

PERATURAN UNIVERSITAS TELKOM
Nomor : PU.022/AKD01/AKD-BPA/2024
T E N T A N G
PEDOMAN AKADEMIK UNIVERSITAS TELKOM
REKTOR UNIVERSITAS TELKOM

- Menimbang : a bahwa dalam penyelenggaraan pendidikan diperlukan tata kelola universitas yang baik (*Good University Governance*) yang menjamin ketertataan, kejelasan, kestabilan dan konsistensi aturan, transparansi, akuntabilitas, responsibilitas, keterbebasan dan keadilan;
- b bahwa dalam penyelenggaraan pendidikan diperlukan kepatuhan (*compliance*) terhadap regulasi dan standar yang berlaku secara nasional maupun internasional;
- c bahwa keberlangsungan penyelenggaraan pendidikan memerlukan suatu sistem penjaminan mutu, baik dalam lingkup internal maupun eksternal melalui akreditasi nasional maupun internasional, yang ditujukan untuk dapat mendorong pengembangan keilmuan dalam pelaksanaan Tridharma Perguruan Tinggi;
- d bahwa sebelumnya telah ditetapkan Pedoman Akademik yang diberlakukan untuk penyelenggaraan pendidikan tinggi Universitas Telkom;
- e bahwa dalam masa pemberlakuan Pedoman Akademik sebagaimana pada huruf d telah terjadi perubahan dan/atau penambahan acuan regulasi nasional, yaitu mengenai Standar Nasional Pendidikan dan Penjaminan Mutu Pendidikan Tinggi, sehingga menyebabkan diperlukannya penyesuaian yang mengikutinya;
- f bahwa sehubungan dengan huruf a sampai dengan e tersebut di atas, maka dipandang perlu untuk segera menetapkan Peraturan Universitas Telkom tentang Pedoman Akademik Universitas Telkom;
- Mengingat : 1 Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Nomor 5336);
- 2 Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Nomor 4301);
- 3 Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia 2014 Nomor 16, Tambahan Lembaran Negara Nomor 5500);
- 4 Peraturan Pemerintah Nomor 4 Tahun 2022 tentang Perubahan atas Peraturan Pemerintah Nomor 57 Tahun 2021 tentang Standar Nasional Pendidikan (Lembaran Negara Republik Indonesia ahun 2022 Nomor 14, Tambahan Lembaran Negara



Nomor 6762) juncto Peraturan Pemerintah Nomor 57 Tahun 2021 tentang Standar Nasional Pendidikan (Lembaran Negara Republik Indonesia Tahun 2021 Nomor 87, Tambahan Lembaran Negara Republik Indonesia Nomor 6676);

- 5 Peraturan Presiden Republik Indonesia Nomor 8 Tahun 2012 tentang Kerangka Kualifikasi Nasional Indonesia (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 24);
- 6 Peraturan Menteri Pendidikan dan Kebudayaan Nomor 73 Tahun 2013 tentang Penerapan Kerangka Kualifikasi Nasional Indonesia Bidang Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2013 Nomor 831);
- 7 Peraturan Menteri Pendidikan dan Kebudayaan Nomor 14 Tahun 2014 tentang Kerja Sama Perguruan Tinggi (Berita Negara Republik Indonesia Tahun 2014 Nomor 253);
- 8 Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 51 Tahun 2018 tentang Pendirian, Perubahan, Pembubaran Perguruan Tinggi Negeri, dan Pendirian, Perubahan, Pencabutan Izin Perguruan Tinggi Swasta (Berita Negara Republik Indonesia Tahun 2018 Nomor 1497);
- 9 Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 52 Tahun 2018 tentang Prosedur Pendirian Perguruan Tinggi Swasta, Pembukaan Program Studi, dan Kerja Sama Joint Program pada Perguruan Tinggi Swasta (Berita Negara Republik Indonesia Tahun 2018 Nomor 1498);
- 10 Peraturan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi Nomor 39 Tahun 2021 tentang Integritas Akademik dalam Menghasilkan Karya Ilmiah (Berita Negara Republik Indonesia Tahun 2021 Nomor 1363);
- 11 Peraturan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi Nomor 41 Tahun 2021 tentang Rekognisi Pembelajaran Lampau (Berita Negara Republik Indonesia Tahun 2021 Nomor 1414);
- 12 Peraturan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi Nomor 53 Tahun 2023 Tentang Penjaminan Mutu Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2023 Nomor 638);
- 13 Keputusan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi Nomor 210/M/2023 tanggal 25 Juli 2023 tentang Indikator Kinerja Utama Perguruan Tinggi dan Lembaga Layanan Pendidikan Tinggi di Kementerian Pendidikan, Kebudayaan, Riset, Dan Teknologi;
- 14 Keputusan Menteri Pendidikan dan Kebudayaan Nomor 270/E/O/2013 tentang Penggabungan Politeknik Telkom, Institut Teknologi Telkom, dan Institut Manajemen Telkom yang Diselenggarakan oleh Yayasan Pendidikan Telkom menjadi Universitas Telkom di Kabupaten Bandung Provinsi Jawa Barat dan yang telah mengalami beberapa kali Perubahan dengan Perubahan Terakhir dalam Keputusan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi Nomor 931/E/O/2023 tanggal 07 Desember 2023 tentang Izin Penyatuan Institut Teknologi



- Telkom Surabaya di Kota Surabaya ke Universitas Telkom di Kabupaten Bandung yang Diselenggarakan oleh Yayasan Pendidikan Telkom;
- 15 Keputusan Direktur Jenderal Pendidikan Tinggi, Riset, dan Teknologi Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi Nomor 91/E/KPT/2024 tanggal 15 Mei 2024 tentang Petunjuk Teknis Rekognisi Pembelajaran Lampau Pada Perguruan Tinggi Yang Menyelenggarakan Pendidikan Akademik;
 - 16 Edaran Direktur Jenderal Pendidikan Tinggi Kementerian Pendidikan dan Kebudayaan Nomor 526/E.E3/MI/2014 perihal Penjelasan tentang Standar Nasional Pendidikan Tinggi untuk Program Pascasarjana;
 - 17 Keputusan Dewan Pengurus Yayasan Pendidikan Telkom Nomor KEP. 0037/00/DHE-PD01/YPT/ 2020 Tanggal 17 Januari 2020 tentang Statuta Universitas Telkom;
 - 18 Keputusan Dewan Pengurus Yayasan Pendidikan Telkom Nomor KEP. 0314/00/DHE-PD01/YPT/2024 Tanggal 1 Februari 2024 tentang Rencana Strategis Universitas Telkom Periode 2024-2028;
 - 19 Peraturan Dewan Pengurus Yayasan Pendidikan Telkom Nomor PDP. 00661/00/DGS-HK01/YPT/2024 Tanggal 28 Maret 2024 tentang Struktur Organisasi dan Tata Kerja Universitas Telkom;
 - 20 Peraturan Universitas Telkom Nomor PU.025/AKD1/AKDBAA/2022 tentang Pedoman Akademik Universitas Telkom;

Memperhatikan : Rekomendasi berbagai pembahasan pada Rapat Pimpinan, Rapat Koordinasi Akademik dan Sistem Informasi, Rapat Senat Universitas tentang penyesuaian pedoman akademik terhadap regulasi nasional;

MEMUTUSKAN

- Menetapkan : **PERATURAN UNIVERSITAS TELKOM TENTANG PEDOMAN AKADEMIK UNIVERSITAS TELKOM.**
- KESATU : Menetapkan Pedoman Akademik Universitas Telkom dengan rincian sebagaimana pada Lampiran Peraturan ini.
- KEDUA : Menetapkan Peraturan pada DIKTUM KESATU Peraturan ini wajib dipergunakan sebagai acuan dasar dalam penyelenggaraan kegiatan akademis di Universitas Telkom, baik pada tahap perencanaan, penyelenggaraan, pemantauan, evaluasi, dan tindak lanjut perbaikannya.
- KETIGA : Dengan ditetapkannya Peraturan ini, maka Peraturan Universitas Telkom Nomor PU. 025/AKD1/AKD-BAA/2022 tanggal 12 September 2022 tentang Pedoman Akademik Universitas Telkom dinyatakan tidak berlaku.
- KEEMPAT : Apabila dikemudian hari terdapat kekeliruan pada Peraturan ini maka akan diadakan perubahan sebagaimana mestinya.
- KELIMA : Peraturan ini berlaku sejak tanggal ditetapkan.



Ditetapkan di: Bandung

Pada Tanggal: 2 September 2024

UNIVERSITAS TELKOM



TTD.

Prof. Dr. Adiwijaya, S.Si., M.Si.

Rektor

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CHAPTER I GENERAL DEFINITIONS AND PROVISIONS

Article 1 General Definitions

In this regulation, it is specified that:

(1) **University** is Telkom University.

The terminology associated with the University is as follows:

- a. **University Board of Directors** are associated with the Rector and Vice Rectors of the University.
- b. **Rector** is the highest official who is responsible for the organization and management of the University.
- c. **University Senate** hereinafter referred to as Senate is a normative and representative body at the University that executes the function of compiling, formulating, determining policies, and providing advice to the Rector in leading the organization and management of the University.
- d. **Study Program Management Unit (UPPS)** is a management unit that facilitates and manages study programs, and it can take the form of schools or directorates, departments, or specific units designated by the University.
- e. **School** is a resource management unit that administers and manages academic, vocational, or professional education in one/more than one discipline clusters of science, technology, and arts in the University.
- f. **Dean of School** is the leader of a school who is authorized and responsible for the administration of education in each school in the university and is assisted by vice deans.
- g. **UPPS Senate** is a normative and representative body in UPPS that executes the function of compiling, formulating, determining policies, and providing advice to the UPPS leaders in administering and managing UPPS.
- h. **Study Program** is a unit of education and learning activities with a certain curriculum and learning methods in one type of academic, vocational, and/or professional education in the University.
- i. **Study Programs Outside the Main Campus (PSDKU)** are study programs held in districts/cities/administrative cities that are not directly adjacent to the main campus.
- j. **Telkom University National Campus (TUNC)** is a PSDKU management unit that can be appointed as UPPS based on the rector's stipulation.
- k. **Head of Study Program** is a permanent lecturer who is entrusted with the tasks and responsibility to lead, manage, and coordinate the academic and administrative activities of the study program.

(2) **Campus** is a place for educational development.

Terms related to the campus are as follows:

- a. **Main Campus** is the central campus of the University's educational development.
- b. **Branch Campus** is the branch campus of PSDKU educational development.
- c. **Development Campus** is a part of the Main Campus or Branch Campus located in an area directly bordering the Main Campus or Branch Campus.

(3) **Lecturer** is a professional educator and scholar at the University with the main tasks of transforming, developing, and disseminating knowledge and technology through education, research, and community service, whose duties may be assisted by teaching assistants/tutors, laboratory assistants, or mentors.

Terms related to lecturer are as follows:

- a. **Permanent Lecturer** is a full-time lecturer who holds the status of a permanent educator and primarily engages in educational and teaching activities at the University.
- b. **Practitioner Lecturer** is a professional or expert from industry or government institutions with qualifications in specific fields who contributes to transforming, developing, and disseminating knowledge and technology, and primarily engages in educational and teaching activities at the University.

- c. **Non-Permanent lecturer** is a lecturer who works on a short-term or part-time contract and is not under the University's employment, and primarily engages in educational and teaching activities at the University.
 - d. **Academic Supervisor** is a permanent lecturer at the University assigned based on the Decree of the UPPS leaders as a representative of the University to carry out academic and non-academic guidance for students and to bridge communication between the University/UPPS/Education Program and parents.
 - e. **Teaching Assistant/Tutor, Laboratory Assistant, or Mentor** is a teaching staff who is appointed to assist lecturers with the main task of facilitating student learning and teaching activities.
- (4) **Student** is an individual enrolled at the higher education level and studying at the University. Terms related to students are as follows:
- a. **Full-time student** is a student who is enrolled in a study program, is not currently employed, and participates in learning activities during regular study hours.
 - b. **Part-time student** is a student who is enrolled in a study program, is currently working, and participates in learning activities that can be adjusted to their work schedule.
 - c. **Inbound Student** is a student from another university, either local or international, who attends courses in a study program at the University for a specific period of time.
 - d. **Prospective Student** is a participant in the new student admission selection process who has been declared accepted at the University.
- (5) **Tridharma of Higher Education**, hereinafter referred to as Tridharma, is the obligations of higher education to administer education, research, and community service carried out by the University academic community.
- (6) **Education** is a conscious and planned effort to create a learning atmosphere and process so that students actively develop their potential to gain religious spiritual strength, self-control, personality, intelligence, righteous character, and skills needed for themselves, society, nation and state.
- The terms related to education are as follows:
- a. **Higher Education** is the level of education after secondary education, which includes diploma programs, bachelor's programs, master's programs, doctoral programs, and professional programs, as well as specialist programs, organized by higher education institutions based on Indonesian culture.
 - b. **Academic Education** is higher education at the bachelor and/or postgraduate level directed at mastering and developing various branches of science.
 - c. **Vocational Education** is higher education at the diploma level that prepares students to become professionals with high work skills in specific applied expertise, extending to applied bachelor's programs and can also be developed to applied master's and doctoral programs.
 - d. **Professional Education** is higher education after the bachelor's program that prepares students for careers requiring specific skill requirements, which can be organized by higher education institutions in collaboration with ministries, other ministries, non-ministerial government agencies, and/or professional organizations responsible for the quality of professional services.
 - e. **Regular Education** is education that prioritizes traditional learning methods conducted on the main campus, branch campuses, or development campuses.
 - f. **Distance Education (PJJ)** is education that prioritizes learning methods conducted remotely through the use of various communication media and distant learning centers.
 - g. **Special Education** is education intended for certain groups of students and/or for students who face difficulties in the learning process due to physical, emotional, mental, social abnormalities, and/or special intelligence and talents.
 - h. **Non-Degree Education (micro credential)** is a short-term educational program with technical and specific material topics to obtain certification in certain qualifications, which can be conducted both online and offline within a period set by the University.
- (7) **International Education Program** is part of a special education initiative organized to provide international experiences and insights using a standard international curriculum.

The terms related to the international education programs are as follows:

- a. **International Class** is a special class organized by study programs that meet the requirements, with the learning process using English as the medium of instruction for all courses, except for Compulsory Curriculum Courses (MKWK).
- b. **International Joint Degree Program** is the implementation of collaborative activities between overseas partner universities to conduct a study program and mutually recognize graduates in the same field of study.
- c. **International Double Degree Program** is the organization of two different study programs at the same level to produce two degrees at the undergraduate (S-1) or graduate (S-2) level in collaboration with overseas partner universities.
- d. **International Student Exchange** is a student exchange that can be associated with cultural exchange as well as taking Semester Credit Units (SKS) of several courses from overseas partner universities with a duration of 1-2 semesters or equivalent to semester duration. This program provides students with experiences to immerse themselves in the environment and get to know the culture with a program duration of 1-3 months, and can be in the form of edutrip/summer/winter/spring/joint program with partner universities.
- e. **International Company Visit** is a visit by students and faculties to companies abroad for in-depth insights related to their fields of study.
- f. **International Edutrip** is an excursion program for students and faculties to visit some institutions related to the educational field of international class students.
- g. **International General Lecture** is a general lecture that invites international speakers in accordance with courses taken by students.
- h. **International Internship** is a student internship program abroad at reputable and leading companies that is carried out within a certain period and earns credit recognition.
- i. **International Certification** is a certification obtained by international students who take international training and examinations in a certain field.
- j. **English Synergy Program (ESyP)** is a support program aimed at enhancing English language skills for international class students provided by the University during their first year or Level I upon entering their studies.
- k. **Bahasa Indonesia bagi Penutur Asing (BIPA)** is a support program aimed at enhancing Indonesian language skills for non-native speakers in international classes provided by the University during their first year or Level 1 upon entering their studies.
- l. **Global Learning Week (GLOW)** is a special lecture program conducted during the interim semester for international class students, featuring lecturers from overseas partner universities.

- (8) **Learning Process** is the interaction between students and lecturers, as well as learning resources, in a learning environment.

The terms related to learning process are as follows:

- a. **Blended Learning** is a form of learning innovation that combines two or more forms of learning.
- b. **Distance learning** is a learning method where students and educators are separated by place and/or time and use information and communication technology to remotely conduct part or all of the process.
- c. **Classroom Learning** is a learning method that involves the interaction of students, learning resources, and educator within the same room.
- d. **Online learning** is a learning method that involves students, learning resources, and educators who interact by utilizing information and communication technology.
- e. **Center for e-Learning and Open Education (CeLOE)** is a unit that focuses on providing learning systems that utilize information technology.
- f. **CeLOE Learning Management System (LMS)** is an online learning platform for regular study programs and distance learning (PJJ) study programs at the University.
- g. **Work-Ready Programs (WRAP)** are learning programs aimed at preparing work-ready graduates in accordance with the competency targets and profiles of study program graduates.

