MINISTRY OF EDUCATION AND CULTURE
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REGULATION OF THE RECTOR OF UNIVERSITAS NEGERI MALANG
NUMBER 24 OF 2020

ON

EDUCATION GUIDE (2020 EDITION)

BY THE GRACE OF GOD ALMIGHTY

THE RECTOR OF UNIVERSITAS NEGERI MALANG,

considering: a. that in order to provide legal certainty in the organizing of higher education programs;

b. that for the sake of the smoothness and order of the implementation of administrative and academic activities;

c. that, with regard to the development of applicable regulations, it is deemed necessary to make some adjustment and refinement to the Regulation of the Rector of Universitas Negeri Malang on Education Guide;

d. that according to the considerations as referred to in letter a, letter b, and letter c, it is deemed necessary to enact the Regulation of the Rector of Universitas Negeri Malang on Education Guide (2020 Edition);

in view of: 1. Law Number 14 of 2005 on Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 Number 157, Supplement to the State Gazette of the Republic of Indonesia Number 4586);

2. Law Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

3. Government Regulation Number 37 of 2009 on Lecturers (State Gazette of the Republic of Indonesia of 2009 Number 76, Supplement to the State Gazette of the Republic of Indonesia Number 507);

4. Government Regulation Number 4 of 2014 on Higher Education Organizing and Higher Education Institutions Management (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);

5. Presidential Regulation Number 8 of 2012 on the Indonesian National Qualifications Framework (State Gazette of the Republic of Indonesia of 2012 Number 24);

6. Regulation of the Minister of Education and Culture Number 30 of 2012 on the Organization and Working Procedure of Universitas Negeri Malang (Official Gazette of the Republic of Indonesia of 2012 Number 493);

7. Regulation of the Minister of Education and Culture Number 73 of 2013 on the Implementation of the Indonesian National Qualifications Framework in the Field of Higher Education (Official Gazette of the Republic of Indonesia of 2013 Number 831);

8. Regulation of the Minister of Research, Technology, and Higher Education Number 55 of 2017 on Teacher Education Standards (Official Gazette of the Republic of Indonesia of 2017 Number 1146);

9. Regulation of the Minister of Research, Technology, and Higher Education Number 12 of 2018 on the Statutes of Universitas Negeri Malang (Official Gazette of the Republic of Indonesia of 2018 Number 475);

10. Regulation of the Minister of Education and Culture Number 59 of 2018 on Graduation Certificates, Certificates of Competency, and Professional Certificates of Higher Education (Official Gazette of the Republic of Indonesia of 2018 Number 1763);

11. Regulation of the Minister of Education and Culture Number 3 of 2020 on Higher Education National Standards (Official Gazette of the Republic of Indonesia of 2020 Number 47);

12. Regulation of the Minister of Education and Culture Number 6 of 2020 on the Admission as Bachelor's Degree Freshmen at State Higher

Education Institutions (Official Gazette of the Republic of Indonesia of 2020 Number 50);

13. Decree of the Director General of Higher Education of the National Education Department Number 59/DIKTI/Kep/2007 and Number 138/DIKTI/Kep/2007 on the Rearrangement and Reestablishment of the Permit for Organizing Study Programs at Universitas Negeri Malang;

14. Decree of the Minister of Research, Technology, and Higher Education Number 696/M/KPT.KP/2018 on the Discharge and Appointment of the Rector of Universitas Negeri Malang for the Period 2018–2022;

15. Regulation of the Rector of Universitas Negeri Malang Number 22 of 2020 on the Education Standards of Universitas Negeri Malang;

HAS DECIDED:

to enact: THE REGULATION OF THE RECTOR OF UNIVERSITAS NEGERI MALANG ON EDUCATION GUIDE (2020 EDITION)

CHAPTER I
GENERAL PROVISIONS

Article 1
Definitions

1. Universitas Negeri Malang, hereinafter referred to as UM, is a state higher education institution that organizes academic education, vocational education, and professional education programs as well as courses, trainings, and competence certification in a number of scientific, technological, artistic, and/or sporting fields according to the legislation.

2. Minister is the minister who organizes government affairs in the education sector.

3. Rector is the supreme leader of UM and the primary person in charge of UM organizing.

4. Rectorate is the organ of UM leaders that consists of the Rector and vice rectors.

5. Academic affairs are the field of UM organizing and development that consists of education, research, and community services.

6. Faculty is an academic executing element that organizes academic education, vocational education, professional education, research, community services, courses, trainings, and competence certification at UM and manages one department or more which may be comprised of study programs, laboratories, studios, workshops, experiment gardens, and

other academic executing elements according to the threefold missions of higher education (*tri dharma perguruan tinggi*).

7. Dean is a supreme leader at the faculty level who is in charge of organizing the faculty under his/her leadership.

8. Deanery is an assembly of faculty leaders that consists of the dean and vice deans of a faculty.

9. Department is an element that conducts Bachelor's, Master's, and Doctoral degree academic education, professional education, and vocational education.

10. Head of department is a supreme leader at the departmental level who is in charge of the conduct of academic activities in the department under his/her leadership.

11. Study program is a program that covers a collection of lesson plans as a guide to organizing education in accordance with the curriculum which is aimed at enabling students to master knowledge, skills, and attitudes as targeted by the curriculum.

12. Master's and Doctoral degree study programs are categorized into three groups, namely mono-disciplinary study programs, multi-disciplinary in-faculty study programs, and multi-disciplinary cross-faculty study programs.

13. Mono-disciplinary study programs as referred to in number 12 are the study programs belonging in Master's and/or Doctoral degree programs which share a common disciplinary substance and are developed by a certain department.

14. Multi-disciplinary in-faculty study programs as referred to in number 12 are study programs belonging in Master's and/or Doctoral degree programs which share a common disciplinary substance and are developed by multiple departments in a single faculty.

15. Multi-disciplinary cross-faculty study programs as referred to in number 12 are study programs belonging in Master's and/or Doctoral degree programs which share a common disciplinary substance and are developed by multiple departments in multiple faculties.

16. Study program coordinator is a supreme leader at the study program level who is in charge of organizing academic activities in the study program under his/her leadership.

17. Institution is an academic executing element under the Rector which executes part of the tasks and functions in the field of research, community services, education development, and instruction.

18. Postgraduate program is an academic executing element that executes part of UM's tasks and functions in organizing education in Master's and Doctoral degree programs for multiple cross-faculty subject areas under and accountable to the Rector.

19. Postgraduate director is the supreme leader at the postgraduate level who is in charge of organizing the postgraduate program under his/her leadership.

20. Academic education is a type of higher education that is directed toward mastery, development, and/or discovery in natural science, technology, social science, culture, art, and/or sport.

21. Professional education is a type of higher education beyond Bachelor's degree education programs that prepares students to master a specialty and assign the graduates a professional degree.

22. Vocational education is a type of higher education in diploma degree programs that prepares students for an occupation with a certain applied specialty right up to the level of applied Bachelor's degree programs and assigns the graduates a vocational degree.

23. Course and training programs are non-degree, brief education programs that are oriented toward the mastery of specialized skills to meet society needs.

24. Professional certification program is an education program that is directed toward preparing students to acquire certain competences and earn a certificate.

25. Online instruction is instruction that is conducted online over the Internet to support face-to-face instruction or full-time instruction over a 16 weeks' period appropriate for certain needs and/or conditions.

26. Joint online lecture is a class activity that is conducted online in an open, integrated manner.

27. Executors of the threefold missions of higher education are lecturers, education staff, and students.

28. UM's education staff consists of librarians, laboratory assistants, technicians, administrative officers, and other supporting personnel.

29. Active student is a student who has completed administrative and academic registration processes in an ongoing semester and who attends classes in correspondence with the courses taken.

30. Administrative registration is a process mandatory to students that consists of tuition fee (UKT) payment and fulfilment of other obligations and gives the students an access to the various services at UM.

31. Academic registration is a process mandatory to students after the completion of administrative registration in which the students program every course that they take in a semester.

32. Alumnus is a confirmed graduate of a study program at a certain level of Universitas Negeri Malang who later becomes member of the Alumni Association of Universitas Negeri Malang.

Article 2

Essence

(1) UM is a state higher education institution in the environment of the Ministry of Education and Culture.
(2) UM executes the threefold missions of higher education that consist of education, research, and community services.

Article 3
Foundations and Principles

(1) UM stands on the grounds of the Five Pillars of the Republic of Indonesia (*Pancasila*), the 1945 Constitution of the Republic of Indonesia, the Unitary State of the Republic of Indonesia, and the concept of Unity in Diversity (*Bhineka Tunggal Ika*).
(2) UM upholds the following principles:
   a. scientific truth;
   b. reasoning;
   c. honesty;
   d. fairness;
   e. benefit;
   f. virtue;
   g. responsibility;
   h. diversity; and
   i. affordability.

Article 4
Vision

UM has the vision of becoming a leading higher education institution and an authoritative center for scientific, technological, and educational endeavors.

Article 5
Missions

UM has the missions:

a. to organize student-centered education and instruction programs that utilize effective instruction approaches and technologies optimally;

b. to organize scientific, technological, and educational research that will benefit scientific development and social welfare;

c. to organize community service programs that aim to empower wider society through scientific, technological, and pedagogical applications; and

d. to organize autonomous, accountable, transparent higher education institution governance that guarantees sustainable quality improvement.

