

MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION

**RECTOR REGULATION OF UNIVERSITAS NEGERI
MAKASSAR**

NO: 401/UN36/HK/2019

ON

**ACADEMIC REGULATIONS OF
UNIVERSITAS NEGERI MAKASSAR**

RECTOR OF UNIVERSITAS NEGERI MAKASSAR,

- Considering:
- a. That in an effort to adapt and anticipate the demands and dynamic development of higher education, including changes in the laws and regulations in the field of higher education, academic regulations need to be reviewed and adjusted periodically, systematically, and deliberately.
 - b. That to accomplish the alignment of academic regulations, academic policies, and academic standards of State University of Makassar with various provisions in the field of higher education to improve the quality of educational processes and outcomes, it is necessary to adjust the State University of Makassar academic regulations.
 - c. That based on the considerations as referred to in letters a and b above, it is necessary to stipulate a rector's decree on academic regulations.

Citing :

1. Constitution of Republik of Indonesia Number 20, 2003 National Education System.
2. Constitution of Republik of Indonesia Number 14, 2005 about Teacher and Lecturer.
3. Constitution of Republik of Indonesia Number 12, 2012 about Higher Education.

4. Regulation of Government of the Republic of Indonesia Number 4, 2014 on the Implementation of Higher Education and Management of Higher Education.
5. Regulation of Government of the Republic of Indonesia Number 13, 2015 about the Second Revision to Government Regulation of the Republic of Indonesia Number 19, 2005 on National Education Standards.
6. Regulation of President of the Republic of Indonesia Number 8, 2012 concerning the Indonesian National Qualifications Framework.
7. Regulation of Minister of Education and Culture Number 73, 2013 concerning the Application of the Indonesian National Qualifications Framework for Higher Education.
8. Regulation of Minister of Education and Culture of the Republic of Indonesia Number 81, 2014 concerning Diplomas, Certificates of Competence, and Professional Certificates of Higher Education.
9. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 154, 2014 concerning the Cluster of Science and Technology and the Degree of Higher Education Graduates.
10. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 15, 2015 concerning Organization and Work Procedure of the Ministry of Research, Technology and Higher Education.
11. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 32, 2016 concerning Study Programs and University Accreditation.
12. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62, 2016 concerning the Higher Education Quality Assurance System.

13. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 90, 2017 concerning New Student Admissions for Undergraduate Programs at State Universities.
14. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 7, 2018 concerning the Statute of Universitas Negeri Makassar.
15. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 50, 2018 concerning Amendments to the Regulation of the Minister of Research, Technology and Higher Education Number 44, 2015 concerning National Standards for Higher Education.
16. Decree of the Minister of Education and Culture of the Republic of Indonesia Number 277/O/1999 in conjunction with the Decree of the Minister of Education and Culture of the Republic of Indonesia Number 200/O/2003 concerning Organization and Work Procedure of Universitas Negeri Makassar.
17. Decree of the Minister of National Education of the Republic of Indonesia Number 232/U/2000 concerning Guidelines for Preparation of Higher Education Curriculum and Assessment of Student Learning Outcomes.
18. Decree of the Minister of National Education of the Republic of Indonesia Number 184/U/2001 concerning Guidelines for Supervision, Control and Development of Diploma, Undergraduate, and Postgraduate Programs in Higher Education.
19. Decree of the Minister of National Education of the Republic of Indonesia Number 045/U/2002 concerning the Core Curriculum of Higher Education.

Observing: Senate Decisions of Universitas Negeri Makassar, 15th of
January, 2019.

DECIDING

STIPULATING: RECTOR DECREE OF UNIVERSITAS NEGERI MAKASSAR
ON ACADEMIC REGULATIONS OF UNIVERSITAS NEGERI MAKASSAR

CHAPTER I

GENERAL REQUIREMENTS

Article 1

In this academic regulation, what is meant by:

1. Higher Education is the level of education after Senior High School which includes diploma, undergraduate, master, doctoral, professional, and special programs organized by universities on Indonesian culture.
2. Universitas Negeri Makassar (UNM) is a state university within the Ministry of Research, Technology, and Higher Education that organizes academic education programs, vocational education, and professional education in a number of scientific disciplines, and/or technology.
3. Faculty is the subsidiary of UNM which is an academic implementing element to coordinate and carry out academic and/or professional education in one or a set of certain branches of science, technology, and/or arts.
4. Graduate Program (PPs) is the subsidiary of UNM which coordinate and carry out academic and/or professional education in one or a set of certain branches of science, technology, and/or arts in a master's program and/or doctoral program.
5. Department is an academic implementing element in a faculty that carries out academic education, vocational education, and/or professions in some or one branch of certain science, technology, and/or arts.