- h. **Certificate of Accompanying Diploma (SKPI)** is a document issued by the University that contains information about the achievement of competencies by academic and vocational graduates.
 - i. **English Proficiency Test (EPrT)** is a test to measure English proficiency, covering three main competencies which are listening, grammar, and reading, developed by the University Language Center (LaC).
- (9) **Registration** is an academic administrative process enacted in the beginning of every semester to validate students' administrative record status as an active student and student's study plan in that semester.
- The terms related to registration are as follows:
- a. **Academic Supervision** is a student's consultation process with a lecturer assigned as the student's academic supervisor and its aim is to guide student during his/her study at the University as well as to support the development of conducive academic atmosphere for the student's achievement.
 - b. **Active Student** is the status given to students who are registered and are academically active in studies in an ongoing semester.
 - c. **Inactive Student** is the status given to students who do not register and are academically inactive in an ongoing semester.
 - d. **Student on a Leave of Absence** is the status given to students who are on academic leave.
 - e. **Student Identification Card (KTM)** is an identification card that confirms an individual's official status as a university student issued with certain attributes and security standards. The validity of the Student Identification Card is based on applicable provisions.
 - f. **Student Study Card (KSM)** is a Study Plan (KRS) that active students must have as valid proof that the student registration process in a semester has been completed. It can be downloaded and printed when students have registered at the beginning of the semester. It is used as a student administrative reference that includes course schedule in a semester.
 - g. **Study Plan Change (PRS)** is an administrative record process regarding changes on the study plan taken by a student in the previous registration process.
- (10) **Curriculum** is a set of educational program plans and arrangements regarding content, study materials and lessons, including ways of delivery and assessment used as the administration guidelines of the teaching and learning activities in an educational institution. The minimum curriculum includes graduate learning outcomes, normal study period, learning methods and modalities, competency requirements and/or qualifications of prospective students, assessment of learning outcomes, learning materials, and procedures for admitting students at various stages of the curriculum.
- The terms related to curriculum are as follows:
- a. **Outcome Based Education (OBE)** is an education system that focuses on learning outcomes implemented in the curriculum.
 - b. **Program Educational Objectives (PEO)** is a statement about the target of the study program as an elaboration of the vision and needs of stakeholders in the present and future which serves as the basis for curriculum preparation.
 - c. **Graduate Competency Standard** is the minimum criteria regarding the unity of attitudes, skills, and knowledge competencies that show student achievements from their learning outcomes at the end of the higher education programs.
 - d. **Program Learning Outcome (PLO)** is the results of the formulation of graduate competency standards for each study program.
 - e. **Course Learning Outcome (CLO)** is set of ability that demonstrate student achievements from learning outcomes after graduating from a course.
 - f. **Semester Credit Hour (SKS)** is a measure of learning activity time assigned to students per week, per semester in the learning process through various forms of learning and the amount of recognition of the success of student efforts in following curricular activities in a program.
 - g. **Assessment** is an evaluation activity of learning outcomes.

- h. **Recognition of Prior Learning (RPL)** is the recognition of Learning Outcomes (CP) acquired through formal, non-formal or informal education, and/or work experience, serving as a basis for continuing formal education through partial recognition of CP or to meet qualifications as a lecturer.
- (11) **University Academic Calendar** is a calendar determined by the rector or vice rector of academic affairs, used as a reference for scheduling alignment by accommodating all the needs of educational activities at the University, the national education calendar, as well as major and religious holidays and national collective leave days in Indonesia.
- (12) **Study Progress Report (LKS)** is a report of the student's academic progress in one semester. It contains a list of the latest course grades and feedback notes from the academic supervisor and study program, which are reported cumulatively and periodically every semester to the student's parents. The aim of this report is to progressively monitor student's academic development and the progress of the education management system by involving participative role of the family/parents, so that aspects that may support academic improvement can be evaluated and prevent student study failure.
- (13) **Academic Community** is an academic community, consisting of communities and/or staff, lecturers, and students who adopt a scientific tradition and academic freedom by developing an academic culture.
- Terms related to the academic community are as follows:
- Academic Freedom** is the freedom owned by the entire academic community to explore and develop science, technology and art responsibly through the implementation of the Tridharma of Higher Education.
 - Freedom of Academic Pulpit** is an authority that is limited to professors and/or lecturers and/or scholars who have a reputation, authority, and scientific esteem to openly and responsibly express views on matters related to their field of science and its branches.
 - Scientific Autonomy** is the autonomy of the academic community in a branch of science, technology, and art in discovering, developing, revealing, and/or upholding scientific truths according to scientific principles, scientific methods, and academic culture.
 - Academic Environment** is a conducive academic environment for the implementation of academic freedom, freedom of academic pulpit, and for the transformation process of science, technology, and art that is beneficial for the development of the potential of the academic community, contributions to the welfare of society, and the reputation of the University.
 - Academic Culture** is the entire system of values, ideas, norms, actions, and works based on science, technology and art in accordance with the principles of Higher Education.
- (14) **The Higher Education Database (PDDikti)** is a nationally integrated system that collects higher education data from all universities, comprising a collection of facts regarding the implementation of higher education, that is utilized for the development of higher education.

Article 2 General Provisions

- (1) All provisions in this Decree do not conflict with and are in line with all regulations of the University as well as the applicable national laws and regulations within the Unitary State of the Republic of Indonesia (NKRI).
- (2) All provisions in this Decree apply to all students and the implementation of education at the University.
- (3) All lecturers assigned to superintend the academic administration must meet or exceed the minimum competency and qualification requirements and have the authority regulated by the regulations and national standards of higher education in Indonesia, in accordance with University rules.
- (4) All academic administrations must always be recorded in an integrated manner in the University's academic information system according to the national regulation provisions, and reported periodically in a correct, accurate, transparent, and accountable manner to the national academic information system at the ministry responsible for higher education development.

Article 3 Education System

- (1) The education system is the overall educational components that are interrelated in an integrated manner to achieve educational goals, divided into regular education systems and distance education systems.
- (2) Study programs, as stated in Article 1 paragraph (1) letter h, may utilize a regular education system and a distance education system in accordance with the decree on the licensing of study program implementation.
- (3) Study programs that utilize the regular education system is called Regular Education Study Programs.
- (4) Study programs that utilize the distance (or remote) education system is called Distance Education Study Programs (PJJ).

Article 4 Implementation of Education

- (1) The implementation of education is carried out by upholding academic integrity and ethics within the framework of academic freedom, freedom of academic pulpit, and responsible scientific autonomy.
- (2) The implementation of education in study programs includes Academic Education, Vocational Education, Professional Education, and Non-Degree Education, as stated in Article 1 paragraph (6) letters b, c, d, and h.
 - a. Academic Education consists of a bachelor's degree program (*Strata-1/S-1*), a master's degree program (*Strata-2/S-2*), and a doctoral degree program (*Strata-3/S-3*).
 - b. Vocational Education consists of the associate degree programs (Diploma-3/D-3), applied bachelor degree program (Diploma-4/D-4), applied master degree program (*Strata-2/S-2*), and applied doctoral degree programs (*Strata-3/S-3*).
 - c. Professional Education consists of professional programs, specialist/specialist one (Sp-1) programs, and subspecialist/specialist two (Sp-2) programs.
 - d. Non-Degree Education (micro credential).
- (3) Vocational and Academic Education may be offered as joint degrees or double degrees based on a joint curriculum developed by both study programs within and/or outside the University, in accordance with statutory regulations.
- (4) The organization of learning in regular study programs can be carried out based on the principle of flexibility, where the learning process can utilize blended learning, classroom learning, online learning, or hybrid learning mechanisms.
- (5) The implementation of learning in PJJ study programs, as stated in Article 3 paragraph (4), is the implementation of fully online learning for more than 50% (fifty percent) of the total number of courses and/or study loads in the curriculum of regular (face-to-face) education programs that have ministerial approval.

CHAPTER II GRADUATE COMPETENCIES

Article 5 Key Competencies

- (1) The implementation of an associate degree (D3) program is designed to produce graduates with the following minimum key competencies:
 - a. Able to master the theoretical concepts of certain fields of science and skills in general;
 - b. Able to complete a wide range of work; and
 - c. Able to choose an appropriate method from a variety of standardized and non-standardized options based on data analysis.
- (2) The implementation of applied bachelor's degree programs is designed to produce graduates with the following minimum key competencies:
 - a. Able to apply theoretical concepts of certain fields of science and skills in general and specific to procedurally solve problems in accordance with the scope of his work; and
 - b. Able to adapt to changing situations encountered.

- (3) The implementation of the bachelor's degree program is to produce graduates with the following minimum key competencies:
 - a. Able to master the theoretical concepts of certain fields of sciences and skills in general and specific to procedurally solve problems in accordance with the scope of their work; and
 - b. Able to adapt to changing situations encountered.
- (4) The implementation of a master's degree program is to produce graduates with the minimum key competence of mastering the theory of certain fields of sciences to develop science and technology through research or innovative creation.
- (5) The implementation of the applied master's degree program is to produce graduates with the minimum key competencies of being able to develop expertise based on an understanding of science and technology through research or the innovative creation that is applicable for certain work fields.
- (6) The doctoral degree program is designed to produce graduates with the following minimum key competencies:
 - a. Able to master the scientific philosophy of certain fields of sciences and skills; and
 - b. Able to deepen and expand science and technology through valid and original research and creation.
- (7) The implementation of an applied doctoral degree program is to produce graduates with the following minimum key competencies:
 - a. Able to develop and improve in-depth specific expertise based on the application of understanding of the scientific philosophy of certain fields of science and skills; and
 - b. Able to deepen and expand science and technology through research or innovative creation that is applicable for certain work fields.

Article 6 Academic Degree

- (1) Academic degree of study program graduates established at the University complies with the regulations regarding the field of science, technology, and art as well as the degrees of university graduates stipulated by the government.
- (2) The academic degree herein referred to paragraph (1) is determined based on the recommendation of the UPPS senate meeting results and is established by the rector.
- (3) Academic degree herein referred to paragraph (2) may include academic degree for international class students.
- (4) In the event of changes to national regulations or the introduction of a new study program, any modifications or additions to the academic degree conferred upon graduates will be determined through a separate decision.

Article 7 Graduation Honors

- (1) Graduates of the University who fulfill the designated criteria are granted specific graduate predicates, namely Summa Cum Laude (With Highest Honor), Cum Laude (With Honor), Very Satisfactory, and Satisfactory.
- (2) The assignment of these predicates is based on the Grade Point Average (GPA), the length of study, and other established criteria as detailed below:
 - a. Associate Degree (D3), Applied Bachelor's/Bachelor's Degree Programs

Graduation Honors	GPA	Study Period	Additional Criteria
With Highest Honor (<i>Summa Cumlaude</i>)	3,91 - 4,00	- Bachelor: ≤ 8 semesters - Applied Bachelor: ≤ 8 semesters - Associate Diploma: 6 Semester	In accordance with the regulation of the University
With Honor (<i>Excellent/Cumlaude</i>)	3,51 - 3,90	- Bachelor: ≤ 8 semesters - Applied Bachelor: ≤ 8 semesters - Associate Diploma: 6 Semester	
Very Satisfactory	3,51 - 4,00	- Bachelor: > 8 semesters - Applied Bachelor: > 8 semesters - Associate Diploma: > 6 semesters	None

Graduation Honors	GPA	Study Period	Additional Criteria
	3,01 - 3,50	Unconditional	
Satisfactory	2,76 - 3,00	Unconditional	

b. Master Program/Applied Master Program

Graduation Honors	GPA	Study Period	Additional Criteria
With Highest Honor (<i>Summa Cumlaude</i>)	3,96 - 4,00	≤ 4 semesters	In accordance with the regulation of the University
With Honor (<i>Excellent/Cumlaude</i>)	3,76 - 3,95	≤ 4 semesters	
Very Satisfactory	3,76 - 4,00	> 4 semesters	None
	3,51 - 3,75	Unconditional	
Satisfactory	3,26 - 3,50	Unconditional	

c. Doctoral/Applied Doctoral Program

The graduation honors in the doctoral/applied doctoral program is granted based on an assessment of research performance and publication of scientific papers, attitudes and scientific contributions of prospective graduates, as well as GPA achievements and study periods, determined in a closed promotion session and/or in an open promotion session.

Graduation Honors	GPA	Study Period	Additional Criteria
With Highest Honor (<i>Summa Cumlaude</i>)	3,96 - 4,00	≤ 6 semesters	In accordance with the regulation of the University
With Honor (<i>Excellent/Cumlaude</i>)	3,76 - 3,95	≤ 8 semesters	
Very Satisfactory	3,76 - 4,00	> 8 semesters	None
	3,51 - 3,75	Unconditional	
Satisfactory	3,26 - 3,50	Unconditional	

- (3) Additional criteria for the *summa cumlaude* and *cumlaude* are regulated in separate University regulations.
- (4) Graduates who meet the GPA and study period requirements to obtain the *summa cumlaude* and *cumlaude* graduation predicates in paragraph (2) above, but cannot meet the additional criteria, then the graduation predicate given is one level below.

Article 8 Diploma, Academic Transcript, and Certificate of Accompanying Diploma (SKPI)

- (1) A diploma is a document that certifies the completion of all study obligations of an education graduate. The issuance of diploma is accompanied by an academic transcript and a Certificate of Accompanying Diploma (SKPI).
- (2) Diplomas and academic transcripts are signed by the Head of UPPS and the Rector through a certified digital signature, containing various information on the graduate's identity, study program and the University, written in Indonesian and English which contains information according to provisions of the state.
- (3) SKPI, signed by the Head of UPPS, comprises a detailed narrative of graduates' learning achievements aligned with the relevant level of the Indonesian National Qualifications Framework (KKNI), in the form of a standard format that must at least include the graduate's identity, the program organizer's identity, the qualifications and results attained, an overview of the higher education system in Indonesia and the KKNI, and validation in both Indonesian and English which contains information according to provisions of the state.

Article 9 Determination of Study Completion and Level Completion

- (1) The determination of a graduate's study completion from a study program is recommended by the UPPS academic meeting and is stipulated by the Rector's Decree as the basis for the issuance of the diploma and academic transcript.
- (2) Students who are declared to have graduated are entitled to receive a diploma and academic transcript as referred to in Article 8, a degree or designation, and SKPI in accordance with the applicable regulations.

- (3) The University implements student level completion carried out at the academic meeting at the UPPS level, as a study staging (milestone) to encourage the priority of completing all the courses in each academic year gradually according to the curriculum structure of the study program.
- (4) For students who do not meet the requirements to pass the level but meet the criteria for continuing their studies can be exempted based on the decision of the UPPS academic meeting and must submit a report of exemption to the academic director.
- (5) The criteria for continuing the study as referred to in paragraph (4) are determined based on the policies of each UPPS.
- (6) Exemption for level completion applies for a maximum of only one level.

Article 10 Requirement to Pass the Foreign Language Proficiency Test

- (1) The obligation to pass a foreign language proficiency test for a graduation requirement is a minimum score requirement in English proficiency that must be met by students of associate degree (D3), applied bachelor (D4)/bachelor's degree (S1), applied master/ master's degree (S2), and applied doctoral/doctoral degree (S3) programs at each level academic meeting and during the registration for the final project assessment.
- (2) The minimum English proficiency score requirements for each level of the study program are as follows:

No.	Study Program Level	TOEFL ITP/EPrT minimum score			
		Level I	Level II	Level III	Registration for Final Assessment
1	Associate degree	370	410	-	450
2	Bachelor's/Applied Bachelor's Degree				
	a. Regular Class Program	370	410	427	450
	b. International Class Program	450	465	485	500
3	Master's/Applied Master's Degree				
	a. Not Accredited	450	475	-	475
	b. Accredited	450 - 500*	475 - 500*	-	475 - 500*
4	Doctoral/Applied Doctoral Degree	500	500	500	500

*In accordance with the accreditation requirements stipulated by UPPS

- (3) The minimum requirements for English proficiency as referred to in paragraph (2) specifically for accredited master's/applied master's levels are established by UPPS by considering the quality standards of the study program.
- (4) Compliance of the English proficiency requirements for graduation as referred to in paragraph (2) is indicated by an official certificate containing English proficiency scores, such as TOEFL ITP, English Proficiency Test (EPrT), IELTS, TOEFL iBT, or any other valid international standardized English test.
- (5) Certificate of EPrT as referred to in paragraphs (2) and (4) is considered valid to use as a requirement for final assessment registration if it issued by the University Language Center.
- (6) When applying for final assessment, students are required to have an EPrT certificate with a required minimum score as referred to in paragraph (2) or receive a letter of exemption from the head of the study program for those who have taken EPrT for 3 (three) times with a score below the required minimum score. Exemption is only granted if the interval between the tests is at least 30 calendar days.
- (7) The requirement of EPrT certificate can be substituted with other English proficiency certificate issued by internationally certified language center with equivalent scores based on the minimum provisions as referred to in paragraph (2), recognized by the University Language Center.

CHAPTER III
LEARNING PROCESS
SUBCHAPTER ON LEARNING IMPLEMENTATION

Article 11 Semester Credit System

- (1) The semester credit system is an education implementation system using Semester Credit Hours (SKS) as referred to in Article 1 paragraph (10) letter f to state student's study load, lecturer's workload, learning experience, and program implementation load.
- (2) Learning load of 1 (one) SKS is equivalent to 45 (forty-five) hours per semester.
- (3) The learning load as referred to in paragraph (2) can be obtained through scheduled activities per week or equivalent activities (non-exception), namely:
 - a. 1 (one) SKS in the class learning model includes:
 - i. 50 (fifty)-minute guided learning activities with face-to-face (onsite or synchronous online) or asynchronous online per week;
 - ii. learning activities with 60 (sixty)-minute structured assignment per week; and
 - iii. 60 (sixty)-minute independent learning activities per week.
 - b. 1 (one) SKS in the form of seminar learning or other similar forms of learning, including:
 - i. 100 (one hundred)-minute face-to-face learning activities per week; and
 - ii. 70 (seventy)-minute independent learning activities per week.
- (4) The learning load as referred to in paragraph (2) for one semester can also be obtained through unscheduled activities (exceptions), namely:
 - a. 1 (one) SKS in the form of learning outside the study program or outside the University includes guided learning activities, assignment learning activities, and independent learning activities that accumulate in 45 (forty-five) hours per semester;
 - b. 1 (one) SKS in the form of a final project or other similar forms of learning, including guided learning activities, assignment learning activities, and independent learning activities accumulated in 45 (forty-five) hours per semester;
- (5) In vocational education programs, the SKS course load consists of theoretical and practical lectures in the composition of the number of hours in accordance with applicable regulations, provided that the implementation time of theoretical lectures and practical materials as referred to in paragraphs (2) and (3).
- (6) Rules for the conversion of SKS to other international credit systems is regulated through separate rules.
- (7) Study programs need to ensure quality assurance of the amount of recognition and the amount of time for learning activities assigned to students per semester or per week per semester from various forms of learning that have been selected including: Course Outline (RPS), logbook, or report of activity.

