



UNIVERSITAS INDONESIA

THE REGULATION OF THE RECTOR OF UNIVERSITAS INDONESIA

Number: 2198/SK/R/UI/2013

ON

THE ADMINISTRATION OF UNDERGRADUATE PROGRAMS
AT UNIVERSITAS INDONESIA

WITH THE BLESSING OF GOD ALMIGHTY
THE RECTOR OF UNIVERSITAS INDONESIA,

Considering: a. that in order to realize Universitas Indonesia's vision of becoming a research university, undergraduate level academic education programs are the basis in the development of science and technology to produce excellent research in the national scope and earn international acknowledgment.
b. that administration guidelines are required in order to administer undergraduate level academic education programs at Universitas Indonesia;
c. that based on the considerations referred to in a and b, the Regulation of the Rector of Universitas Indonesia on the Administration of Undergraduate Programs at Universitas Indonesia is required;

Referring to: 1. the Law Number 20 of the year 2003 on the National Education System;
2. the Law Number 12 of the year 2012 on Higher Education;
3. the Regulation of the Government of Indonesia Number 19 of the year 2005 on National Education Standards;
4. the Regulation of the Government of Indonesia Number 17 of the year 2010 on Management and Administration of Education;
5. the Regulation of the Government of Indonesia Number 66 of the year 2010 on the Amendment to the Regulation of the Government of Indonesia Number 17 of the year 2010 on Management and Administration of Education;
6. the Regulation of the Government of Indonesia Number 68 of the year 2013 on the Statutes of Universitas Indonesia;
7. the Presidential Regulation Number 8 of the 2012 on the Indonesian National Qualification Framework;
8. the Regulation of the Ministry of Education and Culture Number 6 of the year 2013 on the Management of Official Documents at the Ministry of Education and Culture;

9. the Decision of the Minister of Education and Culture Number 232/U/2000 on the Guidelines for Drafting the Higher Education Curriculum and Assessment of Students' Learning Results;
10. the Decision of the Minister of National Education Number 234/U/2000 on the Guidelines for Establishing Higher Education Institutions;
11. the Decision of the Director General of Higher Education of the Ministry of National Education Number 28/DIKTI/Kep/2002 on the Administration of Regular and Non-Regular Programs at State Higher Education Institutions;
12. the Decision of the Universitas Indonesia Board of Trustees Number 001/SK/MWA-UI/2003 on the Bylaws of Universitas Indonesia;
13. the Decision of the Universitas Indonesia Board of Trustees Number 001/SK/MWA-UI/2004 on the Establishment, Closure, Merger, and Renaming of Faculties, Departments, and Study Programs at Universitas Indonesia;
14. the Decision of the Universitas Indonesia Board of Trustees Number 011/SK/MWA-UI/2007 on the Amendment to Article 37 paragraph (1) of the Bylaws of Universitas Indonesia;
15. the Decision of the Universitas Indonesia Board of Trustees Number 005/SK/MWA-UI/2010 on the Norms of Education at Universitas Indonesia;
16. the Decision of the Universitas Indonesia Board of Trustees Number 007/SK/MWA-UI/2010 on the Norms of Personality Development and Soft Skills for Students of Universitas Indonesia;
17. the Decision of the Universitas Indonesia Board of Trustees Number 003/SK/MWA-UI/2013 on the Appointment of the Rector of Universitas Indonesia;
18. the Decision of the Universitas Indonesia Rector Number 690/SK/R/UI/2007 on Improvements to the Core Organizational Structure of Universitas Indonesia;
19. the Decision of the Universitas Indonesia Rector Number 756/SK/R/UI/2007 on the Complete Core Organizational Structure of Universitas Indonesia;
20. the Decision of the Universitas Indonesia Rector Number 292/SK/R/UI/2009 on the Guidelines for Drafting an Academic Education Curriculum.

HAS DECIDED:

To enact: THE REGULATION OF THE UNIVERSITAS INDONESIA RECTOR ON THE ADMINISTRATION OF UNDERGRADUATE PROGRAMS AT UNIVERSITAS INDONESIA

CHAPTER I
GENERAL PROVISIONS

Article 1

Definitions in this Regulation are as follows:

- (1) University is Universitas Indonesia;
- (2) Rector is the head of the University who is authorized and responsible for the University's administration;
- (3) Faculty or other similar names is the administrator of Universitas Indonesia's academic activities in a certain discipline of science;
- (4) Dean is the head of a Faculty within the University who is authorized and responsible for the Faculty's administration;
- (5) Department or Section or Discipline Group is the manager of academic resources for the development of science and the implementation of academic, professional and/or vocational education within one or several branches of science, technology, art, and culture;
- (6) Study Program is a unity of education and learning activities which has a certain curriculum and learning method within one type of academic, professional, and/or vocational education;
- (7) Scientific Discipline is a group of trees or branches of science organized in a systematic manner;
- (8) Academic education is higher education at undergraduate and/or graduate level aimed at the mastery and development of branches of science, technology, art, and culture;
- (9) Undergraduate Program is academic education for graduates of secondary education or its equivalents so that they can practice science, technology, art, and culture through scientific reasoning;
- (10) Curriculum is a set of plans and arrangements on the learning objectives, contents, materials, and utilized methods as guidelines for the administration of learning in order to achieve certain education program objectives;
- (11) Competency is the ability to behave, think, and act consistently as the embodiment of the knowledge, behaviors, and skills that a student has;
- (12) Compulsory Course is a course that must be covered within a Study Program and formulated to achieve the main competencies of the relevant Study Program;
- (13) University Compulsory Course is a course that must be available in every Compulsory Curriculum of all Study Programs of the University's Undergraduate Programs;
- (14) Scientific Discipline Compulsory Course is a course that must be available in every Compulsory Curriculum of a Study Program as a characteristic of the scientific discipline's competencies;
- (15) Faculty Compulsory Course is a course that must be available in every Compulsory Curriculum of all Study Programs of a Faculty's Undergraduate Programs;
- (16) Course of Interest is a package of elective courses from a certain Study Program in order to achieve the supporting competencies of the relevant Study Program;