6. Study program is an element of implementing academic education, vocational education, and/or professions in the department organized based on a curriculum.
7. Academic and Student Administration Bureau (BAAK) is the implementing element in the field of academic and student administration under the authority of the rector.
8. Library is a technical implementing unit in the field of library material services for the purposes of education, research, and community service which is under and directly responsible to the rector.
9. Laboratories, workshops, and studios are tools to support the implementation of education in majors in academic education, vocational education, and/or profession.
10. Learning is an interaction between students, lecturers and learning resources in a learning environment.
11. The Rector is the leader of UNM who assists the Minister of Research, Technology and Higher Education in the fields that are his duties and obligations.
12. University Senate is an organ that carries out the function of consideration and supervision in the implementation of academic policies at the university level.
13. The Dean is the faculty leader within UNM who is responsible to the Rector.
14. Faculty Senate is an organ that carries out the function of considering and supervising the implementation of academic policies at the faculty level.
15. Director of Postgraduate Program (PPS) is the leader of the Postgraduate Program at UNM who is responsible to the Rector.
16. Lecturers are professional educators and UNM scientists with the main task of transforming, developing, and disseminating science, technology through education, research, and community service.
17. Lecturer board is a consultative body that can give consideration to the director/head of department and study program in making decisions.

18. Students are those who register in one of the study programs at UNM.
19. Active students are those who have paid the tuition fees in the current semester.
20. Registration is an administrative process carried out by students starting with the payment tuition fees until filling out the Study Plan Card.
21. New students are those who are joining a certain educational program for the first time at UNM.
22. Transfer students are students who move between study programs within the scope of UNM and/or from other State Universities to UNM.
23. Foreign students are students who are not Indonesian citizens.
24. Curriculum is a set of plans and arrangements regarding graduate learning outcomes, learning materials, processes, and assessments that are used as guidelines for conducting learning at UNM.
25. Academic education is higher education directed primarily focusing on mastery and development of science, technology, and/or arts.
26. Vocational education is a higher education diploma program that prepares students for certain applied skills to meet the demand of workplace.
27. Professional education is higher education programs for certain skills aiming to prepare for job readiness.
28. Academic advisor (PA) is a lecturer who is appointed by the Rector on the recommendation of the dean and is given the task of providing academic and non-academic guidance to their students.
29. Education program is a certain course of study that must be taken and completed by a student aiming to master knowledge, improving attitudes and skills, which ends with the awarding of a certain diploma and/or degree.
30. A Joint Degree Program is a master/doctoral program jointly organized by UNM Posgraduate Programs with Posgraduate Programs of other universities with academic and administrative rules regulated by the Rector's Regulation.

31. Doctor by research is a doctoral program that directly conducts research for a dissertation and prioritizes intensive guidance from the promoter team.
32. The double degree program is a program organized through UNM partnerships with foreign universities. Several courses are held at UNM and several others are held at foreign universities recognized by the Ministry of Research, Technology and Higher Education.
33. Partnership program is a program implemented based on a written cooperation agreement between UNM and Partner Institutions.
34. Semester Credit System (SKS) is an education administration system using semester credit units to deliver student study load, lecturer workload, learning experience, and program administration.
35. Semester is a unit of academic processing time which is 6 months.
36. Short semester is the implementation of diploma and undergraduate level lectures carried out between even semesters and odd semesters.
37. Semester credit units are a measure of appreciation for the learning experience gained during one semester through scheduled activities per week of 1 hour of lectures (50 minutes) or 2 hours of practicum, or 4 hours of field work, each of which is accompanied by 60 minutes of structured activities and 60 minutes of independent activities.
38. Package system is a number of courses that have been determined by each study program programmed by each student in a certain semester.
39. Semester Lesson Plan (RPS/Syllabus) is a learning program that provides overall instructions regarding the objectives, scope, timing, and sources of lecture material to be taught for one semester.
40. Learning Contract is a learning design that contains a clear and detailed description of course descriptions, lecture objectives, lecture reading materials and materials, lecture strategies, lecture assignments, assessment criteria and lecture schedules for one semester.
41. Study Plan Card (KRS) is a card containing a student's study plan arranged according to choice based on his interests and abilities in an educational program.