Article 12 Study Load and Study Period

- (1) Study load and study period for academic education are as follows:
 - a. The study load for undergraduate programs at the University is 144-160 credits designed with a study period of 8 (eight) semesters which can be taken in a minimum of 7 (seven) semesters, a maximum of 12 (twelve) semesters for full-time students and a maximum of 14 (fourteen) semesters for part-time students after graduating from high school or high vocational school in the same field or the equivalent of both.
 - b. The study load of the master program at the University is 54-72 SKS designed for a normal study period of 4 (four) semesters which can be taken in a minimum of 3 (three) semesters, a maximum of 6 (six) semesters for full-time students and a maximum of 7 (seven) semesters for part-time students, including the final project either in the form of a thesis, prototype, work, project or other similar form of final project after graduating from an bachelor program in the same field or equivalent.
 - c. The study load for doctoral programs at the University is 90-108 SKS based on the linearity and readiness of new students determined by the study program, which is designed for a normal

study period of 6 (six) semesters which can be taken in a minimum of 5 (five) semesters, a maximum of 10 (ten) semesters for full-time students and a maximum of 11 (eleven) semesters for part-time students, including final project in the form of dissertations, prototypes, works, projects or other similar forms of final project, consisting of four stages, namely: i). Qualification, ii). Preparation of a Research Proposal, iii). Research and Publication, and iv). Final Project Writing and Examination, after completing a master's program in the same field or equivalent.

(2) The learning load and study period for vocational education are as follows:

- a. The study load of the associate program (D3) at the University is 108-120 SKS designed for a normal study period of 6 (six) semesters and can be taken in a minimum of 6 (six) semesters, a maximum of 8 (eight) semesters for full-time students and a maximum of 10 (ten) semesters for part-time students, after graduating from high school or vocational high school in the same field or the equivalent of both.
- b. The study load for applied bachelor programs at the University is 144-160 SKS designed with a study period of 8 (eight) semesters which can be taken in a minimum of 8 (eight) semesters, a maximum of 12 (twelve) semesters for full-time students and a maximum of 14 (fourteen) semesters for part-time students after graduating from high school or vocational high school in the same field or the equivalent of both.
- c. The study load of the applied master program at the University is 54-72 SKS designed for a normal study period of 4 (four) semesters which can be taken in a minimum of 3 (three) semesters, a maximum of 6 (six) semesters for full-time students and a maximum of 7 (seven) semesters for part-time students, including final project in the form of thesis, prototypes, works, projects or other similar forms of final project after graduating from an bachelor program in the same field or equivalent.
- d. The study load for applied doctoral programs at the University is 90-108 SKS based on the linearity and readiness of new students determined by the study program, which is designed for a normal study period of 6 (six) semesters which can be taken in a minimum of 5 (five) semesters, a maximum of 10 (ten) semesters for full-time students and a maximum of 11 (eleven) semesters for part-time students, including final project in the form of dissertations, prototypes, works, projects or other similar forms of final project, which consist of four stages, namely: i). Qualification, ii). Preparation of a Research Proposal, iii). Research and Publication, and iv). Final Project Writing and Examination, after completing a master's program in the same field or equivalent.

(3) The study load and study period for professional education are as follows:

- a. The study load of professional programs at the University is at least 36-48 SKS scheduled for a period of study 2 (two) semesters which can be taken in a minimum of 2 (two) semesters and a maximum of 4 (four) semesters after graduating from a bachelor program in applied science in the same field or an bachelor program in the same field or the equivalent of both.
- b. The study load of the specialist/specialist one program at the University is at least 36 SKS scheduled for a period of 4 (four) semesters which can be taken in a minimum of 4 (four) semesters and a maximum of 6 (six) semesters after graduating from a professional program in the same field or its equivalent.
- c. The study load of the subspecialist/specialist two program at the University is at least 42 SKS scheduled for a period of 6 (six) semesters which can be taken in a minimum of 6 (six) semesters and a maximum of 12 (twelve) semesters after graduating from a specialist/specialist one program in the same field or its equivalent.

(4) Student study load according to the study program curriculum design and maximum study load quota requirements based on the applicable IPS (Semester Achievement Index) according to the IPS of the previous semester, namely with the following provisions:

Study Program Level	IPS	Maximum Study Load Quota
Associate and Bachelor's/Applied Bachelor's Degree	IPS \leq 3.00	20 SKS
	IPS $>$ 3.00	24 SKS

Master's/Applied Master's and Doctoral/Applied Doctoral Degree	IPS \leq 3.50	20 SKS
	IPS $>$ 3.50	24 SKS

- (5) Student study load in semester 1 and 2 is a maximum of 20 SKS.
- (6) The composition of the study load for each form of learning activity as in paragraph (1) to paragraph (3) is regulated in the study program curriculum rules for each level and type of academic education, vocational education and professional education, which are determined by a separate Rector's Decree, according to applicable standards and rules.

Types of Education	Study Period (Semester)				Study Load (SKS)
	Minimum	Normal	Maximum		
			Full-time	Part-Time	
Academic Education:					
1. Bachelor Program	7	8	12	14	144 - 160
2. Master Program	3	4	6	7	54 - 72
3. Doctoral Program	5	6	10	11	90 - 108
Vocational Education:					
1. Associate (D3) Program	6	6	8	10	108 - 120
2. Applied Bachelor Program	8	8	12	14	144 - 160
3. Applied Master Program	3	4	6	7	54 - 72
4. Applied Doctoral Program	5	6	10	11	90 - 108
Professional Education:					
1. Professional Program	2	2	4	4	≥ 24
2. Specialist Program	4	4	6	6	≥ 36
3. Subspecialist Program	6	6	12	12	≥ 42

Article 13 Semester System

- (1) Semester is a unit of time consisting of 16 (sixteen) weeks of lectures or activities equivalent to these activities, including learning evaluation activities (assessment).
- (2) One academic year consists of 2 (two), namely:
- Odd Semester, and
 - Even semester.
- (3) In addition to 2 (two) semesters as referred to in paragraph (2), 1 (one) interim semester may be held in accordance with the needs.
- (4) Interim semester lecture activities as referred to in paragraph (3) are held in the time span between even and odd semesters. The provisions for the implementation of the interim semester are as follows:
- The interim semester is held according to the student's study load to meet the learning outcomes of the study program that have been determined.
 - The interim semester is held for at least 8 (eight) weeks or equivalent activities with a maximum student learning load of 9 (nine) SKS.
 - If the interim semester is held in the form of lectures, face-to-face at least 16 (sixteen) times including learning evaluation activities (assessment).
 - The interim semester is not for admitting new students or determining graduation.

Article 14 Learning Implementation Standard

- (1) The curriculum as referred to in Article 1 paragraph (10) is developed with reference to the National Standards for Higher Education which uses the Outcome Based Education (OBE) approach and includes the development of intellectual intelligence, noble character, and skills.
- (2) The curriculum at PSDKU is the same as the curriculum in the main campus study program.
- (3) The curriculum in the associate (D3) program must facilitate students to carry out internship activities in the business world, the industrial world, and the relevant field of work.
- (4) The curriculum in applied bachelor programs must facilitate students to carry out internships in the business world, the industrial world, or the relevant field of work for at least 1 (one) semester or the equivalent of 20 (twenty) SKS.

- (5) The implementation of learning is carried out in a normal class size which is the standard for the implementation of lectures with the number of students according to the class quota.
- (6) The implementation of course learning can be distinguished from non-exception courses as referred to in Article 11 paragraph (3) or exception courses as referred to in Article 11 paragraph (4).

Article 15 Outcome Based Education (OBE) Curriculum

- (1) The study program curriculum must use the OBE approach as referred to in Article 14 paragraph (1).
- (2) The OBE curriculum as referred to in paragraph (1) aims to ensure constructive alignment between graduate profiles (Program Educational Objectives/PEO), graduate learning outcomes (Program Learning Outcome/PLO or Expected Learning Outcomes/ELO or Student Learning Outcome/SLO or Intended Learning Outcome/ILO), course learning outcomes (Course Learning Outcomes/CLO), learning methods, and assessment methods, as a form of continuous quality improvement process.
- (3) As an implementation of the process of continuous quality improvement, the study program implements the OBE curriculum with the cycle of Plan-Do-Check-Act (PDCA) which includes setting achievement targets, learning systems, assessment systems, and the improvement stage.
- (4) Implementation of OBE with PDCA cycle, study programs are required to conduct assessment and evaluation of CLO and PLO graduation and produce OBE portfolios and report cards.
- (5) The study program curriculum achievement targets as referred to in paragraph (3) include the vision and mission, PEO, PLO, and CLO are the basis for OBE curriculum planning.
- (6) The learning system as referred to in paragraph (3) is a form of realization of the target outcomes of the study program curriculum which includes curriculum and syllabus, learning models and methods, traditional learning spaces, digital learning spaces, learning programs outside the study program, and assessment systems.
- (7) The Assessment System as referred to in paragraph (3) has learning assessment standards which are minimum criteria regarding systematic activities carried out to determine the results of assessment of planning and implementation, control of the learning process, and learning outcomes after students undergo the learning process, which includes course, study program and institutional assessments.
- (8) Assessment of student learning outcomes takes the form of formative and summative assessments.
- (9) Formative assessment as referred to in paragraph (8) aims to monitor student learning progress, provide feedback so that students fulfill their learning outcomes and improve the learning process.
- (10) Summative assessment as referred to in paragraph (8) aims to assess the achievement of student learning outcomes as the basis for determining course graduation and study program graduation, with reference to the fulfillment of graduate learning outcomes carried out in the form of oral exams, project assessments, assignment assessments, written exams, competency tests, and/or other similar forms of assessment.
- (11) The selection of assessment forms as referred to in paragraphs (9) and (10) is adjusted to the characteristics of the learning outcomes being measured.
- (12) The assessment mechanism as referred to in paragraph (11) is socialized to students at the beginning of the lecture period.
- (13) The results of the assessment system as referred to in paragraph (7) can be the basis for the improvement stage of the study program for areas that require improvement as a form of continuous quality improvement process.
- (14) Study programs need to determine PLO and CLO graduation standards as an instrument for measuring the fulfillment of learning outcomes.
- (15) Graduation standards as referred to in paragraph (14) are determined by the study program by considering input from internal and external constituents.

- (16) Course lecturers need to evaluate and propose recommendations for improvements to the class portfolio of the courses they teach at the end of each semester.
- (17) Lecturer coordinators need to evaluate and propose recommendations for improvement on CLO achievements documented in the course portfolio at the end of each semester.
- (18) The study program needs to evaluate and determine recommendations for improvements to the CLO and PLO outcomes documented in the study program portfolio at the end of each semester.
- (19) Study programs need to evaluate learning outcomes according to the PLO roadmap.
- (20) The results of the evaluation and recommendations for improvement of CLO and PLO as referred to in paragraphs (16), (17) and (18) must contain at least recommendations for improving learning materials, learning methods, suitability and adequacy of learning outcomes based on the needs of internal and external constituents, and recommendations for resource needs.
- (21) The study program needs to determine the follow-up of the results of evaluation and recommendations for improvement in the next learning cycle and reported to the University.

Article 16 Forms of Learning Activities

- (1) Education is organized in SKS consisting of the following forms of learning activities (BKP):
 - a. lectures, tutorial lectures, and response/mentoring;
 - b. public lectures and seminars;
 - c. practicum, studio practice, workshop practice and similar practices in the laboratory;
 - d. research, design, development, exhibition, work, and final project;
 - e. field/industrial work, practical work or internships, student exchanges, independent project studies, country defense/military training, entrepreneurship, community service such as: building villages, thematic real work lectures (Thematic KKN), humanitarian projects, and teaching assistance in certain educational units or units; and
 - f. or other forms of learning.
- (2) The form of learning as referred to in paragraph (1) letter d is an activity carried out according to scientific rules and methods done systematically to obtain information, data, and description related to the understanding and/or testing of a branch of knowledge, technology, and art carried out under the guidance of lecturers.
- (3) The form of community service learning as referred to in paragraph (1) letter e is a student activity under the guidance of lecturers.
- (4) The forms of learning as referred to in paragraph (1) letters d and e are carried out in the framework of utilizing science, technology and art to advance the welfare of society and to educate the life of the nation.
- (5) Learning activities as referred to in paragraph (1) are activities designed so that students can fulfill the CLO in accordance with the RPS which are guided by teaching staff (lecturers, assistant lecturers/tutors, practicum assistants, and mentors).
- (6) The implementation of learning activities as referred to in paragraph (1) is carried out with the approach of Learner Centered Learning (LCL), collaborative and participatory, and blended learning which has been determined according to the RPS of the course so that students can fulfill the CLO.

Article 17 Fulfillment of Study Load Outside the Study Program

- (1) Fulfillment of the learning load can be done outside the study program in the form of learning:
 - a. in different study programs at the University;
 - b. in internal units at the University;
 - c. in the same study program or a different study program at another university; or
 - d. at institutions/agencies outside the University.
- (2) Students in the associate degree (D3) or bachelor's/applied bachelor's degree program can fulfill part of the study load outside the study program with the following provisions:
 - a. 1 (one) semester or equivalent to 20 (twenty) SKS is learning in different study programs or in certain units at the University; and
 - b. a maximum of 2 (two) semesters or the equivalent of 40 (forty) SKS outside the University.

- (3) The learning process outside the study program as referred to in paragraph (1) letter c, is carried out based on a cooperation agreement between the University and other related universities and the learning results are recognized through the SKS transfer mechanism.
- (4) The learning process at institutions outside of the University as referred to in paragraph (1) letter d, is carried out based on a cooperation agreement between the University and other related institutions/agencies and its implementation is coordinated by the unit that manages learning outside the study program at the University.
- (5) The learning process outside the study program can be pursued through the Work Ready Programs (WRAP) program.
- (6) The learning process outside the study program as referred to in paragraph (1) is an activity in the program that can be determined by the ministry and/or rector.
- (7) The learning process outside the study program as referred to in paragraph (1) is carried out under the guidance of lecturers.
- (8) Partner students participating in student exchange programs or other forms of learning activities outside the study program that are reciprocal in nature as referred to in Article 16 paragraph (1) letter e are exempted from all forms of tuition fee obligations.
- (9) Procedures and provisions for fulfilling the study load outside the study program are regulated in separate rules or guidelines.

Article 18 Article 18 Work Ready Programs

- (1) Work Ready Programs (WRAP) is a program designed to prepare graduates to have the profile of a professional (WRAP Internship), entrepreneur (WRAP Entrepreneurship) or researcher (WRAP Researchship) who is job-ready and reliable.
- (2) WRAP is a program that can be implemented starting from semester 6 (six), is an integral part of the study program curriculum (related courses or final projects) and is sustainable with several study program courses.
- (3) WRAP is a program that can be taken for 1 (one) or 2 (two) semesters with a study load of 10 (ten) to 20 (twenty) SKS per semester.
- (4) WRAP is a program managed by Expertise Groups (KK), UPPS, units within the University (directorates, research centers or innovation centers) that can be collaborated with other institutions outside the University such as corporations, business startups, and other research institutions.
- (5) WRAP procedures and provisions are regulated in separate rules or guidelines.

Article 19 Structured Task (*Responsi*)/Mentoring

- (1) Structured task/mentoring is a structured learning activity in academic education programs guided by lecturers or assistants/mentors which aims to improve understanding of course material through question exercises, discussions, or other guided activities. Structured task/mentoring for 2 SKS courses can be scheduled for a maximum of 25 (twenty-five) minutes per week, 3 SKS courses are scheduled for a maximum of 50 (fifty) minutes per week, and for 4 SKS courses are scheduled for a maximum of 100 (one hundred) minutes per week, with scheduling combined with lecture activities as referred to in Article 11 paragraph (3).
- (2) For courses with 2 SKS, 3 SKS, and 4 SKS, mentoring is given based on the urgency of the needs established in the curriculum and course syllabus design, with the number of meetings determined by the study program.
- (3) If assisted by an assistant/mentor, the materials and tasks for the mentoring are provided or coordinated by the lecturer in charge of the course, with the scope sought to lead to case studies/teamwork with the aim of developing students' soft skills.
- (4) Assessment activities from mentoring activities are carried out by the lecturer in charge of the course according to the specified time and become part of the course graduation assessment which is compiled with the assessment results from other activities.
- (5) Procedures and conditions for mentoring are regulated in separate rules set by UPPS.

Article 20 Practicum, Studio, and Workshop

- (1) Practicum, Studio, Workshop, and Practice are learning activities through experience to apply, test or simulate a real situation of subjects contained in the theory or concept.
- (2) In academic education programs, practicum, studio or workshop courses are treated as equivalent to other courses, so students who have taken them are given indicators of learning success.
- (3) In vocational education programs, practice is part of the lectures that must be scheduled for a course that is carried out in conjunction with lectures.
- (4) Preparation and implementation of practicum, studio, workshop, and practice, coordinated by the lecturer in charge and assisted by laboratory assistants and assistants.
- (5) Evaluation of practicum, studio, workshop, and practice is carried out by the lecturer in charge of the course according to the specified time and becomes part of the course graduation assessment which is compiled with the assessment results from other activities.
- (6) More detailed regulations or guidelines regarding the technical and procedural implementation of practicum, studio, workshop, and practice are set by UPPS.

Article 21 BKP Practical Work/Industrial Work

- (1) BKP practical work/industrial work is a program designed to introduce the world of practice/industry/profession in order to understand the scope of the graduate profile in accordance with the profile of study program graduates.
- (2) The study load for BKP practical work/industrial work is determined by the manager of BKP activities based on the RPS. The implementation of this BKP can be carried out in the format of Recognition of Past Learning (RPL) of student activities.
- (3) The implementation of BKP practical work/industrial work is guided by field supervisors from companies/agencies and academic supervisors from the University.
- (4) Academic Advisors for BKP Practical Work/Industrial Work activities are academic supervisor of participating students or lecturers specifically assigned by the head of the study program.
- (5) Practical/industrial work BKP participants must prepare a report as part of the learning evaluation (assessment).
- (6) More detailed regulations or guidelines regarding the technical and procedures for implementing practical work/industrial work are determined by UPPS.

