

# **RECTOR DECREE NUMBER 5 YEAR 2022 ON GUIDELINES FOR EDUCATION IMPLEMENTATION**



**RECTOR REGULATION OF NUSA CENDANA  
UNIVERSITY NUMBER 5 OF 2022**

**ABOUT**

**GUIDELINES FOR ORGANIZING EDUCATION  
AT NUSA CENDANA UNIVERSITY**

**BY THE GRACE OF GOD THE ALMIGHTY  
RECTOR OF NUSA CENDANA UNIVERSITY**

- Considering:
- a. that in order to produce quality graduates, professionals, national character, and globally oriented to meet local, national, and international needs, it is necessary to have guidelines for the implementation of education;
  - b. that with the dynamics of development and renewal of higher education services, there is a need for uniformity in the provision of education;
  - c. that Rector Regulation Number 3/PP/2019 concerning Guidelines for the Implementation of Education at Nusa Cendana University is no longer in accordance with the development of education so that it needs to be corrected and updated;
  - d. that based on the considerations in letters a, b and c, it is necessary to stipulate the Rector's Regulation on the Guidelines for the Implementation of Education at Nusa Cendana University.

- Considering:
1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia Year 2003 Number 78, Supplement to State Gazette of the Republic of Indonesia Number 4301);
  2. Law of the Republic of Indonesia Number 14 Year 2005 on Teachers and Lecturers (State Gazette of the Republic of Indonesia Year 2005 Number 157, Supplement to State Gazette of the Republic of Indonesia Number 4586);
  3. Law of the Republic of Indonesia Number 12 of 2011 concerning the Formation of Legislation

- (State Gazette of the Republic of Indonesia Year 2011 Number 82, Supplement to State Gazette of the Republic of Indonesia Number 5234);
4. Law of the Republic of Indonesia Number 12 Year 2012 on Higher Education (State Gazette of the Republic of Indonesia Year 2012 Number 158, Supplement to State Gazette of the Republic of Indonesia Number 5336);
  5. Law Number 20 Year 2013 on Medical Education (State Gazette of the Republic of Indonesia Year 2013 Number 132, Supplement to State Gazette Number 5434)
  6. Government Regulation of the Republic of Indonesia Number 37 of 2009 concerning Lecturers (State Gazette of the Republic of Indonesia Year 2009 Number 76, Supplement to State Gazette of the Republic of Indonesia Number 5007);
  7. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia Year 2014 Number 16);
  8. Government Regulation of the Republic of Indonesia Number 4 of 2022 concerning amendments to government regulation number 57 of 2021 concerning national education standards (State Gazette of the Republic of Indonesia Year 2022 Number 6762);
  9. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (State Gazette of the Republic of Indonesia Year 2012 Number 24);
  10. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 73 of 2013 concerning the Implementation of the Indonesian National Qualifications Framework for Higher Education (State Gazette of the Republic of Indonesia Year 2014 Number 831);
  11. Regulation of the Minister of Research, Technology and Higher Education on Office Manuscripts within the Ministry of Research, Technology and Higher

Education (State Gazette of the Republic of Indonesia  
2015 Number 14);

12. Regulation of the Minister of Research, Technology and Higher Education Number 441-2015 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia Year 2015 Number 1952);
13. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 81 of 2014 concerning Higher Education Diplomas, Certificates of Competence and Professional Certificates (State Gazette of the Republic of Indonesia of 2014 number 1179);
14. Regulation of the Minister of National Education of the Republic of Indonesia Number 25 Year 2007 on Requirements and Procedures for Foreign Citizens to Become Students at Universities in Indonesia;
15. Regulation of the Minister of National Education of the Republic of Indonesia Number 2 of 2009 concerning the Statute of Nusa Cendana University;
16. Regulation of the Minister of National Education of the Republic of Indonesia Number 30 of 2010 concerning the Implementation of Study Programs Outside the Domicile of Higher Education Institutions;
17. Regulation of the Minister of National Education of the Republic of Indonesia Number 17 of 2010 concerning Prevention and Control of Plagiarism in Higher Education;
18. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 48 of 2013 on the Establishment, Amendment, and Revocation of Community Academy Licenses;
19. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 26 of 2015 concerning Educator Registration in Higher Education
20. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning Higher Education Quality Assurance System;
21. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 20/2017 on the Granting of Lecturer Professional Allowance and Professor Honor Allowance;

22. Permenristekdikti Number 33 of 2018 concerning the Naming of Study Programs in Higher Education;



**CHAPTER I**  
**GENERAL**  
**PROVISIONS**

**Article 1**

In this regulation, what is meant by:

1. Graduate learning outcomes, hereinafter abbreviated as ELOs, are abilities obtained through the internalization of knowledge, attitudes, skills, competencies, and accumulated work experience.
2. Dean is the Dean of the Faculty within Undana.
3. Director of Postgraduate Program is the Director of Undana Postgraduate Program.
4. Dissertation is an academic scientific paper resulting from studies and / or in-depth research conducted by doctoral candidates (S-3 students) and contains new contributions to the development of science or finds new answers to problems that have temporarily known the answer or asks new questions to things that are considered established in the fields of science, technology and art.
5. Lecturers are professional educators or scientists with the main task of transforming, developing, and disseminating science, technology through education, research, and community service.
6. Faculty is a work unit within Nusa Cendana University.
7. Ijazah is a document recognizing learning achievement and/or completion of a higher education level after passing an examination organized by Nusa Cendana University.
8. Grade Point Average, hereinafter abbreviated as GPA, is the amount calculated by summing up the multiplication between the letter grade of each course taken and the Semester Credit Units of the course concerned divided by the number of Semester Credit Units of the courses taken that have been taken;
9. Semester Achievement Index, hereinafter abbreviated as LPS, is the amount calculated by summing up the multiplication between the letter grade of each course taken and the Semester Credit Unit of the course concerned divided by the number of Semester Credit Units of the course taken in one semester.

10. A qualification level is a nationally agreed level of learning achievement, compiled based on the size of education and/or training outcomes obtained through formal, non-formal, informal education, or work experience.
11. Academic Calendar is a document that contains systemic activities to create a good academic atmosphere and culture of quality through the organization of student and lecturer activities in one academic year published by the university.
12. Scientific Work is the result of academic work (thesis, thesis, dissertation) of students/lecturers/researchers/educational staff in higher education, which is made in written form both printed and electronic published and/or presented.
13. The Indonesian National Qualifications Framework (KKNI) is a framework for leveling work qualifications that juxtaposes, equalizes, integrates, education and training sectors and work experience in order to provide recognition of work competencies in accordance with job positions in various sectors.
14. Competence is the ability to think, behave, and act consistently as a manifestation of the knowledge, attitudes, and skills possessed by learners.
15. Study Program Coordinator, hereinafter abbreviated as Koprodi, is an official who coordinates the management of study programs under the Faculty and postgraduate programs within Undana.
16. The Higher Education Curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes, and assessments used as guidelines for implementing study programs.
17. The length of study is the student's study time including leave and graduation
18. Students are students at the higher education level at Undana.
19. Foreign Students are foreign nationals who follow education at Undana.
20. Characteristic Courses, hereinafter abbreviated as MKP, is a group of courses aimed at developing students' abilities in mastering the expertise of the characteristics of Nusa Cendana University.

21. General Courses, hereinafter abbreviated as MKU, are a group of compulsory courses aimed at developing aspects of student personality as individuals and citizens of society.
22. The quality of higher education is the level of conformity between the implementation of higher education with Higher Education Standards consisting of National Higher Education Standards and Higher Education Standards set by Higher Education.
23. Grade is a measure of learning achievement given by lecturers based on the score of the assessment results, which shows the level of student competence in a particular course using certain rules.
24. Course cancellation is the decision of a student and / or course lecturer to cancel one or more courses that have been determined in the study plan card which is carried out no later than the fourth week of lectures;
25. Learning is the process of student interaction with lecturers and learning resources in a learning environment.
26. Active Learning in Higher Education (ALIHE) is an active learning approach that emphasizes the active involvement of students to experience, discover, solve problems so that their potential is optimally developed.
27. Plagiarism countermeasures are repressive measures taken by the Head of Higher Education by imposing sanctions on plagiarists in the higher education environment with the aim of restoring the academic credibility of the university concerned.
28. Academic advisor, hereinafter referred to as PA, is a lecturer appointed by the dean with the task of guiding students in the academic field and other fields that can facilitate student studies.
29. Plagiarism Prevention is a preventive action effort carried out by the Head of Higher Education which aims to prevent plagiarism from occurring in the higher education environment.
30. Academic education is directed to master, apply, and disseminate noble values, science, technology,

Academic education includes undergraduate and postgraduate education (masters and doctoral) that focuses on scientific disciplines, both pure and applied, through the learning process of courses designed in the curriculum and detailed by semester.

31. Professional Education is education that is organized in a relatively short period of time which aims to prepare undergraduate students with expertise and skills that are relevant to the knowledge they have learned, so that they become professionals and are more ready to use in applying knowledge in the user community. Professional education consists of general certification programs and specialization programs. General certification programs are in the form of courses or training in certain skills for the academic community or the general public. Specialized certification programs are conducted to increase expertise and skills that are relevant in the scientific field that has been studied.
32. Higher Education is the level of education after secondary education which includes diploma programs, undergraduate programs, master programs, doctoral programs, professional programs, specialist programs organized by universities based on the culture of the Indonesian Nation.
33. Vocational Education is higher education at the diploma level (D-1, D-2, D-3) that prepares students to have jobs with certain applied skills.
34. Education management is the implementation of empowering educational resources to achieve educational goals at the university.
35. Filling out the Study Plan Card is the process of registering the courses that will be taken in the semester concerned.
36. The organizer and manager of Higher Education is Nusa Cendana University.
37. The implementation of education is an arrangement regarding planning, supervision, monitoring, evaluation, and coaching and organizing the implementation of education to achieve educational goals at the university;
38. Change/modification of study plan is a change in the form of addition and/or replacement of certain courses from

study plan that has been prepared and approved previously, no later than after two weeks of lectures.

39. Plagiarism is the act of intentionally or unintentionally violating the law in obtaining or attempting to obtain credit or grades for a scientific work, by quoting part or all of the work and/or scientific work of others recognized as their scientific work, without properly and adequately stating the source.
40. A plagiarist is an individual or group of plagiarists, each acting for themselves, for a group or for and on behalf of an entity.
41. The Principal Scientific Pattern or PIP which is the term for the characteristic of Nusa Cendana University is the management of the semiringkai islands plus tourism or often abbreviated as semiringkai islands plus.
42. Practicum is a form of learning that includes laboratory activities, field activities, and other structured practical activities, according to the nature of the field of study.
43. The Postgraduate Program is a Faculty-level academic executive element tasked with organizing and/or coordinating multidisciplinary postgraduate programs;
44. Study Program is a unit of education and learning activities that has a certain curriculum and learning methods in one type of academic education, professional education, and/or vocational education.
45. Study Program, hereinafter abbreviated as Prodi, is a unit of education and learning activities that has a certain curriculum and learning methods in one type of academic education, professional education, and/or vocational education.
46. Administrative registration is the process of activities to obtain registered status as a student.
47. Academic registration is an activity for the semester concerned by filling out the study plan card in accordance with applicable regulations;
48. Rector is the Rector of Nusa Cendana University.

49. Semester Learning Plan, hereinafter abbreviated as RPS, is a learning process plan prepared for each course and developed by Lecturers independently or together in a group of expertise in a field of science and/or technology in the Study Program.
50. A semester credit unit, hereinafter referred to as credits, is a measure of learning activity time charged to students per week per semester in the learning process through various forms of learning or the amount of recognition of the success of student efforts in participating in curricular activities in a Study Program.
51. Semester is a unit of time for an effective learning process of at least 16 (sixteen) weeks; including midterm and final semester exams.
52. Intermediate semester as a unit of time that can be carried out between the end of the even semester and the beginning of the odd semester, namely July to August which is regulated by special provisions.
53. The Senate is a policy-making element that carries out the function of determining and considering the implementation of academic policies.
54. Certificate of Competency is a competency recognition document for the achievements of graduates who are in accordance with expertise in their branch of science and / or have achievements outside their study program.
55. Professional Certificate is a document recognizing the ability to practice a profession obtained by graduates of professional education, specialists, subspecialists or other similar designations.
56. The Semester Credit System is the implementation of education by using semester credit units (credits) to express the learning load of students, lecturer workload, learning experience, and the burden of implementing educational programs in each semester.
57. The Higher Education Quality Assurance System is a systematic activity to improve the quality of higher education in a planned and sustainable manner.
58. Academics are lecturers and students at Nusa Cendana University.

59. Score is an assessment result number that shows the level of student success in a learning assessment.
60. Thesis is a scientific paper in the form of exposure to research results of undergraduate students (S1) who discuss a problem / phenomenon in a particular field of science using applicable scientific principles.
61. Graduate competency standards are national education standards regarding the minimum criteria for graduate qualifications that include attitudes, knowledge, and skills expressed in the formulation of graduate learning outcomes.
62. National Higher Education Standards, hereinafter abbreviated as SNDikti, is a unit of standards that includes National Education Standards plus National Research Standards and National Standards for Community Service.
63. Certificate of Diploma Companion, hereinafter abbreviated as SKPI, is a document that contains information about academic and non-academic achievements that are special in nature from graduates of degree higher education.
64. Replacement Certificate is a statement document that is valued the same as diplomas, competency certificates, and professional certificates.
65. The Academic Year is expressed in 1 (one) academic year consisting of Odd Semester and Even Semester.
66. Education staff is someone who devotes himself and is appointed to support the implementation of higher education, including librarians, administrative staff, laboratorians and technicians, educational laboratory administrators, and information technology administrators.
67. Thesis is an academic work of research results of master program students (S2) conducted independently and contains contributions to the development of science and technology.
68. University is the University of Nusa Cendana hereinafter abbreviated as Undana.

## **Education**

### **Objectives**

#### **Article 2**

- (1). Producing quality, professional, national character, and globally oriented graduates to meet local, national, and international needs.
- (2). Provide and develop a quality learning environment.
- (3). Dedicating all efforts to the development, reasoning, and application of science and technology, and to make Undana a center of excellence in education.
- (4). Empowerment of study programs to achieve superior accreditation levels and at least Good Once and preparation for international quality standardization.

#### **Article 3**

To achieve the educational objectives as referred to in Article 2, Undana organizes academic education programs, professional education, and vocational education.