42. KRS A is Study Plan Card for one level of academic education program, vocational education, and/or profession chosen by the student, which contains all required courses.
43. KRS B is Study Plan Card which is filled in based on KRS A by students in each semester containing courses programmed for the current semester.
44. Student Study Card (KSM) is a list of courses that have been programmed by students and approved by the PA lecturer.
45. Study Results Card, known as KHS, is a card containing the evaluation results, the Semester Achievement Index hereinafter abbreviated as IPS and the Grade Point Average, known as GPA, which has been achieved by a student based on his study plan.
46. Semester Accomplishment Index (IPS) is the result of the assessment of learning achievement in each semester which is expressed in a quantity calculated by adding up the multiplication between the numerical values of each course taken and the credits of the relevant course divided by the number of credits of courses taken in one semester.
47. Grade Point Average (IPK) is the result of the assessment of learning achievement at the end of the study program which is expressed in a quantity calculated by adding up the multiplication of the numerical value of each course taken with the credits of the relevant course divided by the number of credits of the courses that have been taken.
48. Graduation is a form of academic ceremony held in the open meeting of university academic senate to inaugurate graduates who have completed their studi
49. Diploma is an official document acknowledging learning achievement and/or completion of a higher education level upon declaring to have passed the final exam held by UNM.
50. Transcript is an academic attachment of a list of courses, credits weights, and grades that have been passed by UNM students from the first to the graduation.

51. Certificate of Diploma Associate (SKPI) is a document that contains information about the academic achievement or qualifications of UNM graduates.
52. Award is an honour grant in a certain form to those who excel or contribute in the academic field.
53. Sanctions are punishments for students who violate the applicable regulations at UNM.
54. Matriculation is a lecture program for open insight in the field of study, to orient students to university environment, and to facilitate learning for new students.
55. Doctor Honoris Causa is an honorary degree given by the university to someone who is considered to have contributed and or made extraordinary works for science and mankind.
56. Intracurricular activities are activities in the lecture schedule published by the dean/director.
57. Extracurricular activities are activities that are planned and carried out by UNM, faculties, departments/study programs, or student organizations which include developing talents/interests, and student welfare.
58. The Indonesian National Qualifications Framework (KKNI) is a competency qualification rating framework that can juxtapose, equalize, and integrate the fields of education, job training and work experience to provide recognition of work competencies in accordance with the work structure in various sectors.

CHAPTER II

EDUCATION PROGRAM AND CURRICULUM

Article 2

- (1) UNM organizes academic education, vocational education, and professional education programs.
- (2) Academic, vocational, and professional education programs consist of educational programs and non-educational programs.

- (3) Educational programs are organized to produce prospective educators.
- (4) Non-educational programs are organized to produce candidates for non-educational staff.

Article 3

- (1) The education program is implemented based on the curriculum organized by the department/study program according to competency-based levels and refers to the National Qualification Framework (KKNI)
- (2) The curriculum for diploma and undergraduate programs that have been compiled and approved by the faculty senate, is determined by the Chancellor's Decree after obtaining approval from the UNM Senate.
- (3) The master and doctoral program curriculum that has been prepared and approved by the PPs UNM lecturer board is determined by the Rector's Decree after the approval from the UNM Senate.
- (4) UNM can organize double degree programs, partnership programs, a joint programs, and research within doctoral programs.
- (5) Double degree programs, partnership programs, alliance programs, and research doctoral programs are held based on the Rector's Regulation with the approval of the UNM senate.
- (6) The double degree program grant a diploma issued by UNM and partner universities in collaboration with UNM.

Article 4

The proportion and range of credits for each group of subjects in the curriculum is adjusted to the applicable provisions and determined by the Chancellor's Regulation.

Article 5

- (1) Academic education program activities consist of intracurricular and extracurricular activities.
- (2) Academic and/or professional education program activities that are listed and scheduled in the Academic Calendar are determined at the beginning of each academic year by the Rector.
- (3) All intra-curricular activities for one educational program and/or one semester, are regulated and arranged in the student study plan that is

included in the KRS.

- (4) Student study plans are listed in:
 - (a) KRS A for one level of education program;
 - (b) KRS B for one semester of study;
 - (c) KSM.