Translation from Indonesian

- (17) Elective Course is a course selected by students among courses outside of their Study Program in order to broaden their horizons as well as to fulfill the minimal required study workload of an education level;
- (18) Personality Development is a component of a University Compulsory Course to help students build an upstanding personality so that they can consistently actualize basic religious and cultural values, nationalism, and love for the country in mastering, implementing, and developing their knowledge of science, technology, art, and culture with a sense of responsibility for the rest of their lives;
- (19) Soft Skills are a set of skills that help students develop their critical thinking ability, systemic and scientific creativity, insights, ethics, aesthetics, sense of appreciation, sensitivity, and social empathy, and help them to be democratic, civilized, uphold the sanctity of life, be concerned about the preservation of natural resources and the environment, have insights about the development of science, technology, art, and culture, and play a role in solving social, cultural, and environmental problems in a wise manner, which in interactions with others in society will actualize the personality, behaviors, language proficiency, personal habits, and optimism that a person has in a specific degree;
- (20) Fast Track Bachelor-Master's Education Program is an education program administered by a University to accommodate education participants who have excellent academic abilities so that they can complete their studies in Bachelor and Master's Programs within 10 (ten) semesters;
- (21) Distance Learning is education whose participants are at separate locations from the educators and where various learning resources are used through information and communication technology and other media, with an assessment system that guarantees the quality of graduates in accordance with National Education Standards;
- (22) Students are education participants at higher education level who are registered to and attending Undergraduate Programs administered by the University;
- (23) Academic Status is a student's status in relation to academic activities at the University;
- (24) Administrative Registration is the payment of tuition fees in accordance with mechanisms regulated by the University;
- (25) Academic Registration is the activities of receiving guidance, registering, and validating courses by filling in a Study Plan Form (IRS) through the academic information system;
- (26) Study Plan Form (IRS) is a plan of academic activities to be performed by a student during a certain semester as stated in academic registration;
- (27) Semester Credit System is an education administration system that uses a Semester Credit Unit to declare education participants' study workload, lecturers' teaching workload, learning experience, and program implementation load;
- (28) Semester is the period of time for academic activities starting from administrative registration to determination of graduation;
- (29) Short Semester is an optional semester administered between an even semester and an odd semester of the next academic year;
- (30) Semester Credit Unit or credits is the measure of value for the learning experience that education participants obtain during one semester;

Translation from Indonesian

- (31) One credit is study activities per week equal to 50 (fifty) minutes of lecture or 100 (one hundred) minutes of practical work, or 200 (two hundred) minutes of field work, each accompanied with 50 – 100 minutes of a structured activity and 50 – 100 minutes of an independent activity;
- (32) Study Workload is the number of Semester Credit Units (credits) that students must accumulate in order to fulfill requirements to obtain a degree;
- (33) Study Term is the limited period to fulfill the study workload while attending education at a certain Study Program;
- (34) Grade Point Average (IP) is the measurement of a student's academic achievement, representing the weighted average of a student's grades;
- (35) Learning Results Evaluation is the systematic and periodic process to measure and assess the quality of the learning process and results;
- (36) Final Study Evaluation is the process of assessing education participants' achievements to determine whether or not they graduate from a Study Program;
- (37) Academic Leave is the condition of not attending academic activities for at least one semester and at most two semesters;
- (38) Dropped Out is the condition when education participants, based on the Faculty's evaluation, are declared unable to continue their studies for academic reasons;
- (39) Academic Advisors (AA) are lecturers appointed by the Faculty to advise and guide students in drafting their study plan in accordance with applicable regulations, and oversee the development of their studies;
- (40) Credit Transfer is the acknowledgment of a number of study workload (credits) that a student has accumulated at another college following a process of evaluation by the Credit Transfer Team of each Faculty within the University;
- (41) Credit Transfer Team is a team formed by the Dean to assess the feasibility of a credit transfer request;
- (42) Graduation Determination Meeting is a meeting at the Faculty/Master's Program/Vocational Program level to determine the graduation of a student who has fulfilled all the curriculum requirements of a Study Program;
- (43) Final Assignment is scientific work in the form of an undergraduate thesis or other final assignments in accordance with applicable regulations, as one of the requirements for a student's graduation based on the curriculum of a Study Program.

CHAPTER II
OBJECTIVES OF EDUCATION

Article 2

Undergraduate Programs aim to prepare students to become intellectuals and scientists who are ethical, cultured, competent, and able to enter into and/or create employment and develop themselves into professionals.

Article 3

Undergraduate Programs aim to produce graduates with competencies that meet the requirements of Level 6 (six) in the Indonesian National Qualification Framework:

- a. Be able to apply their fields of expertise by utilizing Science, Technology, and/or Art to solve problems and be able to adapt to any situation they face.
- b. Master general as well as specific theoretical concepts of certain scientific disciplines in great depth, and be able to formulate solutions to procedural problems.
- c. Be able to make appropriate decisions based on analyses of information and data, and be able to inform in choosing a solution among various alternatives.
- d. Be responsible for their own work and can receive responsibility to achieve organization's work targets.

Article 4

Undergraduate Programs aim to produce graduates with main competencies that meet the requirements of each Study Program and that have soft skills.

CHAPTER III
ADMINISTRATION OF UNDERGRADUATE PROGRAMS

Article 5

- (1) Undergraduate Programs are administered by Faculties in the form of Study Programs which must:
 - a. be licensed to administer Study Programs in accordance with applicable regulations;
 - b. meet quality standards according to the Academic Quality Guarantee System;
 - c. have a minimum of 6 (six) permanent lecturers in accordance with applicable regulations.
- (2) Study Programs must be accredited;
- (3) New Study Programs must be accredited within a maximum of 3 (three) years despite having no graduates yet;
- (4) Undergraduate Programs may be administered by way of Regular Class, Parallel Class, Extension Class, and International Class;
- (5) Undergraduate Parallel Class, Extension Class, and International Class may only be administered under Study Programs that have an accredited Undergraduate Program with Regular Class;
- (6) Undergraduate Programs may be administered by way of distance learning in accordance with applicable regulations.
- (7) Undergraduate Programs may not be administered by way of distance learning class.
- (8) Undergraduate Programs are administered by dividing into 2 (two) semesters, which are determined in the University's academic calendar each year;
- (9) Short semesters may be administered if necessary;

Translation from Indonesian

- (10) The establishment, closure, merger, and renaming of Study Programs shall be done in accordance with applicable regulations.