## **CHAPTER II ORGANIZATION OF EDUCATION**

### **First Section Education Program**

#### **Article 4**

- (1). Undana authorized organize program academic, professional, and vocational education programs.
- (2). The academic education program consists of:
  - a. undergraduate program (S-1);
  - b. master's program (S-2); and
  - c. doctoral program (S-3).
- (3). Professional education programs include:
  - a. teacher professional program;
  - b. doctor's professional program; and
  - c. veterinary professional program.
- (4). Vocational education programs consist of:
  - a. diploma three (D-3) education program;
  - b. diploma four (D-4) education program.

### **Second Section Graduate Competencies**

#### **Article 5**

- (1). Undana authorized set standard competency standards graduates of academic education programs, professional education, and education

vocational education which is stated in the formulation of graduate learning outcomes.

- (2). Determination of graduate competency standards as referred to in paragraph (1) includes knowledge, attitudes, skills, and accumulated work experience which are stated in the formulation of graduate learning outcomes, referring to KKNi and Undana Higher Education Standards.
- (3). The graduate competency standards stated in the formulation of graduate learning outcomes as referred to in paragraph (1) and paragraph (2) are used as the main reference for development consisting of:
  - a. learning content standards;
  - b. learning process standards;
  - c. learning assessment standards;
  - d. standards for lecturers and education personnel;
  - e. learning facilities and infrastructure standards;
  - f. learning management standards; and
  - g. learning financing standards.
- (4). The graduate learning outcomes as referred to in paragraph (1) are used as the basis in the preparation of the study program curriculum.
- (5). The preparation of the curriculum and the formulation of graduate learning outcomes as referred to in paragraph (4) refers to KKNi and Undana higher education standards.
- (6). The formulation of graduate learning outcomes as referred to in paragraph (5) is carried out by the study program in accordance with the characteristics of the study program concerned.

## **Article 6**

- (1). Undana is authorized to organize educational programs to meet the learning outcomes of graduates in higher education standards including 4 competencies, namely:
  - a. Knowledge;
  - b. general skills;
  - c. specialized skills; and
  - d. Attitude.
- (2). Knowledge as referred to in paragraph (1) letter a is: systematic mastery of concepts, theories, methods, and/or philosophies of certain fields of science obtained through reasoning in the Learning process, student work experience, Research and/or Community Service related to Learning.
- (3). General skills as referred to in paragraph (1) letter b are the ability to perform work performance using concepts, theories, methods, materials, and/or instruments, which are obtained through learning, student work experience, research and/or community service related to learning.

- in order to ensure the equality of the ability of graduates according to the level of program and type of Higher Education; and
- (4). Specific skills as referred to in paragraph (1) letter c are the ability to perform work performance using concepts, theories, methods, materials, and/or instruments, obtained through learning, student work experience, research and/or community service related to learning in accordance with the scientific field of the Study Program.
  - (5). The attitude as referred to in paragraph (1) letter d is correct and cultured behavior as a result of the internalization and actualization of values and norms reflected in spiritual and social life through the Learning process, student work experience, Research and/or Community Service related to Learning.

### **Article 7**

- (1). The study program is required to formulate graduate learning outcomes by referring to KKNI, Undana higher education standards and the formulation of competencies resulting from the agreement of similar study program forums involving the professional world and stakeholders.
- (2). The graduate learning outcomes as referred to in paragraph (1) characterize:
  - a) study program competencies;
  - b) university competencies; and
  - c) national competencies.

### **Article 8**

- (1). Students of academic education programs must fulfill the knowledge, general skills, special skills, and attitudes as referred to in article 6 paragraph (1).
- (2). Fulfillment of knowledge, general skills, special skills, and attitudes as referred to in paragraph (1) in accordance with applicable laws and regulations.

## **Section Three Learning Content**

### **Paragraph 1 Curriculu m**

### **Article 9**

- (1). Study programs are authorized to compile, organize and evaluate the curriculum of academic education programs, professional education, and vocational education.

- (2). The preparation, implementation and evaluation of the curriculum as referred to in paragraph (1) are based on the learning outcomes of graduates.
- (3). The preparation, implementation and evaluation of the curriculum as referred to in paragraph (2) by considering input from the academic community, alumni, alumni users, and science field associations.
- (4). The preparation, implementation and evaluation of the curriculum as referred to in paragraph (2) are guided by the Rector's Regulation concerning Guidelines for Curriculum Preparation at Undana.

#### **Article 10**

- (1). Curriculum as referred to in Article 9 among others contains, among other components:
  - a. name of the study program;
  - b. graduate profile;
  - c. graduate learning outcomes (ELOs);
  - d. study materials/courses;
  - e. learning strategies; and
  - f. assessment aspects.
- (2). The curriculum as referred to in paragraph (1) is stipulated by a Rector Decree.

#### **Article 11**

- (1). The graduate profile as referred to in Article 10 paragraph (1) letter b is described in graduate learning outcomes that characterize study program competencies, university competencies, and national competencies.
- (2). The competencies as referred to in paragraph (1) are regulated as follows:
  - a. Study program competencies are determined by the Dean;
  - b. university competencies are determined by the Rector; and
  - c. National competencies are set by the Minister.
- (3). University competencies as referred to in paragraph (2) letter b are described in study materials/courses:
  - a. Islands Dryland Culture and Tourism (2 credits);
  - b. Anti-Corruption Education (1 credit); and
- (4). National competencies as referred to in paragraph (2) letter c are elaborated in study materials/courses:
  - a. Religious Education (2 credits);
  - b. Pancasila Education (2 credits);
  - c. Civic Education (2 credits); and
  - d. Indonesian Language (2 credits).
- (5). University and national competencies elaborated in the study materials/courses as referred to in paragraph (3) and paragraph (4) only applies to vocational and undergraduate programs.

## **Article 12**

- (1). Lecturers must complete the study materials/courses as referred to in Article 11 with:
  - a. Semester Learning Plan (SSP);
  - b. Lecture Contract (KP); and
  - c. Teaching Materials (BA).
- (2). RPS as referred to in paragraph (1) letter a at least contains:
  - a. name of study program, name and code of course, semester, credits, name of lecturer;
  - b. graduate learning outcomes imposed on the course (CPMK);
  - c. The final abilities planned at each learning stage to fulfill the graduate learning outcomes (SUB CPMK);
  - d. study materials related to the skills to be achieved;
  - e. form learning, methods learning, and assignments (learning experiences);
  - f. time provided to achieve the skills at each stage of learning;
  - g. criteria, indicators;
  - h. assessment weight; and
  - i. list of references used.

## **Article 13**

- (1). The Rector can determine the higher education curriculum within Undana.
- (2). The curriculum as referred to in paragraph (1) is evaluated and developed periodically and continuously, at most once every 5 (five) years or based on the development of community needs and science and technology.
- (3). Implementation of the new curriculum is carried out at the beginning of the next academic year if there is a curriculum change.
- (4). The implementation of the curriculum as referred to in paragraph (3) is regulated as follows:
  - a. The old curriculum is applied until the student completes the length of study; or
  - b. conversion of old curriculum courses to the new curriculum by Dean's Decree.

## **Paragraph 2 Semester Credit System**

## **Article 14**

- (1). Undana is required to use the Semester Credit System (SKS) in the form of semester credit units (credits).

- (2). Usage credits as referred to in paragraph (1) to declare:
  - a. learners' learning load;
  - b. lecturer workload;
  - c. learning experience; and
  - d. the burden of implementing the education program in each semester.
- (3). The semester credit unit as referred to in paragraph (1) is used as a measure of learning activity time per week per semester for at least 16 effective weeks.
- (4). Semester credit units as referred to in paragraph (1) for learning activities outside the study program are equivalent to 2,720 (two thousand seven hundred twenty) minutes of student activities.

### **Article 15**

- (1) Undana can set period time education implementation in one academic year.
- (2) The academic year as referred to in paragraph (1) consists of two semesters, namely odd semester and even semester.
- (3) The odd semester as referred to in paragraph (2) starts from July 1 to December 31.
- (4) Even semester as referred to in paragraph (2) starts from January 1 to June 30.

### **Article 16**

- (1) Undana is authorized to determine the load of one credit according to the form of activity.
- (2) One credit load as referred to in paragraph (1) in the form of:
  - a. lectures (learning activities per week per semester), consisting of:
    - 1). face-to-face = 50 minutes;
    - 2). structured assignment = 60 minutes; and
    - 3). self-study = 60 minutes;
  - b. responsi/tutorial/seminar or other similar forms of learning per week per semester, consisting of:
    - 1). face-to-face = 100 minutes
    - 2). self-study = 70 minutes;
  - c. practicum in the form of learning activities in laboratories, studios, workshops, fields, research, community service, and / or other similar learning processes for 170 (one hundred seventy) minutes per week per semester;
  - d. field practice / practical work / internship in the form of practical activities in the field for 60 hours per semester or 10 hours (600 minutes) per week;
  - e. thesis / assignment / final / work of art or other equivalent forms, such as research activities / model making / making and or performance of works of art / planning / design, equivalent to 4 hours (240 minutes) per week, per semester; and

- f thesis and dissertation is equivalent to 4 hours (240 minutes) per week, per semester of research activities.
- (3) One credit load for learning activities outside the study program is regulated according to MBKM guidelines.

### **Article 17**

- (1) Study programs can implement block systems, modules or other forms as needed to meet learning outcomes.
- (2) The implementation of the block system, modules, or other forms as referred to in paragraph (1) is technically regulated by each study program.

## **Section Four Learning Process**

### **Paragraph 1 Study Load and Length of Study**

### **Article 18**

- (1) Undana is authorized to determine the learning load of undergraduate students at a minimum of 144 (one hundred forty-four) credits, including thesis.
- (2) Student learning load as referred to in paragraph (1) consists of:
  - a. a minimum of 133 credits of study program characteristic courses;
  - b. university signature course 3 credits; and
  - c. 8 credits of national signature courses, consisting of:
    - 1). 2 credits Religious Education course;
    - 2). 2 credits of Pancasila Education course;
    - 3). 2 credits of Civic Education course; and
    - 4). 2 credits Indonesian language course.
- (3) Study programs whose main field of study is the same as the national characteristic courses are required to include 3 other courses with a load of 6 credits.
- (4) Students are required to program and complete two 3 credit university signature courses consisting of:
  - a. Islands Dryland Culture and Tourism 2 credits; and
  - b. Anti-Corruption Education Course 1 credit.
- (5) The final project of the undergraduate program in the form of a thesis or other equivalent form, is given a weight of 4-6 credits.
- (6) The length of study for undergraduate programs is a maximum of seven academic years (14 semesters).
- (7) Study programs are required to provide opportunities for students to complete undergraduate studies in less than 4 years.

### **Article 19**

- (1) Undana is authorized to determine the learning load of master program students at a minimum of 36 (thirty-six) credits, including thesis.
- (2) The study load as referred to in paragraph (1) does not include matriculation.
- (3) Matriculation as referred to in paragraph (2) is in accordance with the needs of achieving graduate competencies, or given to prospective students who have not met the input quality standards.
- (4) Student learning load as referred to in paragraph (1) consists of:
  - a. philosophy of science and research methods 4 credits; and
  - b. a minimum of 32 credits of study program characteristic courses;
- (5) The final project of the Masters program is in the form of a thesis which is given a weight of 6-8 credits.
- (6) Master Program students are required to follow matriculation, write at least 1 (one) article related to thesis research and at least accepted by the manager of SINTA 1-4 accredited national journals or international journals / proceedings indexed in reputable international databases.
- (7) The maximum length of study is 4 (four) academic years (8 semesters).

### **Article 20**

- (1) Undana has the authority to determine the learning load of doctoral program students:
  - a. a minimum of 42 (forty-two) credits for students in the same field, including dissertations;
  - b. a minimum of 54 (fifty-four) credits of non-field students, including dissertations.
- (2) The study load as referred to in paragraph (1) does not include matriculation.
- (3) Matriculation as referred to in paragraph (2) is in accordance with the needs of achieving graduate competencies, or given to prospective students who have not met the input quality standards.
- (4) Student learning load as referred to in paragraph (1) consists of:
  - a. philosophy of science and research methods 4 credits; and
  - b. a minimum of 38 credits of study program characteristic courses.
- (5) The doctoral program can be pursued through lectures and research programs.
- (6) The final project of the doctoral program in the form of a dissertation, weighted 8-10 credits
- (7) Doctoral Program students are required to follow matriculation, write at least 1 (one) article related to dissertation research and at least accepted by the manager of a reputable international journal.
- (8) The maximum length of study is 7 (seven) academic years (14 semesters).

### **Article 21**

- (1) Undana is authorized to implement special class postgraduate programs based on cooperation contracts.
- (2) The implementation of the special class postgraduate program as referred to in paragraph (1) is regulated by a Chancellor's Decree.

### **Article 22**

- (1) Undana is authorized to organize professional education programs
- (2) Professional programs as referred to in paragraph (1) include:
  - a. Professional Medical Education.
  - b. Veterinary Professional Education.
  - c. Professional teacher education.
- (3) The learning load of professional education programs as referred to in paragraph (2), a minimum of 24 (twenty-four) credits and plus compulsory university characteristic courses.
- (4) The length of study for professional education programs is a maximum of 3 (three) academic years (6 semesters), after completing an undergraduate program, or a diploma four/applied degree program,

### **Article 23**

- (1) Undana is authorized to organize vocational education programs
- (2) Vocational education programs as referred to in paragraph (1) are:
  - a. Diploma 3.
  - b. Diploma 4 or Applied Bachelor.
  - c. Other vocational programs in accordance with applicable laws and regulations.
- (3) The learning load and length of study for vocational education programs as referred to in paragraph (2) are:
  - a. Three diploma education programs, a minimum learning load of 108 (one hundred and eight) credits and a maximum length of study of 5 (five) academic years;
  - b. Fourth diploma/applied degree education program, learning load of 144 (one hundred forty-four) credits and a maximum length of study of 7 (seven) academic years.

### **Paragraph 2 Course Code**

### **Article 24**

- (1) Undana is authorized to set course codes for all levels of education.
- (2) The course code as referred to in paragraph (1) is the identity of the course which is marked by giving letters and numbers according to the curriculum.