Article 22 Recognition of Prior Learning

- (1) Recognition of Prior Learning (RPL) for the recognition of Learning Outcomes (CP) can be partially divided into:
 - a. RPL through credit transfer is RPL for learning outcomes derived from formal education in study programs at previous universities; or
 - b. RPL through credit earning is RPL derived from non-formal, informal education (certification, micro credential) and/or from work experience after graduating from secondary education or other equivalent forms.
- (2) The RPL as referred to in paragraph (1) is used to apply for credit recognition for the conversion of credit hours/courses for CP or work experience that a person already has to continue education to the appropriate level.
- (3) The destination study programs at the University are accredited and have graduates.
- (4) Credit recognition for RPL either the number of credit hours or courses is determined by the study program RPL committee which functions as an RPL assessor, consisting of: the head of the study program, and at least 1 (person) lecturer in the related field.
- (5) RPL applicants can apply for RPL through credit transfer and credit earning simultaneously.
- (6) The study program RPL Committee as referred to in paragraph (4) has the task of:
 - a. conduct an assessment of the RPL applicant;
 - b. determine the grade conversion according to the study program quality standard;
 - c. recognition of the validity of the competence of the RPL learning outcomes possessed;
 - d. stipulate the minimum length of service for submission of RPL SKS acquisition schemes derived from work experience; and

- e. determine the number of credit hours that can be converted.
- (7) RPL applicant requirements for continuing studies at the University:
 - a. For formal education (RPL through credit transfer) are graduates of formal education at least Senior High School (SMA) or equivalent and have taken higher education as evidenced by diplomas/transcripts/certificates from previous university.
 - b. For non-formal, informal education and/or from work experience (RPL through credit earning) are graduates of formal education at least senior high school (SMA) or equivalent with independent or structured work experience and relevant to the study program taken.
- (8) The RPL as referred to in paragraph (1) is carried out in stages:
 - a. Registration;
 - b. Assessment; and
 - c. SKS Recognition.
- (9) The maximum number of course credit hours that can be recognized by RPL applicants is 70% of the course credit hours from the intended study program.
- (10) Determination of the study period of RPL students is calculated based on the study load that must be taken at the University according to the results of credit hour recognition, namely if taken with a normal load of 20 (twenty) credit hours per semester which is calculated using rounding up plus a maximum extension period of two semesters through the UPPS academic meeting.
- (11) The implementation of study load learning that cannot be recognized as referred to in paragraph (8) letter c can use various combinations of BKP as referred to in Article 16 paragraph (1).
- (12) The assessment as referred to in paragraph (8) letter b must be guaranteed confidentiality, validity, and trustworthiness, and can be compared with the assessment method for passing a course.
- (13) The result of CP recognition through assessment and recognition is expressed by an index value.
- (14) The results of the assessment are determined through Rector's Decree which contains the number of credit hours recognized, courses recognized and index values.
- (15) The stages of implementing RPL as referred to in paragraph (8) are more detailed in the University RPL guidelines.

Article 23 RPL through Credit Transfer

- (1) The credit transfer as referred to in article 22 paragraph (1) letter a includes:
 - a. Transfer from a vocational education program to an academic education program.
 - b. Transfer between vocational and academic education programs.
 - c. Transfer of study programs within or from outside the University.
- (2) Credit transfer requirements:
 - a. The previous study program is accredited at par or higher than the intended study program.
 - b. Credit-transferred courses meet the content and reference equivalence requirements with a minimum limit of 75% of the CLO in the intended study program.
 - c. Include transcripts and rubrics of grades from the original college.
 - d. The latest status as active student at the previous university does not exceed 2 (two) years from submission.
 - e. Prospective RPL students of the credit transfer scheme, the relevant home study program, and the value of the transferred courses are recorded in the PDDikti system.
 - f. The courses and grades of the credit-transferred courses become mandatory requirements for the admission of credit transfer program students in the intended study program.
 - g. Students who come from overseas universities are required to have obtained diploma equivalency documents and academic transcripts from the Directorate General of Higher Education of the Ministry of Education and Culture of the Republic of Indonesia.
 - h. UPPS purposes at the consideration of the study program RPL Committee can provide exceptions to paragraph (2) letter a while still paying attention to quality assurance standards.
 - j. If paragraph (2) letters a, c, and d are not fulfilled, the intended study program can request approval or recommendation from the University.
- (3) Level transfer requirements from vocational education programs to academic education programs as referred to in paragraph (1) letter (a):

- a. Students who pass the level transfer program must comply with the new registration provisions and accept the determination of the study load that must be taken at the University in accordance with the results of the equivalence by the RPL committee of the study program.
 - b. Students who pass the level transfer program are required to take matriculation courses (if organized by the study program) as a form of equalizing the competencies of vocational education to academic education.
- (4) Transfer requirements between vocational and academic education programs as referred to in paragraph (1) letter (b) and letter (c):
- a. Students who apply to transfer between vocational and academic education programs are not problematic students, such as being sanctioned to be expelled, being on probationary status, and others.
 - b. Students who intend to transfer between associate (D3) and bachelor/applied bachelor programs must have actively attended lectures for at least 2 (two) semesters with a minimum GPA of 3.00.
 - c. Students who intend to transfer between study programs at the master's level must have actively attended lectures for at least 1 (one) semester with a minimum GPA of 3.00.
 - d. Requests to move between vocational and academic education programs within the University are approved by parents, academic supervisor, head of the study program and dean of the student's previous study program, and have been approved by the head of intended the study program and the head of the UPPS.
 - e. As supporting data for the transfer process between vocational and academic education programs within the University, the application must be accompanied by the results of a psychological examination held by a unit that organizes counseling services at the University or a psychological institution recognized / approved by the University.
 - f. Students who transfer between vocational and academic programs are required to comply with the new registration provisions and accept the determination of the study load that must be taken at the University according to the results of the course equivalence approved by the RPL Committee.
 - h. The implementation of transferring between vocational and academic education programs can only be done after the student has completed the transfer process before the initial registration period of the planned academic year.
 - i. Transfer between vocational and academic education programs is only possible once while studying at the University.

Article 24 RPL through Credit Earning

- (1) The recognition method for RPL of learning outcomes derived from non-formal, informal education, and/or work experience in higher education is carried out through an assessment and recognition process by the RPL committee of the intended study program.
- (2) Assessment as referred to in paragraph (1) is the process of collecting evidence and making an assessment of whether a person has achieved certain competencies in accordance with the CP of the study program to be taken.
- (3) Recognition as referred to in paragraph (1) is the process of obtaining a decision letter from the rector regarding the recognition of a number of credit hours in the intended study program.
- (4) The assessment process as referred to in paragraph (2) consists of three stages of the process, namely:
 - a. Candidate self-evaluation;
 - b. Interview with the RPL assessor; and/or
 - c. Demonstrate knowledge and skills (if required).
- (5) Assessment through self-evaluation of prospective participants as referred to in paragraph (4) letter a and interviews as referred to in paragraph (4) letter b, can be used as a basis for RPL assessors to recommend RPL results. If it is considered still lacking and other evidence is still needed, the RPL assessor can continue the assessment process to the stage of demonstrating knowledge and skills as referred to in paragraph (4) letter c.

- (6) The purpose of the self-evaluation process of prospective participants as referred to in paragraph (4) letter a is:
 - a. Applicants are given the opportunity to determine the proficiency of their knowledge and skills, whether from non-formal, informal education or work experience in relevant industries;
 - b. Fulfillment of CP criteria from courses in the study program to be taken must be verified and validated according to the principles of valid, authentic, current, and adequate evidence.
- (7) The purpose of the interview process with the RPL assessor as referred to in paragraph (4) letter b is:
 - a. The applicant and the RPL assessor have a professional conversation about the knowledge and skills required;
 - b. Interviews can be a series of direct questions or a list of topics for discussion drawn from a list of required skills and knowledge.
- (8) The purpose of the process of demonstrating knowledge and skills as referred to in paragraph (4) letter c is:
 - a. Observing and assessing the applicant's performance in demonstrating the knowledge and skills in the CP of the course to be recognized;
 - b. Methods may include asking questions (written assessment), providing structured or practical assignments, or observation at the applicant's workplace.
- (9) Evidence for the assessment process must be valid, authentic, adequate, and the period of validity of competencies is adjusted to the development of the scientific field of the intended study program, and can be collected from various sources obtained directly, indirectly and other additional sources.
- (10) Assessment methods depend on how evidence will be collected and the learning outcome criteria or competency criteria to be assessed.

FINAL PROJECT SUBCHAPTER

Article 25 Final Project

- (1) Final Project as referred to in Article 16 Paragraph (1) letter d is the result of the final work that must be prepared by a student as one of the requirements for completing education in the associate (D3), bachelor/applied bachelor, master/applied master, and doctoral/applied doctoral programs within the University, which is intended for the achievement of graduate competencies, among others as stated in Article 5.
- (2) The Final Project is the final course of several related courses.
- (3) The Final Project in the associate (D3) program can be given in the form of prototypes, projects, or other similar forms of final projects, either individually or in groups.
- (4) The Final Project in the bachelor/applied bachelor program can be given in the form of a thesis, prototype, project, work, *startup* or business development, or other similar forms of final project either individually or in groups.
- (5) The Final Project in the master/applied master program can be given in the form of a thesis, prototype, project, or other similar forms of final project.
- (6) The Final Project in the doctoral/applied doctoral program can be given in the form of a dissertation, prototype, project, or other similar forms of final project.
- (7) The form of the final project as referred to in paragraph (3), (4), (5), and (6) can be:
 - a. final project (*skripsi*), can be in the form of research results as well as solutions to problems encountered or products which carried out systematically through analysis activities, which are reported in scientific papers;
 - b. thesis, can be in the form of empirical research results that are used as academic study material compiled in the form of scientific work;
 - c. dissertation, can be in the form of research results related to new discoveries (novelty) supported by empirical facts to explore problems in depth and specific;
 - d. prototype, can be a product result that is carried out systematically registered Intellectual Property Rights (IPR) reported in individual reports on product results;

- e. project, can be in the form of a product or the result of a systematically conducted project with the aim of solving problems in the community, which is reported in an individual report on the project results;
 - f. works, can be in the form of visual designs, products, crafts, or other works that are recognized by the community and/or art experts and reported in an individual report on the results of the work;
 - g. startup or business development; and
 - h. other forms of final projects that can demonstrate the competency achievements of study program graduates.
- (8) Testing of final assignments in the form of prototypes, projects, works, and other forms of final assignments is carried out in the form of presentations, seminars, exhibitions, or other appropriate forms.

Article 26 Final Project at Associate (D3) and Bachelor's/Applied Bachelor's Degree Program

- (1) The implementation of the final project can be done independently or in groups.
- (2) In the final project in group:
 - a. The number of group members can be adjusted to the effectiveness of the work and the complexity of the final project with the approval of the study program or study program lecturer team.
 - b. Each member chooses a title that is part of a larger theme and produces their own report, showing the interconnectedness of the group members.
- (3) The final project supervisor consists of one supervisor and can be assisted by a second supervisors with the requirements referring to the provisions of the national standards and regulations of higher education, namely:
 - a. The first supervisor is a permanent lecturer with a minimum education of S-2 (master) with a minimum academic position of Assistant Professor (AA) in the field of expertise that is linear with the study program.
 - b. The second supervisor is a lecturer with at least an S-2 (master) degree with a minimum academic position of AA with a linear/supporting field of expertise of the topic of the final project, or can come from practitioners who are experienced in the field in accordance with the topic of the final project and approved by the first supervisor or study program.
- (4) The final project assessment can be in the form of defense session or other forms determined by UPPS.
- (5) The final project assessment in the form of defense session is carried out by two examiners, with one of the examiners serving as chairperson of the academic meeting and other examiners and supervisors as members.
- (6) The final project examiner in the form of defense session consists of two lecturers, namely:
 - a. The Chairperson must have at least S-2 (master) degree and a minimum academic rank of AA;
 - b. with members with a minimum of S-2 (master) level of education and a minimum academic position of AA or can come from practitioners who have expertise competencies relevant to the topic of the final project.

Article 27 Final Project at Master's/Applied Master's Degree Program

- (1) The planning, monitoring and evaluation of the implementation of the final project is managed by an *ad-hoc* team consisting of:
 - a. Head of Study Program,
 - b. Academic Supervisor,
 - c. Examiners, and
 - d. Expertise Group representatives who have met the qualifications and have an S-3 (doctorate) education.
- (2) The Final Project can be supervised by 1 (one) or 2 (two) supervisors with requirements that refer to the provisions of the national standards and regulations of higher education, namely:

- a. The first supervisor is a permanent lecturer who has an S-3 (doctorate) education with a minimum academic position of Assistant Professor and has a field of expertise that is linear with the study program.
- b. The second supervisor is a lecturer with an S-3 (doctorate) education with a minimum academic position of AA and has a research field that is linear with the study program, or a practitioner with a minimum S-2 (master) education with a minimum of 5 (five years) work experience in an industry or institution in the field of expertise that supports the research topic of the student's final project, or can come from practitioners in a community who have credibility in their field of expertise in accordance with the research topic of the student's final project.
- (3) The final project assessment can be in the form of defense session or other forms determined by UPPS.
- (4) The final project assessment in the form of defense session is carried out by a minimum of two examiners and academic advisor, with one of the examiners serving as chairperson of the academic meeting.
- (5) The final project assessment in the form of defense session consists of a minimum of two lecturers, namely:
 - a. The chairperson must have at least an S-3 (doctorate) education with a minimum academic position of Assistant Professor;
 - b. Examiner members must have at least an S-3 (doctorate) education with a minimum academic position of AA, or practitioners who have expertise competencies relevant to the topic of the final project.
- (6) During the study period, the final project evaluation consists of three stages:
 - a. Final project proposal defense session;
 - b. Final project progress defense session;
 - c. Final project defense session.
- (7) The implementation of the Final Project defense session as in Paragraph (6) is regulated in separate provisions.

Article 28 Final Project on Doctoral/Applied Doctoral Degree Program

- (1) Planning, monitoring and evaluation of the final project implementation are managed by an *ad-hoc* team consisting of:
 - a. Head of Study Program,
 - b. Academic Supervisor,
 - c. Examiners, and
 - d. Expertise Group representatives who have met the qualifications and have an S-3 (doctorate) education.
- (2) The final project supervisor consists of one supervisor as a promoter and second supervisors and/or third supervisors as co-promoters with requirements that refer to the provisions of the national standards and regulations of higher education, namely:
 - a. The first supervisor is a permanent lecturer with the academic position of Professor or Associate Professor who has an S-3 (doctorate) education and has a field of expertise that is linear with the study program, which in the last 5 (five) years has produced at least 1 (one) scientific paper in a reputable international journal.
 - b. The second supervisor is a lecturer who has an S-3 (doctorate) education with a minimum academic position of Assistant Professor and has a field of expertise that is linear with the study program, which in the last 5 (five) years has produced at least 1 (one) scientific work in reputable international journals or according to the rules that apply in UPPS.
 - c. The third supervisor can come from a practitioner with an S-3 (doctorate) education with a minimum of 5 (five) years of work experience in an industry or institution in the field of expertise that supports the research topic of the student's final project.
- (3) During the doctoral program study period, the stages of the final project research defense session may include:

- a. The qualification stage may consist of a research proposal draft defense session or a comprehensive session;
 - b. The proposal stage may consist of a research proposal defense session;
 - c. The research and publication stage, which may consist of the defense session of research progress reports I, II and III, and
 - d. The final project examination stage, which may consist of a closed promotion defense session and/or an open promotion defense session.
- (4) Defense session at the qualification stage may be encouraged to be included in colloquia in linear scientific field organized by an organizing university.
 - (5) Examination for the final research project defense stage in paragraph (3) letters a, b, and c is carried out by:
 - a. Three examiners from the field of science that has relevance to the topic of the Final Project, with a minimum qualification of Associate Professor.
 - b. The supervisors as in Paragraph (2).
 - (6) Examination for the final research project defense stage in Paragraph (3) letter d is carried out by the supervisors and examiners as in Paragraph (5) plus:
 - a. a Professor from another field of study;
 - b. and an examiner sourced externally from the University with doctoral qualifications who works as a practitioner in the relevant field of the dissertation.
 - (7) The implementation of the final project defense session as in paragraph (3) is regulated in separate provisions.

Article 29 Final Project and Scientific Publication Obligations

- (1) The final project report to fulfill the requirements for graduation from studies at the University is a written and published report that presents the results of research, studies, the results of works of art or design in accordance with article 25 paragraphs (3), (4), (5) and (6) which have been carried out at the final stage by fulfilling the scientific and publication rules and ethics.
- (2) The final project report is an authentic scientific work (not made by other parties or is the output of an artificial intelligence program) and must be free from plagiarism. If it is proven to contain elements of plagiarism, sanctions will be given in accordance with the results of the UPPS disciplinary committee's decision with the heaviest sanction of graduation cancelation and/or dismissal from status as a student. If plagiarism is proven to have been committed after the student has graduated, the diploma will be revoked.
- (3) Final project reports and scientific publications are intended for:
 - a. Building a positive culture at the University, namely:
 - i. Reading culture; fostering interest in reading for students and lecturers,
 - ii. Writing culture; motivating students and lecturers' interest in writing,
 - iii. Honest culture, building an honest culture that is anti-plagiarism,
 - iv. Sharing culture; getting used to publishing scientific work,
 - v. Respecting others culture; giving appreciation of the work of others and
 - vi. Analytical culture; cultivating analytical skills.
 - b. Accommodating research results and/or scientific concepts in a particular discipline.
- (4) The final project report as mentioned in paragraph (1) must meet the following minimum criteria:
 - a. Fulfilling scientific principles, at least containing background, problem formulation, problem solving, theoretical support, conclusions, and recommendations;
 - b. Relevant substance of the problem to the field of science related to the study program.
- (5) Final project completion options should include but are not limited to:

Study Program Level	Final Project Form	Final Project Completion		
		Assessment	Report	Publications
Associate (D3)	- Prototype - Project - Works - Startup	- Presentation to Industry and Mentors - Session - LoA of publication	- Prototype report - Project report - Work report - Startup report	- Internal University publications: Openlib (open/closed) or UPPS/study program

	- and other forms determined by UPPS			- University external publications
Applied Bachelor	- Prototype - Project - Works - Startup - and other forms determined by UPPS	- Session - LoA of publication	- Prototype report - Project report - Work report - Performance report	- Internal University publications: Openlib (open/closed) or UPPS/study program - University external publications
Bachelor	- Thesis - Prototype - Project - Works - and other forms determined by UPPS	- Session - LoA of publication - Exhibition - Seminar	- Thesis book - IPR (HKI) - Prototype report - Project report - Work report	- Internal University publications: Openlib (open/closed) or UPPS/study program - University external publications
Master/Applied Master	- Thesis - Prototype - Project - Works - Case study - and other forms determined by UPPS	- Thesis Session - Prototype Presentation - Project Presentation - Presentation of Work - LoA Publication	- Thesis Book - Prototype Report - Project Report - Work Report	- Internal University publications: Openlib (open/closed) or UPPS/study program - University external publications
Doctoral/Applied Doctoral Degree	- Dissertation - Prototype - Project - Works - and other forms determined by UPPS	- Dissertation Session - Prototype Presentation - Project Presentation - Presentation of Work - LoA Publication	- Dissertation Book - Prototype Report - Project Report - Work Report	- Internal University publications: Openlib (open/closed) or UPPS/study program - University external publications

- (6) Mechanisms and requirements for scientific publication obligations are regulated in separate University regulations.