Article 6

- (1) Regular Class is a part of Undergraduate Programs aimed at educating fresh graduates of Senior High Schools in particular;
- (2) Parallel Class and Extension Class are part of Undergraduate Programs administered with the objective of providing a broader access to higher education at the University and supporting life-long education;
- (3) Regular Class, Parallel Class, and Extension Class must use the same curriculum and produce graduates with the same main competencies;
- (4) The main language of instruction in Regular Class, Parallel Class, and Extension Class is Indonesian.

Article 7

- (1) International Class is a part of Undergraduate Programs administered using a foreign language as the language of instruction;
- (2) International Class may be administered entirely by the University and/or in cooperation with foreign partner universities that have international reputation and are accredited in their home countries;
- (3) International Class which is administered entirely by the University awards a single degree from the University;
- (4) International Class which is administered in cooperation with foreign partner universities awards double degrees from the University and its foreign partner university;
- (5) Every cooperation with a foreign partner university must first be approved by the Faculty's Academic Senate;
- (6) International Class, for both single and double degrees, must use a curriculum that is at least 50 (fifty) percent the same as a Regular Class and produce graduates with the same main competencies;
- (7) The number of International Class participants may not exceed the number of Regular Class participants of an Undergraduate Program.

CHAPTER IV
ADMISSION OF UNDERGRADUATE STUDENTS

Article 8

- (1) The student admission process for Undergraduate Programs uses a selection system acknowledged by the University;
- (2) The selection system as stipulated in paragraph (1) may be in the form of a written examination or other methods of selection determined by the University;
- (3) The selection of new students is conducted according to a schedule determined by the University.

Article 9

Student candidates who apply for the Undergraduate Program selection process must meet the following requirements:

- a. Indonesian Citizens or Foreign Citizens who have obtained a study permit from the Ministry of Education and Culture and are fluent in the language of instruction used in class;
- b. Graduated from Senior High School/Vocational High School or its equivalents, including Home Schooling and Community Study Group Programs as proven with a C Package diploma from a domestic or foreign institution acknowledged by the University;
- c. Meeting the health requirements of the chosen Study Program.

Article 10

- (1) Student candidates for a Regular Class and an International Class are graduates of Senior High School/Vocational High School or its equivalents who graduated not more than 3 (three) years earlier;
- (2) Parallel Class accepts graduates of Senior High School/Vocational High School or its equivalents or those who have Diploma 3 degrees of the relevant field of study;
- (3) Extension Class may accept graduates of Diploma 3 or Diploma 4 or those who have a Bachelor degree of another field of study.

Article 11

- (1) The number of students that pass the selection at every Study Program depends on the Study Program's capacity;
- (2) The number of accepted students for a Regular Class is at least 50 (fifty) percent from the total capacity of the Study Program;
- (3) The Rector determines the capacity of each Study Program proposed by the Dean by taking into account the available means, infrastructure, and human resources;
- (4) The use of available means, infrastructure, and human resources is regulated by the Dean by taking into account joint utilization by the Faculty itself and the University as a whole;
- (5) The University may only grant admission of new students to a Study Program whose administration permit and accreditation are still valid.

Article 12

- (1) Student candidates who have passed the selection must perform administrative registration and academic registration for the upcoming semester according to a schedule determined by the University;
- (2) Those who do not register according to the schedule determined by the University are considered to have withdrawn;
- (3) Those who have passed the selection may not postpone their studies;
- (4) The rules of admission and tuition fees of Undergraduate Programs are governed with a Rector's decision.

Article 13

- (1) Undergraduate students may not be registered at two or more Study Programs for Regular Classes;
- (2) If a student is found to be registered at more than one Study Program as stipulated in paragraph (1) above, the Director of Education shall send a letter of reprimand for the student to immediately determine the chosen Study Program, with a copy of the letter sent to the Dean;
- (3) A written notice on the student's choice as stipulated in paragraph (2) above must be delivered by the student to the Dean within 20 (twenty) working days at the latest since the reprimand letter from the Director of Education is issued;
- (4) If the choice of Study Program is not declared within the specified time limit, the University shall choose the Study Program for the student;
- (5) The University shall issue a Rector's Decision on the student's Withdrawal and Choice of the Study Program.

CHAPTER V
STUDY WORKLOAD AND STUDY TERM

Article 14

- (1) The Study Workload of Undergraduate Programs is 144 (one hundred and forty four) credits including a final assignment;
- (2) Students may take more than the required workload stipulated in paragraph (1) with a maximum limit of 160 (one hundred and sixty) credits;
- (3) Part of the workload stipulated in paragraph (1), both compulsory or elective courses, may be accumulated at another college through the credit transfer mechanism;
- (4) The Workload of a final assignment stipulated in paragraph (1) is 4 – 6 credits.

Article 15

- (1) The Study Term of Regular Class, Parallel Class, and International Class is 8 (eight) semesters but may be completed within a minimum of 7 (seven) semesters or a maximum of 12 (twelve) semesters;
- (2) Students for whose credit transfer is granted may complete their studies within a minimum of 4 (four) semesters;
- (3) The Study Term of International Class may be extended by a maximum of 2 (two) semesters if there is a postponement due to immigration processing or an unsynchronized academic calendar between the University and foreign partner universities;
- (4) A study term extension as referred to in paragraph (3) is recommended by the Study Program Administrative Person in Charge with supporting written evidence in order to be stipulated with a Dean's Decision;
- (5) The Study Term of Extension Class is 10 (ten) semesters but may be completed within a minimum of 5 (five) semesters or a maximum of 16 (sixteen) semesters.