Article 6
Objectives

UM has the objectives:

a. to produce academically, professionally, and/or vocationally competent graduates who are pious, of noble characters, intelligent, independent, committed to the nation, and capable of professional development;

b. to produce academic work of high quality and excellence in the fields of science, technology, and education;

c. to produce community service work through scientific, technological, and educational applications to realize independent, productive, prosperous society; and

d. to produce autonomous, accountable, transparent institutional performance to guarantee sustainable quality improvement.

Article 7
Organization

(1) UM's organs consists of the following:

 a. Senate, as an organ in charge of the establishment and deliberation of academic policies implementation;

 b. Rector, as a managing organ;

 c. Internal Supervisory Unit, as an organ in charge of non-academic supervision; and

 d. Advisory Board, as an organ in charge of non-academic deliberation.

(2) Aside from the organs referred to in paragraph (1), UM as a higher education institution that applies a public service entity financial management pattern also has an organ named the Supervisory Board.

(3) Rector as an UM managing organ is headed by the Rector.

(4) The term Rector can be interpreted both as a managing organ and as a position.

(5) The Supervisory Board as referred to in paragraph (2) is appointed by the minister upon receiving an approval from the minister who organizes government affairs in the financial field.

(6) UM managing elements consist of the following:

    a. Rector and vice rectors;

    b. Bureaus;

    c. Faculties;

    d. Institutes;

    e. Technical Service Units; and

    f. Business Center.

(7) The Rector is assigned with the tasks of leading the organizing of education, research, and community services and of guiding lecturers, education staff, students, and their relationship with the environment.

(8) Vice rectors are accountable to the Rector.

(9) Bureaus are UM's administrative executing elements which organize technical and administrative services to the entire elements in UM's environment.

(10) Bureaus are headed by heads of bureau who are accountable to the Rector and in their everyday conduct of tasks are coordinated by the vice rectors who are in alignment with their fields of tasks.

(11) Bureaus consist of the following:

    a. the Bureau of Academic and Student Affairs, Planning, Information, and Cooperation, hereinafter referred to as BAKPIK; and

    b. the Bureau of General Affairs and Finance, hereinafter referred to as BUK.

(12) BAKPIK is in charge of disseminating services in academic, student, and alumnus affairs, planning, information, and cooperation.

(13) In performing its tasks, BAKPIK serves the following functions:

    a. conduct academic administration;

    b. conduct academic evaluations;

    c. conduct student and alumnus administration;

    d. conduct information collection, management, presentation, and serving as well as public relations activities;

    e. conduct cooperative and public relations activities; and

    f. conduct program planning and evaluations.

(14) BAKPIK consists of the following:

    a. Division for Academic Affairs;

    b. Division for Student Affairs;

    c. Division for Planning and Information System

    d. Division for Cooperation and Public Relations; and

    e. Archiving and Public Relations Functional Positions Group.

(15) The Division for Academic Affairs is tasked with conducting education administration.

(16) In performing its task the Division for Academic Affairs serves the following functions:

    a. conduct education administration; and

    b. conduct registration and statistical activities.

(17) The Division for Academic Affairs consists of the following:

    a. Sub-division for Academic Affairs and Evaluations; and

    b. Sub-division for Registration and Statistics.

(18) A faculty consists of one department/study program or more which organize and manage academic, vocational, or professional education in a cluster of science, technology, art, and/or sport subject areas.

(19) A faculty's organization consists of the following:

    a. Leaders: a dean and several vice deans;

    b. Faculty Senate, as an academic supervisory and deliberative organ.

    c. Academic Implementers: department(s) and study program(s);

    d. Academic Supports: laboratory/laboratories, studio(s), workshop(s), and/or experiment garden(s); and

    e. Administrative Implementers: division and/or sub-division for administration.

(20) A faculty may be supplemented with other academic supporting units which are relevant to the threefold missions of higher education and the faculty's subject areas.

(21) Institutes are academic executing elements under the Rector which are in charge of part of the tasks and functions in the developmental field of education, research, and community services.

(22) Institutes at UM consist of the following:

    a. the Educational and Instructional Development Institute, hereinafter referred to as LP3; and

    b. the Research and Community Service Institute, hereinafter referred to as LP2M.

(23) An institute has several centers that perform some of the institute's tasks according to their own fields.

Article 8

Main Tasks and Functions in the Education Field

(1) The organizing of main tasks and functions in the education field implies the following:

a. Education organizing is presided over by the Rector with the assistance of Vice Rector I.

b. Vice Rector I has the main task and function of assisting the Rector in leading the development and organizing of education, research, and community services.

c. The development and organizing of education, research, and community services as referred to in paragraph (1) letter b are performed by academic executing elements that include faculties, departments, postgraduate program, and institutes and are assisted by technical service units (UPT) or other relevant academic supports.

d. The organizing of academic administration is performed by administrative executing elements that include bureaus, divisions, and sub-divisions in the academic field.

(2) UM organizes vocational education, academic education, professional education, courses and trainings, and competence certification in the following manners.

a. The vocational education at the diploma III degree level (DIII) is organized by study programs under the coordination of the department/faculty.

b. The academic education at the Bachelor's degree level (S1) is organized by departments or study programs under the coordination of the faculty.

c. The academic education at the Master's (S2) and Doctoral degree levels (S3) which is mono-disciplinary academically is organized by the departments in a faculty under the coordination of the Dean.

d. The academic education at the Master's (S2) and Doctoral degree levels (S3) which is multi-disciplinary and in-faculty in nature is organized by the faculty.

e. The academic education at the Master's (S2) and Doctoral degree levels (S3) which is multi-disciplinary and cross-faculty in nature is organized by the postgraduate program.

f. Professional teacher education is organized by the Professional Teacher Education (PPG) study program under the coordination of the postgraduate program.

g. Other professional education in relation to a certain subject area is organized by a relevant faculty.

h. A thematic course and training program can be organized by the faculty, department, laboratory, institution, technical service unit, or any other relevant unit.

(3) The tracks in Master's and Doctoral degree programs are as follows:

a. Master's degree programs are implemented through either the class track or the research track.

b. Master's degree programs in the lecture track are implemented through classes and research in a proportionate manner according to the credit loads set out in the curricula.

c. Master's degree programs in the research track are implemented through periodic seminars, independent study, scientific communication, independent research, and scientific paper writing.

d. Doctoral degree programs are implemented through either the class track, the research track, or the Master-to-Doctorate Program for Exceptional Scholars track.

e. Doctoral degree programs in the class track are implemented according to the credit loads set out in the curricula.

f. Doctoral programs in the research track are implemented through periodic seminars, independent study, scientific communication, independent research, and scientific paper writing.

g. The Master-to-Doctorate Program for Exceptional Scholars, hereinafter referred to as PMDSU, is an educational acceleration program provided for qualified bachelors to earn a doctorate degree in an education term of 4 (four) years.

(4) Education programs are organized based on the curricula which are formulated based on the national education objectives, needs, study scopes, and types of the education programs.

(5) Classes are organized based on the semester credit system (SKS), in which case the implementation schedules follow the applicable academic calendar.

(6) Classes are conducted in the Indonesian Language as a language of instruction, in two languages for bilingual classes, and in a foreign language for international classes.

(7) The Rector awards certificates and rights to using academic degrees, vocational degrees, and professional degrees to students who have completed their education programs as stipulated by the legislation.

(8) The Rector can pass an authority to a dean, a head of institution, the Postgraduate Director, or a head of any other unit in UM's environment to award certificates to students who have successfully completed a course or training education program and to students who have participated in a seminar and/or any other scientific forum.

CHAPTER II

EDUCATION PROGRAMS

Article 9

Education and Learning Foundations

(1) The education at UM regards students as whole persons who are able to take on developmental challenges, develop their abilities and skills according to their own interests, and access learning methods that are aligned with the curricula using capability, life-based learning, and transdisciplinary approaches.

(2) The capability approach is an approach in curriculum development which provides students with facilitation to develop their abilities and skills according to their interests, create independence, develop adaptability and agility against scientific and technological changes, and develop problem-solving abilities creatively and efficiently.

(3) The life-based learning approach is an approach in a learning process which uses daily-life facts as triggers of analysis and application of the concepts learnt.

(4) The transdisciplinary approach is the approach in curriculum management which provides students with an opportunity to prepare themselves with various necessary subject areas, either within a single study program, across multiple study programs, across multiple faculties, or across universities.

Article 10
Objectives of Study Programs

(1) Diploma III degree programs aim to produce graduates who:
   a. have the *Pancasila* spirit, have high levels of personal morality, ethics, and integrity, and are innovative, adaptive, and capable in utilizing technologies in the scientific and professional fields in which they are engaged;
   b. demonstrate a mastery of theoretical concepts and applications of a subject in a subject areas and of the 21st century skills;
   c. have the ability to complete large-scale and specific-case tasks by analyzing information restrictively, to choose appropriate methods from several standard options, and to demonstrate performance of measured quality and quantity; and
   d. have the ability to identify and solve problems creatively.