- (3) The letters as referred to in paragraph (2) are written in capital letters in accordance with the postgraduate/faculty, study program and course.
- (4) The letters as referred to in paragraph (3) are regulated as follows:
  - a. For postgraduate/professional programs, the first letter indicates the name of the postgraduate/professional program, the second letter and so on indicate the name of the study program.
  - b. For undergraduate/diploma programs, the first 2 (two) letters indicate the name of the faculty, the third letter and so on indicate the name of the study program.
- (5) The number as referred to in paragraph (2) for:
  - a. Diploma indicates the length of study, semester sequence of the course, credit load and the next number indicates the sequence number of the course in the curriculum structure.
  - b. undergraduate program indicates the stratum, semester sequence of the course, credit load and the next number indicates the sequence number of the course in the curriculum structure.
  - c. graduate program indicates the stratum, semester sequence of the course, credit load and the next number indicates the sequence number of the course in the curriculum structure.
  - d. Professional programs use the number 2, the semester sequence of the course, the credit load and the next number indicates the sequence number of the course in the curriculum structure.
- (6) The course codes as referred to in paragraph (1), paragraph (2), paragraph (3), paragraph (4) and paragraph (5) are set out in Table 1 attached in Appendix 2 which is an integral part of this regulation.
- (7) The national characteristic course codes and University characteristic courses are set out in Table 2 attached in Appendix 3 which is an integral part of this regulation.

### **Paragraph 3 Learning Methods**

#### **Article 25**

- (1) Undana is authorized to establish learning methods in the form of active learning in higher education or known as *Active Learning in Higher Education (ALIHE)* based on the Curriculum Based on graduate learning outcomes that refer to KKNi and Undana higher education standards.
- (2) Learning methods as referred to in paragraph (1) include:
  - a. *small group discussion*;
  - b. *role-play and simulation*;
  - c. *case study*;
  - d. *discovery learning*;
  - e. *self-directed learning*;
  - f. *cooperative learning*;

- g. *collaborative learning*;
  - h. *contextual instruction*;
  - i. *project-based learning*; and
  - j. *problem-based learning*.
- (3) Application of learning methods as referred to in paragraph (2) letters c, g, i, and j are prioritized in supporting *High Order Thinking Skills (HOTS)* and learning outside the study program.
  - (4) The implementation of learning programs outside the study program as referred to in paragraph (3) is regulated by a Rector Decree.

**Paragraph 4**  
**Online Courses and Examination Requirements, Academic**  
**Code of Conduct/Code of Conduct**

**Article 26**

- (1) Lecturers must give lectures offline and/or online according to the lecture contract and lecture schedule.
- (2) The provision of offline and/or online lectures as referred to in paragraph (1) is carried out for 16 weeks of meetings including UTS and UAS.
- (3) The Midterm Examination (UTS) as referred to in paragraph (2) is held after the seventh offline and/or online meeting, which is held according to the lecture schedule.
- (4) The Final Semester Examination (UAS) as referred to in paragraph (2) is carried out after fifteen (15) weeks of offline and/or online meetings scheduled by the Study Program.
- (5) Lecturers are prohibited from holding the End of Semester Examination if they have not conducted offline and/or online lectures for less than 14 weeks of meetings.
- (6) Offline and/or online lectures for faculties with a block system, modules or other forms are regulated by a rector's decree which is technically implemented by the faculty concerned.
- (7) The implementation of offline and/or online lectures as referred to in paragraph (1) is regulated as follows:
  - a. Under normal conditions, online lectures are a maximum of 4 face-to-face sessions and offline lectures are 12 face-to-face sessions including UTS and UAS.
  - b. In force majeure conditions, offline and/or online lectures are carried out in accordance with applicable laws and regulations.

**Article 27**

Students must follow lectures by offline and/or online at least 80% of the number of face-to-face meetings.

### **Article 28**

- (1) Students are required to comply with the norms of appropriateness in participating in academic activities (in class, field practice or laboratory).
- (2) The norms of propriety as referred to in paragraph (1) are regulated by a Rector Decree.

### **Article 29**

- (1) Undana can organize academic education at faculties with certain characteristics.
- (2) The implementation of academic education with certain characteristics as referred to in paragraph (1) is regulated by a rector's decree.

### **Article 30**

- (1) The academic community must uphold academic values and ethics.
- (2) Upholding the values as referred to in paragraph (1) in the form of:
  - a. Honesty
  - b. Respect
  - c. Commitment
  - d. Care
  - e. Services
  - f. Friendliness
  - g. Integrity
  - h. Diversity
  - i. Continuous learning
- (3) Upholding academic ethics as referred to in paragraph (1) in the form of not committing plagiarism in producing scientific work.

### **Article 31**

- (1) Undana has the authority to prevent and overcome the plagiarism of the academic community.
- (2) Prevention and Countermeasures action plagiarism as referred to in paragraph (1) shall be implemented by LP3M.

### **Article 32**

- (1) The ethics commission is authorized to impose sanctions on lecturers who commit acts of plagiarism.
- (2) Director and dean authorized impose sanctions against students who commit acts of plagiarism.
- (3) The imposition of sanctions as referred to in paragraph (1) and paragraph (2) after receiving recommendations from LP3M.

- (4) Plagiarism measures as referred to in paragraph (1) and paragraph (2) are technically determined by LP3M.

### **Paragraph 5 Learning Outside the Study Program**

#### **Article 33**

- (1) The Rector has the authority to equalize learning activities outside the study program according to MBKM guidelines.
- (2) Activities learning at outside program study program as referred to in paragraph (1) include:
  - a. Student exchange;
  - b. Practice experience field experience/practice field work/internship/other similar terms;
  - c. Independent study/project;
  - d. Humanitarian project;
  - e. Teaching assistance in education units;
  - f. Research;
  - g. Entrepreneurial activities; and
  - h. Building villages/Community service.
- (3) Learning activities outside the study program as referred to in paragraph (2) are technically coordinated by the learning center outside the study program and implemented by the study program.
- (4) Learning activities outside the study program as referred to in paragraph (1) are carried out in accordance with applicable regulations.

#### **Article 34**

- (1) Undergraduate students can carry out learning outside the study program according to MBKM guidelines
- (2) Learning outside the study program as referred to in paragraph (1) is carried out in the odd or even semester period after students have accumulated at least 80 credits.
- (3) Learning outside the study program as referred to in paragraph (1) is learning outside the study program as a form of student's tri dharma experience in the community in an integrated manner within a period of time equivalent to the number of credits.
- (4) Learning outside the study program as referred to in paragraph (1) is carried out so that students can:
  - a. gain experience by being directly involved in the community in finding, formulating, solving problems that certain communities have pragmatically, by applying science and technology and skills.
  - b. The formation and growth of individuals with integrity, leadership, and professional attitudes.

**Paragraph 6  
Academic  
atmosphere**

**Article 35**

- (1) University leaders, faculty leaders, study program coordinators, and lecturers must ensure the creation of an academic atmosphere that is conducive and free from physical and psychological violence in order to optimize the learning process and produce quality outputs (graduates) in accordance with the vision, mission and goals of the institution.
- (2) Conducive academic atmosphere as referred to in paragraph (1) in form:
  - a. University leaders ensure the availability of supporting facilities and infrastructure.
  - b. Deans, study program coordinators coordinate with lecturers and student representatives to plan, implement, and evaluate activities to support a conducive academic atmosphere at the faculty and study program levels.
  - c. lecturers and education personnel create a social environment that supports the achievement of an efficient academic atmosphere;
  - d. lecturers develop students' intellect, attitude and behavior to the fullest;
  - e. research activities conducted by lecturers must involve students;
  - f. students are given the opportunity to publish scientific work through scientific media;
  - g. Students are given the convenience of obtaining information about the development of science, both through the library (adequate number and titles of books and scientific journals, sufficient service hours, electronic title search system) and through electronic media (internet);
  - h. students are given the opportunity to carry out extracurricular activities that can improve their understanding of the lecture material provided (especially for expertise courses) and encourage them to produce scientific work; and
  - i. Seminars, group discussions are conducted regularly for lecturers and students.

**Article 36**

- (1) The Rector is authorized to establish an academic calendar that contains the types and times of academic activities to be carried out in one academic year.
- (2) The academic calendar as referred to in paragraph (1) is stipulated by a rector's decree.

### **Article 37**

The academic community and education staff must comply with the academic calendar that has been determined.

### **Paragraph 7 Lectures, Tutorials and Assistance**

### **Article 38**

- (1) The Rector is authorized to determine the number of students per class per course.
- (2) Determination of the number of students as referred to in paragraph (1) is regulated as follows:
  - a. diploma and undergraduate students per class per course in the field of social studies are 5 to 40 people, and science 5 to 30 people.
  - b. There are 5 to 20 professional and postgraduate students per class per course.
- (3) Course participants who exceed the maximum provisions as referred to in paragraph (2) are divided into parallel classes.

### **Article 39**

- (1) Students must register themselves as course participants online in the SIAKAD service.
- (2) Course participants as referred to in paragraph (1) are evidenced by the study plan card (KRS) and attendance downloaded from the SIAKAD service.

### **Article 40**

- (1) Undana is authorized to implement the form of lectures held at Nusa Cendana University.
- (2) The form of lectures as referred to in paragraph (1) is in the form of face-to-face, seminars, symposiums, discussions, receptions and tutorials, workshops, practicums, outside study programs, and / or other relevant scientific activities.

### **Article 41**

- (1) The Rector is authorized to regulate the implementation of lectures at Nusa Cendana University.
- (2) The implementation of lectures as referred to in paragraph (1) is technically regulated as follows:
  - a. The preparation of study program lecture schedules, cross-faculty service lecture schedules and lecture schedules for other course groups is carried out by the study program;
  - b. The preparation of the practicum course schedule is carried out jointly by the study program coordinator and the head of the laboratory;

- c. the organization of lectures is regulated by the study program under the coordination of the vice dean for academic and student affairs; and
- d. Course assignments for lecturers are determined by the head of the study program and approved by the PPs director/dean.

#### **Article 42**

- (1) Lecturers independently or in a team / scientific group are required to compile a Semester Learning Plan (RPS) and Lecture Event Unit (SAP) or assignment design for all courses taught before the lecture is held;
- (2) RPS and SAP or assignment design as referred to in paragraph (1) are made in duplicate 4 (faculty, study program, BAK, and lecturer concerned), and authorized by the study program coordinator;
- (3) RPS and SAP or draft assignments as referred to in paragraph (2) are submitted to the relevant unit no later than a week before the lecture period begins.
- (4) The RPS and SAP or assignment design as referred to in paragraph (2) must be uploaded to Undana's SIAKAD and/or *e-learning* services;
- (5) RPS and SAP or task design as referred to in paragraph (2) must be updated following the development of science and technology and the demands of society.

#### **Article 43**

- (1) Education personnel are required to carry out lecture administration.
- (2) The implementation of lecture administration as referred to in paragraph (1) is coordinated by the study program coordinator and the section in charge of academic services.
- (3) The mechanism for implementing lecture administration is regulated separately by PPs/faculty.

#### **Article 44**

- (1) Undana can implement *e-learning* services in part or all courses in study programs within Undana.
- (2) The implementation of *e-learning* services as referred to in paragraph (1) is carried out both in normal and abnormal conditions.
- (3) The application of *e-learning* services as referred to in paragraph (2) is a complement to conventional model learning activities regulated by a rector's decree;
- (4) The conventional lecture process and *e-learning* services as referred to in paragraph (3) must be a programmed form in the RPS and not an incidental event.

- (5) Further provisions regarding the implementation of *e-learning* services as referred to in paragraph (1), paragraph (2), paragraph (3) and paragraph (4) are further regulated by a Rector Decree.
- (6) *E-learning* services can be applied to some or all courses in the Study Program while still referring to the Semester Credit Unit system.

#### **Article 45**

- (1) Lecturers can carry out tutorial activities or structured activities that aim to improve understanding of course material through question exercises, discussions, or other guided activities.
- (2) The implementation of tutorials or other learning activities as referred to in paragraph (1) may be assisted by teaching assistants.
- (3) Teaching assistants who assist lecturers must coordinate with the lecturer in charge of the course in providing material and assignments for tutorials.
- (4) In carrying out the assistance as referred to in paragraph (3), the teaching assistant must report the results to the lecturer in charge of the course according to the specified time.
- (5) The tutorial results as referred to in paragraph (1) become part of the course graduation assessment which is compiled with the assessment results from other activities.
- (6) The mechanism for implementing assistance in the learning process is regulated through the rector's regulation.

#### **Fifth Section**

#### **LEARNING EDUCATION ASSESSMENT**

#### **Paragraph 1**

#### ***Hardskills, Softskills and Rubric Assessment***

#### **Article 46**

- (1) Undana is authorized to set and implement assessment standards *hard skills* (cognitive and psychomotor) for students.
- (2) The determination and implementation of assessment standards as referred to in paragraph (1) is technically carried out by course lecturers with due observance of the provisions of the applicable laws and regulations.
- (3) Assessment of *hard skills* as referred to in paragraph (1) and paragraph (2) carried out by paying attention to test instruments, either objective tests, descriptions, and/or other test instruments developed in the education system.

## **Article 47**

- (1) Undana is authorized to set and implement assessment standards *soft skills* for learners.
- (2) The determination and implementation of assessment standards as referred to in paragraph (1) is technically carried out by course lecturers with due observance of the provisions of the applicable laws and regulations.
- (3) Assessment of *soft skills* ability as referred to in paragraph (1) based on the *Active Learning in Higher Education* (ALIHE) learning approach is based on a non-test assessment model, namely a *rubric* (assessment guide).
- (4) The rubric as referred to in paragraph (3) consists of two forms of assessment, namely
  - a. descriptive rubric; and
  - b. holistic rubric.
- (5) Descriptive rubrics and holistic rubrics as referred to in paragraph (4) letter a and letter b can be used in learning.
- (6) The descriptive rubric as referred to in paragraph (4) letter a has four components, namely task description, rating scale, dimension, and dimension description.
- (7) The holistic rubric as referred to in paragraph (4) letter b has one value scale, namely the highest scale where the content of the dimension description is the criteria of a performance for the highest scale.
- (8) The rubric as referred to in paragraph (4) is prepared and determined by the Study Program.

