be subjects to academic sanctions and sanctions for termination of study according to the provisions of the rules applied at the university.
- (12) The procedure for the technical implementation of the examination is regulated in separate provisions.

Article 21 Quiz, Assessment, Learning Outcome Assessment and Homework

- (1) Quizzes or small examinations or pop tests are student learning evaluations for a sub-chapter, chapter, module or part of the lectures carried out in class on the learning activity schedule or structured tasks/*responsi* with or without prior notice.
- (2) Assessment is an evaluation of student learning for a sub-chapter, chapter, module or part of the lectures carried out in the classroom or laboratory.
- (3) Learning Outcome Assessment is an evaluation of the learning outcomes of the study program achieved by students whose evaluation results will be used to improve the learning process in such a way that the learning outcomes of the study program can be achieved.
- (4) Homework is a task given to students, either individually or in groups, to be completed outside the classroom and outside the classroom learning schedule which can be presented in class on the structured task schedule/*responsi* or on the classroom learning schedule to get appreciations, assessments, discussions and feedbacks in the form of solving problems, understanding readings/textbooks, compiling papers, making small projects, practicing certain skills or other tasks.
- (5) The results of quizzes, assessments, and homework are notified to students and evaluated by lecturers as a feedback for students and lecturers during the ongoing course, so that efforts can be made to improve learning and are expected to prevent the failure of the courses at the end of the semester.
- (6) The results of student homework as well as quiz discussions and assessment documentation are uploaded by lecturers to the university website or blog by adhering to the rules of scientific writing and academic ethics.

Article 22 Assessment Standards and Grading Policy

- (1) Each academic activity is followed by an evaluation activity that serves to measure the achievement of learning outcomes at the end of the semester.
- (2) Learning assessment standards are minimal criteria on systematic activities carried out to determine qualifications for planning and implementation, controlling the learning process, and learning outcomes after students undergo the learning process.
- (3) Learning assessment works for:
 - a. motivating students' learning;
 - b. determining the level of student success in meeting learning outcomes in each subject/course block;
 - c. determining the level of the student success in meeting the Program Learning Outcomes and mapping these achievements towards the appropriate graduate profile recommendations;
 - d. improving the planning and implementation of the learning process.
- (4) Scope of assessment is carried out on the following:
 - a. planning, implementation, and control of the learning process by lecturers; and
 - b. learning achievement of courses/course blocks by students.
 - c. study program learning outcomes achieved by students;
 - d. the success of the study program management unit in carrying out the learning process to produce predetermined learning outcomes, is carried out through the Internal Quality Assurance System and External Quality Assurance System.
- (5) The targets for assessing student learning outcomes include:
 - a. The targets for assessing the learning achievements of students participating in courses in class/laboratory/workshop/studio/field activities that include:
 - i. the mastery of knowledge, skills, and behavior;
 - ii. the student participation/performance;

- iii. the work in the form of writings/reports/artworks/designs.
 - b. Below are targets for assessing student learning outcomes in course assignments:
 - i. the mastery and utilization of knowledge, skills, and behavior in the completion of tasks;
 - ii. the depth of content, use of language and structure of report writing;
 - iii. the result of work in the form of written works/copyrighted works/artworks/designs; and;
 - iv. the student participation/performance.
 - c. The targets for assessing student learning outcomes in the preparation of final projects, final task, bachelor's theses, master's theses, and dissertations include:
 - i. the mastery of knowledge, attitudes and skills as well as their use in the preparation of final year projects, undergraduate theses, theses, and dissertations;
 - ii. the depth of content, use of language and structure of writing books/final projects, final task, bachelor's theses, master's theses, and dissertations;
 - iii. research methods/compilation/creation/work designs/projects;
 - iv. creativity and presentation of written works/creative works/artworks/designs;
 - v. scientific truth and originality;
 - vi. participation/student performance
 - vii. application of applicable academic norms; and
 - viii. the ability to defend undergraduate theses, theses, and dissertations.
- (6) Evaluation of learning outcomes is carried out by assessing the Course Score (Indonesian acronym: NSM) based on the accumulation of several components of learning evaluation scores, which consists of mid-semester examination scores, final semester examination, assignments, quizzes and or assessments. Assessment of study program learning outcomes can be included in the elements of all score components. The rules regarding the score and weighting components are regulated as follows:
- a. The score and weighting components for each type of learning activity are determined by the course teaching team based on the curriculum design, according to the level, type of education program and learning outcomes of the study program.
 - b. The score components and weighting for each type of learning activity used to determine the Course Score (Indonesian acronym: NSM) are notified to students at the beginning of the learning activity.
- (7) The Course Score (Indonesian acronym: NSM) is converted into the Grading Policy which is expressed in letters and numbers for calculating the Grade Point (Indonesian acronym: IP) using one of three following methods:
- a. Criteria Reference Assessment (Indonesian acronym: PAK) is the interpretation of the assessment score by comparing the learning outcomes of the course with the criteria set based on the achievement of the learning outcomes of the course.
 - b. Normal Reference Assessment (Indonesian acronym: PAN) is the interpretation of the assessment score by comparing student scores with groups of course participants, so that the scores obtained by students indicate their position in the group.
 - c. Combined Assessment of Normal and Criteria Reference.

(8) To get the Grade Predicate (Indonesian acronym: NMK) from the Course Score (Indonesian acronym: NSM), the following conversion reference can be used:

a. for use of Criteria Reference Assessment:

Course Score (Indonesian acronym: NSM)	Grading Predicate (Indonesian acronym: NMK)
$80 < NSM$	A
$70 < NSM \leq 80$	AB
$65 < NSM \leq 70$	B
$60 < NSM \leq 65$	BC
$50 < NSM \leq 60$	C
$40 < NSM \leq 50$	D
$NSM \leq 40$	E

b. for use of Normal Reference Assessment:

Course Score (Indonesian acronym: NSM)	Grading Predicate (Indonesian acronym: NMK)
$m + 1,2s < NSM$	A
$m + 0,6s < NSM \leq m + 1,2s$	AB
$m < NSM \leq m + 0,6s$	B
$m - 0,6s < NSM \leq m$	BC
$m - 1,2s < NSM \leq m - 0,6s$	C
$40 < NSM \leq m - 0,6s$	D
$NSM \leq 40$	E
m = mean of students' grades of students in class with $NSM > 40$ s = standard deviation of class score with $NSM > 40$	

(9) The Grading Predicate (Indonesian acronym: NMK) is in letters as referred to Paragraph (8) represents the Score Value (Indonesian acronym: NAM) and the interpretation of the learning achievement categories that will be used for calculating the Grade Point (Indonesian acronym: IP) as follows:

Grade Predicate/ Course Value (NMK) Course Score	Score Value (NAM)	Category	Category
A	4	<i>Excellent</i>	<i>Istimewa</i>
AB	3,5	<i>Very Good</i>	<i>Baik Sekali</i>
B	3	<i>Good</i>	<i>Baik</i>
BC	2,5	<i>Fair</i>	<i>Cukup Baik</i>
C	2	<i>Satisfactory</i>	<i>Cukup</i>
D	1	<i>Passing</i>	<i>Kurang</i>
E	0	<i>Poor</i>	<i>Sangat Kurang</i>

- (10) Assessment of Program Learning Outcomes which are included in the scoring component elements can be used to evaluate each student's study program learning outcomes.
- (11) The criterion for passing the study program learning outcomes is if the student achieves the indicator value of study program learning outcome of more than 50.
- (12) The lowest letter grade for passing courses criteria at the bachelor's degree study program level for Year I, II and III is D, except for Year IV courses and for character building and citizenship courses (Religion, Pancasila, Civics, and Indonesian) the lowest letter grade is C.
- (13) The lowest letter grade for passing courses criteria at the postgraduate and diploma/vocational study program levels is C and B for the doctoral study program.
- (14) The lowest letter grade or passing grade in a course is a requirement that must be met for evaluation of study completion, evaluation of level/ year completion, and for taking other courses in the semester or next year which are affirmed to have prerequisites of the respective course.
- (15) If a student retakes a course, then the grade that applies to that course is from the last take.
- (16) Courses can be retaken for the purpose of improving grades as long as the student has not declared pass form that level/year.

Article 23 Grade Point and Semester Course Load

- (1) The success of student learning is measured based on the Grade Point or GP, namely:

$$IP = \frac{\sum_{i=1}^n K_i NAM_i}{\sum_{i=1}^n K_i}$$

With:

NAM : The Score Value of the courses that have been taken in accordance with Article 22 Paragraph (9)

K : the amount of the course credit

n : the number of courses taken

- (2) The benchmark of learning success in one semester is measured by the Semester Grade Point (IPS) or the GP which is calculated from all courses in a semester.
- (3) The benchmark of learning success in one semester is measured by the Level Grade Point (IPT) or the GP calculated from all courses at a level/stage.
- (4) The benchmark of overall learning success is measured by the Grade Point Average (GPA) or the Grade Point calculated from all courses that have been taken using the last grade if for the retaken courses.
- (5) New students of bachelor's degree and diploma programs in Semester I are required to take the entire credit package/load of courses programmed in Semester I.
- (6) Bachelor's degree and diploma students in Semester I take the study load according to the Semester I curriculum package, and in the following semester can take a maximum study load quota based on the Semester Grade Point (IPS) of one semester earlier, with the following conditions:

Semester Grade Point (IPS)	Maximum Study Load Quota
$IPS \leq 3,00$	20 credits
$IPS > 3,00$	24 credits

- (7) Student of Postgraduate Program in Semester I take the study load according to the Semester I curriculum package, and in the following semester they can take a maximum study load quota based on the Semester Grade Point (Indonesian acronym: IPS) of one semester earlier, with the following conditions:

Semester Grade Point (IPS)	Maximum Study Load Quota
$IPS \leq 3,50$	15 credits
$IPS > 3,50$	18 Credits

- (8) In taking each course, students must pay attention to the prerequisite courses, with the score of the prerequisite courses having to meet the passing grade criteria as stated in Article 22 Paragraph (10) and (11).
- (9) Credits of Work Placement/ Internship is taken during the holidays for bachelor's degree and diploma program students is an exception for not being included in the provisions for the maximum study load quota for registration in Paragraph (6), as stated in Article 11.

Article 24 Evaluation of the Diploma-3 Period of Study

- (1) The maximum study period for diploma-3 is 8 (eight) semesters.
- (2) Evaluation of the study period of diploma-3 students is carried out at the end of every even semester in the form of level evaluation.
- (3) The diploma-3 program consists of 3 levels, namely level-1, level-2 and level-3, each of which must be completed in a maximum of 4 (four) semesters with a total of all levels must be completed in a maximum of 8 (eight) semesters, according to the rules of Article 7 Paragraph (3).
- (4) Level-1 diploma-3 students are allowed to continue their studies if at the end of the fourth semester they have passed all level-1 courses with a level-1 GPA of at least 2.00.
- (5) Level-2 diploma-3 students are allowed to continue their studies, if not more than 4 (four) semesters since they are declared pass level-1, successfully pass all level-2 courses with a level-2 GPA of at least 2.00.
- (6) Diploma-3 students who do not meet the provisions of Paragraph (1) to (4) of this article are not allowed to continue their studies (drop out of study).
- (7) Students whose study period has ended can apply for an extension of the study period for a maximum of 2 (two) semesters through a feasibility evaluation mechanism for each semester through the Student Status Committee Meeting.

Article 25 Evaluation of Bachelor's and Diploma-4 Period of Study

- (1) The maximum study period for Diploma-4 is 12 (twelve) semesters, in accordance with Article 7 Paragraph (3).
- (2) Evaluation of the study period of bachelor's degree and diploma-4 students is carried out at the end of every even semester in the form of level evaluation.
- (3) The bachelor's degree and diploma-4 programs consist of 4 levels, namely Year-1 (Freshman), Year-2 (Sophomore), Year-3 (Junior) and level-4 (Senior), each of which must be completed within 4 (four) semesters, with a total of all levels must be completed at the latest in 12 (twelve) semesters, in accordance with the provisions of Article 7 Paragraph (2) and Paragraph (3).
- (4) Bachelor's degree and diploma-4 freshmen are allowed to continue their studies if at the end of the fourth semester they have passed all the first year courses with a minimum year-1 LGP (Indonesian acronym: IPT) of 2.00.
- (5) Bachelor's degree and diploma-4 sophomores are allowed to continue their studies if no more than 4 (four) semester after being declared pass the year-1, they manage to pass all courses in year- 2 with a minimum Level-2 LGP (Indonesian acronym: IPT) of at least 2.00, in less than 4 (four) semesters.
- (6) Bachelor's degree and diploma-4 juniors are allowed to continue their studies if no more than 4 (four) semester after being declared pass the year-2, they manage to pass all year-3 courses with a minimum year-3 LGP (Indonesian acronym: IPT) of at least 2.00, in less than 4 (four) semesters.
- (7) Bachelor's degree and diploma-4 students who do not meet the provisions of Paragraph (1) to Paragraph (5) of this article are not allowed to continue the study (dropped out of study).
- (8) Students whose study period has ended can apply for an extension of the study period for a maximum of 2 (two) semesters through a feasibility evaluation mechanism for each semester through the Student Status Committee Meeting.