(2) Bachelor's degree education programs aim to produce graduates who:
   a. have the *Pancasila* spirit, have high levels of personal morality, ethics, and integrity, and are innovative, adaptive, and capable in utilizing technologies in the scientific and professional fields in which they are engaged;

b. demonstrate a mastery of general and specific theoretical concepts in a certain subject in a great depth and have the ability to formulate solutions to procedural problems; and

c. have the ability to apply their own expertise and use knowledge, technologies, and/or arts in their own subject areas in solving problems and the ability to adapt to the situations they are facing.

(3) Professional education programs aim to produce graduates who:

a. have the *Pancasila* spirit, have high levels of personal morality, ethics, and integrity, and are innovative, adaptive, and capable in utilizing technologies in the scientific and professional fields in which they are engaged;

b. demonstrate a mastery of applied theories of a subject and the skills that are appropriate for their subject areas as well as the 21st century skills;

c. have the ability to plan and manage the resources under his/her responsibility and to comprehensively evaluate their work using science, technology, and/or art to generate organizational strategic development steps;

d. have the ability to solve scientific, technological, and/or artistic problems in their own subject areas using mono-disciplinary approaches; and

e. have the ability to conduct research and make strategic decisions with full accountability and responsibility for all the aspects under their responsibility according to their fields of expertise.

(4) Master's degree education programs aim to produce graduates who:

a. have the *Pancasila* spirit, have high levels of personal morality, ethics, and integrity, and are innovative, adaptive, and capable in utilizing technologies in the scientific and professional fields in which they are engaged;

b. demonstrate a mastery of theories and applied theories of a certain subject as well as the 21st century skills in education and non-education fields according to the study program taken;

c. have the ability to solve scientific, technological, and/or artistic problems in their respective subject areas using interdisciplinary or multi-disciplinary approaches; and

d. have the ability to manage research and development which benefit social and scientific interests and to earn national and international acknowledgements.

(5) Doctoral degree education programs aim to produce graduates who:

a. have the *Pancasila* spirit, have high levels of personal morality, ethics, and integrity, and are innovative, adaptive, and capable in utilizing technologies in the scientific and professional fields in which they are engaged;

b. demonstrate a mastery of the philosophy of science and the 21st century skills according to their own study programs;

c. have the ability to develop new knowledge, technologies, and/or arts in their own subject areas or professional practices through research to the point that they produce creative, original, tested pieces of work;

d. have the ability to solve scientific, technological, and/or artistic problems in their own subject areas using interdisciplinary, multi-disciplinary, and transdisciplinary approaches; and

e. have the ability to manage, lead, and develop research and development which benefit humanity and to earn national and international acknowledgements.

(6) Course and training education programs aim to improve students' mastery of specific skills to meet the learning needs of society and to produce graduates who:

a. have the *Pancasila* spirit, have high levels of personal morality, ethics, and integrity, and are innovative, adaptive, and capable in utilizing technologies in the scientific and professional fields in which they are engaged;

b. have the ability to perform a series of specific tasks by translating information and utilizing tools based on a number of available working procedures and to demonstrate performance of measured quality and quantity, some of which is personally generated under indirect supervision; and

c. have thorough operation knowledge and practice general principles and concepts related to the facts in certain fields of expertise so they can solve a variety of common problems using appropriate methods.

Article 11

Education Programs Organizing Standards

(1) The organizing of UM's education programs meets the National Standards of Higher Education (SN Dikti), which consist of the following:

a. graduate competence standards;

b. learning content standards;

c. learning process standards;

d. learning assessment standards;

e. lecturer and education staff standards;

f. learning facility and infrastructure standards;

g. learning management standards; and

h.   learning funding standards.

(2) The higher education standards as referred to in paragraph (1) refer to the Regulation of the Minister of Education and Culture Number 3 of 2020 on the National Standards of Higher Education and the Regulation of the Rector of Universitas Negeri Malang Number 22 of 2020 on the Education Standards of Universitas Negeri Malang.

Article 12
Bachelor's Degree Education Program Flexibility

(1) Education program flexibility is applied in order to produce graduates with flexible abilities.

(2) Education program flexibility is embodied in the curricula and in forms of learning to enable students to exercise their study rights optimally.

(3) The curriculum in every study program facilitates students' study rights exercise through the following: (a) learning processes in their study program, (b) learning processes in another study program at UM, (c) learning processes in the same study program at another higher education institution, (d) learning processes in a different study program at another higher education institution, and (e) learning processes at a non-higher-education institution.

(4) In order to meet the targeted credit load outside their study program, students may take transdisciplinary courses:

  a.   for a maximum of 36 credits in a different study program at UM;

  b.   for a maximum of two semesters (equal to 20 credits) in the same study program at another higher education institution or in a different study program at another higher education institution; and/or

  c.   for a maximum of two semesters (equal to 40 credits) at a non-higher-education institution.

(5) The implementation of flexibility in the curricula and learning forms is regulated under *Panduan Merdeka Belajar Universitas Negeri Malang 2020* (2020 Free Learning Guide of Universitas Negeri Malang).

Article 13
International Class

(1) International class is the organizing of classes according to international standards.

(2) The international standards include the standards for the contents, processes, organizing, and language used.

(3) A study program may organize an international class with Indonesian students and/or international students.

(4) International classes may be organized in the forms of sandwich, double-degree, and joint-degree programs.

(5) The sandwich program is a class program for UM students whose learning load is partially fulfilled at an overseas higher education institution in an institutionalized manner.

(6) The double-degree program is a collaborative program in the academic field between UM and one partner higher education institution or more with different study programs at the same or different levels for students to earn 2 (two) different degrees by:

    a.   jointly acknowledging students' passing a number of same courses in each higher education institution; and

    b.   allowing students to take and pass courses other than those required by each higher education institution.

(7) The joint-degree program is a collaborative program between UM and one partner higher education institution or more with the same study programs at the same levels in which students may complete a study program at one of the higher education institutions and earn 1 (one) degree.

(8) The provisions on international class organizing are set out under a Rector Regulation.

Article 14

Learning Management System

(1) The learning management at UM is conducted under the Learning Management System, hereinafter referred to as Sipejar.

(2) Sipejar is UM's Moodle-based instructional system that combines UM's Curriculum Information System (SIK) and Academic Information System (Siakad).

(3) The learning services under Sipejar are provided through the offline and online learning services system.

(4) Online learning services cover synchronized and non-synchronized learning activities, whereas offline learning services cover face-to-face learning activities in and/or out of the classroom, laboratory, sport field/court, and coliseum.

(5) Synchronized online learning activities are the learning activities conducted by lecturers and students under Sipejar within the same time period through video conference, webinar, and/or chat.

(6) Non-synchronized online learning activities are the learning activities conducted by lecturers and students under Sipejar within different time periods through assignment, discussion forum, linked space, and/or quiz.

Article 15

Semester Credit System

(1) Semester Credit System is the use of semester credits as student learning workload, study program unit learning load, or lecturer teaching workload.

(2) The Semester Credit System uses the time unit semesters, in which case one academic year consists of odd semester, even semester, and short semester.

(3) Credit is a quantitative award to student learning workload, lecturer teaching workload, learning experience, and program implementation load.

(4) Semester credits as referred to in paragraph (1) are:

    a.   student learning workload per week per semester earned through a variety of curricular activities in learning processes;

    b.   the amount of student learning workload in a study program which is set out in the curriculum;

    c.   lecturer teaching workload in teaching that consists of teaching planning, implementation, and assessment.

(5) One credit of learning load is equal to 170 minutes per week per semester. Learning activities may take the form of lectures, responses, and tutorials, seminars or other learning forms of this type, and practicums, studio practicums, workshop practicums, field practicums, and/or other learning forms of this type. The credit hours allocation to 1 credit per week for a semester is detailed in Table 1.

Table 1. Credit Hours Allocation to 1 Credit per Week for a Semester

Activity	Face-to-Face Activity (minutes)	Structured Task (minutes)	Independent Activity (minutes)	Practicum	Total

Lectures, responses, tutorials	50	60	60	-	170
Seminars or other similar learning forms	100	-	70	-	170
Practicums, studio practicums, workshop practicums, field practicums, research, student community services, and/or other similar learning forms	-	-	-	170	170

(6) Every course is worth at least 1 (one) credit.

(7) Semester (odd or even) is an effective learning activity time unit of 16 (sixteen) weeks, including Mid-Term Examination (UTS) and Final-Term Examination (UAS).

(8) The student learning workload for diploma degree and Bachelor's degree programs in semester 1 and semester 2 amounts to a maximum of 22 credits, while in semester 3 onward a maximum of 24 credits following the semester grade point average achieved.

(9) The student learning workload for Master's degree and Doctoral degree programs amounts to a maximum of 14 credits per semester, except for the dissertation courses in Doctoral degree programs which are worth 16 credits.

Article 16

Short Semester

(1) Short semester is a class activity time unit equal to 16 meetings over an 8 weeks' effective period which takes place once a year after the conclusion of even semester.

(2) Short semester is part of even semester.

(3) The education organizing and the grade point average earned in short semester are the same as those in odd/even semester.

(4) Short semester is intended to provide opportunities for students to improve their grade point average or take the KKN, non-education field work, final project, Bachelor's thesis, or Master's thesis course that is worth a maximum of 9 credits.

(5) Short semester is reserved for students who are registered as active students in the even semester of the ongoing academic year, so students who take a leave in even semester are not eligible to program for short semester.

(6) The courses served in short semester are determined by the head of department.