Article 16

- (1) Regular Class, Parallel Class, and International Class students may apply to attend the Fast Track Bachelor-Master's Education Program;
- (2) To attend the Fast Track Bachelor-Master's Education Program, a student must already have accumulated 120 (one hundred and twenty) credits with a minimum Cumulative Grade Point Average (Cumulative GPA) of 3.20 (three point twenty) by the end of the sixth semester;
- (3) The Study Term of the Fast Track Bachelor-Master's Education Program is 10 (ten) semesters;
- (4) The Fast Track Bachelor-Master's Education Program may be completed within a maximum of 12 (twelve) semesters;
- (5) The Study Workload of the Fast Track Bachelor-Master's Education Program is as follows:
 - a. 144 (one hundred and forty four) credits for the Bachelor program, 16 – 22 of them consisting of elective courses taken from the main competencies courses of the Master's degree Program;
 - b. 40 – 44 credits for the Master's degree program, 16 – 22 of them consisting of such courses as stipulated in paragraph (5) point a. that are acknowledged through credit transfer.
- (6) Failing to complete the Undergraduate Program within 8 (eight) semesters shall render a student's attendance in the Fast Track Bachelor-Master's Education Program invalid. Any Master's Degree Program courses accumulated shall only be considered as elective Undergraduate Program courses and shall not be acknowledged when continuing to a Master's Degree Program.

CHAPTER VI
CURRICULUM

Article 17

- (1) The Undergraduate Program curriculum is designed to achieve competencies stipulated in Articles 3 and 4, as well as supporting competencies and other competencies, including personality development and Soft Skills;
- (2) The Undergraduate Program curriculum is competency-based;
- (3) The curriculum is periodically evaluated every 4 – 6 years by the Faculty's Academic Senate.

Article 18

- (1) The Study Program Curriculum of Undergraduate Programs consists of:
 - a. Compulsory Courses; and
 - b. Elective Courses.
- (2) Compulsory Courses consist of:
 - a. University Compulsory Courses;
 - b. Scientific Discipline Compulsory Courses;
 - c. Faculty Compulsory Courses;

- d. Study Program Compulsory Courses.
- (3) Elective Courses as stipulated in paragraph (1) point b. may be in the form of:
 - a. A set of courses in the Courses of Interest Group at a Study Program; or
 - b. A set of courses selected from various other Study Programs/Faculties.
- (4) Compulsory Courses at a Study Program must be the same for either Regular Class, Parallel Class, Extension Class, or International Class;
- (5) Each Undergraduate student must pass all courses within the Study Program's curriculum;
- (6) Each student may choose a combination of:
 - a. Compulsory Courses and Courses of Interest at a Study Program; or
 - b. Compulsory Courses and a set of courses selected from various other Study Programs/Faculties.
- (7) Whichever combination a student chooses, the number of credits that can be taken must be within the study workload limit for Undergraduate Programs as stipulated in Article 14 paragraph (1) and paragraph (2);
- (8) The equivalent workload in the form of semester credit units for Study Program Compulsory Courses is a minimum of 110 (one hundred and ten) credits, excluding a final assignment;
- (9) The equivalent workload in the form of semester credit units for Elective Courses is a maximum of 30 (thirty) credits out of the entire study workload required to obtain a bachelor degree.

CHAPTER VII FINAL ASSIGNMENT ADVISOR

Article 19

- (1) A final assignment is considered as a course and may be taken after completing a minimum of 114 (one hundred and fourteen) credits;
- (2) The final assignment is composed under the monitoring and evaluation of a lecturer acting as the Final Assignment Advisor;
- (3) If necessary, a student may have a maximum of 2 (two) advisors;
- (4) Requirements for a Main Advisor are:
 - a. A permanent lecturer at the University;
 - b. Having at least a Master's degree;
 - c. Having expertise in the field of study relevant to the final assignment.
- (5) Requirements for a Secondary Advisor are:
 - a. A permanent or non-permanent lecturer at the University, or an expert from another institution;
 - b. Having expertise in the field of study relevant to the final assignment.
- (6) The Study Program Administrative Person in Charge appoints an advising lecturer for a student based on the lecturer's expertise and workload;
- (7) The appointment of an advising lecturer is stipulated with a Dean's decision;
- (8) To guarantee the quality of guidance, an Advisor may only supervise a maximum of 15 (fifteen) students (for the Undergraduate Program) and may only accept a new student to be supervised if a previous student has graduated;
- (9) If a lecturer is already supervising 15 (fifteen) Undergraduate students, the lecturer may not supervise any Master's and Doctoral students;

- (10) The Study Program Administrative Person in Charge regularly monitors the guidance process. If the process does not run in a smooth and organized manner, the Study Program Administrative Person in Charge may recommend a change of an advising lecturer;
- (11) The guidance process takes place within the campus in a structured manner at least 4 (four) times during one semester, and must be recorded in a log book and/or SIAK-NG.

CHAPTER VIII FINAL ASSIGNMENT EVALUATION

Article 20

- (1) A Final Assignment Evaluation is a scheduled academic activity to evaluate a final assignment for the attainment of a bachelor degree;
- (2) The Final Assignment Evaluation may be done in the form of a final assignment examination or other forms of evaluation;
- (3) A Final Assignment Examination Committee consists of a minimum of 3 (three) and a maximum of 5 (five) Advisors and Examiners who possess expertise in the relevant field;
- (4) In special occasions Examiners may be invited, and they are not from academic circles, but they possess expertise in the relevant field;
- (5) The Final Assignment Examination is led by a Chairperson elected from among the Examiners;
- (6) The Final Assignment Examination is an open or closed examination in accordance with applicable regulations at the relevant Study Program and consists of 2 (two) stages, namely presentation by the student and a question and answer session, with a maximum duration of 100 (one hundred) minutes;
- (7) The procedures of Final Assignment Evaluation by other forms of evaluation are stipulated with a Dean's Decision;
- (8) The Final Assignment Evaluation Committee is recommended by the Study Program Administrative Person in Charge and stipulated with a Dean's Decision.