Article 26 Evaluation of Master's Degree Period of Study

- (1) The maximum study period for the master's degree program is 6 (six) semesters, in accordance with Article 7 Paragraph (2).
- (2) Evaluation of the study period of the master's degree students is carried out at the end of each semester.
- (3) Postgraduate students are allowed to continue their studies if:
 - a. successfully passed all first semester courses with a minimum GP of 3.00 in semester I at the latest by the end of semester III;
 - b. successfully passed all courses in semester I and semester II with a GP of at least 3.00 at the latest at the end of semester IV;
 - c. successfully passed all courses in semester I, semester II, and semester III with a minimum GPA of 3.00 at the latest at the end of semester V.
- (4) Students who, at the end of each semester, have an SGP (Indonesian acronym: IPS) of less than 3.00 will change their status to probationary students for two semesters according to Article 52 and will change their status to active students if they can fulfill Paragraph (3) above.
- (5) Probationary students are allowed to continue their studies if they can complete all courses up to semester III with a minimum GPA of 3.00.
- (6) Master's degree students who do not meet the provisions of Paragraph (1) to Paragraph (4) of this article, the continuation of their study period will be followed up with the mechanism of Student Status Committee Meeting at the School.
- (7) Students whose study period has ended can apply for an extension of the study period for a maximum of 2 (two) semesters through a feasibility evaluation mechanism for each semester through a Student Status Committee Meeting.

Article 27 Evaluation of Doctoral Degree Period of Study

- (1) The maximum study period for the doctoral program is 12 (twelve) semesters, in accordance with Article 7 Paragraph (2).
- (2) The evaluation of doctoral program studies is divided into four stages, namely the qualification, the proposal preparation, the research and publication, and the dissertation examination stage.
- (3) Completion Evaluation of the qualification stage is determined by passing the courses and passing the qualification examination in Semester I.
- (4) Doctoral program students must be able to complete all qualification stage courses with a GPA of at least 3.00 and a course value of at least B. They have to pass the qualification examination in no later than 2 (two) semesters from the beginning of the doctoral program.
- (5) Doctoral program students have to complete a research proposal approved by the supervisor and examiner committee based on the appropriateness of the method and the feasibility of the targeted research output, no later than 4 (four) semesters since the commencement of the doctoral program.
- (6) Completion evaluation of the research stage is determined by the completeness and performance of the research in accordance with the approved research proposal as referred to in Paragraph (5), based on the supervisor and examiner team's assessment on scientific attitudes and contributions as well as the fulfillment of the number of publication obligations in the proceedings of national conferences, accredited national journals, international conference proceedings and indexed international journals.
- (7) The completion evaluation of the dissertation examination stage is determined by the supervisors and examiner team's assessment in a closed defense session and an open defense promotion session.

- (8) Students whose study period has ended can apply for an extension of the study period for a maximum of 2 (two) semesters through a feasibility evaluation mechanism for each semester through a Student Status Committee Meeting.

Article 28 Minimum Unit Requirement

- (1) Students must meet the minimum unit requirement to be able to complete their studies at the university before the maximum study period that has been set.
- (2) To complete a study load of 144 – 146 credits in diploma-4 and bachelor's degree programs, students are not allowed to exceed a maximum study period of 12 (twelve) semesters as stipulated in Article 7, the student's minimum unit requirement is to pass a total of 15 (fifteen) credits of courses per semester or 30 (thirty) credits per year with a GP of ≥ 2.00 .
- (3) To complete the study load of 36 – 50 credits in master's degree program, students are not allowed to exceed a maximum study period of 6 (six) semesters as stipulated in Article 7, the maximum unit requirement of students in the Postgraduate Program is to pass 18 (eighteen) credits of courses per semester or 36 (thirty-six) credits of courses per year with a GP of ≥ 3.00 .
- (4) To complete the study load of 42 – 56 credits in the doctoral program, students are not allowed to exceed a maximum study period of 12 (twelve) semesters as stipulated in Article 7, the maximum unit requirement of students in the Doctoral Program is to pass 9 (nine) credits of courses per semester or 18 (eighteen) credits per year, except for the Dissertation course, with a GP ≥ 3.00 .
- (5) The status of students who do not meet the minimum unit requirement is changed into probationary in accordance with the provisions of Article 52 until they achieve cumulative minimum unit requirement or are advised to withdraw.

Article 29 Graduation Evaluation/Judicium

- (1) A student's study graduation is based on the conformity of the assessment of the student's study evaluation results with the size of learning outcomes to meet the study program competency /graduate profile (Program Educational Objectives) that have been formulated in each study program, which is represented by the achievement of the Grade Point Average (Indonesian acronym: IPK) in the study period according to the provisions. In addition, several conditions must be met, including:
 - a. having a foreign language proficiency certification;
 - b. having completed the loan return and library book donation obligations;
having returned all the lent book and completed library book donation obligations
 - c. It is required for students who are not in vocational programs to publish scientific papers that are uploaded to the university's e-Proceedings;
 - d. meeting the minimum score of the Student Activity Transcript (Indonesian acronym: TAK) according to applicable regulations.
- (2) Diploma students are declared graduated if they have passed all courses including the Final Project, have a GPA of ≥ 2.00 and meet the minimum foreign language proficiency score.
- (3) Bachelor's degree students are declared graduated if they have passed all courses including the Final Task, have a GPA of ≥ 2.00 and meet the minimum foreign language proficiency and scientific paper publication requirements.
- (4) Master's degree students are declared graduated if they have passed all courses including Thesis, have a GPA of ≥ 3.00 and meet the minimum foreign language proficiency and scientific paper publication requirements.

- (5) Doctoral students are declared graduated if they have passed all courses including the Dissertation, meet the minimum foreign language proficiency and scientific paper publication requirements, have good research performance and scientific work publications, and have good scientific attitudes and contributions based on the assessment at the promotion session.
- (6) Diploma and bachelor's degree students are required to have a Student Activity Transcript (Indonesian acronym: TAK) score that is not lower than the minimum requirement in the Student Regulations applicable at the university as a graduation requirement.
- (7) The Graduation of diploma, bachelor's degree, master's degree, and doctoral programs are determined through the Rector's Decree based on the recommendation of the graduation judicial session in the School Student Status Committee Meeting.
- (8) Unless transferred students from other programs or universities and students with vital health problems, diploma and undergraduate program students are required to have and show a New Student Orientation (Indonesian acronym: OMB) certificate at the university as a requirement to attend graduation.

All diploma and undergraduate student except transferred students from other programs or universities and students with vital health problems, are required to have and show a New Student Orientation (Indonesian acronym: OMB) certificate at the university as a requirement to attend graduation.

Article 30 Graduate Predicate

- (1) University graduates are given the graduation predicate, namely With Honors (Excellent/Cum laude), Very Satisfactory (Very Good) and Satisfactory (Good).
- (2) Graduate predicate is given based on students' GPA and study period as follows:
 - a. Diploma-3, Diploma-4 and Bachelor's Degree Programs

Graduate Predicate/Judicium	GPA	Study Period
With Honors (<i>Excellent/Cum Laude</i>)	3,51 – 4,00	Diploma-3 : 6 semesters
		Diploma-4 : 8 semesters
		Undergraduate : ≤ 8 semesters
Very Satisfactory (<i>Very Good</i>)	3,51 – 4,00	Diploma-3 : 6 semesters
		Diploma-4 : 8 semesters
		Undergraduate : ≤ 8 semesters
	3,01 – 3,50	---
Satisfactory (Good)	2,76 – 3,00	---

b. Master's Degree Program

Graduate Predicate/Judicium	GPA	Study Period
With Honors (<i>Excellent/Cum Laude</i>)	3,76 – 4,00	≤ 4 semesters
Very Satisfactory (<i>Very Good</i>)	3,76 – 4,00	> 4 semesters
	3,51 – 3,75	---
Satisfactory (Good)	3,00 – 3,50	---

c. Doctoral Degree Program

The graduation predicate in the Doctoral Program is given based on the assessment of research performance and publication of scientific papers, scientific attitudes and contributions of prospective graduates, as well as GPA achievements and study period, which are recommended by a closed session at an open promotion session.

Graduate Predicate/Judicium	GPA	Study Period
With Honors (<i>Excellent/Cum Laude</i>)	3,76 – 4,00	≤ 6 semesters
Very Satisfactory (<i>Very Good</i>)	3,76 – 4,00	> 6 semesters
	3,51 – 3,75	---
Satisfactory (Good)	3,00 – 3,50	---

(3) Additional requirements for the predicate With Honors (*Excellent/Cum Laude*) are as follow:

- Not exceeding the normal study period.
- Free from negative academic or non-academic records, never receiving sanctions for academic or non-academic violations from the Disciplinary Commission.
- Bachelor's and Master's Degree students are to be successful in publishing scientific papers in reputable external scientific publication media proven by at least an acceptance letter during the Judicium Academic Session. Especially for bachelor's degree programs, if the acceptance letter is not yet available, it can be replaced with the supervisor's statement letter as regulated in Article 36.
- For bachelor's degree/vocational/arts/design programs, it can also be in the form of achievements in obtaining the top 3 or national/international recognition of works that are still related to the scientific field being studied proven by documentation and certificates Judicium Academic Session.

- e. Graduates of vocational/art/design programs are required to produce works or products that are recognized by reputable industry or related institutions. Vocational program graduates who carry out Industrial Placement can be supported by a letter of acknowledgment of carrying out work with extraordinary achievements from the industry or a statement of acceptance as an employee, which is assessed and approved by the graduation academic session at the vocational school with the suggestion of the Academic Supervisor.
 - f. Doctoral program graduates are required to publish scientific papers in indexed international journals proven by at least an acceptance letter at the time of the open promotion session.
 - g. Meeting the requirements of foreign language proficiency as referred in Article 37.
 - h. The requirements in point c and d can be substituted with achievements in national or international competitions that carry the name of the university.
- (4) Graduates who meet the GPA requirements to get the graduation predicate With Honor (Excellent/Cum Laude) in Paragraph (2) above, but cannot meet the additional requirements as mentioned in Paragraph (3) in this article will get the predicate of Very Satisfactory (Very good).
- (5) Graduation of diploma-3, diploma-4 and undergraduate programs which are achieved with a Grade Point Average of ≤ 2.00 GPA ≤ 2.75 during the study period and do not exceed the maximum provisions, are graduation without predicate.

Article 31 Academic Progress Report

- (1) The Academic Progress Report in accordance with Article 1 Paragraph (42) is issued by the University in print or online to be given to students and their parents every semester.
- (2) The access to Academic Progress Reports in online form can be done at any time on the academic information system application equipped with various information that completes the description of the educational process undertaken by students, such as attendance at classroom learning activity, student activity transcripts (Indonesian acronym: TAK), etc. and equipped with interactive communication media with academic supervisor, educational programs, schools and universities, or in the form of questionnaires, including the provision of facilities for sending criticism and suggestions, changing address data, contact numbers, and the like.
- (3) The Academic Supervisor provides evaluation records of learning outcomes for a semester and provides advice and motivation the next semesters' study planning which is submitted through the application of the academic information system.
- (4) The ratification of the Academic Progress Report is given in the form of a wet signature or digitally by the Head of the Study Program.
- (5) Online Academic Progress Reports are accessed by students and their parents through the university's academic information system application using different accounts and sent to each student and parent.
- (6) Students whose study achievements per semester are below the minimum standard are given a warning letter by the university's academic administration management unit based on data reports from the study program no later than one month after the deadline for uploading the Final Score List (Indonesian acronym: DNA).
- (7) The upload of the online Academic Progress Report is carried out by the academic administration management unit and the University information system management unit, no later than one month after the deadline for uploading the Final Score List (Indonesian acronym: DNA), with parent and student accounts are sent through the short message service gateway (SMS gateway) at the beginning study.

Article 32 Study Termination and Withdrawal

- (1) Students who are declared dropped out are not provided with information on their study history and a list of courses that have been taken while studying at the university.
- (2) Students who declare or are deemed to have resigned may be given a statement of study history, a list of the score of the courses that have been taken during their studies at the university and a statement of transfer, after completing all payment obligations.
- (3) Students are declared dropped out due to receiving academic and non-academic violation sanction based on the Rector's Decree which determine the recommendation of the Disciplinary Commission.
- (4) A student is requested or deemed to withdraw if:
 - a. he/ she fails to meet the passing grade requirements and the maximum study period at each evaluation level or overall study evaluation in accordance with the provisions of Article 28.
 - b. he/she does not register for two consecutive semesters and does not apply for re-registration until the deadline of the Change of Study Plan (PRD) for the next semester in accordance with Article 51.
 - c. he/she is unable to fulfill the requirements within the prearranged time after receiving the status of a probationary student as regulated in Article 52.
- (5) Postgraduate students who withdraw not because of academic performance during the study, can re-register with full payment and get a new Student ID Number within a maximum of 1 (one) year from the date of withdrawal. The recognized courses are 30-40% of the total courses that have been taken except for research methods courses, proposal seminars, and theses.