### **Paragraph 2**

#### **Assessment of Learning Process and Learning Outcomes**

## **Article 48**

- (1) Lecturers are authorized to assess the learning process in the form of quizzes, formative exams, homework and performance assessment.
- (2) Assessment of the learning process in the form of quizzes as referred to in paragraph (1) to measure the level of student understanding for a sub-chapter, chapter, module or part of the scope of lectures held in class according to the lecture schedule or response with or without prior notice.
- (3) Assessment of the learning process in the form of formative examinations as referred to in paragraph (1) to measure the level of student understanding for a sub-chapter, chapter, module or part of the scope of lectures conducted in class or laboratory.
- (4) Homework as referred to in paragraph (1) is a structured assignment given to students, either individually or in groups, to be completed outside of class and outside the lecture schedule that can:

- a. in the form of solving problems, understanding readings/textbooks, compiling papers, making small projects, practicing certain skills or other tasks; and
  - b. presented in class on the response schedule or on the lecture schedule for appreciation, assessment, discussion and feedback.
- (5) Providing structured assignments/homework as referred to in paragraph (4) in the form of preparing papers, lecturers are required:
- a. provide a writing *systematic/outline* referring to the task design in the RPS; and
  - b. directing students to apply *higher order thinking* skills or metacognition.
- (6) Assessment results of quizzes, formative exams, and homework as referred to in paragraph (2), paragraph (3), paragraph (4) and paragraph (5):
- a. returned to students and evaluated by lecturers as feedback for students and lecturers during lectures,
  - b. The lecturer/course team can make efforts to improve learning and hopefully prevent student failure in the course concerned at the end of the semester.
- (7) Performance assessment as referred to in paragraph (1) includes assessment of skills and work performance.

#### **Article 49**

- (1) Lecturers are authorized to assess student learning outcomes in accordance with the Semester Learning Plan (RPS).
- (2) Assessment of learning outcomes as referred to in paragraph (1) is carried out objectively, thoroughly and continuously towards mastery of scientific competence.
- (3) Assessment of student learning activities and progress is carried out periodically in the form of assignments, tests, practicum and direct / indirect observation.
- (4) Form of Assessment:
  - a. Assessment of student learning outcomes is conducted in the form of tests and non-tests;
  - b. The test forms used are essay and objective or both;
  - c. assessment in the form of non-tests (assessment rubrics) in the form of presentation of assignments, reports, seminars, discussions, field work (field practice) and practicum; and
  - d. the scoring system uses Benchmark Assessment (PAP).
- (5) Types of tests include:
  - a. course exams include those consisting of mid-semester exams (UTS) and final semester exams (UAS);
  - b. block exams for faculties that use the block system; and

- c. final exam in the form of a report/thesis/dissertation exam.
- (6) The form of the exam is:
  - a. written and/or oral examinations;
  - b. practical exam.
- (7) All types of exams are conducted on campus, except field practice and field laboratory exams.
- (8) Written examination rules are regulated by each academic activity implementation unit.
- (9) Unit leaders must coordinate the implementation of course exams in their respective units.

### Article 50

- (1) Undana authorized establish system assessment system results student learning outcomes.
- (2) The determination of the scoring system as referred to in paragraph (1) is expressed on a scale of 0 to 100.
- (3) The determination of the raw score of student learning outcomes is based on:
  - a. the theory section consists of:
    - 1). task completion (PT);
    - 2). observation of *behavior/soft skills* (NP);
    - 3). mid-semester exam (UTS); and
    - 4). end of semester exam (UAS).
  - b. practicum section (for courses with practicum).
- (4) Assessment of the results of observations of *behavior / soft skills* (NP) as referred to in paragraph (3) letter a number 2 at least consists of communication skills, the ability to think / reason and solve problems, group cooperation, information management, ethics-morals, and leadership skills.
- (5) Assessment of the practicum part as referred to in paragraph (3) letter b, includes *readiness/pre-test*, adherence to procedures, group cooperation, work results and reports.
- (6) The weight of each assessment as referred to in paragraph (3) letter a, is determined as follows:
  - a. Weight of Theory Section (BBT = Weight of theory credits / Weight of course credits) with details as follows:
    - 1). Task Value (NT) : 15% x BBT
    - 2). Observation of *behavior/soft skills* (NPs): 25%xBBT
    - 3). Midterm Exam Score (NTS) : 30% xBBT
    - 4). Final Semester Exam Score (NAS) : 30% x BBT
  - b. Practicum Section Weight (BBP = Practicum credit weight / Course credit weight).
- (7) The student's final grade is calculated based on the following weighting:
 
$$NA=((BBT ((0.15 \times NT)+(0.25 \times NPs)+(0.30 \times NTS)+(0.30 \times NAS)) + (BBP \times NP))$$

where NA = Final Grade and NP = Practicum Grade. Example:

a. Basic Chemistry course with a weight of 4 credits (3-1). A student obtained NT = 80, NPs = 80, NTS = 70, NAS = 60 and NP = 80 then according to the weighting obtained  $BBT = \frac{3}{4}$

= 0.75 and  $BBP = \frac{1}{4} = 0.25$  so the Final Value is:

$$NA = ((0.75((0.15 \times 80) + (0.25 \times 80) + (0.30 \times 70) + (0.30 \times 60))) + (0.25 \times 80)) \\ = 0,75 (12+20+21+18) + 20 = 73,25$$

b. Indonesian 2 credits (2-0). A student obtains NT = 80, NPs = 80, NTS = 70 and NAS = 60 then the weighting is as follows:  $BBT = \frac{2}{2} = 1$  and  $BBP = \frac{0}{2} = 0$ , thus:

$$NA = ((0.15 \times 80) + (0.25 \times 80) + (0.30 \times 70) + (0.30 \times 60)) = 71,0$$

- (8) The final score of undergraduate and postgraduate student learning outcomes as attached in Table 11 which is an inseparable part of this rector's regulation.
- (9) The determination of the exam passing limit uses a benchmark reference assessment approach (PAP) with a benchmark passing limit score of 60 or a C grade with a 2.00 score.
- (10) Learning outcomes for courses that use *case method* and *team based project* are determined based on the formula as in Table 14 Appendix 15 which is an integral part of this rector regulation.

#### **Article 51**

- (1) Undana can give opportunity to students to reprogram learning outcomes.
- (2) Students who take part in the repeat program as referred to in paragraph (1) are required to attend lectures in full.

#### **Article 52**

The study program coordinator is authorized to appoint a team of independent lecturers to test and grade students who fail after three examinations of one course.

#### **Article 53**

- (1) Undana is authorized to provide grade compensation to students at the end of their studies.
- (2) The provision of value compensation as referred to in paragraph (1) is regulated as follows:
  - a. The grade of zero or E cannot be compensated, so the grade of zero or E is not allowed to be on the student's final academic transcript;
  - b. the value of one can be compensated if:

- 1). GPA  $\geq$  2.00 with a maximum of three grade ones;
- 2). Of the three courses worth one, there are no specialization courses;
- 3). For Pancasila Education, Civic Education, Religious Education, and university characterization courses are prohibited from being compensated; and
- 4). The minimum score for the courses as referred to in paragraph (2) letter b number 3 is two.

### **Paragraph 3 English Proficiency**

#### **Article 54**

- (1) Students are required to master English as a means to facilitate and improve the quality of their studies.
- (2) The mastery of English as referred to in paragraph (1) is evidenced by a certificate of achievement of the TOEFL *institutional* score or *TOEFL equivalence* issued by UPT Undana Language Center with a minimum score of 400 for diploma and undergraduate programs, 425 for master's programs, and 450 for doctoral programs.
- (3) The certificate of achievement of the TOEFL *institutional* score or *TOEFL equivalence* as referred to in paragraph (2) is regulated for the following purposes:
  - a. Can be converted as an English course grade with a value weight of 4.
  - b. Eligibility for graduate students.
  - c. Requirements to take thesis or final project examination for diploma and undergraduate students.

#### **Article 55**

- (1) Undana authorized assess mastery of language English for students.
- (2) The assessment of mastery of English as referred to in paragraph (1) is technically carried out by UPT Undana Language Center.

### **Paragraph 4 Form, Systematics, Requirements and Assessment of Written Work**

#### **Article 56**

- (1) Undana is authorized to determine the form, systematics, requirements and assessment of written works for students who will complete their studies.
- (2) The form of written work as referred to in paragraph (1) consists of:
  - a. final report for diploma;
  - b. thesis for undergraduate program;
  - c. thesis for master program; and

- d. dissertation for doctoral program.
- (3) The systematics of the written work as referred to in paragraph (2) is technically determined by the faculty in coordination with LP3M.
- (4) The requirements for students as referred to in paragraph (1) are as follows:
  - a. Has been:
    - 1). obtain at least 60 credits for diploma program students;
    - 2). obtain at least 100 credits for undergraduate students;
    - 3). obtained the lowest GPA of 2.00;
    - 4). pass the research methodology course; and
    - 5). program in the current semester.
  - b. submit a *term of reference* (TOR) according to the applicable format in the study program.
  - c. submit a research proposal (proposal) to get a supervisor I and II;
  - d. submit a research proposal that has been approved by the supervisor to be disseminated (with the results: accepted; accepted with improvements; rejected).
  - e. apply for a research permit for those who need it.
  - f. submit research results that have been approved by the supervisor to be disseminated no later than 5 (five) months in the current semester after the issuance of a research permit and or research ethics.
  - g. Apply for a thesis examination no later than 3 (three) months after the research results seminar.
- (5) The assessment of the written work as referred to in paragraph (1) is described in detail in Table 3 of Appendix 4 and is attached as an integral part of the rector's regulation.
- (6) The assessment of written work as referred to in paragraph (4) includes content, method, responsibility, and language.

#### **Article 57**

- (1) The study program is authorized to assign two supervisors each as supervisor I and supervisor II for students who compile written work.
- (2) Determination of supervisors as referred to in paragraph (1) based on functional positions and academic qualifications with due regard to the scientific field.
- (3) The determination of supervisors based on functional positions and academic qualifications as referred to in paragraph (2) is regulated in accordance with Table 4-5 attached to Appendix 5-6 which is attached as an inseparable part of this Rector Regulation.

### **Article 58**

- (1) Faculties and PPs are required to develop POBs regarding the mentoring of written works.
- (2) Preparation of POB as referred to in paragraph (1) in coordination with LP3M.

### **Article 59**

- (1) Study programs in postgraduate programs are authorized to determine:
  - a. two supervisors each as supervisor I and supervisor II for students who compile a thesis; and
  - b. two or more supervisors as promoter and co-promoter respectively for students who prepare dissertations.
- (2) Determination of supervisors, promoters and co-promoters as referred to in paragraph (1) based on functional positions and academic qualifications with due regard to the scientific field.
- (3) The determination of supervisors based on functional positions and academic qualifications as referred to in paragraph (2) is regulated in accordance with Table 4-5 attached to Appendix 5-6 which is attached as an inseparable part of this Rector Regulation.

### **Article 60**

- (1) The graduate study program coordinator is authorized to determine the requirements for writing thesis and dissertation research proposals for graduate students.
- (2) The determination of proposal writing requirements as referred to in paragraph (1) is regulated as follows:
  - a. Have passed the research methodology course;
  - b. Have accumulated at least 12 credits with a GPA  $\geq$  3.00;
  - c. The proposed research title/TOR has been approved by the study program coordinator and prospective supervisors 1 and 2.
  - d. Submit one hardcopy and softcopy of the research proposal.

### **Article 61**

- (1) Students must attend a thesis or dissertation research proposal seminar that has been approved by supervisors 1 and 2 according to the schedule set by the Coordinator of the study program.
- (2) The assessment of the results of the research proposal seminar as referred to in paragraph (1) is stipulated as follows:
  - a. Assessment elements include content, method, accountability, and language;
  - b. The assessment team provides scores, suggestions and approval of the research proposal that has been disseminated to be followed up by the study program coordinator;
  - c. A research proposal seminar grade of at least B; and

d. The score ranges and follow-ups are depicted in Table 12.

### **Article 62**

- (1) Students are required to attend a research seminar organized by the study program after the research results are approved by the supervisor.
- (2) The research result seminar as referred to in paragraph (1) shall be held at least 2 months after the research license is issued.
- (3) Assessment of research result seminars as referred to in paragraph (1) is set out as follows:
  - a. Assessment elements include content, method, accountability, and language;
  - b. The assessment team provides scores, suggestions and approval of the research results that have been disseminated to be followed up by the study program coordinator;
  - c. A research result seminar grade of at least B; and
  - d. The score ranges and follow-ups are depicted in Table 13.

### **Paragraph 5 Final Exam Passing Determination**

### **Article 63**

- (1) The study program is authorized to provide opportunities for students to follow examination final dissertation/thesis/thesis/end of study report.
- (2) The provision of opportunities as referred to in paragraph (1) is regulated as follows:
  - a. Have passed the research results seminar;
  - b. Meet academic and administrative requirements;
  - c. have passed TOEFL with a minimum score of 400 for diploma and bachelor programs, 425 for master programs and 450 for doctoral programs, published by the Undana Language Center.
- (3) The study program coordinator determines the schedule for conducting the final examination of the dissertation / thesis / thesis / final study report no later than one week after the submission of the examination application by the student.
- (4) Students submit a dissertation/thesis/thesis/final report approved by the promoter/co-promoter/mentor at the time of submitting the examination application to the study program coordinator.
- (5) The implementation of the final examination of the dissertation / thesis / thesis / final study report is held in the form of an examination session by a team of examiners appointed, consisting of:
  - a. One chief examiner and two examiners for the thesis;
  - b. One chief examiner and at least two examiners for thesis; and

- c. One chief examiner and a minimum of four examiners for dissertations.
- (6) Dissertation examination examiners as referred to in paragraph (5) consist of:
  - a. At least one external examiner; and
  - b. A minimum of four internal examiners.
- (7) The implementation of the final examination of the dissertation / thesis / thesis / final study report no later than two weeks after the schedule is determined by the study program coordinator.

#### **Article 64**

- (1) The examining team is authorized to determine the passing grade of the final examination of the dissertation / thesis / thesis / final study report.
- (2) Determination of the final examination grade of the dissertation/thesis/thesis/ final study report as referred to in paragraph (1) is determined by taking into account the range of final examination scores/grades listed in Table 3 attached in Appendix 4 which is an inseparable part of the rector's regulation.
- (3) The elements assessed to determine the passing of the final examination of the dissertation / thesis / thesis / final study report include at least content; method; responsibility; and language.
- (4) Members of the examination team are required to provide a score on a 0-100 scale to the chairperson of the examination team immediately after the completion of the examination.
- (5) The difference in scores between one examiner and another is no more than 20 marks.
- (6) The examination team must hold a meeting to determine the score if there is a difference of more than 20 scores.
- (7) The passing limit for the final examination of the dissertation / thesis / thesis / final study report is at least 70 (0-100 scale) = B = 3 which is calculated using the formulation in Table 6 attached in Appendix 7 which is an integral part of the rector's regulation.