CHAPTER IX CREDIT TRANSFER

Article 21

- (1) Students may apply to be granted credit transfer for courses attended at another Study Program either within the University or at other accredited colleges;
- (2) A course for which credit may be transferred is from:
 - a. Student exchange programs;
 - b. Previously attended education programs, whether they are Study Programs within the University or at other colleges acknowledged by the University; or
 - c. Other programs acknowledged by the University.

Translation from Indonesian

- (3) A course for which credit may be transferred must meet the following requirements:
 - a. Having equal content with a course within the curriculum of the Study Program being attended;
 - b. If a course does not fulfill the criteria stipulated in point a. but is considered to support competency achievement, the credit may be transferred as an elective course;
 - c. Attended no later than 5 (five) years earlier;
 - d. If attended not at the University, the course must be from accredited Study Programs.
- (4) The study workload that may be transferred at Undergraduate Programs is a maximum of 50 (fifty) percent from the total workload that must be accumulated in accordance with the curriculum of the Study Program being attended;
- (5) The number of credits that may be transferred for each student is evaluated and recommended by the Credit Transfer Team and stipulated with a Dean's Decision.

CHAPTER X
ADMINISTRATIVE AND ACADEMIC REGISTRATION

Article 22

- (1) Students must perform administrative and academic registration in order to attend academic activities during a semester;
- (2) Administrative registration is performed by paying the tuition fee by host-to-host through Automated Teller Machines (ATM) or banks cooperating with the University;
- (3) Students who are allowed to pay in installments but have not completed the installments by the end of the semester shall receive a fine of 25 (twenty five) percent from the total unpaid amount;
- (4) The fine stipulated in paragraph (3) must be paid in the next semester;
- (5) Academic registration is performed by filling in a Study Plan Form (IRS);
- (6) Academic registration may only be done after students perform administrative registration, except during Short Semesters;
- (7) The payment of the tuition fee for Short Semesters is done after the IRS is approved;
- (8) Administrative and academic registrations are performed according to a schedule determined in the University's Academic Calendar.

Article 23

- (1) An Academic Calendar is a guideline that must be followed by Faculties/Study Programs and Academia Civitas within the University in performing the Three Principles of Higher Education (*Tri Dharma*);

Translation from Indonesian

- (2) The academic calendar as stipulated in paragraph (1) is issued once a year with a Rector's Decision, and must at least contain:
 - a. Application period, an entrance exam, entrance exam result announcement, and registration (administrative and academic) of new students;
 - b. Preliminary activity schedule for freshmen;
 - c. Administrative and academic registration schedule for existing students;
 - d. Period of studies;
 - e. Exam period and exam result announcement;
 - f. Final deadline for determination of graduation and registration for graduation ceremony;
 - g. Semester Internal Evaluation (EVISEM) and Annual Internal Evaluation (EVITAH) schedule.

Article 24

- (1) Before the beginning of each semester, each Faculty/Study Program shall determine a course schedule to implement the curriculum;
- (2) The course schedule as stipulated in paragraph (1) above must at least contain:
 - a. Name of the course and the class;
 - b. Type of class, to differentiate between regular, parallel, extension, and international classes;
 - c. Course coordinator and class PIC (person in charge);
 - d. Day and time of course;
 - e. Location/classroom;
 - f. Lecturer;
 - g. Language of instruction.
- (3) A course may be administered in several classes;
- (4) A special course is a course administered by a Study Program, with a specially arranged activity schedule.

Article 25

In each semester, a student may have either one of the following academic statuses:

- (1) Active – having performed administrative registration and academic registration and actively attending academic activities;
- (2) Inactive (Vacant) – having performed administrative registration and/or academic registration;
- (3) Academic Leave – not attending academic activities for one or two semesters because of the student's own will and with approval from the Dean;
- (4) Academic Leave with Special Reason – not attending academic activities for one or two semesters due to unavoidable circumstances and with approval from the Dean;
- (5) Studying outside the University – attending academic activities at a partner university, both domestically and abroad, as part of a student exchange program or other programs acknowledged by the University;
- (6) Overseas – attending academic activities at a foreign partner university as part of a double degree or joint degree program;
- (7) Sanctioned – not permitted to attend academic activities for one or several semesters due to violation of the University's code of conduct based on a

Translation from Indonesian

- recommendation from the Code of Conduct Violation Response Committee and stipulated with a Rector's Decision;
- (8) Graduating – fulfilling all academic and administrative requirements to obtain a Bachelor degree;
 - (9) Dropped Out – unable to meet the minimal academic requirements to continue studies, therefore declared as a drop out due to academic and/or non-academic reasons;
 - (10) Withdrawn – not continuing studies at the University because of the student's own will;
 - (11) Deceased – not continuing studies due to death, based on a statement letter from the Dean.

Article 26

- (1) Each student is assigned an Academic Advisor by the Faculty/Study Program;
- (2) Academic Advisors for Undergraduate students are permanent lecturers who have at least a Master's degree;
- (3) Academic Advisors as stipulated in paragraph (1) are tasked with:
 - a. guiding students in drafting their study plan and providing considerations on selecting which courses to take;
 - b. approving students' IRS in the Academic Information System;
 - c. providing considerations for the students on how many credits to take;
 - d. overseeing the development of their studies.
- (4) If certain Academic Advisors are unable to perform their duties, the Vice Dean shall temporarily take over academic advisor duties;
- (5) The execution of Academic Advisor duties is one of the components of a lecturer's performance evaluation.

Article 27

- (1) Academic registration is performed by filling in a Study Plan Form (IRS) through the Academic Information System (SIAK-NG);
- (2) Students fill in the Study Plan Form (IRS) online according to the applicable curriculum for them;
- (3) The number of credits that students may take depends on their Semester Grade Point Average (Semester GPA) in the previous semester during which they are active, excluding short semesters;
- (4) The maximum number of credits that students of Regular Class, Parallel Class, and International Class may take each semester is as follows:

GPA in previous semester	Maximum number of credits
< 2.00	12
2.00 – 2.49	15
2.50 – 2.99	18
3.00 – 3.49	21
3.50 – 4.00	24

- (5) The maximum number of credits that students of Extension Class may take each semester is as follows:

GPA in previous semester	Maximum number of credits
< 2.00	12
2.00 – 2.49	15
2.50 – 2.99	18

- (6) In certain cases the Vice Dean/Graduate Program Vice Chairperson, by the recommendation from the Study Program Chairperson, may consider allowing students to take more than the maximum number of credits stipulated in paragraphs (3) and (4);
- (7) The number of credits that students may take during a short semester follows the applicable regulations for short semesters.