Article 33 Stipulation of Study and Level Completion

- (1) Based on the applicable academic requirements and provisions in accordance to university rules and applicable laws and regulations in the Unitary State of the Republic of Indonesia, the graduation stipulation of a graduate from a study program is as recommended by the Student Status Committee Meeting of the School/ Education Program and stipulated by the Rector's Decree as the basis for the issuance of degree certificated and transcripts.
- (2) For the purpose of structuring students' study plans and administering study programs, the university also implements per level completion which is also a study staging (milestone) to encourage the priority of completing all the courses in each academic year gradually according to the curriculum structure of the study program.
- (3) Level completion as referred to in Paragraph (2) is recommended by the Student Status Committee Meeting of the School/Basic and General Lecture Program, then reported to the university through the Vice Rector for Academic Affairs printed and online through the application of the academic information system to obtain a stipulation.
- (4) The level completion as referred to in Paragraph (2) can be used as a requirement of certain academic activities that encourage the good order of students' study plans and the administration of study programs.

Article 34 Degree Certificate and Academic Transcript

- (1) Degree certificates and academic transcripts are documents that explain graduation and completion of all study obligations of a graduate, signed by the Dean and Rector, printed on secure paper, containing various information on the graduate's identity, study program and university,

written in Indonesian and English with the format and layout in accordance with the provisions of the State.

- (2) The format, layout, and explanation of university degree certificate and academic transcript specimens are regulated in a separate Rector's Decree, in accordance with applicable laws and regulations.

Article 35 Course Grade List and Letter of Completion

- (1) Course Grade List can be issued by the University containing the grades of the courses that have been taken, according to the applicable provisions of the rules to each study program, based on the request of interested students which are intended for certain purposes, including transferring credit for students who will transfer to another university, applying for scholarships to certain institutions, and so on.
- (2) A Letter of Completion that functions as a temporary graduation certificate can be issued by the School based on the request of interested students for certain purposes, including applying for a job before the issuance of the legalized degree certificate by the Dean of the School and the Rector of the University.

Article 36 Obligatory Journal Publication for Graduation Requirement

- (1) The general provisions for scientific works and publications for graduation are as follows:
 - a. Scientific works published to meet the university requirements for graduation are written and published reports that describe the results of research, studies, works of art or designs that have been carried out at the final stage of study in academic education programs, by complying with scientific principles and ethics and publication ethics that are confirmed and adhered to by the scientific community.
 - b. Scientific works consist of: (i) bachelor's theses, master's theses, dissertations or (ii) creation of works.
 - c. Bachelor's theses, master's theses, dissertations are student's final works in the form of scientific works and in the form of research results compiled according to scientific principles under the supervision or direction of the supervisor.
 - d. The creation of works is the embodiment of concepts and ideas based on theories that have been learned by students from the lecture. The creation of the work can also be called the final work.
 - e. Scientific publication articles are articles originating from undergraduate, postgraduate theses, dissertations or the creation of final works published in ISSN national scientific journals, international seminar proceedings, accredited national journals and international journals.
 - f. Scientific work or final work is the task of final year students who have completed the number of Credit Hours with a minimum score in accordance with the provisions set by the study program.
- (2) The Publication of scientific works is aimed at:
 - a. Building positive cultures in the university including the following:
 - i. Reading culture; habituating students and lecturers' reading interest,
 - ii. Writing culture; motivating students and lecturers' interest in writing,
 - iii. Honest culture, building an honest culture that is anti- plagiarism,
 - iv. Culture of sharing; getting used to publishing scientific papers,
 - v. Culture of respect for others; appreciating the work of others and
 - vi. Analytical culture; cultivating analytical skills

- b. Accommodating research results and or scientific concepts in certain disciplines.

(3) General criteria:

- a. Meeting the scientific principles, containing background, formulation of problem, problem solving, latest theory support, conclusions, and recommendations;
- b. The substance of the problem must be relevant to the field of science related to the study program.

(4) Specific criteria:

- a. The publication of the final project of the bachelor's degree program in the university;
 - i. Publication through e-Journals that have ISSN,
 - ii. The published final work has been reviewed internally by either the study program or the Supervisor and Examiner as well as the university e-journal reviewers appointed by the university Rector.
 - iii. When final works that do not meet the criteria for scientific papers writing, only the abstract will be published.
- b. The publication of the final work of the postgraduate program in the university;
 - i. The publication is through accredited journals or indexed international seminars,
 - ii. The published final work has been reviewed internally by the Supervisor and the Examiner.
- c. Publication of the final work of the doctoral program in the university;
 - i. The publication is through indexed international journals,
 - ii. The published final work has been reviewed internally by the Co-Promoter Lecturers, Promoters, Reviewers and Expert Opponents.

(5) The Mechanism of Scientific Publication Obligation is the following:

- a. The mechanism of scientific publication obligation for undergraduate programs includes the following stages:
 - i. Drafts of final assignments/thesis and drafts of scientific publication articles that have been reviewed and approved by the Supervisor are submitted to the program secretariat.
 - ii. It is required for Supervisors and Examiners to review the drafts of the final project/thesis and the drafts of scientific publication articles, as well as to give the results of the written correction to students at the final project/thesis exam.
 - iii. Students accommodate the feedback of supervisors and examiners both in the draft of the final project/thesis and scientific publication articles. The results of the revision need to be approved by the Examiners and Supervisors through the revision form.
 - iv. Students upload scientific publication articles and plagiarism-free letter to the university's e-Proceedings.
 - v. The Supervisor gives approval to the final project/thesis and publication article uploaded by the student as mentioned in point iv.
 - vi. When Articles of scientific publications do not meet the criteria of scientific works, only the abstract will be published.
 - vii. The university's e-Proceeding Editorial Team distributes scientific publication articles to e-Journal Reviewers who are appointed based on the Rector's Decree.
 - viii. Articles of scientific publications that have been reviewed and revised as referred to in point vii can be uploaded to universities' e-Proceedings that have ISSN.
 - ix. For graduates with "with honors" (Cum Laude) predicate:
 - The submission of written evidence such as acceptance letter of scientific publication articles from external campus scientific publication managers is a requirement for applying for a graduation academic session.

- If the acceptance letter is not yet available, there must be a statement letter from the supervisor at the graduation judgement session which guarantees that the student's work will be published.
- b. The mechanism of scientific publication obligation for undergraduate programs includes the following stages:
- i. Drafts of the thesis and scientific publication articles that have been reviewed and approved are submitted to the program secretariat.
 - ii. It is required for Supervisors and Examiners to review the drafts of thesis and scientific publication articles, as well as to give the results of the written correction to students at the final project/thesis exam.
 - iii. Students accommodate the feedback of supervisors and examiners both in the draft of the thesis and scientific publication articles. The results of the revision need to be approved by the Examiners and Supervisors through the revision form.
 - iv. Students are required to submit their scientific publication articles as mentioned in point iii to accredited national scientific journals or international seminars.
 - v. The submitted written evidence in the form of copy of the cover and table of contents of an accredited national journal or an indexed international seminar certificate is a requirement for taking the degree certificate. If there is no evidence of publication, there must be a statement letter from the supervisor which guarantees that the student's work will be published.
- c. The mechanism of scientific publication obligation for doctoral programs includes the following stages:
- i. Drafts of the dissertation and scientific publication articles that have been reviewed and approved by the Co- promoters and Promoter are submitted to the program secretariat.
 - ii. It is required for the Co-promoters, Promoters, Reviewers and Opponents Expert to review the draft of the dissertation and scientific publication articles, as well as give the results of the written correction to students during a closed defense session.
 - iii. Students accommodate the feedback from supervisors and examiners in both the dissertation draft and scientific publication articles. The revised results are approved by the Reviewers, Promoters and Co-promoters and Expert Opponents, through a revised form.
 - iv. Students are required to submit their scientific publication articles as referred to in point iii to indexed international scientific journals.
 - v. The Submission of written evidence such as acceptance letter of scientific publication articles from indexed international journal administrators is a registration requirement of closed defense session.
 - vi. The Submission of printed proof of publication of scientific publication articles in indexed international journals is a requirement for taking the degree certificate.
- (6) The final work of vocational study program students must be published in the form of a final work publication, poster or catalog of the final work product.

Article 37 Obligatory Foreign Language Proficiency Test as a Graduation Requirement

- (1) The obligation to pass a foreign language proficiency test for a graduation requirement is a minimum score requirement for English proficiency that must be met by:
 - a. diploma and bachelor's degree students at each level session and at the time of carrying out registration for the Final Task/ Final Project (Indonesian Acronym: TA/PA)
 - b. master's degree and doctoral degree students at the time of Thesis/Dissertation registration.
- (2) The requirements for the minimum score of English language proficiency for each level of the study program as stated in Article 29 regarding graduation evaluation are as follows:

No.	Study Program Level	ITP TOEFL /EPRT minimum score			
		First year	Second year	Third year	TA/PA/ Thesis/ Dissertation Registration
1	Associate Degree (D3)	370	410	-	450
2	Bachelor of Applied Science (D4)	370	400	427	450
3	Bachelor's Degree (S1)	370	400	427	450
4	Master's Degree (S2)	-	-	-	477
5	Doctoral Degree (S3)	-	-	-	500

- (3) The fulfillment of the English proficiency requirements for graduation as referred to in Paragraph (2) is indicated by an official statement of the TOEFL ITP or EPRT (English Proficiency Test) score from the university Language Center.
- (4) Certificate of English Proficiency Test (EPRT) in Paragraph (3) is consented to be used as a requirement for Bachelor's Degree Thesis/Diploma Final Project/Master's Thesis/Dissertation defense session if the score is issued by the Language Center of the university.
- (5) When applying for final project (TA/PA) defense, students are required to have an EPRT minimum score of 450 or get an exemption from the head of the study program for those having taken the test for 3 (three) times with the score of under 450. The exemption is only given if the interval of the tests is no longer than 1 month.
- (6) Graduation Predicate for diploma and bachelor's degree students, if the EPRT score does not meet the minimum score of 450, they shall not be awarded graduation predicate of "with honor" (cum laude).
- (1) Requirements in English proficiency can be replaced with other foreign language proficiency from an internationally certified language center of which the score meeting the minimum requirements in Paragraph (1), recognized by the university Language Center.

Article 38 Academic Degrees of Telkom University Graduates

- (1) Academic Degrees of study program graduates established in the university complies with regulations on Science and Technology Cluster as well as Academic Degrees for Higher Education Institutions stipulated by the government including:

(2)

No	Study Program	College Degree	Academic Degree
1	Electrical Engineering	Master's Degree (S2)	<i>Magister Teknik (M.T.)</i>
2	Informatics	Master's Degree (S2)	<i>Magister Komputer (M.Kom.)</i>
3	Management	Master's Degree (S2)	<i>Magister Manajemen (M.M.)</i>
4	Industrial Engineering	Master's Degree (S2)	<i>Magister Teknik (M.T.)</i>
5	Telecommunication Engineering	Bachelor's Degree (S1)	<i>Sarjana Teknik (S.T.)</i>
6	Electrical Engineering	Bachelor's Degree (S1)	<i>Sarjana Teknik (S.T.)</i>
7	Computer Engineering	Bachelor's Degree (S1)	<i>Sarjana Teknik (S.T.)</i>
8	Engineering Physics	Bachelor's Degree (S1)	<i>Sarjana Teknik (S.T.)</i>
9	Industrial Engineering	Bachelor's Degree (S1)	<i>Sarjana Teknik (S.T.)</i>
10	System Information	Bachelor's Degree (S1)	<i>Sarjana Komputer (S.Kom.)</i>
11	Informatics	Bachelor's Degree (S1)	<i>Sarjana Komputer (S.Kom.)</i>
12	Software Engineering	Bachelor's Degree (S1)	<i>Sarjana Komputer (S.Kom.)</i>
13	Information Technology	Bachelor's Degree (S1)	<i>Sarjana Komputer (S.Kom.)</i>
14	Management	Bachelor's Degree (S1)	<i>Sarjana Manajemen (S.M.)</i>
15	Accounting	Bachelor's Degree (S1)	<i>Sarjana Akuntansi (S.Ak.)</i>

16	Business Administration	Bachelor's Degree (S1)	<i>Sarjana Administrasi Bisnis (S.A.B.)</i>
17	Communication Science	Bachelor's Degree (S1)	<i>Sarjana Ilmu Komunikasi (S.I.Kom.)</i>
18	Public Relation	Bachelor's Degree (S1)	<i>Sarjana Ilmu Komunikasi (S.I.Kom.)</i>
19	Interior Design	Bachelor's Degree (S1)	<i>Sarjana Desain (S.Ds.)</i>
20	Visual Communication Design	Bachelor's Degree (S1)	<i>Sarjana Desain (S.Ds.)</i>
21	Product Design	Bachelor's Degree (S1)	<i>Sarjana Desain (S.Ds.)</i>
22	Craft Textile and Fashion	Bachelor's Degree (S1)	<i>Sarjana Seni (S.Sn.)</i>
23	Fine Arts	Bachelor's Degree (S1)	<i>Sarjana Seni (S.Sn.)</i>
24	Multimedia Engineering Technology	D-4 Diploma 4 (D4)	<i>Sarjana Terapan Komputer (S.Tr.Kom.)</i>
25	Telecommunication Engineering	D-3 Diploma 3 (D3)	<i>Ahli Madya Teknik (A.Md.T.)</i>
26	Computer Engineering	D-3 Diploma 3 (D3)	<i>Ahli Madya Teknik (A.Md.T.)</i>
27	Application Software Engineering	D-3 Diploma 3 (D3)	<i>Ahli Madya Komputer (A.Md.Kom.)</i>
28	Information System	D-3 Diploma 3 (D3)	<i>Ahli Madya Komputer (A.Md.Kom.)</i>
29	Accounting Information System	D-3 Diploma 3 (D3)	<i>Ahli Madya Sistem Informasi Akuntansi (A.Md.S.I.Ak.)</i>
30	Marketing Management	D-3 Diploma 3 (D3)	<i>Ahli Madya Manajemen (A.Md.M.)</i>
31	Hospitality	D-3 Diploma 3 (D3)	<i>Ahli Madya Pariwisata (A.Md.Par.)</i>

- (3) If there is any revision in national regulations or if there is a new study program established, the revision or the addition of graduate academic degrees shall be stipulated by a separate decree.