#### **Article 65**

- (1) The chairman of the examination team is authorized to announce the results of the final examination of the dissertation/thesis/thesis/ final report of study immediately after the examination is completed.
- (2) Announcement of the results of the final examination of the dissertation / thesis / thesis / final report of study as referred to in paragraph (1) with the aim:
  - a. Students who fail, are allowed to retake the exam up to two times as long as the length of study allowed.
  - b. Re-examinations are conducted no later than three months.
  - c. Students who fail two examinations are required to compile a new dissertation/thesis/thesis/end-of-study report to be tested again within the time allowed for the length of study.

- d. Students who are declared to have passed with a note of improvement are obliged to improve according to the suggestions of the examining team.

- e. The dissertation/thesis/thesis/end-of-study report is declared valid, if it has been signed by the supervisor/promoter/co-promoter, examiner, and approved by the study program coordinator and dean/director of PPs.

### **Paragraph 6**

#### **Evaluation of Study Success and Termination of Study Rights**

#### **Article 66**

- (1) The Rector is authorized to evaluate the success of undergraduate students' studies periodically on the achievement of student learning outcomes/competencies based on data reported in SIAKAD.
- (2) Evaluation of student study success as referred to in paragraph (1) is held at:
  - a. at the end of each semester;
  - b. the first two years or at the end of the fourth semester as the first evaluation period;
  - c. the first four years or at the end of semester VIII as the second stage evaluation period; and
  - d. final evaluation of length of study.
- (3) Evaluation of study success as referred to in paragraph (1) aims:
  - a. evaluating study success at the end of the semester are:
    - 1) knowing the Semester Achievement Index (IPS);
    - 2) knowing the number of credits that have been achieved (credits);
    - 3) knowing the Grade Point Average (GPA) achieved; and
    - 4) determine the student learning load for the following semester according to existing regulations.
  - b. students who achieve a GPA in semester II (two)  $< 2.00$  with less than 12 credits must be given a written warning by the academic advisor on the student study result card.

#### **Article 67**

- (1) Undana is authorized to calculate GPA and credits for students in order to evaluate study success.
- (2) The calculation of GPA and credits in order to evaluate the success of student studies is carried out on all courses that have a grade  $\geq 2.0$  or C;
- (3) Students are declared to have successfully completed the undergraduate program if:
  - a. have passed the examination of all courses in the applicable curriculum package;
  - b. courses in Indonesian Language, Pancasila Education, Religious Education, Civic Education and university characteristic courses with a minimum score of 2 (C); and
  - c. has passed the thesis examination.

- d. Students who are declared to have passed with a note of improvement are obliged to improve according to the suggestions of the examining team.

- e. The dissertation/thesis/thesis/end of study report is declared valid, if it has been signed by the supervisor/promoter/co-promoter, examiner, and approved by the study program coordinator and dean/director of PPs.

### **Paragraph 6**

## **Evaluation of Study Success and Termination of Study Rights**

### **Article 66**

- (1) The Rector is authorized to evaluate the success of undergraduate students' studies periodically on the achievement of student learning outcomes/competencies based on data reported in SIAKAD.
- (2) Evaluation of student study success as referred to in paragraph (1) is held at:
  - a. at the end of each semester;
  - b. the first two years or at the end of the fourth semester as the first evaluation period;
  - c. the first four years or at the end of semester VIII as the second stage evaluation period; and
  - d. final evaluation of length of study.
- (3) Evaluation of study success as referred to in paragraph (1) aims:
  - a. evaluating study success at the end of the semester are:
    - 1) knowing the Semester Achievement Index (IPS);
    - 2) knowing the number of credits that have been achieved (credits);
    - 3) knowing the Grade Point Average (GPA) achieved; and
    - 4) determine the student learning load for the following semester according to the existing provisions.
  - b. students who achieve a GPA in semester II (two)  $< 2.00$  with less than 12 credits must be given a written warning by the academic advisor on the student study result card.

### **Article 67**

- (1) Undana is authorized to calculate GPA and credits for students in order to evaluate study success.
- (2) The calculation of GPA and credits in order to evaluate the success of student studies is carried out on all courses that have a grade  $\geq 2.0$  or C;
- (3) Students are declared to have successfully completed the undergraduate program if:
  - a. have passed the examination of all courses in the applicable curriculum package;
  - b. courses in Indonesian Language, Pancasila Education, Religious Education, Civic Education and university characteristic courses with a minimum score of 2 (C); and
  - c. has passed the thesis examination.

- (4) The results of the calculation of GPA and sksd as referred to in paragraph (2) are described in detail in Table 7 of Appendix 8 and attached as an integral part of this rector regulation.

#### **Article 68**

- (1) The Rector is authorized to decide on the right to study or *Drop Out* for students who do not meet the academic evaluation requirements and exceed the study limit.
- (2) Termination of study rights or *Drop Out* as referred to in paragraph (1) is carried out:
  - a. at the end of the fourth semester if a student achieves a GPA of less than 2.00 with less than 48 credits;
  - b. at the end of semester VIII if students achieve a GPA of less than 2.00 with less than 96 credits; and
  - c. exceeding the maximum study limit or exceeding the length of study of XIV semesters including two non-consecutive leaves of absence.
- (3) Termination of study rights or *Drop Out* as referred to in paragraph (1) and paragraph (2) shall be determined by a Rector's Decree.

#### **Article 69**

- (1) The Rector can temporarily terminate the right to study for students who do not carry out administrative registration for one semester.
- (2) Termination of temporary study rights as referred to in paragraph (1) revoked if the student does administrative registration and brings a certificate of returning to active college from the Dean with the approval of the Coordinator of the Study Program.

#### **Article 70**

- (1) The Rector has the authority to terminate the right to study or *Drop Out* for students who do not carry out administrative registration for two consecutive semesters.
- (2) Students who have been terminated the right to study or *Drop Out* as referred to in paragraph (1) can obtain academic transcripts that have been achieved.
- (3) Termination of study rights or *Drop Out* as referred to in paragraph (1) is stipulated by a Rector Decree.
- (4) Termination of study rights or *dropping out* is technically implemented by BAK through standard operational procedures (POB).

#### **Article 71**

- (1) Rector authorized delete receivables students who have been terminated study rights or *drop out*.
- (2) Elimination of receivables as referred to in paragraph (1) shall be stipulated by a rector's decree.

- (3) The write-off of receivables is technically implemented by BUK through standard operating procedures (POB).

#### **Article 72**

- (1) The graduate program director has the authority to evaluate study success.
- (2) Evaluation of study success as referred to in paragraph (1) is carried out by giving a written warning letter to students who only achieve  $GPA \leq 2.75$  with credits  $\leq 8$  credits in semester I (first).

#### **Article 73**

- (1) The Rector has the authority to terminate the study rights of postgraduate students who do not meet the academic evaluation requirements and exceed the study limit.
- (2) Termination of study rights of postgraduate program students as referred to in paragraph (1) if:
  - a. at the end of semester IV or at the end of the second year students achieve a  $GPA < 3.0$  with  $< 34$  credits; and
  - b. students who have not been able to complete their studies within four years without justifiable reasons
- (2) Termination of student study rights as referred to in paragraph (1) and paragraph (2) are stipulated by a Rector's Decree.
- (3) Termination of study rights or *drop out* is technically implemented by BAK through standard operational procedures (POB).

#### **Article 74**

- (1) The Dean is authorized to carry out graduation judicium for students who have completed diploma and undergraduate programs based on the cumulative grade point average achieved and the predicate of graduation.
- (2) Implementation of graduation judicium as referred to in paragraph (1) if they have taken the entire specified learning load and have the graduate learning outcomes targeted by the study program with a cumulative grade point average (GPA) greater than or equal to 2.00 (two point zero zero).
- (3) The predicate of graduation for students as referred to in paragraph (1) is included in Table 8 as attached in Appendix 9 which is an inseparable part of this Rector Regulation.
- (4) The predicate of graduation *praise/cumlaude* as referred to in paragraph (3) by taking into account the normal length of study plus 1 year.
- (5) The achievement index and graduation predicate are confirmed by the Rector at the graduation ceremony including the awarding and use of degrees in accordance with applicable regulations.

### Article 75

- (1) The Dean is authorized to carry out graduation judicium for students who have completed the study of professional programs and specialist programs based on the cumulative grade point average achieved and the predicate of graduation.
- (2) Implementation of graduation judicium as referred to in paragraph (1) if you have taken the entire specified learning load and have the graduate learning outcomes targeted by the study program with a cumulative grade point average (GPA)  $\geq 3.00$  (three point zero zero).
- (3) The predicate of graduation for students as referred to in paragraph (1) is included in Table 9 as attached in Appendix 10 which is an inseparable part of the rector's regulation.
- (4) The predicate of graduation *praise/cumlaude* as referred to in paragraph (3) by taking into account the normal length of study plus 1 year.
- (5) The achievement index and graduation predicate are confirmed by the Rector at the graduation ceremony including the awarding and use of degrees in accordance with applicable regulations.

### Article 76

- (1) The Dean is authorized to carry out graduation judicium for students who have completed master and doctoral programs in mono-disciplinary study programs based on the cumulative grade point average achieved and the predicate of graduation.
- (2) The director of the postgraduate program is authorized to carry out graduation judicium for students who have completed master and doctoral program studies in multi-disciplinary study programs based on the cumulative grade point average achieved and the predicate of graduation.
- (3) Implementation of graduation judicium as referred to in paragraph (1) and paragraph (2) if they have taken the entire specified learning load and have the graduate learning outcomes targeted by the study program with a cumulative grade point average (GPA)  $\geq 3.00$  (three point zero zero).
- (4) The predicate of graduation for students as referred to in paragraph (1) and paragraph (2) is listed in Table 10 as attached in Appendix 11 which is an inseparable part of the rector's regulation.
- (5) The predicate of graduation *praise/cumlaude* as referred to in paragraph (3) by taking into account the normal length of study plus 1 year.
- (6) The achievement index and graduation predicate are confirmed by the Rector at the graduation ceremony including the awarding and use of degrees in accordance with applicable regulations.

**Sixth Section**  
**LECTURERS, EDUCATION AND ADMINISTRATIVE STAFF**

**Article 77**

- (1) The Dean is authorized to appoint academic advisors to perform advisory duties.
- (2) Academic advisors as referred to in paragraph (1) are carried out by permanent academic functional personnel who have become Civil Servants with the following functions:
  - a. provide direction to students in preparing study plans, filling out Study Plan Cards and Study Result Cards (KRS and KHS);
  - b. helping students to overcome their learning problems;
  - c. assist students in developing good learning attitudes and habits; and
  - d. provide recommendations / give consideration on the number of credits that are entitled to be programmed based on the level of success or decline in student learning for relevant needs.
- (3) The Academic Advisor as referred to in paragraph (1) is in charge:
  - a. provide consideration and guidance to students in filling out their study plan cards (KRS) and study result cards (KHS);
  - b. give approval to the study plan that has been prepared by students and the results that have been achieved in each semester; and
  - c. may request assistance from other related work units in an effort to provide effective guidance for the students being guided.
  - d. provide consideration of student research topics/titles; and
  - e. provide consideration to overcome student academic/non-academic problems.
- (4) The implementation of the tasks as referred to in paragraph (3) uses a monitoring card prepared by each faculty.
- (5) The Dean is authorized to impose sanctions in accordance with applicable regulations to lecturers who neglect their duties as academic advisors.

**Article 78**

- (1) Undana authorized establish personnel education staff and administration to support the implementation of higher education.
- (2) Determination personnel education personnel as referred to in paragraph (1):

- a. have the lowest academic qualifications of a diploma 3 (three) program graduate as stated by a diploma in accordance with the qualifications of their main duties and functions.
  - b. have a certificate of competence in accordance with their field of duties and expertise for those who require special expertise.
- (3) Administrative personnel as referred to in paragraph (1) with academic qualifications of at least senior high school or equivalent.

**Seventh section**  
**Learning Facilities and Infrastructure**

**Paragraph 1**  
**Technical Implementation Unit**

**Article 79**

- (1) The Rector is authorized to appoint the head of the Technical Implementation Unit (UPT) to manage facilities and infrastructure to support learning.
- (2) UPT as referred to in paragraph (1) consists of UPT Library, UPT Language, UPT Information and Communication Technology Development, UPT Integrated Laboratory, and UPT LKK.
- (3) The appointment of the head of UPT as referred to in paragraph (1) shall be stipulated by a rector decree.
- (4) The UPT as referred to in paragraph (2) is tasked with:
  - a. Developing POBs.
  - b. Provide learning support services.
  - c. Manage facilities and infrastructure to support learning.

**Paragraph 2**  
**Laboratory/Studio/Workshop/Experiment Garden**

**Article 80**

- (1) The Rector is authorized to appoint the head of the Laboratory/Studio/Workshop/Experimental Farm to manage facilities and infrastructure to support learning.
- (2) The appointment of the head of the Laboratory/Studio/Workshop/Experimental Garden as referred to in paragraph (1) shall be stipulated by a rector's decree.
- (3) Laboratory/Studio/Workshop/Experimental Farm as referred to in paragraph (2) is in charge:
  - a. Developing POBs.
  - b. Provide learning support services.
  - c. Manage facilities and infrastructure to support learning.

**Article 81**

Faculties and/or study programs, postgraduate programs are required to have academic publication media.

## **Section Eighth LEARNING MANAGEMENT**

### **Paragraph 1 Academic Activities**

#### **New Student Admission**

##### **Article 82**

- (1) The Minister of Education, Culture, Research and Technology is authorized to determine new student admission pathways.
- (2) New student admission pathways as referred to in paragraph (1) include:
  - a. national selection path; and
  - b. local/self-selection path
- (3) The admission of new students through the national selection path as referred to in paragraph (2) letter a, is carried out, among others, through:
  - a. National Selection for State Universities (SNMPTN) invitation path;
  - b. Joint Selection for State University Entrance (SBMPTN) written exam path; and
  - c. Ministry of Education and Culture Affirmation Program or other designation.
- (4) The admission of new students through the local/self-selection path, as referred to in paragraph (2) letter b, is carried out, among others, through:
  - a. selection of new independent student admissions;
  - b. transfer students; and
  - c. transfer students.
  - d. Professional students who will be regulated by the professional education organizing unit.
- (5) The local/independent entry path as referred to in paragraph (4), is technically implemented by BAK through POB.