Article 28

- (1) An IRS cannot be approved by the academic advisor if the student:
 - a. takes a course administered at the same time as another chosen course;
 - b. takes a course without having fulfilled its prerequisites;
 - c. takes more than the number of credits allowed;
 - d. takes a course which has exceeded the available capacity of students.
- (2) If the IRS is not approved, the student is obliged to revise and submit it for approval again;
- (3) An IRS which cannot be approved by the academic advisor is sent to the Vice Dean for the resolution;
- (4) The Vice Dean may approve a problematic IRS, except if it is related to cross-Faculty courses;
- (5) To solve issues related to paragraph (4), the Faculty may coordinate with the administering Faculty to add the capacity for the relevant course;
- (6) The student's name will not be registered in the list of course participants if the IRS is not yet approved;
- (7) A student whose name is not registered in the list of course participants is not allowed to attend lectures, take exams, and participate in other course activities;
- (8) If the IRS is still problematic, the student may attend lectures but must resolve the issue by the end of the IRS revision period at the latest (add and drop period);
- (9) If the student referred to in paragraph (8) still attends the course activities without resolving the IRS issues, any grades obtained for the course shall not be included in the student's academic history.

Article 29

- (1) Students who have not performed administrative registration and/or academic registration shall receive an inactive academic status during the current semester while having it calculated into their study term;
- (2) Students who are inactive as stipulated in paragraph (1) are not obliged to pay tuition fee;

Translation from Indonesian

- (3) Students who are inactive (vacant) for two consecutive semesters are automatically considered to have withdrawn from the University with a Rector's Decision on the Determination of Status;
- (4) Active students who have not completed the payment of tuition fee installments by the end of the current semester shall receive a fine of 25 (twenty five) percent from the total unpaid amount;
- (5) The fine stipulated in paragraph (4) must be paid in the next semester.

Article 30

If students as stipulated in Article 29 paragraph (1), due to various reasons, still wish to have an active status, they may perform administrative and academic registrations with the following prerequisites and procedures:

- a. Still fulfilling academic requirements;
- b. Obtaining Faculty approval and a recommendation from the Directorate of Education;
- c. Applying for payment approval to the University's Directorate of Finance with a fine of 50 (fifty) percent from the total tuition fee for the current semester;
- d. Paying the tuition fee and fine manually;
- e. Submitting a copy of the proof of payment to the University's Directorate of Finance for verification;
- f. Reporting to the Vice Dean to fill in an IRS.

CHAPTER XI
EVALUATION OF LEARNING RESULTS

Article 31

- (1) Evaluation of students' learning results is performed periodically in accordance with the curriculum;
- (2) Evaluation of learning results for every course is performed every semester;
- (3) Evaluation is performed based on the principles of suitability, accountability, transparency, honesty, and fairness;
- (4) Aspects measured in the evaluation of learning results are:
 - a. academic abilities encompassing cognitive, affective, and psychomotor aspects, adjusted to the type and objective of learning in every course; and
 - b. soft skills, including academic integrity, discipline, good manners, and ability to interact and cooperate;
- (5) Evaluation may be done through observation, assignments, written exams, and/or oral exams;
- (6) Exams may be administered through quizzes, Mid-Term Exams, Final Term Exams, and Final Assignment Exams;
- (7) Evaluation of learning results must be done in accordance with applicable regulations;
- (8) Any students found cheating during the evaluation process shall receive sanctions to be further stipulated in Faculty regulations.

Article 32

- (1) Evaluation of students' learning results is performed by a lecturer or a team of lecturers to monitor the process and development of students' learning;
- (2) Learning results are declared using letter grades, namely A, A-, B+, B, B-, C+, C, D, and E;
- (3) The minimum passing grade for every course and final assignment is C;
- (4) The guideline for converting number grade to letter grade and the weight is as follows:

Grade in Number	Grade in Letter	Weight
85 – 100	A	4.00
80 – <85	A-	3.70
75 – <80	B+	3.30
70 – <75	B	3.00
65 – <70	B-	2.70
60 – <65	C+	2.30
55 – <60	C	2.00
40 – <55	D	1.00
00 – <40	E	0

Article 33

- (1) Lecturers enter course grades into the Academic Information System according to a schedule determined in the Academic Calendar;
- (2) If a lecturer has not entered the grades of all students attending a course by the end of the specified time limit, then all students attending the course automatically get a grade of B;
- (3) Grade revisions may be done to:
 - a. Correct any grading errors;
 - b. Revise automatic grades as stipulated in paragraph (2), with the provision that the students get a grade higher than B.
- (4) Revisions are done with the following procedure:
 - a. A lecturer submits a grade revision proposal to the Vice Dean in writing;
 - b. The Vice Dean rejects or approves the grade revision proposal;
 - c. If approved, the Faculty processes the grade revision in the Academic Information System;
 - d. The Vice Dean reports the grade revision to the Director of Education for verification and confirmation.
- (5) Grade revisions as stipulated in paragraphs (3) and (4) are done by the end of the next semester at the latest;
- (6) Grade revisions that do not meet the requirements of paragraph (5) may be submitted with the approval of the Director of Education;
- (7) There are no grade revisions for students who have graduated.