Article 39 Student Status Committee Meeting

- (1) Student Status Committee Meeting is a meeting held by the board of lecturers on a schedule basis by the education program provider, attended by the head of program, academic supervisor and lecturers, discussing a set of agenda related to evaluation on and status of students, including:
- Recommendations on stipulating the status and judicium of a student graduation
 - Recommendations on stipulating the study year level/stage completion
 - Recommendations on dropped out/ withdrawn students for each year level
 - Recommendations on dropped out/ withdrawn students due to maximum period of study
 - Recommendations on requests for the extension for study period
 - Recommendations on special examinations
 - Recommendations on course grade revision
 - Recommendations on the admission for a student re-enrolling after withdrawal
 - Report on students' status either withdrawn or who do not re-register for 2 (two) consecutive semesters (considered withdrawing)
 - Monitoring the number of graduates and active students in each batch, dropped out and withdrawn students
 - Monitoring the number of difficult students as well as the solutions
- (2) Student Status Committee Meeting is held at least bimonthly in February, April, June, August, October and December.
- (3) Student Status Committee Meeting for students in study programs under a School is led by a Dean or Vice Dean for Academic and Student Affairs according to the data prepared by the Heads of Study Programs.
- (4) Student Status Committee meeting on freshmen or students in the Joint Preparation Stage (TPB) in a Study Program and for distance learning students in Distance Learning Resource (SBJJ) Unit is led by a Dean or Vice Dean for Academic and Student Affairs according to the data prepared by the Head of a Distance Learning Study Program.
- (5) On a specified schedule, students are required to enroll in the student status committee meeting through the Administration of the School/Program by stating their participation purposes as stated in Paragraph (1) after being approved by their Academic Supervisor.
- (6) The final recommendation from the meeting led by the Chairperson of the meeting as stated in Paragraph (4) and (5) is reported to the Vice Rector I for Academic Affairs to be enacted in the Rector's Decree.

Article 40 Graduation

- (1) Graduation is a ceremony for the inauguration of Diploma, Bachelor's Degree, Master's Degree and Doctoral Degree graduates in a University Senate Open Session attended by University Senates, Heads of Programs, graduates' parents, lecturers, student representatives and university invited guests.
- (2) Telkom University Graduation is held three times in each Academic Year as scheduled in the University Academic Calendar, namely Graduation Batch I in November, Graduation Batch II in March and Graduation Batch III in August.
- (3) every Graduate has a right to attend the graduation after registering by fulfilling all provisions and requirements applied.
- (4) The requirements to be fulfilled for the registration are as follows:
 - a. Having been declared graduated by the School Graduation Academic Session,
 - b. Having fulfilled all tuition fee payment obligation in accordance with Article 43 Paragraph (2),
 - c. Filling in the final study questionnaire, pre-tracer survey, and registration form as well as uploading photos online on the graduation registration application,
 - d. Submitting the printed form in point c to get the graduation invitation and Telkom University graduate medal.
 - e. Graduation gown and cap are available for rent at the University Cooperative.

CHAPTER V REGISTRATION PROVISIONS

Article 41 Registration Obligation and Student Study Card (KSM)

- (1) Students are required to register before the beginning of a semester on a specified schedule and in accordance with the regulations set by the university to administratively record themselves as an active student as to legalize their study plan in the respective semester.
- (2) To be entitled for registration, students are required to fulfill all tuition fee payment obligations, to later have their study plan in the upcoming semester approved by the Academic Supervisor through an academic supervision.
- (3) The registration process succeeds and declared completed if students have printed their Student Study Card (Indonesian acronym: KSM) as referred to in Article 1 Paragraph (38)
- (4) KSM download/printing process can be proceeded online and on schedule, informed through a separate announcement.
- (5) Any neglect on downloading/printing KSM may cause the student registration to be deemed as UNCOMPLETED. As a result, their academic activities shall not be recognized since their names are not listed in the course, lab work, and examination attendance lists.
- (6) Students who do not pass thesis defense/judicium at the end of a particular semester are required to register in the following semester in the maximum of 7 days after the Change of Study Plan (Indonesian acronym: PRS) period ends without any overdue registration payment.
- (7) Registration data of all students in a semester is reported to the Government through a report application system in Higher Education Database (Indonesian acronym PDDikti) in no later than six weeks after the academic activities run, along with the latest student's academic transcript, Change of Study Plan as referred to in Article 42, as well as data on students taking Academic Leave as referred to in article 50.

Article 42 Change of Study Plan

- (1) Change of Study Plan (Indonesian acronym: PRS) as referred to in Article 1 Paragraph (39) is scheduled for one week in the second week of the academic activities. The changes as referred to in this article is basically allowed for the reduction in the number of courses taken.
- (2) Addition in the number of courses taken can only be proceeded as a compensation on any reduction aimed for changing a course if there are some timetable clashes that cannot be avoided by a Study program. Any addition in the number of courses is required to have Academic Supervisor approval and be approved by the Head of the Study Program.
- (3) Completion of the Change of Study Plan (PRS) should also be marked by Student Study Card (Indonesian acronym: KSM) download as referred to in Article 41 Paragraph (3), (4) and (5). If the printing is not proceeded, the previous KSM is the one valid.
- (4) The last day of the Change of Study Plan (Indonesian acronym: PRS) period of a semester in the University Academic Calendar is the cut-off of the grace period for the closing date for all academic processes in the previous semester, with several implications as follows:
 - a. If students have been declared graduated according to the academic judicium session before the last day of the Change of Study Plan (Indonesian acronym: PRS) period, the students are declared to graduate in the previous semester that they are not required to register and pay any tuition fees in the respective semester.
 - b. All course grades (Indonesian acronym: NMK) in the previous semester should be uploaded to the academic system as the semester has been closed so that all academic data recorded has been in final status and ready to be uploaded to Higher Education Database or (Indonesian acronym: PDDikti) as referred to in Article 41 Paragraph (7).

- c. All academic administrative processes for a new semester should have been completed with final status in the University academic information system, including: the payment of Tuition and fees, registration until KSM printing processes, approval for academic leave, approval for Tuition Fee payment deferral, approval for scholarship, etc.
- d. Lateness for any academic administrative processes in Paragraph (4) point c which is not completed by the last day of the Change of Study Plan (Indonesian acronym: PRS) week may result in student failure in the registration for a new semester as referred to in Article 51.

Article 43 Tuition Fee

- (1) In accordance with the payment period, tuition fees in the university consist of Admission Fee, Semester Tuition Fee in a normal period of study, and in an extended period of study.
- (2) The Tuition Fee at the university includes the following components.
 - a. Development Fee (Indonesian acronym: UP3) in the first semester of the study.
 - b. Endowment Fee (Indonesian acronym: SDP2) in the first semester of the study.
 - c. Tuition Fee (Indonesian acronym: BPP) per semester.
 - d. Graduation Fee at the end of the period of study.
- (3) Tuition Fee tariff for a batch in a study program is determined by the Telkom Education Foundation and openly announced to the public. The amount of the tariff effective in a study program and or a class in a study program in an academic year or in a batch is possible to be different stipulated by separate provisions.
- (4) Tuition Fee (Indonesian acronym: BPP) in Paragraph (2) point c and Paragraph (3) is fully effective for all degrees along a normal period of study in accordance with Article 7 and if students need to finish their study with 2 (two) extended semesters.
- (5) If students have not finished their study after 2 (two) extended semester periods after a normal period of study as referred to in Paragraph (4), Tuition Fee (BPP) applicable for the extension until the period of study ends or until graduation is the same amount applicable for freshmen.
- (6) Outside of the fee payment regulation in Paragraph (2), students shall not be liable for other tuition fees, except for certain subject matters determined by a separate Rector's Decree.
- (7) Tuition Fee payment obligation is allowed to be performed by:
 - a. At- one's-own-expenses payment.
 - b. University internal scholarship or external scholarship from university partners determined by a Rector's Decree.
 - c. Part or full deferment for all payment obligations (Deferment for part or full payment obligations) has a determined time limit that should be proposed with a written request through Vice Rector II before the payment period.
 - d. Part or full exemption for all payment obligations (Exemption for part or full payment obligation) is based on a request and a certain requirement, determined through the Rector's Decree.
- (8) Payment for Tuition Fee as referred to in Paragraph (4) and (5) is aimed at having an access key to the application system for taking courses, academic supervision and registration, namely for:
 - a. non-scholarship students from the beginning of the study until graduation.
 - b. scholarship students from Scholarship Pathway selection as referred in Article 5 Paragraph (5), with payment obligations varied in accordance with the Semester Grade Point Average (IPS) in the previous semester.
 - c. *Bidikmisi* students exceeding the normal period of study as referred to in Article 4.

- (9) In the case where the amount of Tuition Fee possible to be exempted and the one required to be paid as referred to in Paragraph (7) point b has not been published, students with scholarship from Scholarship Pathway Selection as referred to in Article 5 Paragraph (5) and *Bidikmisi* who have not exceeded the normal period of study pursuant to the regulation in Article 4 are allowed to access registration application onto course enrollment, academic supervision and printing Student Study Card (Indonesian acronym: KSM) menus.
- (10) If based on the decision in the Rectors' Decree that there shall be some payment obligations of Tuition Fee for students with scholarship in the normal period of study as referred to in Paragraph (9), to the students, payment time is given for no later than the Mid-Semester Examination period.
- (11) The overdue on the payment of Tuition Fees in Paragraph (10) will result in limited access for the students to enter the network and to the academic portal system.
- (12) If students with scholarship and that of *Bidikmisi* have not finished their study exceeding the normal period as referred to in the provisions in Article 4, the extended period of study is enforced for the Tuition Fee payment obligation as referred to the normal provisions in Paragraph (5) in this Article.
- (13) Full Payment for any forms of Services and Tuition Fees shall be performed via bank services appointed as the University partner using payment application providing access for students and parents in doing the payment, and for the University in receiving payment as well as confirming the payment to the students and parents that may support the Registration process and the establishment of Good University Governance.
- (14) Full Payment for all services and Tuition Fees is prohibited to be performed by cash or by a transfer through a non-University's bank account.

Article 44 Academic Supervision

- (1) Academic Supervision as referred to in Article 1 Paragraph (32) is a student's right to get at least 3 (three) times of face-to-face meeting each semester.
- (2) Academic Supervisor can be conducted through a personal or a group consultation with all students under the same Academic Supervisor.
- (3) Academic Supervision can be conducted on-site on campus or online through internet media using academic supervision application, with the schedule set based on students' and Academic Supervisor's schedule and conditions.
- (4) One of the supervision sessions required to hold is consultation and Supervisor's approval on the study plan for the following semester.
- (5) Group supervision as referred to in Paragraph (2) or an online one as referred to in Paragraph (3) does not remove students' rights to have face-to-face personal supervision with Academic Supervisor as referred to in Paragraph (2).

Article 45 Online Academic Supervision

- (1) Academic Supervisor Approval on students' study plan is a part of reregistration administrative process in the beginning of a semester conducted online.
- (2) The Approval is given online after students propose their study plan online.
- (3) The online approval does not remove students' right to have a direct face-to-face consultation with Academic Supervisor.