SPECIAL EDUCATION PROGRAM SUBCHAPTER

Article 30 Fast Track program

- (1) The fast-track program is an accelerated education program for excellent students to be able to take 2 (two) levels of education at once:
 - a. from a bachelor's degree/applied bachelor's degree to a master's degree/applied master's degree that can be completed within 10 (ten) semesters, or
 - b. from the master's/applied master's education level to the doctoral/applied doctoral education level which can be completed within 8 (eight) semesters.
- (2) Fast track program mechanism:
 - a. The fast-track program of bachelor's/applied bachelor's to master/applied master is implemented in the fourth year (level-4) of the bachelor's/applied bachelor's education program.
 - b. The fast-track program of master's/applied master's to the doctoral/applied doctoral education level is carried out in the second year (level-2) in the master's/applied master's education program.
- (3) The study load for master's/applied master's and doctoral/applied doctoral education programs that must be taken while pursuing bachelor's/applied bachelor's and master's/applied master's education can range from 9 (nine) to 18 (eighteen) SKS.
- (4) The requirements and obligations to join the fast-track program are regulated in separate provisions.

Article 31 International Education Program

- (1) International Education Programs consist of: international classes, international joint degree programs, and international double degree programs as in article 1 paragraph (7) letters a, b, and c.
- (2) International Joint degree programs are regulated with the following provisions:
 - a. Joint degree programs are organized by the University with partner universities abroad for similar programs in academic education, vocational education and professional education.
 - b. Graduates of joint degree programs obtain diplomas, academic or vocational degrees from partner universities and home university.
 - c. Requirements for obtaining diplomas and joint degrees must have a similarity in study load of at least 50%.
 - d. To be able to hold a joint degree program, the organizing study program is accredited excellent (*unggul*)/international and the partner study program abroad is at least well accredited in its home country.
- (3) International double degree programs are regulated with the following provisions:
 - a. Students participating in the regular double degree program must have taken a minimum of 25% of the total SKS load of the initial study load with a minimum GPA of 3.51.
 - b. Double degree programs can be held if the two programs have a minimum of 50% of the entire study load in common.
 - c. Graduates of the double degree program obtain two diplomas from the University and the collaborating partner university.
 - d. To be able to organize double degree programs, the organizing study program is accredited excellent/international and the partner study program abroad is at least well accredited in its home country.
- (4) The implementation of joint degree programs and double degree programs must be based on permits that have been granted by the authorized government.
In order to pilot international education programs, study programs are encouraged to hold some lectures in a number of classes using English as the language of instruction (english based class).
- (5) Study load, competency achievements and scope of learning content, quality assurance of implementation and assessment standards for learning competency achievements in international education programs are required to use the same or equivalent provisions that apply to regular study programs in the same scientific field, along with the application of study graduation requirements, including scientific publication obligations.
- (6) The implementation of international education programs can be managed specifically, but is still required to follow and coordinate with regular education programs, so that international education programs in a scientific field cannot be held if there is no regular study program in the relevant scientific field.

Article 32 Academic Activities in International Classes

- (1) The characteristics of lectures in international classes as referred to in article (1) paragraph (7) letter (a) are as follows:
 - a. The entire process of learning activities is carried out using English as the language of instruction in the implementation of all courses, except Curriculum Mandatory Courses (MKWK).
 - b. Managers, lecturers and students are required to speak English in the *English Speaking Zone* (ESZ);
 - c. ESZ coverage is at least on all floors and or buildings used for organizing lectures, student activities, and administration of international classes;
 - d. Classroom lectures can be replaced with international company visits, international edutrip, international general lectures, international internships, and international certification as Article 1 paragraph (7) letters e, f, g, h, and i in fields and materials that are in accordance with the curriculum.

- (2) The University provides assistance in strengthening English language skills, for students who need it, through the following programs:
 - a. During the first year, students receive English language improvement assistance from the University Language Center;
 - b. Additional matters in the English strengthening program can be managed by the study program.
- (3) The learning group capacity of the international class is:
 - a. The number of students in each international class is 20 to 30;
 - b. If the number of new students does not reach 20, the international class is still held for at least 15 students.
- (4) The lecture system in international classes is organized in a learning plan that adheres to 2 (two) semesters for each academic year.
- (5) Organizing Global Learning Week (GLOW) in international classes:
 - a. For designated courses, study programs may organize GLOW;
 - b. The implementation of GLOW is carried out with a measure of implementation according to the rules of the SKS provisions;
- (6) The implementation of GLOW courses in international classes is part of the international class program while still prioritizing quality assurance of graduate learning outcomes that must be achieved without additional education costs.

Article 33 General Concept of International Class Administration

- (1) The structure of the lecture curriculum used in international classes is the curriculum structure in regular study programs plus a number of international contexts, activities and certifications.
- (2) The administration of international classes is organized in management and services using human resources with certain qualifications.
- (3) The administration system for international classes must be integrated into the University's academic information system as a special class.
- (4) International class lecturers are study program lecturers who meet the requirements.
- (5) The qualifications and requirements as referred to in paragraphs (2) and (4) are regulated in separate provisions.

Article 34 Distance Education Program

- (1) Distance Education Program (PJJ) as referred to in Article 3 paragraph (4) is education specifically for part-time students.
- (2) The PJJ program as referred to in Article 3 paragraph (4) is an education that focuses on a distance learning system that allows students and lecturers to meet non-physically by using various learning resources through information and communication technology and other media.
- (3) The curriculum of the PJJ study program is the same as the regular study program.
- (4) The management of PJJ facilities and infrastructure at the University is carried out specifically by the distance education management unit on the main campus and the PJJ implementation support unit outside the main campus known as the Distance Learning Center (PBJJ).
- (5) The PJJ learning process is implemented by:
 - a. student and lecturer activities in the learning space at the same time (synchronous), or activities in the learning space at different times (asynchronous).
 - b. emphasizing information and communication technology-based learning interactions, although limited face-to-face learning is still possible.
 - c. student attendance in a lecture or tutorial session represented by participation in various tasks and activities for that session and involvement in discussion forums and questions and answers with lecturers or tutors with attendance standards following the minimum percentage standards in regular lecture program attendance.
 - d. evaluation of final learning outcomes carried out through a comprehensive examination mechanism done face-to-face, remotely, or by utilizing information and communication technology under the control of the lecturer.

- (6) Study load, competency achievements and scope of learning content, quality assurance of implementation and assessment standards for learning competency achievements in PJJ programs are required to use the same or equivalent provisions that apply to regular study programs in the same scientific field, along with the application of study graduation requirements, including the obligation of scientific publications.

Article 35 Part-Time Student Education Program

- (1) Part-time students can participate in educational activities in PJJ programs or special programs at associate (D3), bachelor/applied bachelor, master/applied master, or doctorate/applied doctorate.
- (2) The implementation of learning for part-time students as referred to in paragraph (1) needs to pay attention to the flexibility and characteristics of part-time students.
- (3) The final project for part-time students is tailored to the characteristics and abilities of part-time students.
- (4) The quality assurance system for part-time students needs to pay attention to the characteristics of students and the learning system.
- (5) The quality assurance system as referred to in paragraph (4) is regulated in separate provisions.

SUBCHAPTER ON LEARNING APPROACH AND BLENDED LEARNING

Article 36 Learner Centered Learning

- (1) Learner Centered Learning (LCL) as referred to in Article 16 paragraph (6) is a learner-centered learning approach where lecturers and students are actively involved in the learning process, so that the role of the teacher is not only to design learning activities that trigger active participation, encourage discussion, and motivate students to think critically but also get feedback from the learning process.
- (2) Lecturers are required to implement learning with the LCL approach which is a learner-centered learning approach that prioritizes the development of creativity, capacity, personality, and student needs, as well as developing independence in seeking and finding knowledge.
- (3) The technical implementation of LCL as referred to in paragraph (1) is further regulated in separate guidelines.

Article 37 Collaborative and Participatory Learning

- (1) Collaborative and participatory learning as referred to in Article 16 paragraph (6) is a joint/group learning approach that involves interaction and active participation between individual learners to produce capitalization of attitudes, knowledge and skills in order to achieve certain learning outcomes.
- (2) Each course must implement collaborative and participatory forms of learning activities either partially or fully.
- (3) Each course must have a form of collaborative and/or participatory learning evaluation of at least 50% (fifty percent) of the total learning evaluation.
- (4) The technical implementation of collaborative and participatory learning as referred to in paragraph (1) is further regulated in separate guidelines.

Article 38 Blended Learning

- (1) Blended learning as referred to in Article 16 paragraph (6) is a combination of using various learning methods at the lecture meeting level, course level, study program level, and university/institutional level in fulfilling learning outcomes.
- (2) The learning method as referred to in paragraph (1) is a way of delivering education to students which is carried out systematically and regularly by educators which can be divided into:
 - a. Traditional Space-based Learning Methods (offline learning)
The teaching and learning process is carried out by bringing together lecturers and students directly in classrooms, laboratories, studios and open spaces.

- b. Digital Space-based Learning Methods (online learning)
The teaching and learning process is carried out by bringing lecturers and students together directly or indirectly in virtual spaces such as in online face-to-face application, Learning Management System (LMS), or massive online open courses (MOOCs) platforms. The teaching and learning process is carried out online with different time bases synchronously and asynchronously.
 - c. Learning Center-Based Learning Methods
The teaching and learning process is carried out using the learning resources of the relevant study program or at other learning centers on the main campus (other study programs on the main campus, directorates on the main campus), and/or at satellite campuses (other study programs on the main campus, directorates on the main campus), and/or at (PBJJ).
 - d. Institutional Level-Based Learning Methods
The teaching and learning process is carried out by using learning resources within or outside the study program at the same/different universities, companies in various industries, and/or government agencies.
 - e. Object-based Learning Methods
The teaching and learning process is carried out using various digital learning resources in the form of Learning Object Materials (LOMs) either in the form of objects that are low-sense (text) or high-sense (interactive video).
 - f. Source-Based Learning Methods
The teaching and learning process is carried out using various sources of intelligence, from the use of human intelligence (high human/no machine) to the use of artificial/machine intelligence (no human/artificial intelligence/machine learning).
 - g. Virtual Learning Technology-based Learning Methods
The teaching and learning process is carried out using various virtual application platforms that provide virtual-reality based learning (virtual-reality learning based).
- (3) Blended learning for each level can be combined as follows:
- a. At the lecture meeting level, guided learning can be combined between traditional space-based learning and digital space-based learning in units of SKS.
 - b. At the course level, lecture meetings can be combined between traditional space-based learning and digital space-based learning in units of SKS.
 - c. At the study program level, courses can be combined between traditional space-based learning, digital space-based learning and learning center-based learning within the University.
 - d. At the University/institutional level, courses can be a combination of traditional space-based learning, digital space-based learning, learning center-based learning and institutional-level learning outside the University.
- (4) Blended Learning in regular education study programs:
- a. Emphasizes traditional space-based learning methods, learning centers, and/or university/institutional levels.
 - b. Can be organized by lecture meetings with digital space-based learning methods at least 25% of 16 lecture meetings (4 meetings) and a maximum of less than 50% of 16 lecture meetings (7 meetings).
 - c. Can be conducted fully online (digital space-based learning method) for a maximum of less than 50% of the courses or the total number of SKS.

Types of Interaction Between Teachers and Learners in Guided Learning Activities	Minimum (Meeting)	Maximum (Meeting)
Blended Learning in the Regular Education System		
i. Face to Face (Onsite) Class	9	12
ii. Online Face-to-Face or Synchronous/Asynchronous Online Tutorials	4	7

- d. Provisions related to the combination of the use of learning center-based and University/institutional-level learning methods can be seen in Article 11 paragraphs (3) and (4).
 - e. Must give students the right to use institutional-based learning methods as referred to in article 17 and article 18.
- (5) The learning process in the regular study program lectures is carried out with a Blended Learning model.
 - (6) In certain circumstances (extraordinary events/KLB) determined by the government or the University, all learning processes in Regular study program lectures can be carried out with a fully online learning model.
 - (7) The type of learning for the blended learning model as mentioned in paragraph (3) uses a combination of face-to-face classroom learning (classroom learning) or online learning, while for the fully online learning model as mentioned in paragraph (4) only uses online learning.
 - (8) Learning activities for each type of learning as referred to in Paragraph (6) are as follows:
 - a. Classroom learning
 - i. Scheduled activities/learning is learning activities in the form of face-to-face in the classroom between students and teaching staff in the form of lectures and discussions.
 - ii. Structured Assignments is study activities by students that are unscheduled but planned by the teaching staff, for example in the form of doing homework or solving problems given by the teaching staff.
 - iii. Independent activities/learning is learning activities carried out by students independently (not planned by teaching staff) such as exploring lecture materials, preparing lecture notes, discussions or other academic activities.
 - b. Online learning
 - i. Guided Activities/Learning is a learning process provided by universities to assist the student learning process in the form of face-to-face tutorials and online tutorials, relying on the guidance of teaching staff.
 - ii. Independent Activity/Learning is a learning process initiated by students within a certain period to be able to help students learn independently and lecturers prepare various tasks and triggers/initiations by utilizing ICT.
 - (9) Each lecture meeting must have interactive learning activities between lecturers and students either for face-to-face classroom learning (classroom learning), online learning or fully online learning with the following types of interaction:
 - a. The implementation of learning activities is through structured assignments, independent assignments and independent learning as stated in Article 11 paragraph (3) is mediated by the University's LMS.
 - b. The implementation of lecture meetings is carried out in a duration of 1 (one) week using the flipped classrooms strategy, which is a learning strategy that focuses on student engagement and active learning, giving lecturers a better opportunity to deal with differences in students' level of understanding and learning preferences in face-to-face classes or discussion rooms.
 - c. The attendance of lecturers and students is determined based on the attendance in face-to-face meetings (in-class or online meetings) and completion criteria of structured assignments, independent assignments and self-study in the University LMS.

CHAPTER IV

LEARNING ASSESSMENT AND EVALUATION

ASSESSMENT SUBCHAPTER

Article 39 Evaluation Base

- (1) The basis of BKP evaluation of a course as referred to in Article 16 paragraph (1) may consist of one or a combination of:
 - a. Cognitive/knowledge evaluation is an evaluation for the assessment component that focuses on the delivery of theory or knowledge.

- b. Participatory activity evaluation is an evaluation for the assessment component that emphasizes the use of case-based learning methods.
- c. Project outcome evaluation is an evaluation for the assessment component that emphasizes the use of the team-based project learning method (*team-based project learning method*).

(2) A combination of learning evaluation bases that can be implemented for each course group:

Basis for Learning Evaluation	Course Group			
	Elective Mandatory Course (MKWP) and Specialized Course (MKPP)	Curriculum Mandatory Course (MKWK)	General Mandatory Course (MKWU)	Emancipated Learning Emancipated Campus (MBKM)
Cognitive/Knowledge	√	√	√	-
Participatory Activities	√	√	√	√
Project Outcomes	√	√	√	√

- (3) The weight of each type of evaluation mentioned in paragraphs (1) and (2) is determined by the course instructor team based on the course learning outcomes design. To be recognized as a collaborative and participatory course, the total weight of the learning evaluation basis in the form of participatory activities and project results must be at least 50% of the total evaluation basis.
- (4) For each evaluation basis as referred to in paragraph (1), there are several evaluation components that can be chosen, including:
 - a. Quiz
 - b. Individual Assignment
 - c. Group Assignment
 - d. Exam
 - e. Discussion Forum

Basis for Learning Evaluation	Evaluation Component				
	Quiz	Individual Assignment	Group Assignment	Exam	Discussion Forum
Cognitive/Knowledge	Y	Y	Y	Y	N
Participatory Activities	N	N	Y	N	Y
Project Outcomes	N	N	Y	N	N

* Y = Yes, N = No

- (5) A quiz or a small test or pop-up test is an evaluation component to determine the level of understanding of the delivery of a learning material in one or several class meetings with or without prior notice.
- (6) Assignment is an evaluation component given to students, either individually or in groups, to be completed outside of lecture meetings as feedback on learning outcomes in the form of solving problems, case studies, understanding reading materials/textbooks, preparing papers, creating small projects, practicing certain skills, or other tasks.
- (7) Exam is a learning evaluation component to determine the learning outcomes from several class meetings conducted on a scheduled basis over a period of 16 (sixteen) weeks of lectures.
- (8) Discussion Forum is a component of learning evaluation to assess the interaction and participation of students in a discussion group when discussing a specific issue or task, and also to assess the interaction between lecturers and students or student groups.
- (9) The results of quizzes, assignments, exams, and discussion forums are communicated to students and evaluated by lecturers as feedback for both students and lecturers during the course, so that efforts can be made to improve learning and it is hoped to prevent the failure of the relevant course at the end of the semester.
- (10) The evaluation components as referred to in paragraph (4) are implemented using the University LMS application and can serve as the basis for assessing student attendance/presence.
- (11) For each evaluation basis as referred to in paragraph (4), lecturers are required to determine the activity completion criteria.