Article 34

Translation from Indonesian

- (1) Courses that are still continuing after a semester ends, such as practical work, seminar, and final work are marked with the code BS or Not Finished Yet, and shall not be calculated into credits, Semester Grade Point Average (Semester GPA) or Cumulative Grade Point Average (Cumulative GPA);
- (2) Courses for which credits are transferred are marked with the code TK or Credit Transfer, with the provision that only the total number of credits is calculated into the academic transcript;
- (3) A student's grade which cannot be determined yet due to an incomplete grading component is marked with the code I or Incomplete, with the provision that it is not calculated into Semester GPA and must be changed into a letter grade within a month at the latest. If there is no resolution after a month, the code I shall immediately be changed into an E grade;
- (4) Active students who do not attend academic activities during a semester according to applicable regulations shall be given the code T with the grade calculated into Semester GPA with a weight of zero;
- (5) If a student retakes a course, the grade for that course shall be the latest awarded grade;
- (6) If a student is granted a leave permit for the current semester with valid reasons, all of the courses currently attended shall be deleted and marked as being on leave.

Article 35

- (1) Grade point average is the measurement of a student's learning results while attending studies;
- (2) Grade point average is calculated at the end of every semester and consists of Semester Grade Point Average (Semester GPA) and Cumulative Grade Point Average (Cumulative GPA);
- (3) Grade Point Average (GPA) is calculated by adding the multiplication between credits and the weight of the letter grade for each course, divided by the number of credits;
- (4) Semester Grade Point Average (Semester GPA) is calculated from the grades of all courses taken during one semester, except those marked with the codes BS, I, and TK;
- (5) Cumulative Grade Point Average (Cumulative GPA) is calculated from all courses with a minimum grade of C from the first to the last semester, except those marked with the codes BS, I, TK, and DB.

CHAPTER XII
ADMINISTRATION OF LEARNING RESULTS

Article 36

- (1) A Semester Grade List (DNS) provides information on the student's identity (name, student number, and previous education), academic advisor, Faculty, Study Program, field of interest, education level, course codes, course names, Semester Credit Unit (credits), letter grades, Semester Grade Point Average

Translation from Indonesian

- (IPS – Semester GPA) and Cumulative Grade Point Average (IPK – Cumulative GPA);
- (2) The Semester Grade List (DNS) may be issued in a print form by the request of the student as necessary;
 - (3) The valid Semester Grade List (DNS) is one that is signed by the official managing education administration at the Faculty level.

Article 37

- (1) Academic History records all academic activities of a student in a chronological manner since first entering the University until the time of termination of the studies, because of graduating, being dropped out, or withdrawing;
- (2) A student's academic status in every semester is recorded in the Academic History;
- (3) Academic History is used as a source of information for the student, the academic advisor, and the Study Program on the success of the student's studies;
- (4) Academic History may be issued for certain purposes by the request of the student;
- (5) Academic History to be used for such purposes as stipulated in paragraph (5) is validated by the Faculty's Vice Dean.

Article 38

- (1) Academic transcripts are issued to students who are declared able to graduate from a Study Program following a meeting for the determination of graduation;
- (2) Academic transcripts provide information on the student's identity (name, student number, date and place of birth), previous education, education level, Study Program, field of interest, list of courses and course codes, letter grades, number of credits required, number of credits accumulated, IPK (Cumulative GPA), the title of a final assignment, number of graduation diplomas, and year of graduation;
- (3) All courses taken by the student, including those retaken and obtained through credit transfer, are included in the academic transcript;
- (4) Academic transcripts are issued in 2 (two) languages, Indonesian and English;
- (5) The Director of Education, in the name of the Rector, signs academic transcripts and official copies of academic transcripts;
- (6) An academic transcript shall be issued if the student does not have unpaid tuition fees.

Article 39

- (1) Graduation diplomas are awarded to students who are declared able to graduate from a Study Program following a meeting for the determination of graduation;
- (2) Graduation diplomas provide information on the diploma owner's identity (name, date and place of birth), academic degree obtained and the Study Program, names and signatures of the Rector and the Dean, date of diploma

- issuance, date of graduation, student number, diploma number, and signature and photograph of the diploma owner;
- (3) The date of diploma issuance is the date of the meeting for the determination of graduation;
 - (4) A graduation diploma is issued once for every graduate;
 - (5) If a graduation diploma is lost or damaged, the diploma owner may request for a duplicate;
 - (6) The procedure for issuing diplomas and diploma duplicates is stipulated in a separate regulation;
 - (7) The Director of Education, in the name of the Rector, signs authenticated copies of graduation diplomas;
 - (8) A graduation diploma shall be issued if the student does not have unpaid tuition fees.

CHAPTER XIII

ACADEMIC LEAVE AND STUDYING OUTSIDE THE UNIVERSITY

Article 40

- (1) Academic leave is a period of not attending academic activities for at least 1 (one) semester and at the most 2 (two) semesters, either consecutive or not;
- (2) Academic leave may only be granted for students who have attended academic activities for at least 2 (two) semesters, except for academic leave because of special reasons;
- (3) Academic leave because of special reasons is academic leave granted for students due to unavoidable circumstances, including state duties, University duties, or medical treatment which renders attendance of academic activities impossible;
- (4) A period of academic leave is not calculated into the study term.

Article 41

- (1) Academic leave approval is granted by the Dean in the form of a Decision;
- (2) Students who have obtained a leave permit are prohibited from attending academic activities;
- (3) In granting approval as stipulated in paragraph (1), the Dean sends a copy to the Vice Rector of Academic and Student Affairs and the Vice Rector of Finance and General Administration;
- (4) The decision as stipulated in paragraph (1) also regulates any changes because of the leave approval, such as changes in the study term and student evaluation schedule.

Article 42

- (1) Students submit academic leave requests to the Dean before administrative registration, by filling in a form available at the Faculty's academic administration section;

Translation from Indonesian

- (2) Based on the Leave Decision from the Dean, the Faculty's SIAK-NG operator must update the student's status into 'on leave' before the administrative registration period ends;
- (3) The requesting student shall pay 25 (twenty five) percent from the upcoming semester's tuition fee during the administrative registration period;
- (4) If the student has obtained a leave permit but has not paid the outstanding amount during the registration period, the student shall be fined 50 (fifty) percent from the outstanding amount;
- (5) If the request for academic leave does not follow the stipulations in paragraph (1) above or is submitted during the current semester, the requesting student shall pay 100 (one hundred) percent of the tuition fee.