Article 46 Academic Supervisor Responsibilities and Authorities

- (1) An academic Supervisor is a university permanent lecturer appointed by the Rector's Decree as a University representative to do an academic or non-academic education to students and bridging communication between University/School/Program and parents.
- (2) The responsibilities and authorities of an Academic Supervisor/Academic Advisor are related to students' academic aspects as follows:
 - a. Providing some guidance and approval on the study plan of students under his/her supervision, in accordance with the applicable academic rules.
 - b. Giving some recommendations for students under his/her supervision to follow curricular or extracurricular activities in achieving optimum learning outcomes.
 - c. Following the student supervisees' progress/development as the basis for deciding further treatment.
 - d. Giving approval to students' proposing for Academic Review related which determines their status and or completion of their education stages.
- (3) Responsibilities and authorities of Academic Supervisor related to students' non-academic aspects are as follows:
 - a. Finding solutions for students' personal problems related to study progress.
 - b. Providing recommendations for particular needs related to study smoothness.
 - c. Motivating and encouraging students in their study.
- (4) In handling non-academic problems apparently requiring special treatments from professionals, an Academic Supervisor/Academic Advisor can provide some recommendation to students to have a counselling service.

Article 47 Provisions of Student Status

- (1) Student status is an administrative record for a student, namely as an active student taking a study or an academic leave.
- (2) Records on student status who are active and taking an academic leave are recorded at the beginning of a semester, reported to the Government through Higher Education Database (Indonesian acronym: PDDikti) as referred to in Article 41 Paragraph (7). Changes in student status outside of the active period may not be reported in the report.
- (3) Probation student status is a one or two semester period when a student is subject to special supervision related to his/her learning achievement, as in the previous semester he/she performed/faced certain matters conformed to the probation provisions as regulated in Article 52.

Article 48 Student ID Card (Indonesian acronym: KTM)

- (1) Student ID Card is a sign for an individual' student status.
- (2) Student ID Card is officially issued by the University at the beginning of a student's period of study informing his/her personal identity, study identity, and the University.
- (3) In representing the status of an active student, Student ID Card has an intrinsic expiry date as referred to in Article 1 Paragraph (37), namely:
 - a. The odd Semester of an Academic Year (T)/(T+1) : September 01 (T) to 31January 31 (T+1)
 - b. The even Semester of an Academic Year (T)/(T+1) : February 01 (T+1) to 31August 31 (T+1)

- (4) One's student ID Card is effective from the beginning of a period of his/her study until the end of his/her study in the university, either caused by their graduation or quitting before graduation
- (5) Student ID Card can be a co-branding with partner companies.
- (6) In terms of *co-branding* with a partner company as referred to in Paragraph (5), the intrinsic valid status of the card as a Student ID is ended when the student card owner is no longer a student and it is only valid as a partner service card until it is changed into a single function card.

Article 49 Extension of Study Period and Student ID Card Validity Period

- (1) Students' active status and semester intrinsic validity date of a Student ID Card owned by a student can be automatically extended by the University, so that the student shall still be recorded as the student of the previous semester and has not yet been recorded as the students of the following semester though the following semester has already run.
- (2) Automatic extension for active student status as well as the validity period of the Student ID card a student owned as referred to in Paragraph (1) can be given to be longer than the provisions in Article 48 Paragraph (3), but no longer than the last day of the Change of Study Plan period for the following semester.
- (3) If before the status extension ended as referred to in Paragraph (2) a student receives the stipulation on graduation or termination from Student Status Committee Meeting that he/she shall not continue the study in the following semester, the student is not required to register in the following semester thus he/she is not subject for Tuition Fee payment obligation.
- (4) If until the end period of status extension as referred to in Paragraph (2), a student does not receive/has not received any decision on graduation or termination on his/her study from the Student Status Committee Meeting, he/she is required to register in the following semester, and he/she is subject for the Tuition Fee payment obligations that should be fulfilled before the last day of the Change of Study Plan period as referred to in Paragraph (2).
- (5) Automatic extension period for active student status and the validity period of Student ID Card are also subject of the extension provisions referred to in Article 48 Paragraph (3), namely for students doing the Work Placement in the gap period of two semesters before the registration period of a new semester begins.
- (6) An automatic extension for active student status and the validity period of Student ID Card is granted for students having a Job Placement and an Internship program to the period when the student is required to register for a new semester, in accordance with the requirements and schedule for regular registration set by the University.

Article 50 Academic Leave

- (1) Academic leave is a clearance given by the Rector for students not to follow all academic activities for 1 (one) full semester.
- (2) Academic leave does not cause any extension in the limit for maximum period of study.
- (3) Several terms and conditions for a student to be able to send an academic leave request are:
 - a. Being ill which requires a long period of care that may disturb academic activities proven by the medical certificate from the appointed Doctor.
 - b. Having a financial problem proven by Parents'/Guardian's/office statement, copies of family card, and the statement from the Civil services/ authority at the students' residence.
- (4) Academic leave is not allowed for students who have not completed the Freshman Year/ completed Joint Preparation (Indonesian acronym: TPB), master's degree students can apply for leave after completing 1 (one) semester.
- (5) Requests for Academic Leave for a semester shall be submitted in an ongoing semester. The request is addressed to the Rector C/O Vice Rector I of Academic Affairs under parental consent and approved by Academic Supervisor, the Head of Study Program, and Vice Dean I.
- (6) In a case that an Academic Leave in a semester has been requested for a period without exceeding the provision as referred to in Paragraph (5), if the request is approved, the approval on the Academic Leave request is determined through the Rector's Decree C/O Vice Rector I of Academic Affairs.
- (7) Students taking an academic leave are not subject to Tuition Fee payment obligation for the respective semester, yet subject to Status Fee payment obligation of 10% of the Tuition Fee in accordance with the provisions applicable for students.
- (8) If students' Academic Leave has ended and the students continue their study in the following semester, probation student status shall be granted for a duration as same with the leave duration in accordance with the provision in Article 52.
- (9) Opportunities and rights for academic leave for students shall be considered as null and void by itself if the remaining study period after the academic leave is not sufficient to complete the study load with a normal study load quota (no more than 20 credits) in each remaining semester as referred to the maximum study period regulations in Article 7 or the regulations on study period evaluation for each year/level in Article 24, 25, and 26.
- (10) Calculation on the rights for academic leave for a student as referred to in Paragraph (9) shall become his/her responsibility and it shall become the Academic Supervisor's as well as the Head of Study Program's authorities to make any decision before being validated by the University.
- (11) Academic leave is limited to two semesters maximum within the period of study and is taken non-consecutively without any extension in study period.

Article 51 Unregistered and Suspended Students

- (1) Unregistered students are those who do not proceed to reregister in accordance with the schedule and provisions determined in the beginning of a semester thus they are unlisted as students in the respective semester.
- (2) Suspended students are those whose status as student is inactivated for 1 (one) or 2 (two) semesters due to academic and non-academic violations.
- (3) Unregistered and suspended students are not allowed to participate in academic and student activities in the respective semester, so that they will be treated as a common citizen.
- (4) Being unregistered as referred to in Paragraph (1) is limited to only one semester along the period of study.
- (5) Students who do not for 1 (one) semester, if in the following semester intend to reregister, then:
 - a. The students should send a request acknowledged by parents, enclosed with Recommendation Letter from Academic Supervisor, and the Head of Study Program, directed to Vice Rector I for Academic Affairs.
 - b. Recommendation from Academic Supervisor and the Head of Study Program shall be granted based on the reasons whether it is acceptable or not and the considerations on the possibilities whether the remaining study load can be completed in the remaining period of study or not.
 - c. The request can be granted/declined depending on reasons behind the failure in registration and the possibility whether the remaining study load can be fulfilled in the remaining period of study or not.
 - d. If the request on being re-active is granted by the Vice Rector I, the Directorate of Academic Affairs must the status of the students as Probation Students for 1 (one) semester as referred to in Article 52.
 - e. If after 1 (one) semester of probation the student can pass the probation period as referred to in Article 52, the students' probation status can be changed into active students;
 - f. If after 1 (one) semester the student fails to pass the probation as referred to Article 52, the student status is entitled to be annulled and the students cannot continue the study in the university.
- (6) After being failed to register for 1 (one) semester as referred to in Paragraph (4), students who do not send any requests to reregister until the last day of the Change of Period of Study (Indonesian acronym: PRS) for the following semester in accordance with Paragraph (5), the students will not be recorded as being unregistered for two consecutive semesters, so that they shall be deemed as withdrawing from the university determined by the Rector's Decree in reference to the Student Status Committee Meeting.
- (7) In terms the registration request after registration failure in the previous semester is granted, it is obligatory for the students to pay not only Tuition Fee of the following semester, but also the full (100%) Tuition Fee for the semester they failed to register.
- (8) Suspended students is not the subject to Tuition Fee payment obligation for the respective semester, but obligated to register for 0 credit (Indonesian acronym: SKS) and are subject to Status Fee payment of 10% of the Tuition Fee applicable for the respected students.
- (9) Unregistered and suspension period shall not extend one's maximum period of study in accordance with the respective study program as referred to either in Article 7 or in Article 24, Article 25, Article 26 or Article 27.
- (10) Being unregistered or suspended can result in the students deemed to withdraw or may turn to dropout if the period of study after being unregistered or suspended is not sufficient to complete the study load with a normal study load quota (no more than 20 credits (SKS)) in each remaining

semester as referred to in the regulations on maximum period of study in Article 7 or in the regulations on study period evaluation in each year/level in Article 24, 25, and 26.

- (11) Absence in registration is only allowed for students after completing Freshman year. Any violations to this provision may result in withdrawal as the university student.

Article 52 Students in Academic Probation

- (1) Student on Academic Probation refers to a special monitoring status given to a student for one or two semesters due to the following matters:
 - a. Being approved to continue the study after in the previous semester gaining an academic achievement under the Minimum Unit Requirement as referred to in Article 28 (one semester probation);
 - b. Being approved to continue the study after taking academic leave for one semester as referred to in Article 50 (probation one, following the unregistered period);
 - c. Being approved to continue the study after failing the registration one as referred to in Article 51 (probation one, following the absence period);
 - d. Being approved to continue the study after being suspended as referred to in Article 51 (one or two semester probations, following the suspension period);
 - e. Being approved to continue the study in a new study program after being approved to transfer to a different study program as referred to in Article 54 (two-semester probation);
1. For Students on Academic Probation taking bachelor or diploma degree:
 - a. The maximum credits taken is 20
 - b. Minimum Grade Point Semester (Indonesian acronym: IPS) to reach is 2.00.
2. For Students on Academic Probation taking a postgraduate program:
 - a. The maximum credits taken is 12
 - b. Minimum Grade Point Semester (Indonesian acronym: IPS) to reach is 3.00.
3. In the case of one semester probation, students shall be allowed to continue their study in the following semester and change the status to active student only if meeting the provisions in Paragraph (2) for those taking an undergraduate or diploma program or in Paragraph (3) for those taking a postgraduate program.
4. For two-semester probation:
 - a. students are allowed to continue the study in the second semester of the probation only if meeting the provisions in Paragraph (2) for those taking an undergraduate or diploma program or in Paragraph (3) for those taking a postgraduate program.
 - b. students are allowed to continue the study in the following semester and change the status to active student only if meeting the provisions in Paragraph (2) for those taking a bachelor's degree or diploma program or in Paragraph (3) for those taking a master's degree program.
5. Students on Probation who cannot meet the provisions in Paragraph (2) until (5) are not allowed to continue the study in the university.

CHAPTER VI SPECIAL PROGRAMS

Article 53 Credit Transfer and Transfer Students from Other Higher Education Institutions

- (1) Credit transfer is recognition of college student learning outcomes for any lectures a student has taken before studying in a study program in the university, processed by the target study program.
- (2) Credit transfer is valid when students transfer to other study programs in the university, or from other universities or from other educational paths.
- (3) Credit transfer requirements are as follows:
 - a. Previous study programs have the same or higher accreditation with or than that of the target study program.
 - b. The course grade is no older than 2 (two) year period.
 - c. The courses to transfer meet the equivalency requirements of content and reference.
 - d. Credit transfer candidates, their previous study program, and transferred course credit are recorded in Higher Education Database (Indonesian acronym: PDDikti) system of the Ministry of Education and Culture of the Republic of Indonesia.
- (4) Requirements for study program transfer from other Higher Education Institutions are as follows:
 - a. Only for postgraduate, undergraduate and diploma programs.
 - b. Students who intend to have a study program transfer make a written request for a study program transfer to the Rector enclosed with the course transcript from the previous institution, a letter of statement from the rector of the previous institution declaring the student status and the reasons to transfer.
 - c. Students whose request is granted are required to meet the recent registration regulations and provisions and accept any decisions related to study load they should take at the university following the course equivalency approved by the Head of Study Program.
 - d. The number of credits to study shall be no less than 50% of all credit loads.
- (5) New students with study program transfer from other universities will have a status of probation student for 2 (two) semesters with credit load in each semester is 20 (twenty) with the minimum grade of C for all courses.
- (6) New students transferring from other study programs of other universities who cannot meet Paragraph (5) in this Article shall not be allowed to continue their study in the university.
- (7) The decision on the study period of students taking a study program transfer from other universities are counted based on the study load to take in the university in reference to the equivalency of course credit transfer, i.e. if completed with normal load of 20 (twenty) credits per semester added with extension period of two semester maximum.
- (8) The course equivalency process should have been completed before the semester registration process of the enrollment academic year, so that it is clearly acknowledged and precisely related to the course taken in the semester registration.