#### **Transfer Students**

##### **Article 83**

- (1) Undana can accept graduates of diploma programs (D-2 and D-3) to continue their studies to the level of undergraduate education programs (S-1).
- (2) Acceptance of graduates as referred to in paragraph (1) by taking into account general requirements and special requirements.
- (3) General requirements as referred to in paragraph (2) include:
  - a. Submit a written request to the Rector with a copy to the Dean of the intended faculty;
  - b. A degree from a state university or an accredited private university or an accredited study program equivalent to the destination university;

- c. Submit photocopies of diplomas and transcripts that have been authorized by the authorized official;
  - d. Graduates of D2 and D-3 programs with GPA  $\geq 3.00$  based on accreditation results;
  - e. D-2 and D-3 graduates with GPA  $\geq 2.50$  based on course accreditation results.
- (4) Special requirements as referred to in paragraph (2) with due regard to:
- a. Sksd accreditation results with provisions:
    - 1). Third semester with accreditation result  $\geq 24$  credits;
    - 2). Semester V with accreditation result  $\geq 48$  credits; and
    - 3). Semester VII with accreditation result  $\geq 72$  credits.
  - b. The capacity of the destination study program.

### **Transfer Students from Outside Undana**

#### **Article 84**

- (1) Undana can accept transfer students from other universities.
- (2) Acceptance of transfer students as referred to in paragraph (1) with the following requirements:
  - a. Candidates submit an application to the Rector with a copy to the Dean of the intended faculty;
  - b. The application is accompanied by an attachment of a letter of transfer from the head of the original university accompanied by an academic transcript that has been authorized;
  - c. Come from a relevant and accredited study program;
  - d. Actively studying at the original university until the time of moving and not subject to sanctions, not threatened with *dropout*, actively registered at the original PDPT;
  - e. transfer students are accepted at :
    - 1) third semester if you have accreditation results at least 24 credits; GPA  $\geq 2.50$ ;
    - 2) V semester if you have accreditation result credits at least 48 credits; GPA  $\geq 2.50$ ;
    - 3) VII semester if you have accreditation result credits at least 72 credits; GPA  $\geq 2.50$ ;
  - f. long study from college university origin remain taken into account as the length of continued study at Undana;
  - g. admissions students transfer implemented at the beginning of the odd semester;
  - h. transfer student candidates come from State Universities;
  - i. transfer students who are accepted as Undana students are determined by the Rector's Decree;
  - j. Undana accepts the transfer of postgraduate program students from other state universities that have been accredited with at least the same accreditation as Undana.

- (3) The student transfer process as referred to in paragraph (1) is technically carried out by BAK in accordance with POB.

### **Transfer of Students within Undana Article**

#### **85**

- (1). Undana can provide a one-time opportunity for students to transfer between faculties and / or between study programs.
- (2). Providing opportunities to move between faculties as referred to in paragraph (1) with the provisions:
  - a. Submit an application letter by attaching a letter of approval from the supervisor and a letter of approval from the coordinator of the original study program;
  - b. Not a graduate student; and
  - c. Attach a temporary academic transcript.
- (3). Providing opportunities to move between study programs in the faculty as referred to in paragraph (1) with the provisions:
  - a. File letter application with attach the approval letter of the guardian lecturer;
  - b. Not a graduate student; and
  - c. Attach a temporary academic transcript.
- (4). Providing opportunities for student transfers as referred to in paragraph (1) is carried out if the results of the accreditation of faculty / study program courses are as follows:
  - a. Minimum GPA  $\geq 2.00$ ;
  - b. Minimal Sksd:
    - 1). 24 if in the third semester; or
    - 2). 48 if in the fifth semester; or
    - 3). 72 if in semester VII;
  - c. Not currently undergoing academic sanctions;
- (5). Providing transfer opportunities on the recommendation of the dean of origin based on the consideration of the coordinator of the intended study program.
- (6). The Dean must submit a student transfer application along with its attachments to the Rector for approval.
- (7). The rector's decision on the student transfer application as referred to in paragraph (5) is sent to the applicant's dean with a copy to the interested party.
- (8). The rector's decision on the student transfer application as referred to in paragraph (6) is technically implemented by BAK with due regard:
  - a. The length of study in the original study program is still taken into account both at the same program level and at a lower program level;
  - b. student transfer is only held at the beginning of the odd semester;
  - c. Standard operating procedures for student transfer between study programs in the faculty are prepared by BAK.

## **Transfer of Students outside Undana**

### **Article 86**

- (1) Undana can provide opportunities for students to transfer outside Undana.
- (2) Providing the opportunity as referred to in paragraph (1) after receiving a recommendation from the Dean of the faculty of origin, which is preceded by approval from the coordinator of the original study program;
- (3) The provision of opportunities as referred to in paragraph (1) and paragraph (2) is permitted with the following conditions:
  - a. students submit an application to the Dean by attaching a letter of approval from the guardian lecturer and study program coordinator;
  - b. Attach temporary academic transcripts from the study program;
  - c. Registered as Undana student and actively studying;
  - d. Not currently receiving academic sanctions/threatened with *dropout*;
  - e. Have attended a minimum of two semesters of college; and
  - f. Obtain approval from the destination university.
- (4) The request to move from the dean is sent to the Undana Rector for an approval letter.
- (5) The transfer approval letter as referred to in paragraph (4) is given by the Rector accompanied by an academic transcript.
- (6) process displacement student as referred to in paragraph (1) is technically implemented by BAK in accordance with POB.

## **Postgraduate Program**

### **Article 87**

- (1) Undana is authorized to accept postgraduate students
- (2) Admission students program postgraduate program as referred to in paragraph (1) is conducted *online*;
- (3) The student admission process as referred to in paragraph (1) is technically carried out by BAK in accordance with POB.

## **Foreign Students**

### **Article 88**

- (1) Undana can accept students with foreign citizenship.
- (2) Acceptance of foreign students as referred to in paragraph (1) is carried out through *online* registration.
- (3) Acceptance of foreign students as referred to in paragraph (1) with the provisions:
  - a. fulfill academic requirements; and
  - b. comply with regulations legislation at

Indonesia and the provisions of Undang.

- (4) Foreign students accepted at a maximum of 10% (ten percent) in the Medical Science Study Program and a maximum of 20% (twenty percent) in study programs outside Medical Science.
- (5) Foreign student admissions as referred to in paragraph (1), paragraph (2), paragraph (3) and paragraph (4) are technically implemented by BAK in accordance with POB.

## **Professional**

### **Education**

#### **Article 89**

- (1) Undana is authorized to accept prospective professional education students.
- (2) Acceptance of prospective professional education students as referred to in paragraph (1) comes from Undana undergraduate education programs and / or outside Undana.
- (3) Acceptance of prospective professional education students as referred to in paragraph (1) is carried out with a selection system.
- (4) Acceptance of professional student candidates as referred to in paragraph (1) is technically carried out by BAK in accordance with POB.

## **Vocational**

### **Education**

#### **Article 90**

- (1) Undana authorized accept students education (diploma program and/or academic community).
- (2) The admission of vocational education students as referred to in paragraph (1) is carried out with a selection system.
- (3) The admission of vocational students as referred to in paragraph (1) is technically implemented by BAK in accordance with POB.

## **Recognition of Past Learning Article**

### **91**

- (1) Undana can organize Recognition of Past Learning (RPL) for someone who wants to continue formal education and equalization with certain qualifications.
- (2) The implementation of RPL as referred to in paragraph (1) is carried out with the aim of giving recognition to a person's learning achievements obtained from formal, non-formal, informal education and / or work experience.
- (3) The implementation of RPL as referred to in paragraph (1) is technically carried out by BAK in accordance with POB and applicable laws and regulations.

## **PKKMB, Matriculation, *Basic Study Skills* and English Course**

### **Article 92**

- (1) Undana authorized organize Program Introduction to Campus Life for New Students (PKKMB).
- (2) Implementation of the PKKMB program as referred to in paragraph (1) technically implemented according to POB.

### **Article 93**

- (1) Students are required to attend the PKKMB program organized by Undana.
- (2) Student participation in the PKKMB program as referred to in paragraph (1) is in the context of getting to know the environment and dynamics of campus life.

### **Article 94**

- (1) Undana is authorized to organize Matriculation, *Basic Study Skills* and English Courses for new students.
- (2) The implementation of the Matriculation, *Basic Study Skills* and English Course programs as referred to in paragraph (1) is technically carried out by the faculty in accordance with the POB issued by BAK.

### **Article 95**

- (1) Students are required to follow the Matriculation program, *Basic Study Skills* and English Course organized by Undana.
- (2) Student participation in the matriculation program as referred to in paragraph (1) in order to equalize the initial academic abilities (*entry behavior*) of new students, especially basic courses.
- (3) Student participation in the *Basic Study Skills* program as referred to in paragraph (1) is in the context of providing correct and effective learning skills for new students, not in the form of physical activities that contain elements of violence.
- (4) Student participation in the English Course program as referred to in paragraph (1) in order to improve English language skills and abilities for new students.

### **Paragraph 2**

#### **Administrative Registration and Academic Registration**

### **Article 96**

- (1) Students are required to do administrative registration and academic registration in each current semester.

- (2) Administrative registration as referred to in paragraph (1) by paying tuition fees through a designated bank.
- (3) Academic registration as referred to in paragraph (1) by taking courses at the beginning of each semester in accordance with the schedule set out in the academic calendar.
- (4) Academic registration as referred to in paragraph (3) is carried out by filling out the Study Plan Card (KRS) *offline and / or online* with conditions:
  - a. Download the previous semester's KHS;
  - b. Program courses by considering the Grade Point Average (GPA) obtained at the end of the previous semester which is listed in Table 7 as attached in Appendix 8 which is an integral part of the rector's regulation;
  - c. Known and approved by the academic advisor (PA) about the courses and/or the number of credits taken.
- (5) The study load of students in semester 1 (one) and 2 (two) of the undergraduate program is a study package with a total of 20 credits each.
- (6) The academic registration process as referred to in paragraph (4) is declared complete if:
  - a. students fill out, download and print the Study Plan Card (KRS) from SIAKAD Undana; and
  - b. KHS of the previous semester and KRS have been signed by the academic advisor and study program coordinator and submitted according to their designation.
- (7) Student study plan card as referred to in paragraph (6) letter a that does not receive the ratification of the academic advisor until the deadline for consulting the study plan ends is declared invalid.
- (8) In the event that there is a difference between the *on-line* KRS and the KRS owned by the student, the legally valid KRS is the KRS in the archive of the General Faculty.
- (9) Academic registration for postgraduate programs is regulated by PPs.
- (10) Administrative registration and academic registration as referred to in paragraph (1) are technically implemented by BAK in accordance with POB.

#### **Article 97**

- (1) Undana can give opportunity to students to take study leave.
- (2) Providing leave opportunities as referred to in paragraph (1) maximum of two semesters, not in consecutive semesters and not increase the length of study.

### **Article 98**

- (1) Students can apply for leave of absence and re-activity to the rector.
- (2) Submission of applications for leave and re-active lectures as referred to in paragraph (1) through the PPs director / dean after being approved by the academic advisor lecturer, and study program coordinator.

### **Article 99**

- (1) Students can make changes/modifications in the study plan card that has been determined.
- (2) Changes/modifications to the study plan as referred to in paragraph (1) consist of changes and cancelation of courses.
- (3) Course changes as referred to in paragraph (2) for the replacement of certain courses from the previously prepared and approved study plan, no later than after two weeks of lectures.
- (4) Cancellation of courses as referred to in paragraph (2) to eliminate one or more courses that have been determined in the study plan card no later than the fourth week of lectures.

### **Article 100**

- (1) Students who have programmed certain courses and do not make changes/modifications to the study plan card as referred to in article 99 paragraph (3) and paragraph (4) will be subject to sanctions.
- (2) Sanctions as referred to in paragraph (1) by not passing the course and given a score of zero (0).

### **Paragraph 3 Intermediate Semester**

### **Article 101**

- (1) Undana can provide opportunities for students to register and take part in the intermediate semester.
- (2) Providing opportunity as referred to in paragraph (1) shall be carried out between the end of even semester and the beginning of odd semester.
- (3) Registration as referred to in paragraph (1) shall be conducted by *off-line* and *on-line*.
- (4) The implementation of academic activities in the intermediate semester is in accordance with the semester credit system.
- (5) Participants of academic activities in the intermediate semester are students who want to:
  - a. Improving academic performance index; and

- b. program courses that were not passed in the previous semester.
- (6) The student study load in the intermediate semester is a maximum of 9 credits for undergraduate students and a maximum of 4 credits for postgraduate programs.
- (7) Intermediate semester lectures can be held if there are at least 5 participants for each course.

#### **Article 102**

- (1) Students must register online to participate in the intermediate semester.
- (2) The fee for the intermediate semester is regulated separately by the Rector's Decree.
- (3) The implementation of the semester includes face-to-face activities, practicum, structured assignments, independent assignments and final exams.
- (4) The value of the courses taken in the intermediate semester according to the final grade obtained by the student.
- (5) Registration as referred to in paragraph (1) is technically carried out by BAK in accordance with POB.

#### **Paragraph 4**

#### **Diplomas, academic transcripts, and certificate accompanying diplomas**

#### **Article 103**

- (1). Undana is obliged to provide diplomas, academic transcripts, and diploma companion certificates (SKPI) to graduates.
- (2). The diploma as referred to in paragraph (1) contains:
  - a. national diploma number;
  - b. college logo;
  - c. college name;
  - d. accreditation decision number of the university and/or study program;
  - e. Higher Education program;
  - f. name of the study program;
  - g. full name of the diploma holder;
  - h. place and date of birth of the diploma holder;
  - i. student identification number;
  - j. population identification number or passport number for foreign students;
  - k. the degree awarded and its abbreviation;
  - l. date, month, and year of graduation;
  - m. place, date, month, and year of diploma issuance
  - n. the name and position of the head of the university authorized to sign the diploma;
  - o. college seal; and
  - p. photo of the diploma owner.