Article 6

- (1) In the freshmen period, diploma/bachelor degree students program a maximum of 20 credits.
- (2) The learning load that can be programmed every semester by students adjusts to the last IPS after going through the first two semesters for diploma/bachelor program students with the following conditions:
 - (a) $IPS\ 3,51 - 4,00 = 24\ SKS$
 - (b) $IPS\ 2,76 - 3,50 = 22\ SKS$
 - (c) $IPS\ 2,00 - 2,75 = 20\ SKS$
 - (d) $IPS < 2,00 = 16\ SKS$
- (3) The learning load that can be programmed each semester by PPs students is regulated based on the package system.
- (4) KRS B is arranged based on KRS A.
- (5) KRS B is filled out at the beginning of each semester by the student and the PA gives online approval for the courses to be programmed in one semester according to the academic calendar.
- (6) The mechanism for filling and ratifying KRS B is regulated as follows:
 - (a) Students register by paying tuition fees through a bank appointed by UNM;
 - (b) Students set plans for courses to be programmed;
 - (c) Students consult with their Academic Advisors (PA);
 - (d) The PA provides consideration and approves students course planning
 - (e) The PA approve students course planning via UNM online academic system.
 - (f) Students print KSM as proof of registration as participants of courses that have been programmed.

Article 7

- (1) Each course can only be held if at least five students enroll, except with special considerations by the Dean/Director.
- (2) Students are given opportunities to modify the study plan (KRS B) if they cannot participate in the planned study courses.
- (3) The modification mechanism of KRS B is as follows:
 - (a) Students consult and request approval from their PA; and
 - (b) PA approves and send to academic operator for further processing.
- (4) Modification of KRS is carried out no later than two weeks after the lecturing starts.

CHAPTER III**STUDENT ADMISSION****Article 8**

- (1) Admission of new students can be done every semester.
- (2) Admission of new students for the UNM associate diploma and undergraduate programs is carried out through the National Selection for State University Admission (SNMPTN), Joint Selection for State University Admission (SBMPTN), Independent Selection to Enter State Universities (SMMPTN) called the Independent Path, Selection of Cooperation Programs and Special Programs.
- (3) The new student admission mechanism is further regulated by the Rector's Regulation.

Article 9

- (1) Graduates of associate diploma program in a study program within the UNM can be accepted to continue their studies in an undergraduate program with the same study program and meet the following requirements:
 - a. Submit a written application to the rector;
 - b. have a minimum GPA of 3.00;
 - c. get a recommendation from the dean, and
 - d. complete administrative requirements in accordance with current regulations.

- (2) Associate diploma education graduates from state universities outside UNM can pursue undergraduate education individually and/or collectively with the following conditions:
 - a. Submit a written application to the rector;
 - b. have a minimum GPA of 3.00;
 - c. obtain a recommendation from the proposing government/private institution; and
 - d. complete administrative requirements in accordance with applicable regulations.
- (3) Graduates of UNM bachelor programs can take a second undergraduate education in other study programs within UNM with the following conditions:
 - a. Submit a written application to the rector;
 - b. have a minimum GPA of 3.00;
 - c. pass the test and/or interview
 - d. complete administrative requirements in accordance with applicable regulations.
- (4) Graduates of bachelor programs from state universities outside UNM can pursue a second undergraduate education individually and/or collectively after fulfilling the requirements as stated in paragraph (3).
- (5) The student acceptance of their further study as referred to in paragraph (1) and paragraph (2) and students taking the second undergraduate program as referred to in paragraph (3) and paragraph (4) shall be determined by a Rector's Decree.

Article 10

- (1) The study load that must be taken by students continuing their studies as referred to in Article 9 paragraph (1) and paragraph (2) and students participate in the second undergraduate program as referred to in Article 9 paragraph (3) and paragraph (4), shall be determined by the dean at the suggestion of the head of the department/study program.
- (2) The study load that can be programmed in master and doctoral programs is in accordance with the provisions in article 6 paragraph (3) of this regulation.

Article 11

- (1) Applicants can be accepted as master program students with the following requirements:
 - (a) a bachelor's degree with a minimum GPA of 2.76 from a university recognized by the Ministry; and
 - (b) never been declared to have dropped out of one of the master study programs, either from domestic universities or foreign universities.
- (2) Graduates of the UNM master's program can be accepted into the master's program in a different field of study through the conversion program.
- (3) Admission of master's program graduates to take part in a master's program in the field of study that is not in the same field is regulated by the Rector's Decree.

Article 12

- (1) Applicants can be accepted as doctoral students with the following requirements:
 - a) a certificate of master thesis or equivalent, with a GPA of at least 3.00 on at least B accredited study program or an alumni of foreign universities that are accredited by the Ministry of Research Technology and Higher Education; and
 - b) never otherwise drop out studies or drop out of one program of doctoral studies, both from universities domestic and foreign universities.
- (2) Applicants who qualified master's thesis with a GPA of less than 3.00 can be considered to be accepted, if it has at least two scientific papers published in national journals recognized by the PPs, or an accredited national journal / an internationally recognized journals the Ministry of Research Technology and Higher Education
- (3) Applicants who certified master and / or a professional program which is equivalent to a master plot not be considered for admission to the doctoral program with certain requirements established by Graduate program.