Article 54 Study Program Transfer

- (1) The aims of providing opportunities for Study Program transfer are:
 - a. Providing opportunities to a student feeling unsuited to a study program and possibly enabling him/her to transfer to other study programs in the university, or
 - b. Providing opportunities for the University Leader for a particular reason to transfer a student from a study program to other study programs.
- (2) General requirements for a study program transfer are as follows:
 - a. Study program transfer is only allowed for inter-undergraduate study programs and inter-diploma programs and not for magister and doctoral programs.

- b. The transfer shall only be performed from a study program with same accreditation or higher than that of the target study program.
- c. Study program transfer is aimed as a solution for problems with interests and talent unsuited to the previous study program, so that the respective students intend to transfer their study program, not aimed for difficult students, as in drop out case, in probation status, etc.
- d. Students intending to transfer their study program must have attended learning activities actively no less than 2 (two) semesters in the university with a GPA (Indonesian acronym: IPK) of 3.00.
- e. The study program transfer can only be performed in the beginning of the Sophomore Year, with the process started by April of the previous Academic Year.
- f. The study program transfer is possibly taken once during the period of study in the university.

(3) Specific requirements to study program transfer are as follows:

- a. The transfer request must be approved by Parents, Academic Supervisor and the Head of Study Program of the previous study program.
- b. As supporting documents for the transfer process, the request should be enclosed with Psychological Test Result from the University Character Development Division or Psychology Agency in Bandung acknowledged by the Character Development Division of the University.
- c. The Head of Study Program and Dean of the Target Study Program, principally approved the transfer.
- d. Once approved by the Head of target Study Program, it will be enforced by the issuance of the Rector's Decree C/O Vice Rector I for Academic Affairs, by stating that the student for 2 (two) consecutive semesters shall be/ will be on probation status as referred to in Article 52 Paragraph (1) point e.
- e. During the probation, the achievement the students must gain is a minimum GPA of 2.00. If it is less than that, the students will not be allowed to continue their study in the university premises.
- f. The probation status will turn into a active student status if the respective student has met the requirements for the two semesters.
- g. The probation does not change the period of study allowed for the student to be in accordance with his/her degree.

(4) Transfer Procedures are as follows:

- a. Students are required to consult with Parents and Academic Supervisors on their intention to transfer to a different study program.
- b. Sending a request to the Dean of Previous School written in a stamp known by Parents and Academic Supervisors and approved by the Head of Previous Study Program enclosed with:
 - i. The transcript of all courses completed in Previous Study Program.
 - ii. Psychological Test result.

- c. Once the request is approved by the Dean of the Previous School, the request will be forwarded to the Dean of the Target Study Program, carbon copied to the Vice Rector I for Academic Affairs and Information System to be further proceeded.
- d. If needed, the Dean of the Target School or the Head of the Target Study Program may invite the student for an interview.
- e. The Head of Target Study Program reports the interview result, evaluation result and course equivalency to the Dean of Target School as references in issuing a Note of Approval or Note of Decline on the Study Program Transfer.
- f. If the request for study program transfer is approved, the Dean of the Target School sends the Note of Approval to the Vice Rector I for Academic Affairs carbon copied to the Dean of Previous School, enclosed with interview result, evaluation result, and course equivalency, New Academic Supervisor candidate list, and scenario of a new study plan list that should be completed until graduation.
- g. If the Head of Study Program and or the Dean of Target School does not approve the request, the Dean of Target School shall notify the decline to the Dean of Previous School carbon copied to the Vice Rector I for Academic Affairs.
- h. If the request for study program transfer is approved by the Dean of the Target School, the Vice Rector I for Academic Affairs sends a disposition to the Director of Academic Affairs to prepare the issuance of the Rector's Decree C/O Vice Rector I for Academic Affairs enforcing the study program transfer, enclosed with the issuance of New Student ID Number with the identification of admission year, new Academic Supervisor, list of acknowledged courses and their equivalency, as well as study plan list to complete until the graduation.
- i. By the issuance of the Rector's Decree in point h, the Dean of Previous School shall send all of the students' records from the Former Academic Advisor to the Dean of Target School to be forwarded to the New Academic Supervisor via the Head of Target Study Program. Then, the student is scheduled to meet the Head of the Recent Study Program and Recent Academic Supervisor to get further guidance.
- j. Once the approved Study Program transfer process has come to the issuance of the Rector's Decree of the University, it cannot be withdrawn.

(5) The Schedule for Study Program Transfer Procedure is as follow:

- a. The deadline for submitting study program transfer request : End of April
- b. The deadline for sending notes and documents to the Target School: Mid of May
- c. The deadline for sending note of approval from Previous Faculty : End of May
- d. The deadline for the issuance of the Rector's Decree : Mid of June
- e. The beginning of course in the Target Study Program : August

(6) If needed and deemed to be relevant, any courses from the Previous Study Program that cannot be equivalent to a specified course at the target study program for credit transfer process can be recorded in the final Academic Transcript as additional courses outside the minimum study load

determined in the curriculum of the target study program.

Article 55 Fast- Track Study Scheme

- (1) Fast Track Study Scheme is a continuous education program as follows:
 - a. from bachelor's degree to master's degree that can be completed in 10 (ten) semesters, or
 - b. from master's degree to doctoral degree that can be completed in 8 (eight) semesters, or
 - c. from undergraduate to postgraduate and doctoral degrees that can be completed in 16 (sixteen) semesters.
- (2) The maximum Study Load for postgraduate degree that can be taken when completing undergraduate degree is 6 (six) credits.
- (3) maximum study load for a doctoral degree that can be taken when completing postgraduate degree is 6 (six) credits.
- (4) Some requirements for taking fast track program are as follows:
 - a. For a bachelor's to master's degree fast track program, the minimum GPA in 6 (six) semesters of bachelor's degree is 3.00 for any exact science study program and 3.25 for non-exact science study program.
 - b. For a master's to doctoral fast track program, the GPA in 2 (two) semesters of master's degree is 3.5.
 - c. Passing the academic potential test, skill potential test and or interview.
 - d. Minimum TOEFL score of 450 or IELTS score of 500.
 - e. Minimum GPA for courses in master's degree taken within bachelor's study period is 3.00 for exact science study programs and 3.25 for non-exact science study programs.
 - f. Minimum GPA for courses in doctoral degree taken within the study period for master's degree is higher than or equal to 3.5.
 - g. The bachelor's to master's degree fast track program participants should have graduated from bachelor's degree of no longer than 4 years.
 - h. The master's degree to doctoral degree fast track program participants should be graduated from the master's degree of no longer than 2 years.
 - i. Master's Degree Program should be in the same or linear with the Bachelor's Program, except for the respective master's program.
 - j. Bachelor's to master degree fast track Program participants who cannot graduate from bachelor's program in 4 years, can switch to direct track program by converting the course grade taken in fast track program.
 - k. Being approved by the academic supervisor in bachelor's degree program proven with supervisor's recommendation for taking courses in master's degree program.
- (5) Mechanism of fast track program
 - a. Fast track program is allowed to bachelor's degree students in the fourth year (senior year) or to Master's Degree Program students in the second year.
 - b. Students who are willing and meet the requirement for being a fast track program participant shall submit a request to the Head of Study Program.

Article 56 Direct- Track Study Scheme

- (1) Direct- track study scheme is a program that enables graduates of bachelor's degree of the university to directly continue to the master's degree with some administrative conveniences.
- (2) Some requirements to take direct- track program are as follows:
 - a. The participants are bachelor's degree graduates with graduation of no longer than 12 (twelve) months before the direct- track program begins;
 - b. GPA for a bachelor's degree graduate is 3.25 minimum for exact science program and 3.50 for non-exact science program.
 - c. Having a recommendation from two lecturers in a condition that one of the lecturers is his/her Bachelor's Thesis supervisor;
 - d. The participants are required to write thesis research proposal for the interview.
- (3) The academic regulations applicable for direct- track is same with those in the regular program.

Article 57 International Education Program

- (1) International Education Program consists of joint degree, dual degree and student exchange.
- (2) International class is a special class with English as the instructional language in all courses except for character development and citizenship courses, like Religion, Pancasila, Civics Education, Indonesian.
- (3) Joint degree is a joint agreement among higher education institutions to run a study program and to acknowledge the graduates from the institutions under the agreement as regulated in the following regulations:
 - a. Joint degree is carried out by the university with overseas partner universities for similar programs in an academic, vocational, or professional education.
 - b. The graduates of the joint program earn a certificate, academic or vocational titles from the university and from the partner universities.
 - c. The requirements to earn joint certificate and title is having similar study load of minimum 50%.
 - d. To carry out a joint degree and/or dual degree, the provider study program should be minimum accredited B and the partner study program is minimum accredited good in its country.
- (4) Dual degree program is two different study programs in the same degree aimed at granting two titles in bachelor's or master's degree regulated in the following regulations:
 - a. Students participating in a regular dual degree program have completed minimum 25% of the total credit loads of early study with minimum GPA of 3.51.
 - b. Dual degree programs can be carried out if the two programs have a similarity of 50% minimum in the total study loads.
 - c. Dual degree program graduates earn two-degree certificates from the university and from the partner university.
- (5) Student exchange is a visit exchange of students related to a cultural exchange or aimed for several course credit taking.
- (6) The administration of joint degree and dual degree should be in accordance with the clearance granted by the authorized Government.
- (7) In order to pioneer an international education program, Study Programs are encouraged to use English as the instructional language (English Based Class).
- (8) Study load, competency achievement and learning content scope, quality assurance of the learning implementation and assessment standard for competency achievement in international education program is required to use the same or equivalent regulation applied to regular study program in the same scientific field, as well as the graduation requirement, including the obligation of scientific publications.

- (9) International education program can be managed exclusively, but it is obligatory to comply and is coordinated to the regular education program, thus, the international education program in one area of study cannot be carried out if there is no regular education program in the same scientific field.
- (10) Tuition fee (Indonesian acronym: BPP) regulations for students who are participating in a student exchange program, joint degree or dual degree program at the overseas partner university that are scheduled in conformity with the university study period, are as follows:
 - a. The payment of tuition fee to the university is 10% of the applicable tuition fee per semester, if the participating students are charged by the overseas partner university.
 - b. The payment of tuition fee to the university is 50% of the applicable tuition fee per semester, if the participating students are not charged by the overseas partner university.

Article 58 Distance Education Program

- (1) Distance Education program, hereinafter referred to as PJJ or *daring* program is an educational mode in which students and educators are not physically present at the same place using various learning resources through either information technology and communication or other media.
- (2) The scope of PJJ implementation can be done in 2 following ways:
 - a. In the scope of study program, courses conducted in PJJ is minimum of 50% of all courses in the study program. In this scope, the study program implementing PJJ shall obtained a study program accreditation of at least B and a clearance from the Directorate General of Higher Education. An accredited study program B is permitted to carry out PJJ program in at most 3 provinces in Indonesia. An accredited study program A is permitted to carry out PJJ program inside and outside of territory of Indonesia.
 - b. In the scope of courses, numbers of courses in the study program that can be conducted in PJJ is less than 50% of overall courses. This scope is included in blended or hybrid learning. In this scope, permission from the university leaders and senate are required.
- (3) The mode of implementing PJJ program as referred to in Paragraph (2) covers the following:
 - a. Single mode, every teaching-learning process of all courses and study programs are conducted using distance learning.
 - b. Double mode, teaching-learning process is conducted by the combination of distance learning and face-to-face meeting.
 - c. Consortium mode, organized by several universities in the form of cooperation networks in the national and/or international scope.
- (4) Equipped with the provision of high-quality distant learning, the management of PJJ program in the university is specially handled by Distance Learning Technical Implementation unit (Indonesian acronym: UPT-PJJ) and it has a supporting unit outside of the university called Distance Learning Resource Unit (Indonesia acronym: USBJJ).
- (5) The PJJ learning process is organized based on the following:
 - a. Using learning resources that is not always located at the same area with students.
 - b. Conducting the learning activity where both students and lecturer are at the same time but in different locations (*synchronous*), or at the different time and locations. (*asynchronous*).
 - c. Emphasizing on independent, structured and guided learning using various learning resources.
 - b. Utilizing information and communication technology-based learning media as learning resources that can be accessed anytime.
 - c. Emphasizing on information and communication technology-based learning interaction, although the possibility of limited face-to-face learning activity is feasible.
 - d. The attendance of students in the lecture session or tutorial is represented by tasks and activities for the session, and their involvement in discussion forums or question-answer sessions with the lecturers or tutors.