- (12) For each lecture meeting using the asynchronous method, it is mandatory to include at least a discussion forum activity with an evaluation component to assess the interaction between lecturers and students as a form of recognition of the lecturer's presence.

Article 40 Assessment Standards

- (1) Assessment standards are the minimum criteria for evaluating student learning outcomes to achieve graduate competency standards.
- (2) The evaluation of student learning outcomes as referred to in paragraph (1) is conducted in a valid, reliable, transparent, accountable, fair, objective, and educational manner.
- (3) In every course, student learning outcomes must be assessed through formative and summative assessments as referred to in Article 15 paragraphs (9) and (10), which function to measure student learning achievements.
- (4) The evaluation of student learning outcomes in a course is expressed in:
 - a. the course grade index; or
 - b. the criteria for passing or failing.
- (5) The evaluation of student learning outcomes serves to:
 - a. motivate student learning;
 - b. determine the level of success of students in meeting learning achievements in each course/course block;
 - c. determine the level of success of students in meeting graduate learning outcomes (PLO) and mapping those achievements to the corresponding graduate profiles recommendation; and
 - d. improve the planning and implementation of the learning process.
- (6) The scope of the assessment is conducted on:
 - a. the planning, implementation, and control of the learning process by lecturers; and
 - b. the learning outcomes of courses/course blocks by students;
 - c. the learning outcomes of graduates achieved by students; and
 - d. the success of the UPPS in implementing the learning process to achieve the predetermined learning outcomes, carried out through the Internal Quality Assurance System (SPMI) and the External Quality Assurance System (SPME).
- (7) The objectives of assessing student learning outcomes include:
 - a. The objectives of assessing student learning outcomes for course participants in the classroom/laboratory/workshop/studio/field activities, including:
 - i. Mastery of knowledge, skills, and behavior;
 - ii. Student participation/performance;
 - iii. Work results in the form of papers/reports/artworks/designs; and
 - iv. Mastery of competencies.
 - b. The objectives of assessing student learning outcomes for each course evaluation component:
 - i. Understanding and mastery of the learning material being delivered;
 - ii. Mastery and utilization of knowledge, skills, and behavior regarding specific learning outcomes;
 - iii. Comprehensive understanding and mastery of the learning materials delivered for several learning outcomes; and
 - iv. Ability to convey ideas/opinions and student participation/performance in discussion forums related to the mastery and utilization of knowledge;
 - c. The objectives of assessing student learning outcomes in the preparation of final projects include:
 - i. Mastery of knowledge, attitudes, and skills and their utilization in the preparation of final projects;
 - ii. Depth of content, language use, and structure of final projects book/report;
 - iii. Research methodology/preparation/design of works/projects;
 - iv. Creativity and presentation of written works/creations/artworks/designs;
 - v. Scientific accuracy and originality;
 - vi. Student participation/performance;

vii. Application of applicable academic norms; and

viii. Ability to defend the final projects.

- (8) The assessment of learning outcomes as referred to in Article 15 Paragraph (8) is carried out with an assessment in the Course Score (NSM), with a range of 0–100, based on the weighted sum of several assessment components of the learning evaluation. Assessment of the learning outcomes of the study program can be included in the elements from all value components. Provisions related to value components and weighting are regulated as follows:
- The value components and weighting for each type of learning activity are determined by the course teaching team based on the curriculum design, in accordance with the level, type of educational program, and learning outcomes of the study program.
 - The value components and weighting for each type of learning activity used for determining the Course Score (NSM) are communicated to students at the beginning of the lecture.
- (9) The assessment of learning outcomes as referred to in paragraph (4) letter b can be used in courses that:
- in the form of learning activities outside the study program; and/or
 - Use summative assessments in the form of competency tests.
- (10) Towards Course Score (NSM) in Paragraph (1) is converted into the value index of the Course Grade (NMK) expressed in quality letters and quality numbers for the calculation of the Grade Point (GP) using the Criterion-Referenced Assessment (PAK).
- (11) The Criterion-Referenced Assessment (PAK) is the interpretation of assessment scores by comparing the course learning outcomes with the criteria determined based on the achievement of the course's learning outcomes.
- (12) The assessment of learning outcomes as referred to in paragraph (4) letter a is obtained through NMK from NSM using the following PAK conversion:

Course Score (NSM)	Course Grade (NMK)
85 < NSM	A
75 < NSM ≤ 85	AB
65 < NSM ≤ 75	B
60 < NSM ≤ 65	BC
50 < NSM ≤ 60	C
40 < NSM ≤ 50	D
NSM ≤ 40	E

- (13) The Course Score (NMK) in letter grades as referred to in paragraph (12) represents the Quality Number Value (NAM) and the interpretation of the learning achievement categories that will be used for the calculation of the GP (IP) as follows:

Course Grade Value (NMK)	Quality Number Value (NAM)	Category	Category
A	4	Excellent	<i>Excellent</i>
AB	3,5	Very Good	<i>Very Good</i>
B	3	Good	<i>Good</i>
BC	2,5	Fair	<i>Fair</i>
C	2	Satisfactory	<i>Satisfactory</i>
D	1	Passing	<i>Passing</i>
E	0	Poor	<i>Poor</i>

- (14) The lowest passing grade for courses at the bachelor level for level 1, 2, and 3 courses is D, except for level 4 courses and for the Cultural Internalization and Character Formation and MKWK courses where the lowest passing grade is C.
- (15) The lowest passing grade for courses at the associate (D3), applied bachelor's, and master's/applied master's levels is C, and for the doctoral/applied doctoral program level, it is B.
- (16) The lowest passing grade or completion in a course is a requirement that must be met for study completion evaluation, level completion evaluation, and for taking other courses in the next semester or level that are stated to have prerequisites from that course.

- (17) If a student retakes a course, the grade that applies to that course is the grade from the last attempt.
- (18) Taking a course at a certain level can be repeated for the purpose of grade improvement as long as the student has not been declared graduated from that level.
- (19) Lecturers are required to enter course grades into the academic information system according to the schedule specified in the academic calendar.

Article 41 Achievement Index

- (1) The success of student learning is measured based on the Grade Point Average (GPA), which is calculated as follows:

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

where

NAM : Score Value of the courses taken as per Article 40 Paragraph (13)
 K : Credit Hours of the course
 N : Number of courses expressed in the Course Grade (NMK) index as referred to in Article 40 Paragraph (12)

- (2) The measure of learning success in one semester is assessed by the Semester Grade Point Average (SGPA/IPS), which is the GPA calculated from all courses in a semester.
- (3) The measure of learning success in one level is assessed by the Level Grade Point Average, which is the GPA calculated from all courses in a level/stage.
- (4) The overall success of learning is measured by the Grade Point Average (IPK), which is the GPA calculated from all courses that have been taken and passed, using the last grade if a course has been repeated.
- (5) Semester Achievement Index (IPS) and Grade Point Average (IPK) are only calculated from the average grades of courses that use the achievement index assessment as referred to in the previous paragraph (4).

SUBCHAPTER ON LEARNING EVALUATION

Article 42 Evaluation of Study Period for Associate Degree (D3) Program

- (1) The evaluation of the study period for students in the Associate (D3) program is conducted at the end of each even semester in the form of a level evaluation.
- (2) The Associate (D3) program consists of 3 levels, namely level-1, level-2, and level-3, each of which must be completed within a maximum of 4 (four) semesters, with the total completion of all levels within a maximum of 8 (eight) semesters according to the provisions of Article 12.
- (3) Associate (D3) students who have not passed level-1 can continue their studies until the end of semester IV and can continue to the next semester if by the end of semester IV (including the intermediate semester) they have passed all level-1 courses with a GPA of at least 2.00. And participate in mandatory student activities and soft skills for first-year students, evidenced by the Student Activity Transcript (TAK). Detailed explanations regarding TAK are regulated in a separate decision.
- (4) Associate (D3) students who do not meet the provisions of paragraphs (1) to (3) will have their study continuation processed through the UPPS academic meeting mechanism.
- (5) The provisions for the evaluation of the study period as referred to in paragraphs (1) to (3) may be adjusted or exceptions made for part-time students based on the Head of UPPS's decree, while still considering the maximum study period.
- (6) Students whose study period has expired may apply for resignation or an extension of the study period for a maximum of 4 (four) semesters through a feasibility evaluation mechanism for each semester through the academic meeting at UPPS and reported to the Academic Director.

- (7) Students in the normal study period who do not meet the criteria as referred to in paragraph (3) will be given:
 - a. Warning Letter 1 (SP-1) in the normal study period is given at the beginning of semester III for students who do not pass all level-1 courses or have a GPA < 2.00.
 - b. Warning Letter 2 (SP-2) in the normal study period is given at the beginning of semester IV for students who do not pass all level-1 courses or have a GPA < 2.00.
 - c. Warning Letter 3 (SP-3) in the normal study period is given at the beginning of semester V before the registration period for students who do not pass all level-1 courses or have a GPA < 2.00. Students can continue or not continue their studies based on the UPPS decision through an academic meeting.
 - d. Final Warning Letter (SPA) in the normal study period is given at the end of semester VI. Students can continue or discontinue their studies based on the UPPS decision through an academic meeting.
- (8) Students in the additional study period will be given:
 - a. Warning Letter 1 (SP-1) in the additional study period is given at the beginning of semester VIII for students who have not graduated by the end of the seventh semester or have a GPA < 2.00.
 - b. Final Warning Letter (SPA) in the additional study period is given at the beginning of each semester for students in the extended study period as referred to in paragraph (6). Students can continue or discontinue their studies based on the UPPS decision through an academic meeting.
- (9) The delivery of warning letters as referred to in paragraph (7) letters a, b, and c, as well as paragraph (8) letter a, is carried out by the study program. The delivery of SPA as referred to in paragraph (7) letter d and paragraph (8) letter b is carried out by UPPS.
- (10) Students who receive a warning letter as referred to in paragraphs (7) and (8) may continue their studies after making a statement letter signed by the student and the parent/guardian regarding the commitment to improve their academic performance.
- (11) If the student does not meet the requirements as referred to in paragraph (10), the student may submit a resignation letter or be dismissed.

Article 43 Evaluation of Study Period for Bachelor's/Applied Bachelor's Programs

- (1) The evaluation of the study period for students in bachelor/applied bachelor programs is conducted at the end of each even semester in the form of level evaluation.
- (2) Bachelor/applied bachelor programs consist of 4 levels, namely level-1, level-2, level-3, and level-4, each of which must be completed within a maximum of 4 (four) semesters, with all levels to be completed within a maximum of 12 (twelve) semesters, and a minimum level achievement index of 2.00.
- (3) Students who have not passed level-1 may continue their studies until the end of semester IV and may continue to the next semester if by the end of the semester IV (including the intermediate semester) they have passed all level-1 courses with a minimum GPA of 2.00. And participate in mandatory student and soft skills activities for first-year students, as evidenced by the TAK. Detailed explanations regarding the TAK are regulated in a separate decision.
- (4) Specifically for international class students, in addition to meeting the requirements of paragraph (3), international class students must pass the language preparation program (ESyP is for the International Class Students and BIPA is for foreign students).
- (5) Bachelor/applied bachelor students who do not meet the provisions of paragraphs (1) to (3) will have their study continuation processed through the UPPS academic meeting mechanism.
- (6) The study period evaluation provisions as referred to in paragraphs (1) to (3) may be adjusted or be made exceptions for part-time students based on the Head of UPPS's decree while still considering the maximum study period.
- (7) Students who have not graduated by the end of their study period as referred to in Article 12 paragraph (1) letter a and paragraph (2) letter b may submit a resignation or request an extension of the study period for a maximum of 4 (four) semesters through the eligibility evaluation

mechanism for each semester through the UPPS academic meeting and reported to the Academic Director.

- (8) Students in the normal study period who do not meet the criteria as referred to in paragraph (3) will be given:
 - a. Warning Letter 1 (SP-1) in the normal study period given at the beginning of semester III for students who do not pass all level-1 courses or have a GPA < 2.00.
 - b. Warning Letter 2 (SP-2) in the normal study period given at the beginning of semester IV for students who do not pass all level-1 courses or have a GPA < 2.00.
 - c. Warning Letter 3 (SP-3) in the normal study period given at the beginning of semester V before the registration period for students who do not pass all level-1 courses or have a GPA < 2.00. Students may continue or discontinue their studies based on the UPPS decision through an academic meeting.
 - d. Final Warning Letter (SPA) in the normal study period given at the end of semester VIII for students who have not passed all level-1 courses, have not completed 80 credits, or have a GPA < 2.00. Students may continue or not continue their studies based on the UPPS decision through an academic meeting.
- (9) Students who are in an extended study period will be given:
 - a. Warning Letter 1 (SP-1) during the extended study period is given at the beginning of semester X for students who have not graduated by the end of semester IX or have a GPA < 2.00.
 - b. Warning Letter 2 (SP-2) during the extended study period is given at the beginning of semester XI for students who have not graduated by the end of semester X or have a GPA < 2.00.
 - c. Warning Letter 3 (SP-3) during the extended study period is given at the beginning of semester XII for students who have not graduated by the end of semester XI or have a GPA < 2.00.
 - d. Final Warning Letter (SPA) during the extended study period is given at the beginning of each semester for students in the extended study period as referred to in paragraph (6). Students may continue or discontinue their studies based on the UPPS decision through an academic meeting.
- (10) The delivery of warning letters as referred to in paragraph (8) letters a, b, and c, as well as paragraph (9) letters a, b, and c, is carried out by the study program. The delivery of SPA as referred to in paragraph (7) letter d and paragraph (8) letter d is carried out by UPPS.
- (11) Students who receive a warning letter as referred to in paragraphs (8) and (9) may continue their studies after making a statement letter signed by the student and their parents/guardians regarding the commitment to improve their academic performance.
- (12) If the student does not meet the requirements as referred to in paragraph (11), the student may submit a resignation letter or be dismissed.

Article 44 Evaluation of Study Period for Master's/Applied Master's Degree Programs

- (1) The evaluation of the study period for students in master/applied master programs is conducted at the end of each semester.
- (2) Students in master/applied master programs can continue their studies if they meet the following requirements:
 - a. Pass all courses in semester I with a minimum GPA of 3.00 by the end of semester III;
 - b. Pass all courses in the semester I and II with a minimum GPA of 3.00 by the end of semester IV;
 - c. Pass all courses in the semester I, semester II, and semester III with a minimum GPA of 3.00 by the end of semester V.
- (3) Students in master/applied master programs who do not meet the provisions of paragraph (2) will have their continuation of studies processed through the UPPS academic meeting mechanism.
- (4) The study period evaluation provisions as referred to in paragraph (2) can be adjusted or exceptions made for part-time students based on the Head of UPPS's decision, while still considering the maximum study period.
- (5) Students of the master's/applied master's program who exceed the normal study period will be given a warning letter:

- a. Warning Letter 1 (SP-1) for students who have not graduated by the end of semester IV.
 - b. Warning Letter 2 (SP-2) for students who have not graduated by the end of semester V.
 - c. Final Warning Letter (SPA) for students of the master's/applied master's program who have not graduated by the end of the maximum study period as referred to in Article 12 paragraph (1) letter b and paragraph (2) letter c.
- (6) The delivery of the warning letters as referred to in paragraph (5) letter a and b is carried out by the study program and paragraph (5) letter c is carried out by UPPS.
 - (7) Students who receive a Warning Letter as referred to in paragraph (5) are allowed to continue their studies if the student agrees to improve their academic performance by making a statement letter signed by the student and their parent/guardian.
 - (8) If the student cannot meet the requirements as referred to in paragraph (7), the student may submit a resignation letter or be dismissed.
 - (9) Students who have received an SPA as referred to in paragraph (5) letter c may apply for an extension of study period for a maximum of 2 (two) semesters with an eligibility evaluation mechanism determined through the UPPS academic meeting.

Article 45 Article 45 Evaluation of Study Period for Doctoral/Applied Doctoral Degree Programs

- (1) The evaluation of the study period for doctoral/applied doctoral program students is conducted at the end of each semester.
- (2) The evaluation of the doctoral/applied doctoral program consists of four stages, namely: qualification stage, proposal stage, research and publication stage, and final project examination stage.
- (3) Doctoral/applied doctoral program students can continue their studies if they meet the following requirements:
 - a. Pass the qualification stage in semester I with a GPA of at least 3.00 and course grades of at least B by the end of semester III;
 - b. Pass the qualification stage in semester I and the proposal stage in semester II with a GPA of at least 3.00 and course grades of at least B by the end of semester IV;
 - c. Pass the qualification stage in semester I, the proposal stage in semester II, and the research and publication stage in semester III with a GPA of at least 3.00 and course grades of at least B by the end of semester V.
 - d. Pass the qualification stage in semester I, the proposal stage in semester II, and the research and publication stage in semester III and IV with a GPA of at least 3.00 and course grades of at least B by the end of semester VI.
 - e. Pass the qualification stage in semester I, the proposal stage in semester II, and the research and publication stage in the semester III, IV, and V with a GPA of at least 3.00 and course grades of at least B by the end of semester VII.
 - f. Pass the qualification stage in semester I, the proposal stage in semester II, and the research and publication stage in the semester III, IV, and V, and the final thesis examination with cumulative GPA of at least 3.00 and course grades of at least B by the end of semester X.
- (4) Doctoral/Applied Doctoral program students who do not meet the provisions of paragraph (3) will have their study continuation processed through the UPPS academic meeting mechanism.
- (5) The study period evaluation provisions as referred to in paragraph (3) may be adjusted or be made exceptions for part-time students based on the Head of UPPS's decision, while still considering the maximum study period.
- (6) Doctoral/Applied Doctoral program students who exceed the normal study period will receive a warning letter:
 - a. Warning Letter 1 (SP-1) for students who have not graduated by the end of semester VI.
 - b. Warning Letter 2 (SP-2) for students who have not graduated by the end of semester VIII.
 - c. Final Warning Letter (SPA) for doctoral/applied doctoral program students who have not graduated by the end of the maximum study period as referred to in Article 12 paragraph (1) letter b and paragraph (2) letter c.