- (3). The diploma as referred to in paragraph (1) shall be written in Indonesian and may be written in English.
- (4). The academic transcript as referred to in paragraph (1) contains:
  - a. Academic Transcript number;
  - b. national diploma number;
  - c. college logo;
  - d. college name;
  - e. Higher Education Program;
  - f. name of the study program;
  - g. full name of the owner of the Academic Transcript;
  - h. place and date of birth of the owner of the Academic Transcript;
  - i. student identification number;
  - j. date, month, and year of graduation, if attending a Higher Education Program until declared graduated;
  - k. the place, date, month, and year of issuance of the Academic Transcript;
  - l. the name and position of the university leader who is authorized to sign the Academic Transcript;
  - m. college seal;
  - n. a list of courses taken and passed, the weight of semester credit units, and the grades that have been obtained; and
  - o. achievement index and graduation predicate.
- (5). Academic Transcripts as referred to in paragraph (1) shall be written in Indonesian and may be written in English.
- (6). Certificate of Diploma Companion (SKPI) as referred to in paragraph (1) contains:
  - a. SKPI number;
  - b. national diploma number;
  - c. college logo;
  - d. college name;
  - e. accreditation status;
  - f. name of the study program;
  - g. full name of the SKPI owner;
  - h. place and date of birth of the SKPI owner;
  - i. student identification number;
  - j. date, month, year of entry, and graduation;
  - k. The title given and its abbreviation;
  - l. type of education (academic, vocational or professional);
  - m. Higher Education Program;
  - n. learning outcomes of study program graduates according to graduate competencies in a narrative manner;
  - o. work competency rating according to the Indonesian National Qualifications Framework;
  - p. language of instruction;
  - q. assessment system; and
  - r. type and level of further education.
- (7). SKPI as referred to in paragraph (4) may contain additional information about students' academic achievements, including achievements of

- students in co-curricular, extracurricular, or non-formal education.
- (8). SKPI as referred to in paragraph (1) is written in Indonesian and can be in English.
  - (9). The specifications for writing diplomas, transcripts, and SKPI are technically implemented by BAK in accordance with POB.

#### **Article 104**

The Rector is authorized to sign graduate certificates while the Dean is authorized to sign academic transcripts and SKPI.

#### **Article 105**

- (1). The Rector may issue replacement certificates for diplomas, academic transcripts, and SKPI that are damaged, lost, or destroyed with written evidence from the police.
- (2). The replacement certificate as referred to in paragraph (1) contains:
  - a. number and date of the written statement of the loss from the police;
  - b. information about the content of diplomas, academic transcripts, and/or SKPI as referred to in Article 105 paragraph (2), paragraph (4) and paragraph (6); and
  - c. The replacement certificate as referred to in paragraph (1) in the form of diplomas, academic transcripts and SKPI is written in Indonesian and can be written in English.

#### **Article 106**

The dean/deputy dean for academic and student affairs is authorized to certify photocopies of diplomas, academic transcripts, SKPI and replacement certificates submitted by graduates.

#### **Article 107**

- (1). Undana can issue competency certificates in collaboration with professional organizations, training institutions, or accredited certification bodies.
- (2). Certificate of competency as referred to in paragraph (1) contains:
  - a. Certificate of Competency number;
  - b. logo college and name professional organization, training institution, or related certification body;
  - c. name of the study program;
  - d. the name of the university and the name of the relevant professional organization, training institution, or certification body;
  - e. full name of the owner of the Certificate of Competency;
  - f. place and date of birth of the Certificate of Competency holder;
  - g. date, month and year of passing the competency test;
  - h. testing system; and

- i. the competency area of the graduate owner of the Certificate of Competency is contained on the back page of the Certificate of Competency.
- (3). The certificate of competency as referred to in paragraph (1) is written in Indonesian and can be written in English.

#### **Article 108**

- (1). Rectors and heads of training institutions, or accredited certification bodies are authorized to sign competency certificates.
- (2). Certificate of competency as referred to in paragraph (1) that is damaged, lost, or destroyed with written evidence from the police can be issued a replacement certificate.
- (3). The replacement certificate as referred to in paragraph (2) contains:
  - a. the number and date of the written statement of such damage, loss or destruction from the police/other authorities; and
  - b. information about the content of the competency certificate as referred to in Article 107 paragraph (2).
- (4). The replacement certificate as referred to in paragraph (1) in the form of a replacement certificate of competence is written in Indonesian and can be written in English.

#### **Article 109**

The Dean is authorized to certify photocopies of competency certificates and replacement certificates.

#### **Article 110**

- (1). Undana is obliged to issue professional certificates for professional education graduates.
- (2). Professional Certificate as referred to in paragraph (1) contains:
  - a. Professional Certificate number;
  - b. college logo;
  - c. college name;
  - d. name of the study program;
  - e. study program license;
  - f. full name of the Professional Certificate holder;
  - g. place and date of birth of the Professional Certificate holder;
  - h. date, month and year of passing the competency test;
  - i. professional titles and their abbreviations;
  - j. type of professional education;
  - k. professional or specialist education programs; and
  - l. the competency area of the Professional Certificate owner is contained on the back page of the Professional Certificate.
- (3). The professional certificate as referred to in paragraph (1) is written in Indonesian and can be written in English.

### **Article 111**

- (1). The Rector is authorized to sign professional certificates.
- (2). Professional certificate as referred to in paragraph (1) which is damaged, lost, or destroyed with written evidence from the police can be issued a replacement certificate.
- (3). The replacement certificate as referred to in paragraph (2) contains:
  - a. the number and date of the written statement of such damage, loss or destruction from the police/other authorities; and
  - b. information about the content of professional certificates as referred to in Article 110 paragraph (2).
- (4). The replacement certificate as referred to in paragraph (1) in the form of a replacement professional certificate is written in Indonesian and can be written in English.

### **Article 112**

The Dean is authorized to certify photocopies of professional certificates and replacement certificates.

### **Article 113**

- (1). The Rector is authorized to award degrees to graduates.
- (2). Giving title as referred to in paragraph (1) in accordance with applicable laws and regulations.
- (3). The awarding of the title as referred to in paragraph (1) may be reviewed if:
  - a. There is an error in the determination
  - b. Graduates committing academic misconduct

### **Article 114**

- (1). The Rector is prohibited from revoking a legally obtained degree.
- (2). Ban as referred to in paragraph (1) may reviewed if there is an error.

### **Paragraph 5 W i s u d a**

### **Article 115**

- (1). Undana can organize graduations for graduates at all levels of education.
- (2). Organization graduation as referred to in paragraph (1) is carried out according to the following period and place:
  - a. There are at least four periods in a year, namely February, June, September and December;

- b. held at Nusa Cendana University Campus;
- (3). The implementation of graduation as referred to in paragraph (1) is technically carried out by BAK in accordance with POB.

#### **Article 116**

- (1). Undana is authorized to hold graduation ceremonies, announce and award the best graduates in an extraordinary open senate meeting.
- (2). Announcement of the best graduates as referred to in paragraph (1) for graduates of vocational, undergraduate, professional, specialist and postgraduate programs.
- (3). The determination of the best graduate is based on the following two criteria:
  - a. Highest cumulative grade point average (GPA); and
  - b. shortest length of study.
- (4). The awarding of the best graduates as referred to in paragraph (1) is carried out at the graduation ceremony.
- (5). The implementation of the graduation ceremony, determination of the best graduates and awarding as referred to in paragraph (1) is technically carried out by BAK in accordance with POB.

### **Ninth Section LEARNING FUNDING**

#### **Article 117**

- (1). Undana is authorized to set learning fees.
- (2). Learning costs as referred to in paragraph (1) include:
  - a. independent/local student entrance selection fee;
  - b. university development fee for students admitted through the independent pathway which is paid once at the beginning of study;
  - c. tuition fees (SPP) or Single Tuition Fees (UKT) and short semester credit fees; and
  - d. graduation fee at the end of the study.
- (3). SPP or UKT fees as referred to in paragraph (2) letter c apply permanently to all levels of education during the study;
- (4). Learning costs as referred to in paragraph (2) are further regulated by a rector's decree.
- (5). Cost learning charged for students Bidikmisi/Kartu Indonesia Pintar Kuliah (KIP-K) recipients if:
  - a. is not eligible for granting;
  - b. has exceeded the normal length of study of 8 (eight) semesters for undergraduate programs; or
  - c. has exceeded the length of study of 4 (four) semesters for the Professional Doctor and Professional Veterinary Medicine programs.
- (6). Determination of learning costs as referred to in paragraph (5) shall be stipulated by a rector's decree.

**CHAPTER III**  
**EDUCATION MANAGEMENT AND QUALITY ASSURANCE**

**First Section Education  
Management**

**Article 118**

- (1). Undana is authorized to manage vocational, academic, and professional education programs that have operational licenses and accreditation in accordance with applicable laws and regulations.
- (2). Education management as referred to in paragraph (1) technically uses a disciplinary approach in each study program in accordance with the level of education at Undana.

**Second Section  
Quality Assurance**

**Article 119**

- (1). Undana is authorized to organize education that meets the national standards of higher education (SNDikti) and Undana's higher education standards, in order to implement an internal quality assurance system.
- (2). The internal quality assurance system as referred to in paragraph (1), refers to the internal quality assurance system document prepared and determined by Undana, which consists of:
  - a. quality policy;
  - b. quality standards;
  - c. quality manual; and
  - d. quality form.
- (3). Internal quality assurance system as referred to in paragraph (1) coordinated by LP3M and technically implemented by work units.

**Article 120**

- (1). The Rector is authorized to appoint quality assurance group (GPM) organizers at the faculty level and quality control groups (GKM) at the study program level.
- (2). The GPM and GKM organizers as referred to in paragraph (1) are tasked with ensuring and controlling quality in accordance with the SPMI documents as referred to in article 119 paragraph (2).
- (3). The term of office of the GPM and GKM organizers as referred to in paragraph (1) is 4 years and can be reappointed for 1 term of office.

- (4). The GPM and GKM organizers as referred to in paragraph (1) in carrying out their duties are responsible to the dean after coordinating with LP3M.
- (5). The appointment of GPM and GKM organizers as referred to in paragraph (1) is stipulated by a rector's decision.

**Paragraph 1**  
**Lecturer**  
**Workload**

**Article 121**

- (1) Lecturers are obliged to carry out the tridarma of higher education and other supporting activities.
- (2) The implementation of the tridarma of higher education as referred to in paragraph (1) is based on functional positions and academic educational qualifications in accordance with applicable laws and regulations.

**CHAPTER IV**  
**D I S K R E S I**

**Article 122**

- (1) The Rector may take discretionary action to resolve certain issues in order to achieve organizational goals.
- (2) Taking discretionary action as referred to in paragraph (1) may be carried out by an official appointed by the rector.

**CHAPTER IV**  
**L A R A N G A N**

**Article 123**

- (1) Lecturers are banned:
  - a. organized out weeks of meetings. UTS if have not carry offline and/or online lectures for less than 7
  - b. organized out weeks of meetings. UAS if have not carry offline and/or online lectures for less than 14
  - c. violate the academic rules that have been established by Undana.
  - d. Violating the code of ethics in accordance with applicable laws and regulations
  - e. committing an act of plagiarism.
- (2) Students are banned:
  - a. take the final exam if you do not attend offline and/or online lectures at least 80% of the total number of face-to-face meetings.
  - b. committing an act of plagiarism.
  - c. take leave at the beginning of the semester (Semester 1 and 2) and towards the end of the study limit (Semester 13 and Semester 14).

d. Violating the code of ethics in accordance with applicable laws and regulations

## **CHAPTER IV SANKSI**

### **Article 124**

- (1) Academic community and education personnel who do not carry out the obligations as referred to in Articles 7 paragraph (1), 8 paragraph (1), 12 paragraph (1), 14 paragraph (1), 18 paragraph (4) and paragraph (7), 19 subsection (6), 20 subsection (7), 26 subsection (1), 27 subsection (1), 28 subsection (1), 31 subsection (1), 37 paragraph (1), 37 paragraph (2) letter f, 39, 41 paragraph (1), 44 paragraph (1) subsection (4) and (5), 45(1), 47(3)(4), 50(5), 53 paragraph (2), 56 paragraph (1), 60 paragraph (1), 63 paragraph (1), 64 paragraph (1), 65 paragraphs (4), 66 paragraph (2), 67 paragraph (4) and paragraph (6), 68 paragraph (3) letter b, 85 paragraphs (6), 93 paragraph (1), 95 paragraph (1), 96 paragraph (1), 103 paragraph (1), 110 paragraph (1), and 121, as well as violating the prohibitions referred to in Article 114, Article 123 will be subject to sanctions.
- (2) Sanctions as referred to in paragraph (1) shall be imposed in accordance with applicable laws and regulations.

## **CHAPTER V TRANSITIONAL PROVISIONS**

### **Article 125**

- (1) With the enactment of this rector's regulation, the Rector's Regulation Number 3 / PP / 2019 concerning Guidelines for the Implementation of Education is declared invalid.
- (2) All implementing regulations of the Chancellor's Regulation Number 3 / PP / 2019 concerning Guidelines for the Implementation of Education remain in effect as long as a new implementing regulation has not been stipulated from this rector's regulation.
- (3) The implementing regulations of this rector's regulation shall be prepared no later than 6 (six) months from the enactment of this rector's regulation.

## **CLOSING**

### **Article 126**

This regulation shall come into force on the date of its promulgation.

Established in Kupang,  
On February 16, 2022 Rector,

**Dr. drh. Maxs U.E. Sanam, M.Sc**  
NIP. 19650308 199003 1 013

## APPENDIX

### Appendix to the Rector's Regulation Number 5 Year 2022 About Guidelines for the Implementation of Undana Education

Appendix 1: Explanation of the Rector's Regulation Number 5 of 2022 concerning Guidelines for the Implementation of Undana Education

#### EXPLANATION OF RECTOR REGULATION OF NUSA CENDANA UNIVERSITY NUMBER 5 OF 2022 ABOUT GUIDELINES FOR ORGANIZING EDUCATION

##### I. GENERAL EXPLANATION.

Provisions on education in Indonesia are expressly contained in the 1945 Constitution of the Republic of Indonesia. Article 31 stipulates that: (1) Every citizen has the right to education; (2) Every citizen is obliged to attend basic education and the government is obliged to finance it, (3) The government seeks and organizes a national education system, which aims to improve faith and piety and noble character in order to educate the nation's life, which is regulated by law, (4) The state prioritizes an education budget of at least 20% of the state revenue and expenditure budget and of the regional revenue and expenditure budget to meet the needs of national education, and (5) The government advances science and technology by upholding religious values and national unity for the advancement of civilization and the welfare of mankind.

As a further elaboration of Article 31 of the 1945 Constitution, the government issued Law No. 20/2003 on National Education. This law outlines the national education system. Article 3 states that national education aims to develop the potential of students to become human beings who are devoted to God Almighty, have skills, are creative, independent, healthy, knowledgeable, noble and of course can become democratic and responsible citizens.

The new paradigm of higher education in Indonesia is contained in Permendikbud Number 3 of 2020 concerning **National Higher Education Standards**. The government launched this regulation to regulate the national standards of higher education. The higher education standards are divided into three groups, namely: National education standards, research standards and community service standards.