- e. The minimum attendance percentage mentioned in Paragraph (5) point f is based on the minimum percentage standard of attendance is 75% the same as in regular learning programs.
- f. The evaluation of final learning outcomes is carried out through a comprehensive examination mechanism in the form of face-to-face, distance, or by utilizing the information and communication technology under the supervision of lecturers.
- (6) PJJ for the scope of study program as referred to in Paragraph (2) can be carried out in a study program with accreditation of at least B and a clearance from the Directorate General of Higher Education.
- (7) Study load, competency achievement and learning content scope, quality assurance of the learning implementation and assessment standard for competency achievement in international education program is required to use the same or equivalent regulations applied to regular study program in the same scientific field. The regulations also include graduation requirements, and the obligation of scientific publications.
- (8) The management of PJJ can be maintained exclusively, but it is obligatory to comply and is coordinated to the regular education program, thus, the PJJ in one area of study cannot be managed if there is no regular education program in the same scientific field.
- (9) PJJ can be managed exclusively, but it is obligatory to comply and is coordinated to the regular education program, thus, PJJ program in one area of study cannot be carried out if there is no regular education program in the same scientific field. The PJJ learning is encouraged to be implemented in Regular Program in the form of electronic-based-learning (e-Learning) by placing it as supplementary to enrich and strengthen students' understanding, without having to reduce the number of regular lecture sessions. Thus, it is expected to increase students' learning success.
- (10) The PJJ learning mode can be applied to the Regular Program as a substitute for regular lecture meetings, this is when the lecturers are assigned for activities outside campus and the schedule is apparently inflicted. It should be based on the assignment letter from the head of the school or university and with the permission from the head of the program. It is specifically intended for lecturers listed as e-learning literate in the study program. The implementation as referred to in Paragraph (5) should be maximum of 25% of the total regular meeting.
- (11) The tuition fee for new students of PJJ complies with the decision of The board of directors of the Telkom Education Foundation (Indonesian acronym: YPT) regarding the Tuition Fees for New Students in Telkom University.
- (12) The following are three types of PJJ class in Telkom University:
 - a. Type 1, Conference Class (VCon) is an online class conducted in a classroom in which teacher/remote teacher (lecturer), remote classroom and remote students are able do the teaching-learning interactions.
 - b. Type 2, Blended Live Broadcast Classroom (BeBC) is an online class in a classroom in which teacher(lecturer)/remote teacher, teaching classroom, remote classroom and students/remote students are able to do the teaching-learning interaction.
 - c. Type 3, Learning Management Systems (LMS) is an online class held by teacher and tutor by utilizing LMS application, both synchronous and asynchronous types.
- (13) Lab works, studio practice, workshop practice or field practice can be held online or onsite and is conducted in the form of structured, scheduled and guided learning.
- (14) Study program implementing PJJ is required to carry out the PJJ internal quality assurance and shall be accredited periodically in line with the characters of PJJ. PJJ program study should be monitored and evaluated, at least once a semester.
- (15) Type 3 PJJ class that uses LMS, the activities done by lecturers are as follows:
 - a. Pre-learning activities
 - i. Lecturers must prepare some activities, at least one, in every meeting.
 - ii. Lecturers define the meeting by choosing the rules of completion on the LMS, based on the specified criteria.

- iii. After defining the completion rules, lecturers set the deadline of the activity under one specific topic.
 - b. Post-learning activities
 - i. Lecturers input the minutes of the lecture on Igracias after the activity dates previously defined is expired. The average time of an activity is one week.
 - ii. Lecturers collect the data of students who have done the activities on the LMS
 - c. After-evaluation Activities of inputting score
 - i. Lecturer should create a gradebook consisting of the assessment category, including the percentage.
 - ii. After the gradebook is made, lecturers are required to prepare some activities (assignment, quiz, etc.) for assessment.
 - iii. Lecturer should score the students based on the activities (*assignment, quiz, etc*) based on the priorly made *gradebook*.
- (16) One credit of an online learning consists of:
 - a. Structured face-to-face/online interaction activity of 50 minutes per week per semester.
 - b. Unscheduled structured activity of 120 minutes per week per semester.
- (17) Lecture and tutors' rates and load of teaching in PJJ program are regulated in the Rector's Decree.

CHAPTER VII ADMINISTRATION OF INTERNATIONAL CLASS

Article 59 General concepts of International Class Administration

- (1) International class is part of a study program that deliver learning materials in English and they include: teaching-learning activities, lab works, internship, examinations, theses, theses defense, scientific publication, etc.
- (2) The curriculum structure used in the international class is similar to that of the main (*induk*) study program, with some additional international activities and certificates.
- (3) Accreditation and administrative things to carry out the international class are not separated from the main study program, but it can be held in the management and service by utilizing certain qualified human resources.
- (4) The administrative system of the international class should be integrated in university academic information system and listed as a special class.
- (5) Lecturers in the international class are lecturers in the main study program who are assigned both in the regular and international classes, for those who meet the requirements.

Article 60. Requirements and Selections of the New Students in the international class

- (1) The following are the requirements of international class students:
 - a. Passing the new student/ admission selection.
 - b. Having an equivalent score of Test of English as a Foreign Language - Institutional Testing Program (TOEFL ITP)/English Proficiency Test (EPt) of ≥ 450 , or English Communicative Competence Test (ECCT) score of ≥ 3 from Telkom University.
- (2) The admission of new students of international class is through New Students Selection (Indonesian acronym: SMB) or other pathways of selection.
- (3) Below are the procedures of the special interview as referred in Paragraph (1) includes the following items:
 - a. The ability and readiness of the prospective students in using English.;
 - b. Financial readiness to afford the study until it is finished;
 - c. Learning motivation and target to achieve in the next four years;

- d. The interview is held by selection team, that is formed by the New Student Selection Unit by involving study program elements, and is validated by the Rector's decree.

Article 61 Academic Activities in the International Class.

- (1) The following are the characteristics of lectures in the International Class:
 - a. The entire process of learning activities is carried out in English as the instructional language of all subjects, except for those included in character building and citizenship, such as: Religion, Pancasila, Civics, and Indonesian;
 - b. Staff, lecturers and students should speak in English in the area of English-Speaking Zone (ESZ);
 - c. The scope of ESZ is minimum of the whole floor and/or building used for lectures, students' activities, and the administrative office of the international class;
 - d. Classroom lectures may be replaced by general lecture, company visit, and or foreign visiting lecturer in the field and material that is line with the curriculum.
- (2) University provides assistance in enhancing the students' English speaking skill English by giving the following aids:
 - a. Before the first semester starts, new students attend an English Preparation program;
 - b. The technical implementation of the English Preparation is determined by each study program;
 - c. In their freshman year, students will get assistance in improving English from the Language Center;
 - d. Some or all of the Paragraphs in this article will be decided through separate provision.
- (3) The capacity of learning group in the International Class are:
 - a. The number of students in each class is between 20 to 30 students;
 - b. If the number does not reach 20 students, the learning activity will continue be held for at least 15 students.
- (4) The learning system in the international class is managed in the plan with 2 (two) semesters in every academic year.
- (5) The administration of in-between/short semester/Global Learning Week (GLOW) in the international class is as follows:
 - a. For the needed courses, the study program can hold an in-between/short semester/Global Learning Week (GLOW)
 - b. The implementation of in-between/short semester/*Global Learning Week (GLOW)* is in accordance with the implementation of credit system (Indonesian acronym: SKS);
 - c. Students are allowed to take in-between/short semester/*Global Learning Week (GLOW)* if the they have never taken the courses in the previous regular semester;
 - d. The academic activity administration record of the in-between/short semester/*Global Learning Week (GLOW)* is defined as an in-between semester academic activity.

Article 62 Additional Rules of Final Task in the International Class

- (1) Aside from the obligation of fulfilling the requirements as it is in the regular class, the final project in the international class should follow some special rules.
- (2) The supervision process of the theses is done by the following rules:
 - a. At least, one of the supervisors is a lecturer of the international class;
 - b. The draft of the theses and final project article should be proofread by a language expert;

(3) Students can apply for theses defense if they have met the following requirements:

- a. Students have the minimum score of EPRT/ITP TOEFL of 500 and ECCT of 3.5;
- b. Students have obtained, at least, one international certification;
- c. Students have participated in *immersion Program/Edutrip/Student Exchange*;
- d. Students have completed the internship.

Article 63 Educational facilities in International Class

(1) Below are the minimum facilities of the International Class:

- a. Room capacity is compatible with the number of students.
- b. Classrooms are equipped with multimedia equipment;
- c. Classrooms are equipped with air conditioner;
- d. The classroom setting and furniture is design to support learning and discussion.;
- e. Strong internet connection is provided;
- f. Classroom is situated in a special building environment or floor that is equipped with discussion or learning room/ public academic lounge;
- g. Consultation room for theses research or final project.

(2) Dormitory facility for International Class students is as follow:

- a. Students of International Class who study at the main campus (BT-Plex) should stay in the dormitory in their first year.
- b. Students of International Class who do not study at the main campus (BT-Plex) do not have to stay in the dormitory in their first year.

(3) Distinctive Program for International and regular class:

- a. Students of the International Class receive a free facility of LAC Language enhancement.
- b. Students of the International Class are required to join one of *International Exposure programs* (Immersion, Edutrip, Student exchange, Double degree, Joint degree, Summer course)
- c. Every graduate should have minimum of one international certification and the type is determined by the university adjusted to the study program field of study.;
- d. It is mandatory for Every student to do an internship in a multinational or national company that has international business scale and have been approved by the study program.
- e. Student exchange/transferable credit earning in an international university (optional);
- f. Double degree (optional).
- g. Joint degree (optional).

Article 64 Tuition Fee of International Class.

(1) To study in International Class, students are required to pay the following components of tuition that covers:

- a. Development Fee (Indonesian acronym: UP3)
- b. Endowment Fee (Indonesian acronym: SDP2);
- c. Semester tuition (Indonesian acronym: BPP)
- d. Internship;
- e. Student Exchange;
- f. Double Degree;
- g. Graduation Fee

(2) Development and endowment fees are paid in the admission process as a new student.

(3) BPP is paid at the beginning of every semester.

- (4) International Exposure may be half-covered/ fully-covered/ not be covered by university based on valid Rector's Decree.
- (5) Fee of one international certification test is paid by the university, however, the fees of other certification tests are paid by the students
- (6) The fee of student exchange, internship, and double degree are paid by the students.

Article 65 Regular to International Class Transfer

- (1) Students of regular class are allowed to transfer to international class is based on the following requirements:
 - a. Minimum score of/equal to ITP TOEFL of 475 and ECCT of 3.25;
 - b. Cumulative Grade Point Average is minimum of 3.00;
 - c. The transfer is done no later than the beginning of third semester;
 - d. Paying all of the tuition in the international class, as for UP3 and SDP2, students pay the difference (additional amount in order to be the same with those of international class);
 - e. The number of BPP is based on the regulation for the International Class
 - f. The acceptance is based on the availability of the international class capacity.
- (2) Students of the International Class are not allowed to transfer to the regular class.

CHAPTER VIII ACADEMIC FREEDOM GUIDELINES, FREEDOM OF ACADEMIC PULPIT AND SCIENTIFIC AUTONOMY

Article 66 The Nature of Academic Freedom, freedom of academic, and scientific autonomy

- (1) In the administration of education and development of science, technology, management and arts at the university, academic freedom, freedom of academic pulpit, and scientific autonomy are applied as the elements of academic culture for all of the academic community in maintaining the dignity, prestige, and honor of the university, as well as implementing a mission to reach the vision of the university.
- (2) The development of science, technology, management and arts at the university is implemented by the academic community through learning and/or scientific research by upholding the values of divinity, culture, humanity, and national unity for the development of civilization and the welfare of human kind.
- (3) The implementation of the academic freedom, freedom of academic pulpit, and scientific autonomy at the university is under the responsibility of the institution and the community individuals that must be protected and facilitated by the leaders of the university.
- (4) The academic freedom, freedom of academic pulpit, and scientific autonomy at the university are implemented by the academic community in accordance with the academic culture, which highlights reasoning, noble characters and responsibility.
- (5) The academic freedom, freedom of academic pulpit, and scientific autonomy at the university are implemented by the academic community in some field of science to which the university focuses /develops.
- (6) The academic freedom, freedom of academic pulpit, and scientific autonomy adhered and developed by the university are scientific-based and is free of political interest, and conflicted ideology with The Unitary State of the Republic of Indonesia.
- (7) The academic freedom, freedom of academic pulpit, and scientific autonomy adhered and developed by the university are elements of academic cultures that are in line with and equal to responsibility and ethics/academic morals, so the forms of the implementations violating the

academic responsibility and ethics will bring negative effects for an individual and academic community and the university. For that reasons, appropriate and proper sanctions can be given according to the provisions in accordance with the weigh and the repetitions of the violations.