(7) With regard to the learning workload in short semester, 1 credit is equal to 340 minutes per week per semester. The learning activities may take the form of lectures, responses, and tutorials, seminars or other learning forms of this type, and practicums, studio practicums, workshop practicums, field practicums, and/or other learning forms of this type. The credit hours allocation to 1 credit per week for short semester is detailed in Table 2.

Table 2. Credit Hours Allocation to 1 Credit per Week for Short Semester

Activity	Face-to-Face Activity (minutes)	Structured Task (minutes)	Independent Activity (minutes)	Practicum	Total
Lectures, responses, tutorials	100	120	120	-	340
Seminars or other similar learning forms	200	-	140	-	340
Practicums, studio practicums, workshop practicums, field practicums, research, community services, and/or other similar learning forms	-	-	-	340	340

Article 17

Student Learning Workload

(1) Student learning workload refers to the number of credits that must be achieved by a student for him/her to be declared graduating from a certain education program.

(2) The student learning workload for diploma III degree education programs is worth 108 credits.

(3) The student learning workload in Bachelor's degree education programs for enrolling senior high school graduates is worth 146 credits.

(4) The student learning workload for Bachelor's degree education programs for enrolling diploma III graduates depends on the number of credits acknowledged by the previous education program as determined by the head of department/study program coordinator and validated by the dean.

(5) The student learning workload for students who continue their studies from the diploma III degree level is expressed in the Overall Study Plan (KRSM) at the onset of the first semester by the head of department/study program coordinator and validated by the dean.

(6) The student learning workload for Master's degree education programs is worth 36 credits.

(7) The student learning workload for Doctoral degree education programs is worth 42 credits.

(8) The student learning workload for professional education programs is regulated in a separate regulation.

Article 18

Study terms

(1) Study term is the length of time taken by a student to complete an education program, counted since the first time the student being registered as UM student.

(2) Leave is not counted in the accumulated study term.

(3) Short term is not counted in the accumulated study term.

(4) The study term for diploma III degree education programs is 6 semesters, which can be extended up to 10 semesters or 5 years.

(5) The study term for Bachelor's degree education programs in the case of enrolling senior high school graduates is 8 semesters, which can be extended up to 14 semesters or 7 years.

(6) The study term for Bachelor's degree education program in the case of enrolling diploma III degree program graduates is 2 semesters, which can be extended up to 6 semesters or 3 years.

(7) Students with outstanding academic outcomes in Bachelor's programs may complete their studies in 7 semesters.

(8) Students with outstanding academic outcomes as referred to in paragraph (7) are students who have earned semester grade point average (IPS) greater than 3.00 (three point zero) and who meet the academic ethics.

(9) The study term for Master's degree programs is 3 semesters, which can be extended up to 8 semesters or 4 years after the completion of a Bachelor's degree program.

(10) The study term for Doctoral degree programs is 5 semesters, which can be extended up to 10 semesters or 5 years after the completion of a Master's degree program.

(11) The study term for professional education programs is regulated in a separate regulation.

Article 19

Monitoring of the Number of Credits Achieved and Studies Completion

(1) A head of department/study program coordinator must monitor the number of credits achieved by a student every end of semester.

(2) Monitoring of the number of credits achieved is intended for early detection of studies completion delay.

(3) The results of monitoring of the number of credits achieved and targeted studies completion every end of semester are discussed in a management review meeting at the faculty level and are reported to Vice Rector I no later than the end of the first class week of the next semester.

(4) Monitoring of students' studies completion in a given study term is performed every end of semester by the head of department/study program coordinator under the coordination of the Vice Dean for Academic Affairs, and the results are to be reported to Vice Rector I.

(5) The monitoring results as referred to in paragraph (4) are to be used as a consideration for the making of decisions on recommendations for the studies completion and/or the final status of students whose study terms have expired.

(6) The decision on the termination of the student status due to a student's inability to complete his/her studies is proposed by the Dean and established by the Rector.

Article 20

Credits Acknowledgement

(1) Credits acknowledgement is the award for the special competences (learning experiences) that are possessed by a student as course learning outcomes.

(2) Credits acknowledgement can only be awarded to individuals with the status as UM students.

(3) The credits and learning experiences earned can only be acknowledged if they agree with the study program intended and receive approval from the head of department/study program coordinator and validation from the dean/Postgraduate Director.

(4) Credits acknowledgement as referred to in paragraph (1) is regulated in a Rector Regulation.

(5) Students whose study term has expired in UM's environment and wish to continue their studies will have their earned credits acknowledged equally but with study term leveled to new students' study term.

Article 21
Academic Acknowledgement of Student Learning Outcomes

(1) Academic acknowledgement of student learning outcomes is an award in the form of credits in certain courses for diploma III or Bachelor's degree program students who have successful outcomes according to the outcome requirements that have been set.

(2) The student learning outcome requirements as referred to in paragraph (1) are as follows.

    a. The student learning outcome is equal and relevant to the course learning outcome concerned;

    b. Student learning outcome is attained when the student is registered as active student.

(3) Academic acknowledgement as referred to in paragraph (1) is regulated in a Rector Regulation.

Article 22
Acknowledgement and Equation of Student Activities

(1) Acknowledgement and equation of student activities are the recognition of the learning experiences gained through extracurricular activities which are acknowledged as equal to certain courses.

(2) Acknowledgement and equation as referred to in paragraph (1) are valid if the following requirements are met:

    a. the extracurricular activities are relevant to the course learning outcome (CPMK);

    b. the extracurricular activities are institutionalized or institution-acknowledged in nature;

    c. the activities are performed when the students are with the status of UM students; and

    d. the activities are performed in time units equal to the length of time taken to meet the credit loads of the courses to which the activities are to be equated.

(3) The acknowledgement and equation process is undertaken in the following steps:

a. the student writes a report with necessary proofs enclosed to earn an acknowledgement; and

b. assessment is conducted by a team established by the study program or a relevant unit.

(4) Further provisions regarding assessment as referred to in paragraph (3) are established by the study program or a relevant unit.

(5) The team of assessors as referred to in paragraph (3) letter b consists of at least 2 (two) lecturers, one of whom is the one in charge of the course concerned.

(6) Matters related to acknowledgement and equation of student activities which are equal to certain courses are regulated in a Rector Regulation.

CHAPTER III

CURRICULA

Article 23

Graduate Profiles and Competences

(1) Graduate profile refers to whole, independent capability performance with multi-dimensional, multi-proficiency, multi-modality attributes in a certain field of expertise.

(2) Capability performance description illustrates the scope of graduates' proficiencies and talents in their engagement in certain occupations, professions, or life preferences according to their fields of expertise.

(3) Study program graduate capability performance illustrates the main scholarly competences that must be mastered and the competences development as a manifestation of the wholeness of the study program graduate capability performance.

(4) The profile of UM graduates are as follows:

a. graduates who are pious, of noble characters, intelligent, independent, committed to the nation, and capable of professional development; and

b. innovative, adaptive graduates who are capable of technological utilization in their subject areas.

(5) Every faculty formulates a graduate profile according to its own characteristics.

(6) Every study program formulates a graduate profile according to its own characteristics.

(7) Graduate capability performance consists of the following elements:

a. foundations of character development;

b. mastery of knowledge, skills, and applications at work according to the graduate's field of expertise; and

c. development of self-capacity, creativity, and adaptability in the face of 21st-century changes.

(8) Study program main competence development is the refinement of a whole capability performance carried out by the study program through elective courses the students are free to choose from, in or outside the study program, as a manifestation of transdisciplinary development.

Article 24

The Structures of the Curricula

(1) Curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, strategies, and assessments which is used as a guide to organizing study programs.

(2) UM's curricula that underlie the study program organizing in diploma III and Bachelor's degree programs are formulated in structures that encompass the following:

a. Basic Courses on Character Development, hereinafter referred to as MDPK courses, that consist of mandatory university-level courses and courses characteristic of UM.

b. Courses on Subject Matter and Expertise, hereinafter referred to as MKK courses, that consist of core courses on subject matter, supplementary science and technology courses, and courses characteristic of study program, as well as basic courses on pedagogy, hereinafter referred to as MDKP courses, that consist of mandatory faculty-level courses and mandatory study-program-level courses; and

c. Elective Courses and Transdisciplinary Courses, hereinafter referred to as MPPD courses, consisting of interest-aligned elective courses which can be taken in or outside the study program (transdisciplinary).

(3) UM's curricula that underlie the study program organizing in Master's and Doctoral degree programs are formulated in structures that encompass the following: Basic Courses on Subject Matter, hereinafter referred to as MKDK courses, that consist of required university-level courses; MKK courses, mandatory and elective, that are determined by the study program, including scientific writing, research ethics, research data analysis, and education foundations (in the case of the education field); and Master's Thesis Courses, hereinafter referred to as MKKT courses, for Master's degree programs and Dissertation Courses, hereinafter referred to as MKKD courses, for Doctoral degree programs.

(4) MDPK courses aim to shape attitudes, values, and skills as UM bachelors' performance.

(5) MKK courses are a group of mandatory faculty- and study-program-level courses aimed to produce main abilities in the mastery of knowledge, attitudes, and skills related to students' authorities and responsibilities.

(6) MPPD courses that consist of elective courses that can be taken in or outside a study program (transdisciplinary in nature) are a group of courses that are aimed to develop students' self-capacity according to their own interests in order to shape the wholeness of necessary capability performance.