Article 13

- (1) UNM can accept foreign students in accordance with applicable laws and regulations.
- (2) Prospective foreign students who may register at UNM are those who have obtained a study permit from the relevant ministry.
- (3) Foreign nationals can be accepted as UNM students, if they meet the administrative and academic requirements that have been set and have a certificate of good Indonesian language proficiency.
- (4) Foreign students enrolled at foreign universities accredited by the relevant ministries can be accepted as a research student for a certain period.
- (5) The acceptance of foreign students is determined through the Rector's Decree.

CHAPTER IV**REGISTRATION AND ACADEMIC LEAVE****Article 14**

- (1) The academic year is divided into two semesters, namely the odd semester and the second semester.
- (2) The odd semester begins in the second week of August and the second semester begins in the first week of February.
- (3) In certain cases, an intermediate semester may be held, the implementation of which is regulated by the Rector's Regulation.

Article 15

- (1) Students who are eligible for academic activities is the active status.
- (2) Active students as referred to in paragraph (1) of this article are required to:
 - (a) administrative registration and academic registration at the beginning of the semester.
 - (b) administrative registration is carried out by paying single tuition package (UKT) and/or BPP tuition payments through the bank determined by UNM.
 - (c) academic registration is carried out by filling out the KRS online through the UNM Academic Information System, as regulated in article 6 paragraph (5) of this regulation.
- (3) Students who do not register as referred to in paragraph (2) point (b) of this article are declared inactive.
- (4). Students who are not active as referred to in paragraph (3) of this article will still

be taken into account in determining the study period limit in accordance with the provisions as referred to in Article 25 of this rule.

- (5). The provisions in paragraph (3) of this article also apply to students violate academic regulation and is subject to sanctions.

Article 16

- (1) Students are entitled to receive academic leave after receiving written permission of the dean / director on behalf of the rector of a maximum of two semesters during the study period, which was filed not later than two weeks after the lecturing begins.
- (2) Academic leave can be done after the first semester.
- (3) Students who receive scholarships are not allowed to take academic leave, unless the person concerned resigns as a scholarship recipient.
- (4) Students who are on academic leave are not allowed to use academic facilities at UNM, and all academic activities carried out during academic leave are not recognized.

CHAPTER V ACADEMIC ADVISOR

Article 17

- (1) The preparation of a student study plan is guided by an academic advisor.
- (2) The requirements for Academic advisor are permanent UNM lecturers who have the status of civil servants with the lowest position of lector (senior lecturer) and/or expert assistant with doctoral qualifications.
- (3) Academic advisor is determined by the rector on the recommendation of the dean/director.
- (4) The duties of the academic advisor are as follows:
 - (a) guide students in preparing their study plans, provide consideration to choose courses for one semester, and approve the KRS online.
 - (b) provide information on the use of supporting facilities and infrastructure for academic and non-academic activities;
 - (c) provide recommendations on the level of student success for certain purposes;

Article 18

- (1) Academic advisor who excels high are awarded.
- (2) Academic advisors who do not carry out their duties as referred to in Article 17 paragraph (4) are subject to sanctions.
- (3) The award and sanction shall be determined by the Rector's Decree.

**CHAPTER VI
STUDENTS TRANSFER****Article 19**

- (1) The transfer of students can take place between departments/study programs within UNM or between departments/study programs at UNM with majors/study programs at other state university.
- (2) Transfer of students within the UNM environment can only take place between equivalent and similar departments/study programs (educational/non-educational).
- (3) A student can change majors/study programs within the scope of UNM or to another university after undergoing two semesters of lectures for the diploma program, three semesters for the undergraduate program, one semester for the master's program, and two semesters for the doctoral program.
- (4) A student may change majors/study programs within the scope of UNM if he fulfills the following requirements:
 - (a) status as an active student and not in a state of sanction;
 - (b) obtain a letter of approval from the academic advisor, the head of the department/study program and the dean/director of origin;
 - (c) submit a written application for transfer to the dean/director and the intended study program;
 - (d) pass the test and other requirements set by the intended department/study program;
 - (e) obtain a letter of approval from the intended department/study program; and
 - (f) obtaining a Decree (SK) to change study programs from the rector.

Article 20

- (1) Transfers between departments/study programs are only permitted once for each student at the beginning of the semester.

- (2) The student transfer process is carried out at the beginning of the semester according to the academic calendar.
- (3) Students who are accepted through the search for talents, interests, and the like are not allowed to change majors/study programs within the scope of UNM so that the provisions as referred to Article 19 of this rule is not applicable.