Article 67 The Implementation of Academic Freedom

- (1) Academic freedom is a principle that encourages the progress of research processes, debates, learning and scientific publications so they are not confined in higher education. This freedom becomes the character in a university academic community.
- (2) For that reason, university gives the academic freedom to the academic community. It means the university supports lecturers and students' freedom to create statements in teaching, experiment in the research, and disseminate research results through presentations, demonstrations, and scientific publications.
- (3) Consequently, the academic community of Telkom University is assessed by their professional performance, as long as it does not violate the regulation of the university.
- (4) In order to ensure that the given academic freedom unquestionably improves the scholarly functions at the university, thus, personal and institutional responsibility are attached to the academic freedom.
- (5) Outside of the university, lecturers and students as common citizens own the same rights and responsibilities as others, and stand equally before the law. However, the implementation of the rights and responsibility is always measured in terms of the relevance and urgency from the point of view of scientific field, the position as lectures and/or students and university reputation.

Article 68 The Implementation of Freedom of Academic Pulpit

- (1) The University grants limited authority only to professors with reputation, authority and scientific authority to state openly and be responsible about subjects related to his/her cluster and branch of science.
- (2) The freedom of academic pulpit is given to professors in terms of the following:
 - a. Carrying out a task of transforming science, technology, management and/or arts of their mastery to students by creating study and learning atmosphere so that students will actively improve their potential.
 - b. Carrying out the main task and function as scientists who develop a branch of science, technology, management and/or arts through reasoning and scientific research and dissemination.
 - c. Carrying out an individual or group task to create teaching materials or textbooks, either published or uploaded on the internet, and/or scientific publications as one of learning sources and to develop academic culture and habituate reading and writing activities for all academic community members.
- (3) The freedom of academic pulpit to discuss subjects related to the field of professional expertise in classrooms, professional meetings, or through publications is with responsibility for not volunteering him/herself in a statement or activity giving impression and impact that he/she represent or speak on behalf of the university without being specifically mandated by the university.

Article 69 The implementation of Scientific Autonomy.

- (1) The university supports scientific autonomy of an academic community in one of branch of science, technology, management and/or arts and design in inventing, improving, discovering, and/or preserving scientific truths, based on scientific principles, methods, and academic culture.
- (2) In the implementation of scientific autonomy, as referred to in Paragraph (1), the academic community considers its compatibility with the branch of science, technology, management and/or arts and design that has been the scope of interest in the vision and mission of the University.
- (3) In the implementation of scientific autonomy, as referred to in Paragraph (1), the academic community considers the possibility of coordination and collaboration if there are resources and/or groups of other scientific branches that have developed the branches of science, technology, management, and/or arts and design in the university.
- (4) In the implementation of scientific autonomy, as referred to in Paragraph (1), the academic community is allowed to make use of the resources provided in the university and they can also understand the resources limitation, and use some resources from the outside of the university in the framework of institutional cooperation.

Article 70 The Development of Academic Culture

- (1) The development of academic culture is done through social interactions with discriminating on the basis of ethnicity, religions, races, groups, genders, social positions, economic levels, and political preferences and schools of thought.
- (2) The social interactions a referred to in Paragraph (1) is done in the processes of learning, searching of scientific truth, mastery and/or the improvement of science and the development of the University as a scientific institution.
- (3) It is obligatory for the academic community to maintain and develop academic culture by treating science, technology, management, and/or arts as a process and a product and as moral practice and paradigm.

CHAPTER IX GUIDELINES OF ACADEMIC ATMOSPHERE DEVELOPMENT

Article 71 The Nature of Academic Atmosphere

- (1) University encourages the establishment of academic life in a conducive scholarly atmosphere for the implementation of academic freedom, freedom of academic pulpit, and transformational process of science beneficial for the development of academic community, contribution for all society prosperity and university reputation.
- (2) The academic processes in the university is characterized by active and prosperous discourses among academic community members, so that academic atmosphere as the characteristic of interaction among the members that have academic freedom and freedom of academic pulpit as well as an accountable development of scientific autonomy that based on scientific argumentation can be created.
- (3) Academic atmosphere is strongly encouraged to be developed by conducting various thought and view exchange forums of as in symposiums, seminars, panel discussions, study group discussions, lectures, lab works, management review meetings regarding The Three Pillars of higher education, etc. Each activity is equipped by its code of conduct for educational activity, research, or community service.

Article 72 Types of Academic Atmosphere Development

- (1) Academic atmosphere at the university is developed through some academic interactions among members of the academic community; among lecturers, among lecturers and students, among students, among the members of the academic community and external academicians and practitioners, including students' parents.
- (2) Academic interactions among lecturers in developing academic atmosphere covers:
 - a. Management Review of Educational Administration meetings in forms of lecturers' meeting in university, schools and study programs to discuss academic policy and regulations, curriculum, evaluation of learning outcome, Student Status Committee Meeting, coordination of educational implementation, discussion on regulations, rules, planning and The Three Pillars implementation evaluation, and so on.
 - b. Academic discussion on the level of Expertise Group, in forms of interactions among lecturers to discuss lecture syllabi, compilation of teaching materials and learning methods, scientific discussions on research, publications, community service, book writing, sharing, and reports of scientific activities done by Expert Group members off-campus/overseas, and so on.
- (4) Student- lecturer academic interactions in the light of academic atmosphere development covers lectures, lab works, structured task (*responsi*), guardianship, academic supervision and counseling, industrial placement supervision, final project/final project/theses/ dissertation supervisory, students' reasoning, entrepreneurship, culture, religion and sports building.
- (5) Academic interactions among students in the development of academic atmosphere covers group works, group lab works, group discussions, scientific study groups, national and international copyrighted/ scientific works, professional group development.
- (6) Academic interactions between academic community and academicians or external practitioners are in the forms of joint research, collaborative community service, guest lectures, stadium general, guest speaker in conferences/ seminars, keynote speakers on academic discussions.
- (7) Academic interactions between academic community and academicians or external practitioners are in the forms of joint research, collaborative community service, guest lectures, stadium generals, guest speaker in conferences/ seminars, keynote speakers on academic discussions other mutually beneficial collaborations in togetherness and equality.

- (8) Academic interactions between academic community and people in general is established in the form of senate open session for graduation, new student admission, university anniversary, work exhibitions, and other relevant forms.

Article 73 Supporting Resources of the Academic Atmosphere Development

- (1) University maximally strives to support academic atmosphere in terms of mobilizing resources needed; human resources, infrastructure, information system, and library access, finance or regulation, campus environment that supports formal or informal academic processes.
- (2) In establishing, developing, and maintaining human resources as referred to in Paragraph (1), university, regarding to their capabilities, will pay great attention to fulfil and exceed the provision of quality standards mentioned in National Education Standard, it is aimed to encourage the university to become world-class university.
- (3) The Planning, development and maintenance of academic resources as referred to in Paragraph (1) should be carried out through a periodical audit activity.
- (4) The Planning, development and maintenance of facilities, infrastructures and campus environment as academic resources as referred to in Paragraph (1) also apply some special policies that supports the realization of green campus that covers policies on energy use, green area, in-campus transportation, and campus waste management.
- (5) The Planning, development and maintenance of facilities, infrastructures and campus environment as academic resources as referred to in Paragraph (1) also apply some special policies that supports the establishment of academic processes, both formal and informal, such as multimedia hall, multimedia auditorium, laboratory access that is based on the management and/or special permission, providing equitable internet access throughout the campus with a very wide bandwidth, provisions of learning parks, and other excellent public facilities, and so forth.

Article 74 Performance of Academic Atmosphere Development

- (1) The Academic atmosphere in the university is developed through some continuous improvement efforts, both in quantity and quality, thus, the planning, implementation and evaluation should be follow up measurably to enhance the development.
- (2) There are some measurements of the condition and performance that are used to see the enhancement of the academic atmosphere development, such as:
 - a. The number of complaints from the academic community (lecturers/students),
 - b. The number of student's scientific works,
 - c. The number of research conducted by the lecturers,
 - d. The number of lectures' community services
 - e. The number of lectures' textbooks and journal publications,
 - f. The number of seminars/symposiums attended by the lecturers as presenters,
 - g. The number of seminars/symposiums held,
 - h. The number of stadium generals that invite national and international keynote speakers,
 - i. The number of national and international grants,
 - j. The ratio of lecturer with master's and doctoral degrees.
 - k. The average KUM score achieved by the lecturers per semester,
 - l. The number of academic sanctions given,
 - n. The condition of academic facilities and infrastructure,
 - o. The percentage of lectures/students' attendance in academic activities,
 - p. The number of textbooks/reference collections, journals, CD-ROMs, digital libraries, etc.
 - q. The availability of online academic information access,
 - r. So on.

CHAPTER X SCHOLARSHIP POLICY

Article 75 Purposes of Scholarship

- (1) Scholarship is aimed at giving rewards over achievements reached by students in a form of study funding or funding for underprivileged students; or for both reasons.
- (2) Scholarship can also be aimed at study program promotions, in forms of special funding aimed for study program research- based activities (research based education) or project (project based education).

Article 76 Types of Scholarships

- (1) Based on the funding source, scholarships for students consists of the University internal and external scholarship.
- (2) Internal scholarships, based on the applicable rules, consist of the following:
 - a. *Beasiswa Unggulan*, for excellent students since they start their study.
 - b. The Best-3 scholarship, for students selected as the best students since they start their study.
 - c. Special Partnership Scholarship, based on the collaboration program between the university and partner institutions.
 - d. Tuition Exemption or Reduction Scholarship
 - e. Research/ Project-Based Education Program Scholarship
 - f. Scholarship for Employee's Child.
 - g. And so on.
- (3) External scholarships, according to the source of the scholarship funds, consist of the following:
 - a. Scholarship from the Central/Province/City/Regency/foreign government
 - b. Foreign Government Scholarship
 - c. National/Foreign/International Company Scholarship
 - d. National/Foreign/International Organization Scholarship
 - e. Foundation Scholarship
 - f. Personal Generosity/ Foster Scholarship
 - g. And so on.

Article 77 The Forms of Scholarship

- (1) The scholarship can be in the form of:
 - a. Cash fund for tuition, either full or partially.
 - b. Cash fund for living expenses.
 - c. Exemption or reduction tuition from university internal scholarship.
- (2) Based on the program or source of funding, the scholarship award may consist of one or the combination forms as referred to in Paragraph (1).

Article 78 Scholarship Management Principles

- (1) The management of scholarship in the university must be carried out by applying principles of *Good University Governance* (GUG) and by selection that is assessed objectively toward the surpassing of decided criteria.
- (2) By continuing to apply the principles as referred to in Paragraph (1) and the purpose of the scholarship in Article 75 above, the selection of university scholarships prioritizes the selection participants who need the scholarship the most, without discriminating on the basis

of ethnicity, religion, race, class, and gender. The principles also taking the representation of gender and province of origin into account.

- (3) University does not seek to raise external scholarship fund from parties that directly or indirectly related with producers of cigarettes, liquor, contraceptives, adult media publications, and alike that do not have appropriateness to be related to educational values uphold by the university.
- (4) University does not accept scholarship fund from external sources, especially foreign/ international, if it is accompanied by forms of concessions that violate the interest of the Unitary State of the Republic of Indonesia and/or the University.
- (5) University receives external fund scholarship distributed though the institution or directly to the awardees with documented records at the university.
- (6) The procedure of cash scholarship payment must be carried out through transfer to the awardee of the scholarship.

CHAPTER XI TRANSITION

Chapter 79 Transition

- (1) By the issue of this regulation, Telkom University Regulation No. PU.024/AKD27/AKD/2018 about academic guidelines in Telkom University is declared invalid.

CHAPTER XII CLOSING PROVISIONS

Article 80 The Implementation of Good University Governance and Information System

- (1) The entire university administration process as regulated in this decree should be carried out based on the application of Good University Governance that includes credibility, transparency, accountability, responsibility, independence, fairness that are aimed at all university stakeholders.
- (2) To support the implementation of the policy as referred to in Paragraph (1), the entire process of university implementation governed in this decree should be maximally supported by Good IT Governance, that should continuously be improved and developed by rolling out the cycle of PDCA (Plan – Do – Check – Action) which is firmly and neatly documented within the framework of the Internal Quality Assurance System (Indonesian acronym: SPMI) and External Quality Assurance System (Indonesian acronym: SPME).
- (3) All the scientific contents and substances that are implemented and carried out in the entire process of academic activities, education programs and research and community services held under the name of the University must comply with scientific ethics and scientific publication guidelines adopted by the university ethic system, national regulations and universal appropriateness.

Copy of letter, to:

1. VICE-RECTOR FOR ACADEMIC AFFAIRS
2. VICE-RECTOR FOR HUMAN RESOURCES
3. VICE-RECTOR FOR ADMISSION, STUDENT AND ALUMNI AFFAIRS
4. VICE RECTOR FOR RESEARCH, INNOVATION, AND PARTNERSHIP