Permendikbud No. 3 of 2020 gives students the right to 3 semesters of study outside their study program. Through this program, there are wide opportunities for students to enrich and improve their insights and competencies in the real world in accordance with their goals and aspirations. Through Merdeka Belajar, students have the opportunity for 1 (one) semester or the equivalent of 20 (twenty) credits to take learning outside the study program at the same university; and a maximum of 2 (two) semesters or the equivalent of 40 (forty) credits to take learning in the same study program at another university, learning in a different study program at a different university; and / or learning outside the university.

The concept of an independent learning campus, students are prepared to be truly ready to face future challenges that may occur, in the sense of the workplace and in the community. So that with an independent learning campus, students will always be ready and alert in applying more challenging learning strategies and methods.

## II. ARTICLE BY ARTICLE EXPLANATION

Article 1

Article 2 is clear  
enough

Article 3 is clear  
enough

Article 4 is clear  
enough

Article 5 is clear  
enough

Article 6 is clear  
enough

Article 7 is clear  
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Article 8 is clear  
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Article 9 is clear  
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Article 10 is  
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Article 11 is  
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Article 12 is  
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Article 17 is  
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Article 18 is  
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Article 19 is  
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Article 20 is  
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Clear enough

Article 21

Article 22 is  
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Article 23 is  
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Article 24 is  
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Article 25 is  
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Article 26 is  
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Article 27 is  
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Article 28 is  
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Article 29 is  
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Article 30 is  
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Article 31 is  
clear enough

Article 32 is  
clear enough

Article 33 is  
clear enough

Paragraph (1)

Paragraph (2) is  
quite clear

Learning activities outside the study program or recognition or Past Learning (RPL) is the recognition of competency results.

learning from non-formal, informal, and work experience to the achievement of formal learning outcomes, namely in the form of exemption from a number of courses or the acquisition of credits to continue studies at Higher Education.

Paragraph (3)

Paragraph (4) is  
quite clear

Clear enough

Article 34

Clear enough

Article 35

Article 36 is  
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Article 37 is  
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Article 38 is  
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Article 39 is  
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Article 40 is  
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Article 41 is  
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Article 42 is  
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Article 43

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Article 44

Article 45 is  
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Article 46 is  
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Article 47 is  
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Article 48 is  
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Article 49 is  
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Article 50 is  
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Article 51 is  
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Article 52 is  
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Article 58

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Article 69 is  
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Article 111 is  
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Article 112 is  
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Article 113 is  
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Article 114 is  
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Article 115 is  
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Article 116

Article 117 is  
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Article 118 is  
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Article 119 is  
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Article 120 is  
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Article 121 is  
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Article 122 is  
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Article 123 is  
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Article 124 is  
quite clear

Article 125 is  
clear enough

Article 126 is  
quite clear

Clear enough

Appendix 2: Chancellor's Regulation Number 5 of 2022 concerning Guidelines for the Implementation of Undana Education concerning Postgraduate/Faculty Codes, Study Programs and Courses

**Table 1. Postgraduate/Faculty Codes, Study Programs and Courses**

Postgraduate / Faculty / Strata	Code	Study Program (PS)	Code	
			PS	MK
<b>Postgraduate Program</b>				
Program Doctorate	D	Administrative Science	IA	HER
		Animal Science	PET	DPET
Master's Program	M	Administrative Science	IA	MIA
		Animal Science	PET	MPET
		Public Health Science	KM	MKM
		Educ. Bhs. English	ING	MING
		Science Social	IPS	MIPS
		Linguistics	LING	MLING
		Legal Science	IH	IH
		Environmental Science	IL	MIL
<b>Professional Program</b>				
Professional Program	P	Physician Profession	PD	PDA, PDKK, PDJ, PDS, PDPD, PDM, PDOG
		Veterinary Profession	PKH	PDKHR, PDKHMP, PDKHPV
		Teacher Professional Education	PPG	PPGR
<b>Undergraduate Program</b>				
Teacher Training and Education	KP	Pend.Bhs. Ind. & Regional Literature	IND	KPIND
		Educ. Bhs. English	ING	KPING
		Educ. Mathematics	MAT	KPMAT
		Educ. Biology	BIO	KPBIO
		Educ. Physics	FIS	KPFIS
		Educ. Chemistry	KIM	KPKIM
		Educ. Civics	PKN	KPPKN
		Educ. Economics	EKO	KPEKO

		Educ. Geography	GEO	KPGEO		
<b>Postgraduate / Faculty / Strata</b>	<b>Code</b>	<b>Study Program (PS)</b>	<b>Code</b>			
			<b>PS</b>	<b>MK</b>		
				Educ. History	SEJ	KPSEJ
				Educ. Building Engineering	TBG	KPTBG
				Educ. Mechanical Engineering	TMN	KPTMN
				Educ. Electrical Engineering	TEL	KPTEL
				Educ. Elementary School Teacher	GSD	KPGSD
				Educ. Physical, Health and Recreation	JKR	KPJKR
				Guidance and Counseling	BKS	KPBKS
				Education. Out of School	PLS	KPPLS
		Educ. Teacher Education. Childhood Education Early	PAU D	KPAUD		
Law	HK	Legal Science	CPI	HKIHK		
Social and Political Sciences	SP	Adm. Country	ANA	SPANANA		
		Adm. Business	BIS	SPBIS		
		Sociology	SOS	SPSOS		
		Communication Science	KMK	SPKMK		
		Political Science	POL	SPPOL		
Agriculture	PN	Forestry	ANNIVERSARY	PNHUT		
		Agrotechnology	AGT	PNAGT		
		Agribusiness	AGB	PNAGB		
Breeders and	PT	Animal Science	PET	PTPET		
Science and Engineering	ST	Math	MAT	STMAT		
		Biology	BIO	STBIO		
		Physics	FIS	STFIS		
		Chemistry	KIM	STKIM		
		Computer Science	KOM	STKOM		
		Civil Engineering	SIP	STSIP		
		Mechanical Engineering	MES	STMES		
		Electrical Engineering	ELK	STELK		
		Architecture	ARS	STARS		
		Mining Engineering	PTB	STPTB		
Public	KM	Public Health Science	SMI	KMIKM		

Health kat		Psychology	PSI	KMPSI
<b>Postgraduate / Faculty / Strata</b>	<b>Code</b>	<b>Study Program (PS)</b>	<b>Code</b>	
			<b>PS</b>	<b>MK</b>
Kedokteran	KD	Medical Education	DOK	KDDOK
Medicine Animals	KH	Veterinary Medicine	DHN	KHDHN
Economy and Business	EB	Development Economics	EPA	EBEPA
		Accounting	ME	EBAKU
		Management	MAN	EBMAN
Marine and Fisheries n	KI	Aquaculture	BDP	KIBDP
		Aquatic Resource Management	MSA	KIMSA
<b>Vocational Program</b>				
Science and Techniques	ST	Ikat Weaving Technique	PTI	STPTI

Appendix 3: Chancellor's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding Codes and Digits of National Characteristic and Characteristic Courses at Undana

**Table 2. Codes and Digits of National Characteristic and Characteristic Courses at Undana**

No.	National Characteristic Courses		SKS
	MK Code	Course Content	
1	MKU1121	Civic Education	2
2	MKU1122	Bahasa Indonesia	2
3	MKU1223	Religious Education	2
4	MKU1224	Pancasila Education	2
<b>University Characteristic Courses</b>			<b>SKS</b>
1	MKP 1221	Dryland Culture Islands and Tourism	2
2	MKP 1612	Anti-corruption Education	1

Appendix 4: Chancellor's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding the Range of Thesis / Thesis / Dissertation Exam Scores / Grades

**Table 3. Thesis/Thesis/Dissertation Exam Score/Range**

No.	Value raw	Cook Value		Graduation Description
		Letter	Figure s	
1	$\geq 80$	A	4.00	Pass
2	$78,5 - < 80$	A-	3.75	Pass
3	$75 - < 78,5$	AB	3.50	Pass with improvement
4	$72,5 - < 75$	B+	3.25	Pass with improvement
5	$70 - < 72,5$	B	3.00	Pass with improvement

Appendix 5: Rector's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education concerning the Authority and Responsibility of Lecturers in Teaching in Study Programs.

**Table 4. Authorities and Responsibilities of Lecturers in Teaching in the Study Program.**

No.	Academic Position of Lecturer	Education Qualification	Teaching		
			Diploma/Scholarship	Master	Doctorate
1	Assistant Expert	Master	M	-	-
		Doctorate	M	B	B
2	Lecturer	Master	M	-	-
		Doctorate	M	M	B
3	Lecturer Head	Master	M	-	-
		Doctorate	M	M	M
4	Professor	Doctorate	M	M	M

Description: M = Implement;  
B = Helping.

Appendix 6: Rector's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education concerning the Authority of Lecturers in Teaching and Guiding Final Project Reports, Thesis, Thesis and Dissertation.

**Table 5. Authorities and Responsibilities of Lecturers in Guiding Final Project Reports, Thesis, Thesis and Dissertation.**

No.	Position Academic Lecturer	Qualification Education	Mentoring		
			Thesis/Final Project	Thesis	Dissertation
1	Assistant Expert	Master	M	-	-
		Doctorate	M	B	-
2	Lecturer	Master	M	-	-
		Doctorate	M	M	B
3	Lecturer Head	Master	M	-	-
		Doctorate	M	M	B/M*
4	Professor	Doctorate	M	M	M**

Description: M = Implement (Main Supervisor, *Promoter*);  
 B = Assist (*Co-Supervisor, Co-Promoter*)  
 \* = Having scientific work as the first author in reputable international scientific journals.  
 \*\* = Having scientific work as the first author or at least correspondent author in reputable international scientific journals.

Appendix 7: Chancellor's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding the Formulation of Thesis / Thesis / Dissertation Examination Grades

**Table 6. Thesis/Dissertation Grade Formulation**

<b>Value</b>	<b><math>0.3 \times A + 0.2 \times B + 0.2 \times C + 0.3 \times D</math></b>
A	Value of content/material
B	Methodology value
C	Language value
D	Value of accountability

Appendix 8: Rector's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education concerning Student Study Load According to Semester Grade Point Average

**Table 7. Load Study Students According to Index Grade Point Average**

<b>Grade Point Average (GPA)</b>	<b>Study Load</b>
3,00-4,00	22-24 credits
2,50-2,99	19-21 credits
2,00-2,49	16-18 credits
1,51-1,99	12-15 credits
≤ 1,50	12 credits

Annex 9: Rector's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding Judiciary Predicate for Diploma and Undergraduate Program Students

**Table 8. Judiciary Predicate for Diploma and Bachelor Program Students**

<b>I P K range</b>	<b>Duration of study (smtr)</b>	<b>Judiciary Predicate</b>
2,00 to <2,76		Without predicates
2,76 to 3,00		Satisfactory
3,01 to 3,50		Very satisfactory
> 3,51	+ 2 (two) semester	<i>Praise/Cumlaude</i>

Annex 10: Chancellor's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding Predicate of Graduation for Professionals and Specialists

**Table 9. Graduation Predicate for Profession and Specialist**

<b>GPA Range</b>	<b>Predic ate</b>
3,00 to 3,50	Satisfactory
3,51 to 3,75	Very satisfactory
>3,75	Praise

- Description:
1. *Graduated with honors: GPA > 3.75 without C grade and within a maximum period of 4 (four) semesters.*
  2. *Very satisfactory: GPA 3.51 - 3.75 with one C grade in more than 4 (four) semesters.*
  3. *Satisfactory: GPA < 3.50 with some C grades from a minimum GPA of 3.0*

Appendix 11: Rector's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding Graduation Predicate for Postgraduate Programs

**Table 10. Graduation Predicate for Postgraduate Program**

<b>GPA Range</b>	<b>Predic e</b>
3,00 to 3,50	Satisfactory
3,51 to 3,75	Very satisfactory
> 3.75 (three point seven five)	Praise

- Description:
1. *Graduated with honors: GPA > 3.75 without C grade and within a maximum period of 6 (six) semesters.*
  2. *Very satisfactory: GPA 3.51 - 3.75 with one C grade in more than 6 (six) semesters.*
  3. *Satisfactory: GPA < 3.50 with some C grades from a minimum GPA of 3.0*

Appendix 12: Rector's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding Determination of the final grade of student learning outcomes

**Determination of the final grade of student learning outcomes**

No.	Raw score	Final score		Graduation Description
		Figure s	Letter	
1	$\geq 80,0 - 100$	4.00	A	Pass
2	$77,5 - < 80,0$	3.75	A-	Pass
3	$75,0 - < 77,5$	3.50	AB	Pass
4	$72,5 - < 75,0$	3.25	B+	Pass
5	$70,0 - < 72,5$	3.00	B	Pass
6	$67,5 - < 70,0$	2.75	B-	Pass
7	$65,0 - < 67,5$	2.50	BC	Pass
8	$62,5 - < 65,0$	2.25	C+	Pass
9	$60,0 - < 62,5$	2.00	C	Pass
10	$57,5 - < 60,0$	1.75	C-	Not Passed
11	$55,0 - < 57,5$	1.50	CD	Not Passed
12	$52,5 - < 55,0$	1.25	D+	Not Passed
13	$50,0 - < 52,5$	1.00	D	Not Passed
14	$< 50,0$	0.00	E	Not Passed

Appendix 13: Rector's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding the Score Range for Research Proposal Assessment

**Table 12. Score Range of Research Proposal Assessment**

<b>Score/Value</b>	<b>Follow-up</b>
A ( $\geq 80$ )	Directly conduct research
B ( $\geq 70$ )	Made improvements before going down the research
C ( $\geq 60$ )	Improvement and re-seminar
D ( $< 60$ )	Set to rewrite

Appendix 14: Rector's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding the Score Range for Research Result Assessment

**Table 13. Research Result Assessment Score Range**

<b>Score/Value</b>	<b>Follow-up</b>
A ( $\geq 80$ )	Directly do the thesis examination
B ( $\geq 70$ )	Improvement before thesis defense
C ( $\geq 60$ )	Improvement and Re-Seminar
D ( $< 60$ )	Set to Rewrite

Appendix 15: Rector's Regulation 5 of 2022 concerning Guidelines for the Implementation of Undana Education regarding the Weight of Learning Assessment Using Case Study and Team Based Project methods

**Table 14. Weight Assessment Learning with Using Case Study and Team Based Project methods**

<b>NO</b>	<b>EVALUATION BASIS</b>	<b>WEIGHT (%)</b>	<b>EVALUATION COMPONENTS</b>
1	Participatory activities	25	
2	Project results	25	
3	Cognitive/Knowledge	10	Tasks
		10	Quiz
		15	Midterm Exam
		15	End of Semester Exam