- (7) The issuance of warning letters as referred to in paragraph (6) letters a and b is carried out by the study program, and paragraph (6) letter c is carried out by UPPS.
- (8) Students who receive a Warning Letter as referred to in paragraph (6) are allowed to continue their studies if they agree to improve their academic performance by making a statement letter signed by the student.
- (9) If the student cannot meet the requirements as referred to in paragraph (8), the student may submit a resignation letter or be dismissed.
- (10) Students who have received SPA as referred to in paragraph (6) letter c may apply for an extension of the study period for a maximum of 2 (two) semesters with an eligibility evaluation mechanism determined through the UPPS academic meeting.

Article 46 Study Completion Evaluation/Judicium

- (1) Associate (D3) program students are declared graduated if they have passed all courses including the final project, have a GPA ≥ 2.00 , and meet the minimum foreign language proficiency requirement.
- (2) Bachelor's degree program students are declared graduated if they have passed all courses including the final project, have a GPA ≥ 2.00 , and meet the minimum foreign language proficiency requirement and the final project publication requirement.
- (3) Master's degree program students are declared graduated if they have passed all courses including the final project, have a GPA ≥ 3.00 , and meet the minimum foreign language proficiency requirement and the final project publication requirement.
- (4) Doctoral program students are declared graduated if they have passed all courses including the final project, have a GPA ≥ 3.00 , and meet the minimum foreign language proficiency requirement and the scientific publication requirement, have good research performance and scientific publication, and have a good attitude and scientific contribution based on the assessment at the promotion session.
- (5) Study completion as referred to in paragraphs (1) to (4) is based on the conformity of the assessment of the student's study evaluation results with the learning outcomes to meet the program learning outcomes (PLO) formulated for each study program.
- (6) In addition to the criteria as referred to in paragraph (5), study completion must also meet the following requirements:
 - a. foreign language proficiency certification;
 - b. fulfilled administrative obligations (arrears, loans, etc.);
 - c. fulfilled requirement to upload the final project report to the University repository;
- (7) Associate (D3), bachelor's/applied bachelor's program students are required to have a TAK score not lower than the minimum requirement in the applicable student regulations at the University as a condition for participating in the graduation ceremony.
- (8) Graduation from associate (D3), bachelor's/applied bachelor's, master's/applied master's, and doctoral/applied doctoral programs is determined by the Rector's Decree based on the recommendation of the judicium academic session in the UPPS academic meeting.

Article 47 Study Progress Report

- (1) The Study Progress Report (LKS) as referred to in Article 1 paragraph (12) can be accessed at any time by the parents of students on the academic information system application, equipped with various information that provides an overview of the students' learning achievements, and includes interactive communication media with academic supervisors and head of study program.
- (2) Academic Supervisor provide evaluation notes on the learning outcomes of a semester and offer suggestions and motivation for planning the next semester's study schedule, which is conveyed through the academic information system application with the approval of the head of the study program.
- (3) The delivery of the LKS is carried out by the academic administration management unit and the university information system management unit to students and/or parents through broadcast

media at the beginning of the study, no later than one week before the start of the next semester's course registration period.

Article 48 Course Grade List and Letter of Completion

- (1) The course grade list in the form of a Study Result Card (KHS) can be issued by UPPS containing the grades of completed courses, based on the request of the concerned student for specific purposes, including for credit transfer for students transferring to another university, applying for scholarships from certain institutions, and others.
- (2) The letter of completion serves as a temporary graduation certificate and can be issued by UPPS after the graduation ceremony based on the request of the concerned student for specific purposes, including for job applications before the issuance of the diploma certified by the dean and rector.

CHAPTER V

MANAGEMENT OF EDUCATIONAL ACTIVITIES

SUBCHAPTER ON NEW STUDENT ADMISSIONS

Article 49 Purpose and Principles of New Student Selection

- (1) The selection of new students is aimed at producing inputs for the educational process with qualifications appropriate to the intended study program and meeting the threshold criteria that ensure success in completing the studies until graduation.
- (2) The selection of new university students must be carried out by applying the following principles:
 - a. Adhering to Good University Governance (GUG), namely transparency, accountability, responsibility, independence, and fairness.
 - b. The passing of the selection based on an objective assessment of the fulfillment of the established criteria.
- (3) By continuing to uphold the principles as stated in paragraph (2) and the objectives of the new student selection as stated in paragraph (1), the university's new student selection considers the equitable distribution of access to higher education for new students, without discrimination based on ethnicity, religion, race, group, or gender.
- (4) The selection system can also provide equal opportunities for prospective students with special needs to participate in the new student admission selection, taking into account the readiness and capabilities of the study program.
- (5) By applying the principles as stated in paragraph (2) above, then in the implementation of new student selection activities apply the same principles as in the organization of the University, namely:
 - a. not committing public deception,
 - b. applying respect and courtesy to the community as customers,
 - c. not charging fees other than those stated in the announcement,
 - d. receiving and following up on reports if there are charges other than those stated in the announcement,
 - e. protecting the stages and parts of the vulnerable selection process must be guaranteed and protected by an integrity pact.
- (6) The selection pathways, requirements, and admission quotas for new students in each study program for each academic year are determined by a rector's decree.
- (7) The university's new student selection provides an allocation of admission quotas for underprivileged communities who meet the academic requirements, specifically through the scholarship student admission pathway, supported by either external or internal funding sources.

SUBCHAPTER ON STUDENT PREPARATION

Article 50 Obligation of Course Registration and Student Study Cards

- (1) Students are required to carry out academic registration, which includes financial registration and course registration.

- (2) Financial registration as referred to in paragraph (1) is regulated in separate provisions issued by the unit managing finances at the University.
- (3) Course registration as referred to in paragraph (1) must be carried out by students before the start of each semester according to the schedule and regulations set by the University.
- (4) The results of course registration as referred to in paragraph (3) are stated in the form of a Study Plan Card (KRS).
- (5) The academic registration process is declared complete and the student is declared active in the current semester if they possess a Student Study Card (KSM) issued after having a KRS and having completed financial registration.
- (6) All forms of learning activities (emancipated campus, joint or double degrees, and student exchanges) conducted outside the study program, in this case, the program owner is required to report these activities to the Academic Directorate before the course registration period to determine the student's status.
- (7) Neglecting to download/print the KSM can result in the student's registration process being considered incomplete, and the student will be classified as inactive or absent. As a result, a student's academic activities are not recognized because the student's name is not listed in the attendance register for lectures and practicum.
- (8) Students who do not pass the judgment session at the end of a certain semester are required to register during the registration period in the following semester.
- (9) Academic registration exceeding the established schedule will incur consequences in accordance with the applicable regulations.
- (10) The course registration data of all students for one semester is reported to the government through the reporting application system on PDDikti, according to the specified reporting period.

Article 51 Provisions on Student Status

- (1) Student Status consists of two types, namely the Student Academic Activity Status (AKM) and the student exit status.
- (2) The AKM Status is the administrative recording status of a student that applies each semester, which includes but is not limited to: active, leave, inactive, emancipated campus, awaiting exams, and pursuing double degrees.
- (3) The student exit status is the administrative recording status of a student when they leave the University, which includes but is not limited to: non-degree education completion, graduation, transfer, expulsion, resignation, dropout, and death.
- (4) The recording of status as referred to in paragraph (2) is done at the beginning of each semester and reported to the Government through PDDikti. Changes in student status after the PRS period cannot be reported in the PDDikti reporting.

Article 52 Student Identification Card

- (1) The student identification card can be in the form of a physical or digital Student Card (KTM) given as an indicator for someone who is a student.
- (2) The Student Card (KTM) is officially issued by the University at the beginning of the student's study period, containing personal identity, study identity, and University.
- (3) The Student Card (KTM) of each student is valid from the beginning of the study period until the end of the student's study at the University, whether due to graduation or because of withdrawal before graduation.
- (4) The Student Card (KTM) can be co-branded with partner companies.
- (5) In the case where the Student Card (KTM) is a co-branded card with partner companies as mentioned in paragraph (4), the intrinsic validity of the card as the Student Card (KTM) ends when the cardholder is no longer a student, and it only remains valid as a service card of the partner company until it is replaced with a single-function card.

SUBCHAPTER ON STUDENT SERVICES

Article 53 Academic Meeting

- (1) An academic meeting is a faculty assembly conducted by UPPS, attended by, but not limited to, the Head of UPPS or the UPPS representative, head of program study, head of KK, academic supervisor, and lecturers, to discuss several agendas related to the evaluation and study status of students, including but not limited to:
 - a. Recommendations for the determination of status and student study graduation judicium
 - b. Recommendations regarding requests for study extension after exceeding the maximum study period at the University
 - c. Recommendations for students who are withdrawn by level
 - d. Recommendations for students who are withdrawn due to the maximum study period
 - e. Recommendations regarding the academic status of students who withdraw or do not register for 2 (two) consecutive semesters (considered as having withdrawn)
 - f. Recommendations for the determination of completion of the study level/stage
 - g. Recommendations for the determination of completion of learning outcomes according to the CPL/PLO roadmap
 - h. Recommendations regarding requests for study extension after exceeding the normal study period
 - i. Recommendations for changes in course grades
 - j. Recommendations based on monitoring students with problems and their solutions.
- (2) The academic meeting referred to in paragraph (1) can be conducted as scheduled and/or at any time, taking into account and considering the graduation deadline for students.
- (3) The academic meeting for students of study programs at UPPS is led by the head of UPPS or the vice-head of UPPS, with data presented by the head of the study program.
- (4) On the specified schedule, students are required to register their participation in the academic meeting through UPPS administration by submitting the purpose of participation as referred to in paragraph (1) after obtaining approval from the academic supervisor.
- (5) The recommendation results from the academic meeting by the academic meeting leader as referred to in paragraph (1) letters a – e are determined by the rector/vice rector.
- (6) The recommendation results from the academic meeting by the academic meeting leader as referred to in paragraph (1) letters f – k are determined by the head of UPPS's decision.
- (7) Changes to the recommendation results from the academic meeting by the academic meeting leader as referred to in paragraph (1) may be possible under the following provisions:
 - a. Changes to letter a cannot be made except in cases of academic ethics violations and are determined by the decree of the rector/vice rector.
 - b. Changes can be made specifically for letters b – e and are determined by the decree of the rector/vice rector.
 - c. Changes can be made specifically for items f – k and are determined by the decree of the head of UPPS.
- (8) The results of the academic meeting concerning students' study plans must be submitted to the academic supervisor as a follow-up in the advising process.
- (9) The University can hold an academic meeting at the University level to evaluate academic meeting at the UPPS level.

Article 54 Changes to Study Plan

- (1) Changes to the Study Plan (PRS) are scheduled for one week during the second week of lectures. The changes are essentially only allowed to reduce the number of courses taken.
- (2) Adding courses can only be done as compensation for reductions due to class schedule changes if there is an unavoidable scheduling conflict by the study program. Adding courses must be approved by the academic supervisor and the head of the study program.
- (3) The completion of the PRS process must also be marked by the downloading/printing of the KSM as per Article 50; if printing is not done, the last printed KSM will apply.

- (4) The end of the PRS period at the beginning of a semester in the University academic calendar marks the cut-off period for closing all academic processes of the previous semester, with the following implications:
- If a student has been declared graduated based on the reporting of the graduation academic meeting to the academic director before the end of the PRS period, then the student is considered to have completed their studies in the previous semester, and therefore, is not required to register and pay the Education Service Fee (BPP) for that semester.
 - All course grades (NMK) from the previous semester must have been uploaded to the academic system, as that semester has been closed, and all resulting academic data is in final status and ready to be uploaded to PDDikti.
 - All academic administration processes for the new semester must be completed with final status in the University academic information system, including: payment of BPP and registration, printing of KSM, approval of academic leave applications, withdrawal, and others.
 - Delays in academic administrative processes as mentioned in paragraph (4) letter c that are not completed by the end of the PRS deadline will result in students being given inactive status or marked as absent from registration in the new semester as stated in Article 51.

Article 55 Duties and Authority of Academic Supervisor

- (1) The duties and authority of academic supervisor concerning the academic aspects of students are as follows:
- Providing guidance and approval of study plans for their advisees, in accordance with applicable academic regulations.
 - Directing their advisees in participating in curricular and extracurricular activities to achieve optimal study results.
 - Monitoring the progress of their advisees' studies as a basis for determining further actions.
 - Approving students' applications for academic meeting that determine their educational status and/or graduation.
 - Approving the uploaded passport photos for diplomas.
- (2) The duties and authority of academic supervisor concerning the non-academic aspects of students are as follows:
- Assisting in finding solutions to personal problems related to the students' academic progress.
 - Providing recommendations for specific needs related to the continuity of students' studies.
 - Providing motivation and encouragement to students.
- (3) To address non-academic issues as referred to in paragraph (2) that require special handling by professional psychologists, the academic supervisor can refer students to obtain counselling services.

Article 56 Academic Supervision

- Academic supervision as referred to in Article 1 paragraph (9) letter a is a right for students.
- The implementation of academic supervision can be conducted through individual or group consultations of students under the guidance of an academic supervisor.
- One of the mandatory academic supervision sessions is the consultation and approval process of the academic supervisor regarding the study plan for the upcoming semester.
- Group academic supervision of students as mentioned in paragraph (2) does not eliminate the right of students to have individual academic supervision .

Article 57 Academic Leave

- Academic leave is permission granted by the head of UPPS through the vice-head of UPPS for students to not participate in all academic activities for 1 (one) full semester.
- Academic leave does not result in an extension of the maximum study period.
- The conditions for a student to apply for academic leave are:
 - Suffering from an illness that requires long-term treatment, which can disrupt academic activities.

- b. Experiencing economic difficulties or obligations to participate in certain activities that prevent the student from attending lectures.
- c. Fulfilling the administrative requirements set by UPPS.
- (4) Academic leave is not permitted for associate (D3) and bachelor/applied bachelor students who have not completed first-level coursework.
- (5) Academic leave is not permitted for master's/applied master's students who have not completed first-semester coursework.
- (6) Academic leave is not permitted for doctoral/applied doctoral students who have not completed first-level coursework and have not passed the qualification stage as referred to in Article 28 paragraph (3) letter a.
- (7) The application for academic leave for a semester must be submitted no later than the PRS period of the current semester. Academic leave applications are submitted by students and must be approved by the academic supervisor, head of the study program, UPPS admin, and vice dean for academic affairs/academic deputy director of UPPS .
- (8) In the event that the academic leave application for a semester is submitted within the time frame specified in paragraph (7), if the application is approved, the approval for the academic leave application is determined through a decision by the Head of UPPS.
- (9) Students who are on academic leave are not required to pay the tuition fee (BPP) for the relevant semester, but are required to pay a status fee of 10% of the tuition package (BPP) fee according to the applicable regulations for the student.
- (10) The right to academic leave for students cannot be approved if the remaining study period after taking academic leave is insufficient to complete the study load with a normal study load quota (not exceeding 20 SKS) in each remaining semester based on the maximum study period regulations in Article 12 or the study period evaluation regulations per level in Articles 42, 43, 44, and 45.
- (11) The calculation of academic leave rights for a student as mentioned in paragraph (10) is the responsibility of the student concerned and is the authority of the academic supervisor and the Head of the Study Program for determination before being approved by UPPS.
- (12) Academic leave is limited to a maximum of 2 (two) semesters during the study period and cannot be taken consecutively.

Article 58 Inactive Students

- (1) Inactive students are students who do not register or are subject to a suspension penalty.
- (2) Students who do not register as referred to in paragraph (1) are students who do not carry out registration according to the schedule and provisions set in the academic calendar, thus recorded as inactive students for the current semester.
- (3) Students subject to a suspension penalty as referred to in paragraph (1) are students whose status as students is suspended due to academic and/or non-academic violation penalties for 1 (one) or 2 (two) semesters.
- (4) Inactive students are not allowed to participate in academic and student activities for the ongoing semester.
- (5) Inactive students due to non-registration, if they wish to re-register in the following semester, must:
 - a. Submit a request with the knowledge of the student's parents, accompanied by a recommendation letter from the academic supervisor and the head of the study program.
 - b. Have the recommendation from the academic supervisor and the head of the study program given based on the acceptability of the reason for the absence and supplemented with considerations regarding the study load and the remaining study duration.
 - c. Have their reactivation request approved by the academic director so their status will be restored to active.
- (6) After being inactive for 1 (one) semester as referred to in paragraph (4), students who do not submit an application to re-register by the PRS deadline of the following semester as referred to in paragraph (5), will be recorded as not having registered for two consecutive semesters, and

thus will be considered to have withdrawn from the University in the following semester as determined by the rector's decree based on the academic meeting's recommendation.

- (7) In the case of an approved re-registration request after being inactive, in addition to the obligation to pay the BPP for the study period in the upcoming semester, students are still required to pay the inactivity fine (absenteeism) for the semester in which they were inactive.
- (8) Students who are currently serving a suspension are not required to pay the BPP for the relevant semester, but are required to carry out a 0 SKS registration and are subject to a status fee of 10% of the applicable BPP package for that student.
- (9) The period of inactive student status as mentioned in paragraph (1) does not extend the maximum study period as stated in Article 12 or the study period evaluation rules per level in Articles 42, 43, 44, and 45.
- (10) The status of inactive student can lead to the student being considered as having withdrawn or being dismissed from studies if the remaining study period after not registering or being suspended is insufficient to complete the study load with the normal study load quota.