Article 21

- (1) Based on the special consideration of the Rector, transfer students from other state universities may be accepted with the following requirements:
 - (a) tertiary institutions and study programs of origin with a minimum accreditation of B;
 - (b) have a minimum Grade Point Academy (GPA) of 3.51;
 - (c) have attended lectures at the original university for at least three semesters for undergraduate programs and two semesters for diploma, master and doctoral programs;
 - (d) choose the relevant study program;
 - (e) pass the test and meet other requirements set by the chosen department/study program; and
 - (f) willing to follow all the rules at UNM
- (2) The acceptance of transfer students is determined by the Rector's Decree.
- (3) Transfer students attend lectures at UNM until they are declared to have passed at least two semesters with a minimum study load of 40 credits for undergraduate programs, and one semester for master and doctoral programs.
- (4) The study period of transfer students from other universities is calculated starting at the time of first registration at the university

Article 22

- (1) Students who will move from UNM must have an active status and participate in academic activities for at least three semesters for undergraduate/doctoral programs and two semesters for diploma/master programs and the person concerned is not currently undergoing sanctions.
- (2) Students who will move as referred to in paragraph (1), are given a transfer certificate from UNM, which is issued by the Rector based on the recommendation of the dean/director, with the academic transcript, proof of

tuition fee payment for the current semester and other administrative requirements.

- 3) Students who have acquired a UNM transfer certificate are not eligible to return to UNM.

CHAPTER VII

LECTURING AND STUDY LENGHT

Article 23

- (1) Lecturing activities are conducted following schedule set by the faculty/graduate program on the department/study program's recommendation.
- (2) The faculty/graduate program must agree in writing to any changes to the scheduling and/or location of lectures.
- (3) Outside of the mid-term test and the final test, each course in a semester can be assessed after 14 weeks of lectures.
- (4) The lecturer is obliged to deliver lectures at least 14 meetings.
- (5) Up to 30% of lecturing activities are conducted using an online technology.
- (6) Each student can only take the final exam of a course after attending 80% of the lectures.
- (7) Lecturers record student attendance at each lecture.
- (8) The head of the faculty/PPs/department/study program monitors and administers the presence of lecturers and students in each lecture.

Article 24

- (1) At least:
 - (a) 36 credits for the diploma one (D1) program;
 - (b) 72 credits for the iploma two (D2) program;
 - (c) 108 credits for the diploma three (D3) program; and
 - (d) 144 credits for the diploma four (D4) program and the bachelor program.
- (2) Students in professional/master's/doctoral programs are required to take at least
 - (a) 24 credits for professional programs;
 - (b) 36 credits for master's programs; and
 - (c) 42 credits for doctoral programs.

Article 25

- (1) For diploma/bachelor program students, the study period is:
 - (a) 1 to 2 years for diploma one program;
 - (b) 2 to 3 years for diploma two program;
 - (c) 3 to 5 years for diploma three program; and
 - (d) 3.5 (three point five) to 7 years for diploma four programs and undergraduate programs.
- (2) The study period for students of professional/master/doctoral programs is:
 - (a) No more than 3 (three) years for professional programs after completing a bachelor's or four diploma program;
 - (b) Maximum 4 (four) years for master program; and
 - (c) Maximum 7 (seven) years for doctoral program.
- (3) The study period for further study students is: (a) a maximum of 6 (six) years for the diploma one program to the undergraduate program; (b) a maximum of 5 (five) years for the program to the undergraduate program; and (c) a maximum of 4 (four) years for the diploma three program to the undergraduate program.
- 4) Students in the second undergraduate program have a maximum study length of:
 - (a) 6 (six) years for a second graduate with a non-equivalent study program; and
 - (b) 3 (three) years for a second graduate with a equivalent study program.

Chapter 26

- (1) To support the achievement of educational program objectives and the success of lecturing activities, lecturers are required to prepare Semester Learning Plans and Learning Contracts.
- (2) The course of Semester Learning Plans is prepared by the lecturers independently or in a group with the approval of the head of the department/study program.
- (3) The Learning Contract is prepared by each lecturer based on the Semester Learning Plans for the courses that are fostered and delivered to students in the first lecturing activities.
- (4) The Lecturing Contract is accompanied by several normative agreements regarding dress code, culture in lectures in accordance with the norms that apply at UNM.