(7) Mandatory courses are courses that students must take and pass from in order to complete their studies.

(8) Elective courses are courses that students may choose (with a certain number of credits' worth) to take and pass from according to their interests and needs to meet their programmed student learning workload with the approval of the academic advisor.

(9) Study program curricula are issued in complete by the faculty and postgraduate program.

(10) The curricula under this educational guide are effective for students of 2020/2021 and later classes.

Article 25
The Curriculum of a Diploma III degree program

(1) The curriculum of a Diploma III degree program is composed of MDPK courses, MKK courses, MPPD courses, and transdisciplinary courses.

(2) The curricular structure of a Diploma III degree program consists of the following:
   a. MDPK courses with a total load of 12 credits;
   b. MKK courses with a total load of 76 credits;
   c. MPPD courses with a total load of 20 credits; and
   d. transdisciplinary courses, which are a group of MPPD courses outside the study program with a total load of 20 credits.

(3) The curriculum of a Diploma III degree program is regulated further by the dean.

Article 26
The Curriculum of a Bachelor's Degree Program

(1) The curriculum of a Bachelor's degree program is comprised of MDPK courses, MKK courses, MPPD courses, and transdisciplinary courses.

(2) The curricular structure of a Bachelor's degree program consists of the following:

a. MDPK courses with a total load of 12 credits;

b. MKK courses with a total load of 98 credits;

c. MPPD courses with a total load of 36 credits; and

d. transdisciplinary courses, which are a group of MPPD courses outside the study program with a total load of 36 credits.

(3) The curricular structure of a Bachelor's degree program is regulated further by the head of department/study program coordinator and set out in the study program curriculum document.

Article 27

The Curriculum of a Professional Education Program

(1) The curricular structure of Teacher Professional Education is comprised of workshops according to the field of expertise and internship activities.

(2) The curricular structure of Non-Teacher Professional Education is comprised of workshops, case studies, and/or internship activities.

(3) The curricula of Professional Education Programs are regulated further by the dean/ Postgraduate Director.

Article 28

The Curriculum of a Master's Degree Program

(1) The curriculum of a Master's degree program is comprised of MKDK courses, mandatory and elective study-program-level courses (MKK), and MKKT courses.

(2) The curricular structure of a Master's degree program consists of the following:

a. MKDK courses with a total load of 2 credits;

b. MKK courses with a total load of 24 credits; and

c. MKKT courses with a total load of 10 credits.

(3) The curriculum of a Master's degree program is regulated further by the dean/Postgraduate Director and set out in the study program curriculum document.

Article 29

The Curriculum of a Doctoral Degree Program

(1) The curriculum of a Doctoral degree program is comprised of MKDK courses, mandatory and elective study-program-level courses (MKK), and MKKD courses.

(2) The curricular structure of a Doctoral degree program consists of the following:

    a.   MKDK courses with a total load of 4 credits;

    b.   MKK courses with a total load of 14 credits; and

    c.   MKKD courses with a total load of 24 credits.

(3) The curricular structure of a Doctoral degree program is regulated further by the dean/Postgraduate Director and set out in the study program curriculum document.

(4) The curricular structure of a Doctoral degree program in the research track is separately regulated in the study program curriculum.

(5) The PMDSU program is separately regulated under a Rector Regulation.

Article 30
Monitoring and Evaluation of Curriculum Development and Implementation

(1) The monitoring and evaluation of curriculum development are performed by the Center for Curriculum and Education Development, hereinafter referred to as P2KP.

(2) Monitoring and evaluation of curriculum implementation are performed by the Quality Assurance Entity, hereinafter referred to as SPM.

(3) The procedure for the performance of monitoring and evaluation of curriculum development is regulated further under the guidelines formulated by P2KP.

(4) The procedure for the performance of monitoring and evaluation of curriculum implementation is regulated further under the guidelines formulated by SPM.

Article 31
Basic Courses on Character Development

(1) Basic Courses on Character Development (MDPK) are a group of mandatory university-level courses aimed at the character development of Indonesian people who are pious, steadfast in personality, sound in their communication ability, independent, and in possession of a sense of responsibility toward society and the nation and at preparing individuals who are innovative, adaptive, and capable in utilizing technologies in scientific, expertise, and professional development as the character of UM graduates.

(2) MDPK courses must be presented in all diploma III and Bachelor's degree study programs as provided in Table 3.

Table 3. Basic Courses on Character Development

No	Course Code	Course Name	Credits	Hours	Note
1	UNIVUM6001	Islamic Education *)	3	3	*) elected
	UNIVUM6002	Protestant Education *)			based on the
	UNIVUM6003	Catholic Education *)			religion/faith
	UNIVUM6004	Hindu Education *)			the student
	UNIVUM6005	Buddhist Education *)			adheres to
	UNIVUM6006	Confucian Education *)			
	UNIVUM6014	Faith Education *)			
2	UNIVUM6007	Pancasila Education	2	2	
3	UNIVUM6008	Civics Education	2	2	
4	UNIVUM6009	Indonesian Language Education	2	2	
5	UNIVUM6010	Innovation Management	3	3	

(3) The development of the Standard of Graduate Learning Outcomes (CPL), Course Learning Outcomes (CPMK), course content descriptions, learning processes, and assessments for MDPK courses is coordinated by the Center for Religious Life and University Lecture Development, hereinafter referred to as P2KBKU.

Article 32

Courses on Subject Matter and Expertise

(1) Courses on Subject Matter and Expertise (MKK) are a group of courses that support the accomplishment of main abilities and expertise and must be mastered by study program graduates, including core courses on subject matter, supplementary science and technology courses, courses characteristic of study program, and basic courses on pedagogy.

(2) The core courses on subject matter, supplementary science and technology courses, and courses characteristic of study program as referred to in paragraph (1) are developed by each study program.

(3) The basic courses on pedagogy as referred to in paragraph (1) are mandatory courses for education study programs, which in their management by the Center for Religious Life and University Lecture Development under the Education and Instructional Development Institute (P2KBKU-LP3) are grouped together with university-level courses.

(4) The basic courses on pedagogy are provided in Table 4.

Table 4. Basic Courses on Pedagogy

No	Course Code	Course Name	Credits	Hours
1	UNIVUM6011	Introduction to Education	2	2
2	UNIVUM6012	Learner Development *)	3	3
3	UNIVUM6013	Learning and Teaching	3	3

*) prerequisite for Learning and Teaching (UNIVUM6013)

Article 33

Elective Courses and Transdisciplinary Courses (MPPD)

(1) MPPD courses are courses that are aimed to develop students' self-capacity according to their own interests to form the wholeness of necessary capability performance.

(2) MPPD courses may be taken in or outside the study program concerned.

(3) The study program provides a number of elective courses for students who wish to meet their needs in the study program to take some or all elective courses outside the study program as a manifestation of a transdisciplinary approach application in UM's curricula.

(4) The provisions for transdisciplinary MPPD courses are as follows.

a. The transdisciplinary approach is one of UM's curricular approaches that provides students with an opportunity to develop their capability by allowing them to attend instructions outside their study program or outside UM.

b. The opening-up of the opportunity for students to take transdisciplinary courses is regulated by each study program in reference to *Panduan Merdeka Belajar UM*.

c. Transdisciplinary courses are taken by students with the approval of the academic advisor/Bachelor's thesis advisor, and this taking must be programmed on Siakad.

Article 34

Codes of Courses

(1) The course coding system is established based on the course structure classification, in which case the code consists of 10 characters, including 4 characters denoting the unit identity, 2 characters denoting the university identity, 1 character denoting the study program identity, and 3 characters denoting the course identity, with no space in between.

(2) The codes of courses for diploma III degree programs are as follows:

Table 5. Codes of Courses for Diploma III Degree Programs

No	Course Name	Credits	Course Code
1	Islamic Education	3	UNIVUM6001
2	Protestant Education	3	UNIVUM6002
3	Catholic Education	3	UNIVUM6003
4	Hindu Education	3	UNIVUM6004
5	Buddhist Education	3	UNIVUM6005
6	Confucian Education	3	UNIVUM6006
7	Pancasila Education	2	UNIVUM6007
8	Civics Education	2	UNIVUM6008
9	Indonesian Language Education	2	UNIVUM6009
10	Innovation Management	3	UNIVUM6010
11	Faith Education	3	UNIVUM6014

Table 6. Codes of Courses on Subject Matter and Expertise (MKK) and Elective Courses and Transdisciplinary Courses (MPPD) for Diploma III Degree Programs

No	Study Program	Course Code
I	FACULTY OF LETTERS	
1	Animated Game	GDKAUM53xx
2	Librarianship	NKPDUM53xx
II	FACULTY OF ECONOMICS	
1	Accounting	NAKTUM53xx
2	Marketing Management	NDMPUM53xx
III	FACULTY OF ENGINEERING	
1	Mechanical Engineering	NTMEUM53xx
2	Civil and Building Engineering	NTSBUM53xx
3	Electrical Engineering	NTROUM53xx
4	Automotive Engineering	NTOMUM53xx
5	Electronics Engineering	NEKAUM53xx
6	Culinary Art	NTBGUM53xx
7	Fashion Design	NTBNUM53xx

(3) The codes of courses applied at UM for Bachelor's degree programs are as provided in Table 7.