Article 59 Termination of Studies and Withdrawal

- (1) A student is declared to have terminated their studies through the rector's decree with the following criteria:
 - a. failing to meet graduation requirements and the maximum study period at each level evaluation or overall study evaluation according to the provisions of Articles 42, 43, 44, and 45.
 - b. failing to register for two consecutive semesters and did not submit a request to re-register by the PRS deadline for the next semester as referred to in Article 54.
 - c. receiving sanctions for academic or non-academic violations based on the recommendation of the University Disciplinary Commission.
- (2) Students who terminated their studies (withdrawn) do not receive a transcript of the courses taken during their studies at the University, except for students who submit a resignation.
- (3) Students who submit a resignation as referred to in paragraph (2) and have been confirmed through a resignation letter, may be given a transcript of the courses taken during their studies at the University and a transfer certificate, after completing all payment obligations.

Article 60 Transfer from Regular Class to International Class

- (1) Regular class students are allowed to transfer to the international class in the same study program with the following requirements:
 - a. Minimum score equivalent to ITP TOEFL 475 and ECCT 3.25;
 - b. Minimum GPA of 3.00;
 - c. To be completed no later than the beginning of the third semester;
 - d. Paying all educational fees in the international class according to the applicable regulations;
 - e. The amount of BPP follows the regulations for the international class;
 - f. Admission is determined by the availability of capacity in the international class.
- (2) International class students are not allowed to transfer to regular classes.

Article 61 Provision of Facilities and Assistance for Students with Disabilities

- (1) The provision of facilities and assistance for students with disabilities at the University can be carried out according to the established program design.
- (2) The facilities and assistance referred to in paragraph (1) may include the provision of budgetary support and/or financial assistance, the provision of infrastructure and facilities, the preparation and provision of lecturers and educational staff, the admission of new students, the learning process, as well as appropriate assessment and evaluation of learning.
- (3) The facilities and assistance for students with disabilities as referred to in paragraph (1) are regulated in separate provisions.

SUBCHAPTER ON ACADEMIC FREEDOM, FREEDOM OF ACADEMIC PULPIT, AND SCIENTIFIC AUTONOMY

Article 62 The Essence of Academic Freedom, Freedom of Academic Pulpit, and Scientific Autonomy

- (1) In the implementation of education and the development of science, technology, and arts at the University, academic freedom, freedom of academic pulpit, and scientific autonomy apply as elements of academic culture for all academic community members in maintaining the dignity, honor, and prestige of the University, as well as in the implementation of its mission to achieve the University's vision.
- (2) The development of science, technology, and arts at the University is carried out by the academic community through learning and/or scientific research while upholding the values of divinity, culture, humanity, and national unity for the advancement of civilization and the welfare of humanity.
- (3) The implementation of academic freedom, freedom of academic pulpit, and scientific autonomy at the University is the responsibility of the institution and individual academic community members, which must be protected and facilitated by the head of university.
- (4) Academic freedom, freedom of academic pulpit, and scientific autonomy at the University are implemented by the academic community in accordance with academic culture, prioritizing reasoning and noble ethics as well as responsibility.
- (5) Academic freedom, freedom of academic pulpit, and scientific autonomy at the University are implemented by the academic community in fields of science that are currently being focused on and/or being developed by the University.
- (6) Academic freedom, freedom of academic pulpit, and scientific autonomy embraced and developed by the University are scientific in nature and free from political interests and ideologies that contradict the interests of the Unitary State of the Republic of Indonesia (NKRI).
- (7) Academic freedom, freedom of academic pulpit, and scientific autonomy embraced and developed by the University are elements of academic culture that align and are parallel with academic responsibility and ethics/morality, so that the forms of implementation that violate academic responsibility and ethics will have a negative impact on individuals and the academic community as well as the University, which may therefore be subject to appropriate and proper sanctions according to applicable regulations, in accordance with the weight and recurrence of the nature of the violations committed.

Article 63 Implementation of Academic Freedom

- (1) Academic freedom is a principle that encourages the ongoing processes of research, debate, learning, and scientific publication that are unrestrained in higher education institutions. That freedom becomes the character of an academic community at the University.
- (2) Therefore, the University grants academic freedom to its academic community. This means that the University supports the freedom of lecturers and students to make statements in teaching, conduct investigations in research, and disseminate the results through presentations, demonstrations, and the publication of scientific works.
- (3) As a consequence, the academic community of the University is evaluated based on their professional performance, as long as it does not violate the policies and regulations of the University.
- (4) In order for the granted academic freedom to truly enhance the ability to carry out the functions of scholarly/intellectual activities at the University, personal and institutional responsibilities are inherent in academic freedom.
- (5) Outside the University, lecturers and students as members of the general public have the same rights and obligations as any other citizen and stand equally before the law. However, the implementation of those rights and obligations is always measured by their relevance and urgency from the perspective of responsibility towards academic disciplines, the position as a lecturer and/or student, as well as the reputation of the University.

Article 64 Implementation of Freedom of Academic Pulpit

- (1) The University grants limited authority only to Professors who possess reputation, authority, and scientific prestige to express openly and responsibly on matters related to their field and branch of knowledge.
- (2) Freedom of academic pulpit is granted to University Professors in the following cases:
 - a. carrying out the task of transforming the knowledge, technology, and arts they master to students by creating a teaching-learning atmosphere so that students actively develop their potential.
 - b. performing their main duties and functions as scientists who are developing a branch of knowledge, technology, and arts through reasoning and scientific research and disseminating it.
 - c. performing tasks individually or in groups when writing textbooks or teaching books, whether published or uploaded online, and/or scientific publications as one of the learning resources and for the development of academic culture and the cultivation of reading and writing activities for the academic community.
- (3) Freedom of academic pulpit to discuss topics related to the professional field of expertise in the classroom, at professional meetings, or through publications, accompanied by the responsibility to not present oneself in the form of statements or activities that seem or have the effect of representing or speaking on behalf of the University, unless specifically mandated by the University.

Article 65 Implementation of Scientific Autonomy

- (1) The university supports the scientific autonomy possessed by the academic community in a branch of science, technology, and art in discovering, developing, revealing, and/or maintaining scientific truth according to scientific principles, methods, and academic culture.
- (2) In the implementation of scientific autonomy as referred to in paragraph (1), the academic community considers its conformity with the branches of science, technology, and arts that are the focus of attention in the University's vision and mission.
- (3) In the implementation of scientific autonomy as referred to in paragraph (1), the academic community pays attention to coordination and the possibility of collaboration if there are resources and/or other scientific groups that have developed branches of science, technology, and arts within the University environment.
- (4) In the implementation of scientific autonomy as referred to in paragraph (1), the academic community can utilize the available resources within the University environment and also understand its limitations, as well as utilize resources outside the University within an institutional cooperation framework.

Article 66 Development of Academic Culture

- (1) The development of academic culture is carried out through social interactions that do not discriminate based on ethnicity, religion, race, inter-group, gender, social status, economic ability, political affiliation, and schools of thought.
- (2) Social interactions as referred to in paragraph (1) are conducted in the processes of learning, the pursuit of scientific truth, mastery and/or development of knowledge, and the development of the University as a scientific institution.
- (3) The academic community is obliged to maintain and develop academic culture by treating science, technology, and art as processes and products, as well as charity acts and moral paradigms.

Article 67 The Nature of Academic Atmosphere

- (1) The University encourages the creation of academic life in an intellectual atmosphere conducive to the implementation of academic freedom, freedom of academic speech, and the process of scientific transformation that benefits the development of the academic community, contributes to the welfare of society, and the reputation of the University.

- (2) Academic processes at the University are characterized by active and flourishing discourse among the academic community, resulting in an academic atmosphere that is a hallmark of interactions among the academic community with academic freedom and freedom of academic speech, as well as the progression of scientific autonomy, based on scientific arguments that can be accounted for.
- (3) The academic atmosphere is strongly supported to develop through the organization of various forums for the exchange of views and ideas, namely through symposiums, seminars, panel discussions, study group discussions, lectures, practicums, management review meetings regarding the implementation of the Tridharma of Higher Education, and others, each with its own regulations, whether in the context of educational, research, or community service activities.

Article 68 Forms of Academic Atmosphere Development

- (1) The academic atmosphere at the University is developed through various academic interactions among the academic community, namely among lecturers, between lecturers and students, among students, and between the academic community and external academics or practitioners as well as the community, including students' parents.
- (2) Academic interactions among lecturers in the development of the academic atmosphere include:
 - a. Management Review Meeting on Education Implementation, in the form of a meeting of lecturers at the University, UPPS, and study programs to discuss various academic policies and regulations, curriculum, evaluation of learning outcomes, graduation academic meetings, coordination of education implementation, discussion on policies, regulations, planning, and evaluation of the implementation of Tridharma, and others.
 - b. Academic discussions in the KK, involving interactions among lecturers discussing course syllabi, preparation of teaching materials and methods, scientific discussions on research, publications, and community service, book writing, sharing, and reporting on scientific activities of KK members outside the campus/abroad, and others.
- (3) Academic interaction between lecturers and students in developing an academic atmosphere includes: lectures, practicums, tutorials, academic advising, academic and counseling guidance, industrial work guidance, final project guidance, student development in reasoning, entrepreneurship, culture, spirituality, and sports.
- (4) Academic interaction among students in developing an academic atmosphere includes: group assignments, group practicums, group discussions, scientific study groups, national and international creative/scientific competition groups, and professional group guidance.
- (5) Academic interaction between the academic community and external academics or practitioners: research collaboration, community service collaboration, guest lectures, *studium generale*, guest speakers at conferences/seminars, academic discussion resource persons.
- (6) Academic interaction between the academic community and external academics or practitioners can be carried out in various activities such as research collaboration, community service collaboration, guest lectures, *studium generale*, guest speakers at conferences/seminars, academic discussion resource persons, and other mutually beneficial collaborations in a spirit of togetherness and equality.
- (7) Academic interaction between the academic community and the general public is carried out in the form of open senate sessions for graduation, open senate sessions for new student admissions, open senate sessions for the university's dies natalis, exhibitions, and other relevant forms.

Article 69 Supporting Resources for the Development of Academic Atmosphere

- (1) The university strives to maximally support the development of the academic atmosphere in terms of mobilizing the necessary resources, including human resources, infrastructure and facilities, information systems and library access, financial resources, policies, and a campus environment that supports both formal and informal academic processes.
- (2) In the development, enhancement, and maintenance of academic resources as stated in paragraph (1), the University, according to its capabilities, will pay great attention to meeting and

even exceeding the quality standards according to national education standards, in order to encourage the University towards becoming a world-class campus.

- (3) Planning, development, and maintenance of academic resources as referred to in paragraph (1) must be carried out through periodic audit activities.
- (4) Planning, development, and maintenance of infrastructure, facilities, and campus environment as academic resources as referred to in paragraph (1) are also subject to special policies that support the realization of a green campus, including energy use policies, green land policies, campus transportation policies, and campus waste management policies.
- (5) Planning, development, and maintenance of infrastructure, facilities, and campus environment as academic resources as referred to in paragraph (1), also implement special policies that support the ongoing formal and informal academic processes, such as multimedia multifunctional buildings, multimedia auditoriums, laboratory access based on management and/or special permits, provision of widespread internet access throughout the campus environment with very high bandwidth, provision of study gardens, provision of various excellent public facilities, and others.

Article 70 Performance of Academic Atmosphere Development

- (1) The academic atmosphere at the University is developed through continuous improvement efforts, both in quantity and quality, which need to be planned, implemented, evaluated, and followed up in a measurable way to stimulate its development.
- (2) A number of condition and performance indicators used to assess the progress of developing the academic atmosphere, namely:
 - a. Graduate quality, which consists of:
 - i. the number of graduates with decent jobs (working, continuing studies, or entrepreneurship),
 - ii. the number of students engaged in activities/achievements outside their study programs.
 - b. Lecturer quality, which consists of:
 - i. the percentage of lecturers engaged in tridharma activities at other universities, working as practitioners in the industry, or mentoring students in activities outside their study programs.
 - ii. percentage of lecturers who have competency/professional certificates recognized by the business and industrial world,
 - iii. percentage of instructors who come from professional practitioners, the business world, or the industrial world,
 - iv. the number of faculty outputs that have successfully received international recognition or have been applied by society/industry/government per number of faculty.
 - c. The quality of the curriculum and learning, which consists of:
 - i. the number of collaborations per study program,
 - ii. the percentage of courses that use case-based learning methods or project-based group learning as part of the evaluation weight,
 - iii. the percentage of study programs that have international accreditation or certification recognized by the government.
 - d. The quality of university services, which consists of:
 - i. the number of complaints from the academic community (lecturers/students),
 - ii. the condition of academic facilities and infrastructure,
 - iii. the number of academic sanctions imposed,
 - iv. the percentage of lecturer/student attendance in lectures,
 - v. the number of collections of textbooks/reference books, journals, digital libraries, and others,
 - vi. the availability of access to academic information via the internet,
 - vii. the number of seminars/symposia held,
 - viii. the number of general lectures with national and international speakers,
 - ix. the number of national and international grants,

- x. the number and ratio of lecturers with master's and doctoral degrees.
- e. and others.

CHAPTER VI

COURSES AND LEARNING MATERIALS

Article 71 Courses in Study Programs

- (1) The structure of courses in associate (D3), bachelor's/ applied bachelor's programs at the University must include:
 - a. Mandatory Curriculum Courses (MKWK) consisting of religion, Pancasila, citizenship, and Indonesian language;
 - b. Mandatory University Courses (MKWU) that represent the vision-mission and values of the University, consisting of English, entrepreneurship, data literacy, technology literacy, human literacy, and cultural internalization and character building, or other courses determined by the university;
 - c. Mandatory Study Program Courses (MKWP) which are all courses that form the base of the body of knowledge of the study program, which may include expertise courses, professional courses, and courses determined by UPPS to support its vision and mission; and
 - d. Emancipated Learning Courses (MKMB) which are a number of courses that encompass all forms of learning activities (BKP) outside the study program.
- (2) In addition to the group of courses in paragraph (1), the bachelor/applied bachelor programs at the University must include Elective Program Study Courses (MKPP), which are courses to deepen or enrich the body of knowledge according to the scientific field of the study program and must be taken by students according to their preferences.
- (3) The learning outcomes of several courses in the MKWP and/or MKPP groups are mapped to at least three (3) Sustainable Development Goals (SDGs) as an effort to achieve the related SDG goals based on the uniqueness possessed by the study program.
- (4) The implementation of courses in the MKWU group as referred to in Article (1) letter b:
 - a. For English language, entrepreneurship, data literacy, technology literacy, human literacy, as well as cultural internalization and character-building courses, they can be conducted in large classes (2 or 3 times the size of a normal class) and across study programs;
 - b. They can be merged into MKWP that have similar learning outcomes.
- (5) MKWP as referred to in paragraph (1) letter c must include a capstone design or capstone project in accordance with the specific characteristics of the study program.
- (6) All courses in the MKWW, MKWU, MKWP, and MKPP groups that have been taken by students during course registration must have a passing status.
- (7) The enrolment in each course must consider its prerequisite courses, with the prerequisite course grades meeting the passing criteria as referred to in Article 40 paragraph (16).
- (8) Matriculation courses can be given as prerequisites for certain courses as preparation for participating in educational activities that are conducted and completed before the start of lectures and are not recorded in the academic information system.

Article 72 Emancipated Learning Course (MKMB)

- (1) MKMB as referred to in Article 71 paragraph (1) letter d includes:
 - a. WRAP Course Group
 - b. Non-WRAP Course Group
- (2) The WRAP Course Group is a group of conversion courses from the WRAP program as referred to in Article 18.
- (3) The Non-WRAP Course Group includes:
 - a. Courses that are part of the conversion course group for learning activities outside the study program according to its BKP;
 - b. Courses that are part of the Elective University Course Group (MKPU) managed by the University, such as Financial for Non-Financial Students (FINON), Computing for Non-

- Computing Students (COMPNON), and other courses provided and determined by the University; and
- c. MKPP taken from outside the study program.

CHAPTER VII LECTURERS AND SUPPORT STAFF

Article 73 Competence and Qualifications of Lecturers

- (1) The minimum competence and qualification requirements for lecturers as referred to in Article 2 paragraph (3) are the competence and qualifications of lecturers to perform their duties and functions as role models, educators and learning designers, facilitators, and motivators for students to achieve the competency standards of the study program graduates.
- (2) The competence of lecturers as referred to in paragraph (1) includes pedagogical, personal, social, and professional competence.
- (3) The fulfillment of qualifications for lecturers coming from practitioners can be carried out through recognition of prior learning.
- (4) Lecturers in vocational and academic education can come from practitioners in the business world, industry, and the workforce.
- (5) The provisions for fulfilling the minimum competence and qualifications requirements for lecturers are coordinated by the unit at the University that manages human resources.

Article 74 Competence and Qualification of Support Staff

- (1) The competence and qualifications of support staff are in accordance with the duties and functions in carrying out administration, management, development, supervision, and technical services to support the educational process to achieve the competency standards of study program graduates.
- (2) The provisions for fulfilling the minimum competence and qualification requirements of support staff are coordinated by the unit at the University that manages human resources.

CHAPTER VIII TRANSITION

Article 75 Transition

- (1) With the issuance of this regulation, the Telkom University Regulation Number PU.025/AKD1/AKD-BAA/2022 concerning the Academic Guidelines of Telkom University is declared no longer valid.
- (2) The transitional provisions related to paragraph (1) will be regulated later.

CHAPTER IX CONCLUSION

Article 76 Implementation of Good University and Information System Governance

- (1) All processes of university administration regulated in this Decision should be carried out based on the application of the principles of good university governance, namely credibility, transparency, accountability, responsibility, independent, and fairness directed towards all university stakeholders.
- (2) To support the implementation of policies as stated in Paragraph (1), all organizing processes of university regulated in this Decree should be fully supported by good IT governance, which is continuously improved and developed through the PDCA cycle and/or Planning-Execution-Evaluation-Control-Improvement (PPEPP) documented solidly and immaculately within the framework of SPMI and SPME to achieve academic quality assurance.
- (3) The scientific content and substance carried out and implemented in all academic processes and activities, educational programs, research, and community service conducted in the name of the

University must adhere to scientific ethics and publication standards upheld in the University's ethical system, national regulations, and universal customs.

- (4) Matters that have not been established in this guideline and/or require adjustments due to internal or external dynamics or changes, will be further regulated in separate provisions.