CHAPTER VIII

STUDY COMPLETION

Chapter 27

- (1) The research for final assignments, skripsi, theses, and dissertations is not contain of any plagiarism.
- (2) Students who take final assignment, theses, and dissertations have taken a number of courses set by the head of the department/head of study program.
- (3) The selection of final assignment topics, theses, and dissertations is approved by the head of the department/study program.
- (4) The final assignments, bachelor thesis, master's theses, and dissertations are written in standard Indonesian.
- (5) Especially in the department/study program of Regional and Foreign Languages, final assignments, theses, and dissertations can be written in a language that is in accordance with the department/study program.
- (6) Bilingual class students write a thesis in accordance with the provisions applicable to their respective study programs.
- (7) Guidelines for writing final assignments, theses, and dissertations are regulated by the Rector's Decree.
- (8) Faculties/Postgraduate Programs may use guidelines for writing final assignments, bachelor thesis, master theses, and dissertations approved by the dean/director following the guidelines of Rector's regulation.

Chapter 28

- (1) The final assignments or thesis supervisor is a maximum of two lecturers with academic master's or doctoral qualifications, with senior lecturer position and has an expertise suitable the students' thesis topic.
- (2) The academic advisor is normally assigned as a final assignments supervisor.
- (3) The thesis supervisor consists of one main supervisor and one member.
- (4) The main supervisor as referred to in paragraph (3) is a lecturer with a minimum of senior lecturer position and doctoral academic qualifications in the field of science in accordance with the scope of student's research topic.
- (5) The member supervisor as referred to in paragraph (3) is a lecturer with a minimum position of expert assistant and doctoral academic qualification.
- (6) The dissertation supervisor consists of one main supervisor and at least two members.

- (7) The main supervisor as referred to in paragraph (6) is a lecturer with a professorship and doctoral academic qualifications in the field of science in accordance with the scope of student's research.
- (8) The member supervisors as referred to in paragraph (6) are lecturers with the position of senior lecturer rank and academic qualifications of doctorates in the field of science in accordance with the scope of student research.
- (9) The final assignments or thesis supervisor is appointed by the dean at the suggestion of the head of the department/study program.
- (10) The supervisor of theses and dissertations is appointed by the director at the suggestion of the head of the study program.

Chapter 29

- (1) Research proposals for undergraduate students are submitted at the beginning of the seventh semester.
- (2) Research proposals for master and doctoral program students are submitted at the beginning of the third semester.
- (3) Requirements for undergraduate, master and doctoral program students for proposal seminars, results seminars, thesis exams, closing exams, and promotion exams if they are registered as active students and have obtained approval signature from their supervisors and endorsement by the head of the study program.
- (4) The closing examination or undergraduate thesis examination can be carried out if the student already has publications related to his thesis in a national journal.
- (5) The closed examination or master's thesis examination can be carried out if the student has a publication related to his thesis in national/international journals recognized by the Ministry of Research, Technology and Higher Education.
- (6) The closed examination or dissertation examination for the doctoral program can be carried out if the student has an article published related to his dissertation in an international journal recognized by the Ministry of Research, Technology and Higher Education.
- (7) The implementation of proposal seminars, results seminars, thesis exams, closing exams, and promotion exams is regulated by the Chancellor's decision.
- (8) The dissertation research proposal for the research path doctoral program is submitted since registration.

Chapter 30

- (1) Teaching Practicum (PPL), School Internship Program (PLP), Professional placement, Student Community Service and Lecture Field Work are carried out in odd and even semesters whose mechanism is regulated by the Chancellor's decision.
- (2) Teaching Practicum (PPL)/ School Internship Program (PLP) is coordinated by the Teaching and Practicum Center.
- (3) Professional placement for non-educational students is organized by the faculty/department/study program.
- (4) Integrated Student Community Service and Teaching Practicum are coordinated by the Student Community Service Center and Teaching Practicum Center.

CHAPTER IX

EVALUATION OF LEARNING RESULT

Pasal 31

- (1) Each course programmed by students in one semester must be given a grade as an evidence of learning result evaluation.
- (2) Evaluation the results of student learning is carried out periodically which can take the form of exams, assignments, and observations by lecturers
- (3) Exams will be held out in the form of semester exams and final exams of the study program.
- (4) The results of learning is a mastery reflection of knowledge, attitudes and skills.

Article 32

- (1) The semester examination will be held in two phases: the mid-semester examination and the final semester examination.
- (2) The final examination in a study program for a diploma, bachelor's, professional education, master's, and doctoral will be in the form of a final project or a written examination (skripsi/thesis/dissertation).
- (3) Examinations for skripsi (bachelor thesis), theses, and dissertations for the purpose of assessing learning results at the end of the study program to obtain bachelor's, master's and doctoral degrees decided by the rector's decision.