Table 7. Codes of University-Level Courses for Bachelor's Degree Programs

No	Course Name	Credits	Course Code
1	Islamic Education	3	UNIVUM6001
2	Protestant Education	3	UNIVUM6002
3	Catholic Education	3	UNIVUM6003
4	Hindu Education	3	UNIVUM6004
5	Buddhist Education	3	UNIVUM6005
6	Confucian Education	3	UNIVUM6006
7	Faith Education	3	UNIVUM6014
8	Pancasila Education	2	UNIVUM6007
9	Civics Education	2	UNIVUM6008
10	Indonesian Language Education	2	UNIVUM6009
11	Innovation Management	3	UNIVUM6010

Table 8. Codes of Basic Courses on Pedagogy (MDKP)

No	Course Name	Credits	Course Code
1	Introduction to Education	2	UNIVUM6011
2	Learner Development*	3	UNIVUM6012
3	Learning and Teaching	3	UNIVUM6013

Note: *) The Learner Development course is a prerequisite for the Learning and Teaching course

(4) Codes for courses applied at UM for all study programs are provided in Table 9.

Table 9. Codes of Likened Courses for All Study Programs

No	Course Name	Credits	Course Code
1	School Field Introduction (PLP)	4	UPLPUM6090
2	Field Work Practicum (PKL)/Industrial Field Work Practicum (PRAKERIN)	4	UPKLUM6090
3	Work-Study in the Field (KKN)	4	UKKNUM6090
4	Field Practicum Study (KPL)	4	UKPLUM6090

Note:

UPLPUM6090 is for Teaching Education Study Programs

UKPLUM6090 is for Non-Teaching Education Study Programs

Table 10. Codes of Faculty-Level Courses

No	Study Program	Course Code
1	Faculty of Education	FFIPUM6xxx
2	Faculty of Letters	FSASUM6xxx
3	Faculty of Mathematics and Natural Sciences	FMIAUM6xxx
4	Faculty of Economics	FEKOUM6xxx
5	Faculty of Engineering	FTEKUM6xxx
6	Faculty of Sport Sciences	FIOKUM6xxx
7	Faculty of Social Sciences	FISOUM6xxx
8	Faculty of Psychology Education	FPSIUM6xxx

Table 11. Codes of Courses on Subject Matter and Expertise (MKK)

No	Study Program	Course Code
I	FACULTY OF EDUCATION	
1	Guidance and Counselling	MKBKUM6xxx
2	Educational Technology	PTEPUM6xxx
3	Educational Administration	PMAPUM6xxx
4	Non-Formal Education	PPLSUM6xxx
5	Elementary School Teacher Education	PGSDUM6xxx
6	Preschool Teacher Education	PAUDUM6xxx
7	Special Education	PPLBUM6xxx
8	Bachelor's Thesis	xxxxUM6100 (study program code)
II	FACULTY OF LETTERS	
1	Indonesian and Regional Language and Literature Education	PINDUM6xxx
2	Indonesian Language and Literature	BSIDUM6xxx
3	Librarianship Science	PUSTUM6xxx

4	English Language Education	PINGUM6xxx
5	English Language and Literature	BSIGUM6xxx
6	Arabic Language Education	PARAUM6xxx
7	German Language Education	PJERUM6xxx
8	Mandarin Language Education	PMDRUM6xxx
9	Visual Arts Education	PSRUUM6xxx
10	Dancing and Music Arts Education	PTMDUM6xxx
11	Visual Communication Education	DKVIUM6xxx
12	Bachelor's Thesis	xxxxUM6100 (study program code)
III	FACULTY OF MATHEMATICS AND NATURAL SCIENCES	
1	Mathematics Education	PMATUM6xxx
2	Mathematics	NMATUM6xxx
3	Physics Education	PFISUM6xxx
4	Physics	NFISUM6xxx
5	Chemistry Education	PKIMUM6xxx
6	Chemistry	NKIMUM6xxx
7	Biology Education	PBIOUM6xxx
8	Biology	NBIOUM6xxx
9	Natural Sciences Education	PIPAUM6xxx
10	Biotechnology	BIOTUM6xxx
11	Bachelor's Thesis	xxxxUM6100 (study program code)
IV	FACULTY OF ECONOMICS	
1	Business Education	PBISUM6xxx
2	Office Administration Education	PADPUM6xxx
3	Management	MNJMUM6xxx
4	Accounting Education	PAKTUM6xxx
5	Accounting	AKTNUM6xxx
6	Economics Education	PEKOUM6xxx

7	Economics and Developmental Studies	EKSPUM6xxx
8	Bachelor's Thesis	xxxxUM61000 (study program code)
V	FACULTY OF ENGINEERING	
1	Mechanical Engineering Education	PTOMUM6xxx
2	Mechanical Engineering	NTMEUM6xxx
3	Automotive Engineering Education	PPTOUM6xxx
4	Industrial Engineering	NTIDUM6xxx
5	Building Construction Education	PBGNUM6xxx
6	Civil Engineering	NTSIUM6xxx
7	Electrical Engineering Education	PTELUM6xxx
8	Electrical Engineering	NTROUM6xxx
9	Informatics Engineering Education	PTINUM6xxx
10	Informatics Engineering	NINFUM6xxx
11	Culinary Arts Education	PTBGUM6xxx
12	Fashion Design Education	PTBSUM6xxx
13	Bachelor's Thesis	xxxxUM6100 (study program code)
V	FACULTY OF SPORT SCIENCES	
1	Physical, Health, and Recreational Education	PPJKUM6xxx
2	Sport Sciences	IKORUM6xxx
3	Coaching Education	PPKOUM6xxx
4	Community Health Science	IKMSUM6xxx
5	Bachelor's Thesis	xxxxUM6100 (study program code)
VI	FACULTY OF SOCIAL SCIENCES	
1	Pancasila and Civics Education	PPKNUM6xxx
2	Geography Education	PGEOUM6xxx

3	Geography		GEOGUM6xxx
4	History Education		PSEJUM6xxx
5	History		ISEJUM6xxx
6	Social Sciences Education		PPIPSUM6xxx
7	Sociology Education		PSOSUM6xxx
8	Bachelor's Thesis		xxxxUM6100 (study program code)
VII	FACULTY OF PSYCHOLOGY EDUCATION		
1	Psychology		PPSIUM6xxx
2	Bachelor's Thesis		xxxxUM6100 (study program code)

(5) The codes of courses applied at UM for Master's and Doctoral degree programs are provided in Table 12.

Table 12. Codes of University-Level Courses for Master's and Doctoral Degree Programs

No	Level	Course Name	Credits	Course Code
1	Education Master's Program	Scientific Ethics	2	UNIVUM8001
2	Education Doctoral Program	1. Philosophy of Science 2. Educational Insights	2 2	UNIVUM9001 UNIVUM9002
3	Non-Education Master's Program	Scientific Ethics	2	UNIVUM8002
4	Non-Education Doctoral Program	Philosophy of Science	2	UNIVUM9003

Table 13. Codes of Courses on Subject Matter and Expertise (MKK) for Master's Degree Programs

No	Name of Faculty	Study Program	Course Code
1	Faculty of Education	Guidance and Counseling	MKBKUM8xxx
		Non-Formal Education	PPLSUM8xxx

		Learning Technology	PTEPUM8xxx
		Education Management	MNJPUM8xxx
		Special Education	PSUSUM8xxx
		Early Childhood Education	PAUDUM8xxx
2	Faculty of Letters	Indonesian Language Education	PINDUM8xxx
		English Language Education	PINGUM8xxx
		Arabic Language Education	PKBAUM8xxx
		Language Education	PKBSUM8xxx
		Visual Arts Education	PKSRUM8xxx
3	Faculty of Mathematics and Natural Sciences	Biology	NBIOUM8xxx
		Physics	NFISUM8xxx
		Chemistry	NKIMUM8xxx
		Mathematics	NMATUM8xxx
		Mathematics Education	PMATUM8xxx
		Chemistry Education	PMIKUM8xxx
		Biology Education	PBIOUM8xxx
		Physics Education	PFISUM8xxx
4	Faculty of Economics	Management	MNJMUM8xxx
		Accounting	AKTNUM8xxx
		Economics Science	NIKOUM8xxx
		Business and Management Education	PBISUM8xxx
		Economics Education	PEKOUM8xxx
5	Faculty of Engineering	Mechanical Engineering	NTMEUM8xxx
		Civil Engineering	NTSIUM8xxx
		Electrical Engineering	NTROUM8xxx
		Vocational Education	PKEJUM8xxx
6	Faculty of Sport Sciences	Sports Education	PORAUM8xxx
7	Faculty of Social Sciences	Geography Education	PGEOUM8xxx
		History Education	PSEJUM8xxx
		Pancasila and Civics Education	PPKNUM8xxx
8	Postgraduate	Elementary Study	PDASUM8xxx

Note: xxx: course numbering determined by the study program

Table 14. Codes of Courses on Subject Matter and Expertise (MKK) for Doctoral Degree Programs