Article 43

- (1) Students who are attending studies outside the University for at least one semester shall have an academic status of Studying outside the University or Overseas;
- (2) The academic status as stipulated in paragraph (1) above is granted for students who Study Outside the University by attending the University's programs in the form of:
 - a. Student Exchange Program;
 - b. International Class Program;
 - c. Sandwich Program;
 - d. Joint Degree Program;
 - e. Other programs acknowledged by the University.
- (3) Grades obtained through overseas activities are not calculated into IPK (Cumulative GPA) and shall be marked with the code TK as stipulated in Article 34 paragraph (2);
- (4) The status of Studying outside the University or Overseas is granted by the Dean in the form of a Decision;
- (5) A student's Study Term during a period of Studying outside the University or Overseas shall be calculated the same way as that of an active student.

CHAPTER XIV
DROP OUTS

Article 44

Students of Regular Class, Parallel Class, and International Class shall be dropped out of their studies if they:

- (1) have not accumulated at least 24 (twenty four) credits with a minimum grade of C within the first 2 (two) semesters;
- (2) have not accumulated at least 48 (forty eight) credits with a minimum grade of C within the first 4 (four) semesters;
- (3) have not accumulated at least 72 (seventy two) credits with a minimum grade of C within the first 6 (six) semesters;
- (4) have not accumulated at least 96 (ninety six) credits with a minimum grade of C within 8 (eight) semesters;

Translation from Indonesian

- (5) have not accumulated at least 120 (one hundred and twenty) credits with a minimum grade of C within 10 (ten) semesters;
- (6) are unable to complete the entire study workload in accordance with the curriculum with a minimum grade of C by the end of the study term;
- (7) obtain transferred credits at the time of entry, and a new evaluation is conducted during a semester which requires the accumulation of a larger number of credits from the number already obtained.

Article 45

Students of Extension Class shall be dropped out of their studies if they:

- (1) have not accumulated at least 18 (eighteen) credits with a minimum grade of C within the first 2 (two) semesters;
- (2) have not accumulated at least 36 (thirty six) credits with a minimum grade of C within the first 4 (four) semesters;
- (3) have not accumulated at least 54 (fifty four) credits with a minimum grade of C within the first 6 (six) semesters;
- (4) have not accumulated at least 72 (seventy two) credits with a minimum grade of C within the first 8 (eight) semesters;
- (5) have not accumulated at least 90 (ninety) credits with a minimum grade of C within 10 (ten) semesters;
- (6) have not accumulated at least 108 (one hundred and eight) credits with a minimum grade of C within 12 (twelve) semesters;
- (7) have not accumulated at least 126 (one hundred and twenty six) credits with a minimum grade of C within 14 (fourteen) semesters;
- (8) are unable to complete the entire study workload in accordance with the curriculum with a minimum grade of C by the end of the study term;
- (9) obtain transferred credits at the time of entry, and a new evaluation is conducted during a semester which requires the accumulation of a larger number of credits from the number already obtained.

Article 46

Apart from the stipulations regarding drop outs on Articles 44 and 45 above, Undergraduate students may be dropped out of their studies if they:

- (1) have administrative problems as stipulated in Article 29 paragraph (4);
- (2) receive sanction over an academic violation;
- (3) receive sanction over a breach of the campus code of conduct;
- (4) are declared unfit for further studies due to health considerations by a Team of Doctors appointed by the Head of the University.

Article 47

- (1) Recommendations regarding dropped out Undergraduate Students in accordance with Articles 44 to 46 are submitted by the Dean to the Rector;
- (2) Based on recommendations from the Dean, the Rector issues a Rector's Decision on drop outs.

CHAPTER XV

GRADUATION

Article 48

- (1) Undergraduate students are declared able to graduate from their studies based on a meeting for the determination of graduation chaired by the Dean;
- (2) The meeting for the determination of graduation may be held 2 (two) times at a maximum within 1 (one) year in accordance with the academic calendar;
- (3) Undergraduate students are declared able to graduate if they meet the following requirements:
 - a. not exceeding the maximum study term determined by the University and being active students during the current semester;
 - b. Completing all administrative obligations including returning all borrowed library/laboratory collections;
 - c. Completing all obligations during the study term and/or all assignments given according to the curriculum of the Study Program (including a revised final assignment) with a Cumulative Grade Point Average (IPK – Cumulative GPA) of 2.00 (two point zero) or higher.
- (4) The levels of distinction in graduating from Undergraduate Programs are:
 - a. Satisfactory;
 - b. Highly Satisfactory;
 - c. Cum Laude.
- (5) Satisfactory honors are awarded for students with IPK (Cumulative GPA) of 2.00 – 2.74;
- (6) Highly Satisfactory honors are awarded for students with IPK (Cumulative GPA) of 2.75 – 3.50;
- (7) Cum Laude honors are awarded for students with IPK (Cumulative GPA) of 3.51 – 4.00 who complete their studies on time (8 semesters) or earlier without retaking any courses;
- (8) Students with IPK (Cumulative GPA) of 3.51 – 4.00 who do not complete their studies on time and/or have had courses retaken are awarded Highly Satisfactory honors;
- (9) If a student obtains transferred credits, IPK (Cumulative GPA) as the basis for determining the level of distinction must take into account the academic history and the grades transferred from previous education based on evaluation by the Faculty's Credit Transfer Team.

CHAPTER XVI

PUBLICATION AND UPLOADING OF SCIENTIFIC WORK

Article 49

To boost scientific competitiveness and avoid plagiarism, Undergraduate students shall upload their scientific work by the end of their studies according to applicable regulations.

CHAPTER XVII

TRANSITIONAL RULES

Article 50

- (1) The terms stipulated in this Regulation shall be effective for Undergraduate students class of 2013 and so forth;
- (2) Regulations that are in effect for Undergraduate students class of 2012 and earlier remain unchanged.

CHAPTER XVIII
CLOSING PROVISION

Article 51

This regulation takes effect at the date of enactment. Should any errors be found within this regulation in the future, the regulation shall be amended as necessary.

Enacted in Jakarta
On 1 November 2013
Rector,

Prof. Dr. Ir. Muhammad Anis, M. Met.
NIP 195706261985031002