Article 33

- (1) The presentation of the assessment of learning results consists of 30% midterm exam (Mid-test), 40% final semester exam, 10% the structure of assignments, 10% independent assignment, and 10% participation/activity.
- (2) The score of student learning results will be written in letters with the conversion of numerical scores as follows:

A with a presentation of participation and assignments (91 – 100)%, with a numerical score of 4.00.

A- with a presentation of participation and assignments (86 – 90)%, with a numerical score of 3.75.

B+ with a presentation of participation and assignments (81 – 85)%, with a numerical score of 3.25.

B with a presentation of participation and assignments (76 – 80)%, with a numerical score of 3.00.

B- with a presentation of participation and assignments (71 – 75)%, with a numerical score of 2.75.

C + with a presentation of participation and assignments (66 – 70)%, with a numerical score of 2.25.

C with a presentation of participation and assignments (61 – 65)%, with a numerical score of 2.00.

C- with a presentation of participation and assignments (56 – 60)%, with a numerical score of 1.75.

D+ with a presentation of participation and assignments (51 – 55)%, with a numerical score of 1.25.

D with a presentation of participation and assignments (46 – 50)%, with a numerical value of 1.00.

D- with a presentation of participation and assignments (41 – 45)%, with a numerical value of 0.75.

E with a presentation of participation and assignments under 41%, with a numerical score of 0.00.

- (3) The grades of C-, D+, D, D- and E are declared as failed.
- (4) In addition to the score of A up to the score of E, the result of K which means empty is also used.
- (5) The score of K is the score given to students who out at one or more courses with

an acceptable reasons.

- (6) For all students who do not take the semester exam without any written information will be awarded an E grade.

Article 34

Reprogram the courses that have been passed, automatically canceling the previously obtained grades.

Article 35

- (1) The assessment of the examination and the signing of the Final Score Determination List for the examination shall be carried out by the lecturer in charge of the subject concerned.
- (2) Lecturers in charge of courses are required to submit Final Score Determination List to the Head of the department/study program or input their own into the UNM Academic Information System.
- (3) The mechanism for ratifying course grades and issuing student Study Result Cards is determined by the Rector's Decree.

Article 36

- (1) Temporary grade point average (IPS) is computed using the following formula, which is based on the final grade and credit score of each course programmed in a semester:

$$\text{IPS} = \frac{\sum (\text{N.K})}{\sum \text{K}}$$

- (2) GPA is calculated by multiplying the final grade and credit weight of each planned course studied throughout the study time by the following formula:

$$\text{GPA} = \frac{\sum (\text{N.K})}{\sum \text{K}}$$

- (3) The value of K (Blank) is not taken into account in determining the IPS and GPA from the success of student studies.

Article 37

- (1) Students are declared to have completed their education program if they have completed all courses and collected credits in accordance with those programmed in KRS A by field of study, and if they have met the GPA requirements of at least 2.76 for diploma/bachelor programs, and 3.00 for master/doctoral programs, and have passed the final program exam.
- (2) The Predicate graduation of diploma and undergraduate programs as follows:
 - (a) Predicate of “satisfactory” for those who graduate with a GPA of 2.76–3.00;
 - (b) “Very Satisfactory” predicate for those who received a GPA of 3.01–3.50 or a minimum GPA of 3.51 but studied for more than 4.5 years for undergraduate, 3.5 years for diploma three, 2.5 years for diploma two, and 1.5 years for diploma one;
 - (c) Students who graduate with a minimum GPA of 3.51 and a study period of not more than 4.5 years for undergraduate, 3.5 years for diploma three, 2.5 years for diploma two, and 1.5 years for diploma one, do not have a C grade, and all courses are taken at UNM receive the predicate of "commendation (cumlaude)."
- (3) The predicate of graduation for professional, master and doctoral programs is as follows:
 - (a) "Satisfactory" predicate for those who graduate with a GPA of 3.00-3.50;
 - (b) "Very Satisfactory" predicate for those who graduate with a GPA of 3.51 - 3.75 or who graduate with a minimum GPA of 3.76, but the study period is more than 1.5 years for professional programs, 2.5 years for master's program, and 4 years for doctoral program; and
 - (c) "Compliments (cumlaude)" for those who graduate with a minimum GPA of 3.76 with a study period of no more than 1.5 years for professional programs, 2.5 years for master's programs, and 4 years for doctoral programs that have publications on an international journal recognized by the Ministry of Research, Technology and Higher Education.