No	Name of Faculty	Study Program	Course Code
1	Faculty of Education	Guidance and Counseling	MKBKUM9xxx
		Learning Technology	PTEPUM9xxx
		Education Management	MNJPUM9xxx
		Non-Formal Education	PPLSUM9xxx
2	Faculty of Letters	Indonesian Language Education	PINDUM9xxx
		English Language Education	PINGUM9xxx
3	Faculty of Mathematics and Natural Sciences	Mathematics Education	PMATUM9xxx
		Chemistry Education	PKIMUM9xxx
		Biology Education	PBIOUM9xxx
		Physics Education	PFISUM9xxx
4	Faculty of Economics	Management Science	MNJMUM9xxx
		Economics Education	PEKOUM9xxx
5	Faculty of Engineering	Vocational Education	PKEJUM9xxx
6	Faculty of Social Sciences	Geography Education	PGEOUM9xxx
7	Faculty of Psychology Education	Educational Psychology	PPSIUM9xxx
8	Postgraduate	Elementary Study	PDASUM9xxx

Note: xxx: course numbering determined by the study program

Table 15. Codes of Master's Thesis Courses

No	Course Name	Course Code
1	Master's Thesis Proposal Development	xxxxUM8099
2	Thesis	xxxxUM8100

Note: xxxx: coding for the MKK courses in the study program

Table 16. Codes of Dissertation Courses

No	Course Name	Course Code

1	Dissertation Support	Study program MKK code
2	Dissertation Proposal Development	xxxxUM9099
3	Dissertation	xxxxUM9100

Note: xxxx: coding for the MKK courses in the study program

Table 17. Codes of Field Practicum Study Courses (KPL)

No	Level	Course Name	Course Code
1	Master's Education Programs	Field Practicum Study (KPL)	UKPLUM8090
2	Master's Non-Education Programs	Determined by the study program	Study program MKK program

CHAPTER IV
STUDENT ADMISSIONS AND MOVES

Article 35
Student Admissions

(1) Application to enroll in UM is open for graduates of senior high schools or graduates of diploma, Bachelor's, and Master's degree programs as set out in Table 18.

Table 18. Programs and Designated Applicants

Program	Designated Applicants
Diploma III degree programs	Senior high school graduates
Bachelor's degree programs	a. Senior high school graduates b. Diploma III degree program graduates c. Transfer Bachelor's degree program students from other higher education institutions
Professional degree programs	Diploma IV/Bachelor's /Master's degree program graduates
Master's degree programs	Bachelor's/diploma IV degree program graduates

Doctoral degree programs	Master's degree program graduates

(2) Admissions of new students who are senior high school graduates into diploma and Bachelor's degree programs are conducted through the National Selection of State Universities Admission (SNMPTN), the Join Selection of State Universities Admission (SBMPTN), and Independent Admission (*Seleksi Mandiri*) mechanisms.

(3) Admissions of new students into professional, Master's, and Doctoral degree programs are conducted through the independent admission mechanism.

(4) Admissions of international students can be conducted through interuniversity cooperation and/or through the independent admission mechanism.

(5) Student admissions are regulated further under a Rector Regulation.

Article 36

Application Requirements

(1) To be admitted as UM students, applicants must meet the academic and administrative requirements.

(2) Academic Requirements

    a.   Applicants into diploma and Bachelor's degree programs:

        1)   are senior high school/diploma III degree program graduates;

        2)   must pass the entry selection process.

    b.   Applicants into Master's degree programs:

        1)   are Bachelor's/diploma IV degree program graduates;

        2)   must have earned a Bachelor's-/diploma-IV grade point average (IPK) of or equal to 3.00 at the least; and

        3)   must pass the entry selection process.

    c.   Applicants into Doctoral degree programs:

        1)   are graduates of Master's degree programs which are the same as or in the same fields as the Doctoral degree programs preferred and are graduates of Master's degree programs which are not in the same fields as the Doctoral degree programs preferred with the approval of the study program coordinator;

        2)   must have earned a Master's grade point average of or equal to 3.25 at the least; and

        3)   must pass the entry selection process.

(3) Administrative Requirements

a. General requirements
1) pay the registration fee;
2) fill in the registration form online;
3) have a physician-issued health certificate;
4) have no color blindness in the case of requiring study programs;
5) in the case of Master's and Doctoral degree program applicants, submit the following:
   a) a statement of good conduct issued by the head of office in the case of working applicants or by the police;
   b) a resume;
   c) a permit from an authorized superior in the case of working applicants; and
   d) the concerned applicants' statement of willingness to conduct studies.
b. Special requirements are regulated under the Rector Regulation on Student Admissions.

Article 37
Student Admissions Committee

(1) Student admissions are conducted by a committee which is established with t a Rector Regulation.

(2) The student admissions committee for diploma, Bachelor's, Master's, Doctoral, and professional degree education programs holds a position at the university level.

Article 38
International Students

(1) International students are foreign citizens who pursue an education at UM.

(2) International student admissions are conducted through a selection process separately regulated under a Rector Regulation.

(3) International students who take an education program at UM must abide by the applicable rules.

(4) The registration process for international students is undertaken as regulated under Article 87 on Student Registration.

(5) International students who have completed or graduated from an education program must conduct tracing online as a requirement for earning a graduation certificate and/or any other certificate according to the applicable provisions.

(6) The requirements and procedure for earning a study permit for international students are as follows:

    a.   submit an application letter to UM;

    b.   get the application letter forwarded from the education institution to the Main Unit under the Ministry of Education and Culture;

    c.   forward a letter of recommendation from the Main Unit to the Bureau for Budget Planning and International Cooperation (PKLN) under the Ministry of Education and Culture;

    d.   gain a letter of learning permit approval from PKLN after clearance house fulfilment;

    e.   hold a stay visa or permit to stay in Indonesia;

    f.   arrange for a statement letter from the Police of the Republic of Indonesia;

    g.   have a guaranteed funding source to guarantee the continuity of the education pursuit at a state higher education institution in Indonesia; and

    h.   hold an accident and health insurance (with full coverage) which is applicable in Indonesia over the study term.

(7) The administrative and academic registration procedures for international students are carried out by the International Relations Office and BAKPIK.

Article 39

Transfer Students

(1) Transfer students are students who are transferred from one study program to another study program of a same, similar, or different type.

(2) Transfer students within UM's environment may have origins in a different study program.

(3) Transfer students from higher education institutions outside UM must have origins in the same study programs with the same accreditation status or higher.

(4) A student transfer is considered based on the following provisions:

    a.   transfer students within UM's environment have attended classes on a continuous basis in an origin study program for at least 4 semesters in the case of diploma III and Bachelor's degree programs;

    b.   transfer students from outside UM's environment have earned:

1) in the case of diploma III degree programs, at least 40 credits and at most 90 credits with a minimum grade point average of 2.75;

2) in the case of Bachelor's degree programs, at least 60 credits and at most 100 credits with a minimum grade point average of 2.75;

3) in the case of Master's degree programs, at least 16 credits and at most 24 credits with a minimum grade point average of 3.00; or

4) in the case of Doctoral degree programs, at least 18 credits and at most 26 credits with a minimum grade point average of 3.25.

c. education places, facilities, and infrastructure are provided by the destination study program;

d. credit transfer is conducted for studies completion; and

e. transfer students must pass the selection process held by the destination study program.

(5) Admissions of transfer students are determined as follows:

a. transfers within UM's environment are conducted by the dean with the consideration of the head of the destination department or the coordinator of the destination study program; and

b. transfers from outside UM's environment are conducted by the Rector with the consideration of the head of department/study program coordinator and the dean.

(6) The remaining study term of transfer students is determined as the total study term reduced by the number of semesters completed in the previous study program.

(7) Transfer students who have been declared as admitted must sign the Overall Study Plan (KRSM) arranged by the head of department/study program coordinator according to the applicable curriculum.

Article 40

Student Transfer Process within UM's Environment

(1) Students may apply for a study program transfer after the conclusion of at least semester IV, and the arrangement of the letter of transfer may be conducted in semester IV onward.

(2) Transfer students within UM's environment must submit a written proposal on which their signature must be affixed, with the acknowledgement of their parent/guardian, their academic advisor, the head of department, and the dean, and with a strong rationale for the transfer.

(3) Students' proposal for transfer within UM's environment that is addressed to the dean and the head of the destination department shall be submitted with the following enclosed:

a. a copy of the Semester Study Record (KHS) and a statement on the grade point average with legalization by the head of BAKPIK;

b. an approval letter or memorandum from the head of the destination department or the coordinator of the destination study program based on the consultation results; and

c. a letter of study program transfer approval from the direct superior in the case of working students or from the sponsor in the case of sponsor-funded students.

(4) The proposal for transfer must be submitted no later than two months prior to registration.

(5) The proposal for transfer shall not be considered if submitted later than the deadline prescribed in paragraph (4).

(6) For transfer students who have gained an admission, a Letter of Acceptance (SKPP) is to be written by the dean, which will be passed on them with forwarding to:

a. the Rector;

b. the dean of the origin faculty and/or the head of the origin department or the coordinator of the origin study program;

c. the head of BAKPIK and the head of BUK;

d. the head of the Center for Information and Communications Technology;

e. the head of the Sub-Division for Registration and Statistics;

f. their academic advisor in their origin study program; and

g. their parent/guardian/sponsor.

Article 41

Student Transfer Process from Outside UM's Environment

(1) Students who wish to be transferred into UM must submit a proposal for transfer issued by their origin higher education institution to the Rector of UM, forwarded to the dean of the destination faculty and the head of the destination department or the coordinator of the destination study program, with the following enclosed:

a. a copy of the study program accreditation certificate with legalization by the origin higher education institution;

b. the Semester Student Record (KHS);

c. a letter of approval written by their parent/guardian/sponsor;

d. a letter of good conduct written by the dean of the origin faculty;

e. a letter of transfer decision written by the institution of the parent/husband/wife in the case of students who propose for the transfer due to the job transfer of their parent/husband/wife.

f. a letter of study permit written by an authorized superior in the case of working students; and

g. a letter stating that they are not at loss of study rights (not with a dropped-out status) due to a failure to meet the academic and administrative requirements of the origin higher education institution.

(2) Transfer students from outside UM's environment must have gained a transferred status from PD Dikti of the origin higher education institution.

(3) The proposal for transfer must be submitted no later than two months prior to registration.

(4) The proposal for transfer shall not be considered if submitted later than the deadline prescribed in paragraph (3).

(5) For transfer students who have gained an admission, a Letter of Acceptance (SKPP) is to be written by the dean of the admitting faculty c/o the head of BAKPIK, which will be passed on to the students concerned with forwarding to:

a. the Rector of the origin higher education institution;

b. the dean of the destination faculty/director of the destination postgraduate program;

c. the head of the General Finance Bureau;

d. the head of the destination department or the coordinator of the destination study program;

e. the head of the Center for Information and Communications Technology; and

f. the head of the Sub-Division for Registration and Statistics.

(6) Transfer students from outside UM's environment shall be charged with a tuition fee according to the applicable provisions.

(7) Transfer students from overseas higher education institutions must gain an approval from the Directorate General of Higher Education of the Ministry of Education and Culture.

Article 42

Departure

(1) Departure is a change of student status due to graduation, transfer, resignation, or loss of study rights.

(2) Graduating students must complete a graduate tracing process online with validation by the finance division, central library, and faculty prior to receiving the original certificate of graduation or academic transcript.

(3) Transferring or departing students may submit a proposal for transfer or resignation to the Rector with a rationale for the transfer or resignation.

(4) Students who have gained an approval for the transfer or resignation will receive a statement of transfer or resignation from the Rector.

(5) Students who are at loss of study rights may submit a proposal for resignation to the Rector, with the acknowledgements of the head of department/study program coordinator and the dean/Postgraduate Director.

(6) Students who are at loss of study rights and submit a proposal for resignation will be given a Study Record by the Rector.

CHAPTER V
LECTURERS AND EDUCATION STAFF

Article 43
Lecturers and Education staff

(1) Lecturers are professional educators and scientists with the main tasks of transforming, developing, and disseminating science, technology, and art through education, research, and community services.

(2) Lecturers bear the tasks and responsibilities, and have the authorities, to discover, advance, develop, and disseminate knowledge in their own subject areas according to the principle of responsible academic freedom.

(3) Lecturers hold a position as a professional at the higher education level and are appointed based on the legislation.

(4) Lecturers consist of permanent and non-permanent lecturers.

(5) Permanent lecturers consist of civil servant permanent lecturers and non-civil servant permanent lecturers.

(6) Civil servant permanent lecturers are lecturers who are appointed by the Government as civil servants and placed as permanent personnel at UM.

(7) Non-civil servant permanent lecturers are lecturers who are appointed by the Rector of UM.

(8) The workload of civil servant permanent lecturers and non-civil servant permanent lecturers in the effort to fulfil the threefold missions of higher education without any additional tasks amounts to 12–16 credits.

(9) The academic positions civil servant lecturers may occupy include the positions of assistant professors (*asisten ahli*), assistant professors (*lektor*), associate professors, and professors.

(10) Non-permanent lecturers consist of adjunct professors, visiting lecturers/professors, and practicing professors. The tasks and responsibilities of non-permanent lecturers are regulated separately under a Rector Regulation.

(11) Education staff is a state civil apparatus that consists of civil servants and employees bound to work agreements who devote themselves and are appointed to support the implementation of the threefold missions of higher education.

(12) Education staff consists of structural officers, general functional officers, and special functional officers (i.e., archivers, librarians, educational laboratory assistants, learning technology developers, and public relations officers).

Article 44

Main Tasks, Authorities, and Responsibilities of Lecturers

(1) Lecturers have the main tasks of serving the threefold missions of higher education (education and learning, research, and community services).

(2) Lecturers who have yet to hold any position-specific authorities and responsibilities independently (full responsibilities) as provided in Table 19 fall under the guidance of lecturers who have held full authorities and responsibilities in their fields of tasks, with the appointment performed based on the proposal of the head of department/study program coordinator.

Table 19. Authorities and Responsibilities of Lecturers in Instruction

No	Academic Position	Educational Qualifications	Study Program		
			Diploma/ Bachelor's Degree	Master's Degree	Doctoral Degree
1	Assistant Professor (*Asisten Ahli*)	Master's Degree	I	-	-
		Doctoral Degree	I	A	A
2	Assistant Professor (*Lector*)	Master's Degree	I	-	-
		Doctoral Degree	I	I	A
3	Associate Professor	Master's Degree	I	-	-
		Doctoral Degree	I	I	I
4	Professor	Doctoral Degree	I	I	I

Note:

I = Implementing

A = Assisting

(3) Authorities and responsibilities of lecturers in providing Bachelor's thesis/final project, Master's thesis, and dissertation writing guidance are set out in Table 20.

Table 20. Authorities and Responsibilities of Lecturers in Providing Bachelor's Thesis/Final Project, Master's Thesis, and Dissertation Writing Guidance

No	Academic Position	Educational Qualifications	Study Program		
			Diploma/ Bachelor's Degree	Master's Degree	Doctoral Degree
1	Assistant Professor (*Asisten Ahli*)	Master's Degree	I	-	-
		Doctoral Degree	I	A	-
2	Assistant Professor (*Lector*)	Master's Degree	I	-	-
		Doctoral Degree	I	I	A
3	Associate Professor	Master's Degree	I	-	-
		Doctoral Degree	I	I	A/I*
4	Professor	Doctoral Degree	I	I	I**

Note:

* = Have a scientific paper as a main author in a reputable international scientific journal

** = Have a scientific paper as a main author or at least as a corresponding author in a reputable international scientific journal

M = Implementing

A = Assisting

(4) Lecturers must be qualified academically, in possession of a teaching certificate, healthy physically and mentally, and in possession of the following teaching competences:

 a. pedagogic competences:

   1) understand students' characteristics and learning needs;

   2) develop educative, creative, humanitarian, and intellectualism-promoting strategies;

   3) manage learning with an emphasis on the implementation of the principles of andragogy and improve students' soft skills;

   4) use information and communications technologies in learning;

   5) go through valid and reliable learning assessments and evaluations; and

6) implement guidance to develop students' potentials.

b. professional competences:

1) have philosophy, concept, structure, and material understanding and implement mindsets according to their own subject areas;

2) develop inspiring learning materials to meet the ever-changing demand;

3) identify the problems faced by society and find some solution alternatives;

4) understand scientific methods for the sake of science and/or technology development;

5) practice life-long learning for the sake of science and/or technology and professional development;

6) conduct research and/or development and present the results in scientific and/or professional forums;

7) produce and publish pieces of scientific work, artwork, or prototypes in their own fields of expertise;

8) conduct community services in their own fields of expertise;

9) use a foreign language to support development in their own subject and/or professional areas.

c. personality competences:

1) act according to the religious, legal, social, and cultural norms and values in Indonesia;

2) present themselves as persons who are sincere, honest, fair, stable, authoritative, and with integrity;

3) demonstrate loyalty to the institution, have a sense of responsibility, and exhibit a high level of work ethics;

4) behave according to lecturer code of ethics and/or profession-specific code of ethics;

5) demonstrate creativity, innovativeness, adaptability, and productiveness and be oriented toward sustainable development; and

6) assume a visionary leader attitude.

d. social competences:

1) be inclusive, indiscriminative, and aware and competent in their active participations as democratic, multi-cultural citizens;

2) interact and communicate effectively, politely, and adaptively with a variety of circles, including inter- and between-professional communities; and

3) be open and appreciative to the opinions, suggestions, and criticism of others.

Article 45

Academic Rights and Code of Ethics in Lecturer Academic Life

(1) Lecturer academic rights that cover academic freedom, academic freedom of expression, scientific autonomy, intellectual property rights (HaKI), among others, are regulated under the provisions of the Code of Ethics in Academic Life established by the Rector with the approval of the Senate.

(2) UM upholds the academic freedom for academic society to preserve and advance science, technology, and art according to scientific norms and principles.

(3) UM upholds the academic freedom of expression for lecturers to express their thoughts and opinions in the higher education environment according to scientific norms and principles.

(4) The academic freedom of expression is part of the academic freedom that allows lecturers to express their thoughts and opinions at UM according to scientific norms and principles.

(5) UM upholds and guarantees the scientific autonomy and academic freedom of expression of every member of academic society who:

    a. is personally responsible for the process and results according to scientific norms and principles; and

    b. exercise the academic freedom to perform his/her tasks and functions independently according to his/her personal aspirations and based on scientific norms and principles.

(6) UM upholds the Intellectual Property Rights (HaKI) for members of academic society to develop and generate findings in the fields of science, technology, and art to which Intellectual Property Rights are attached and respects the exercise of the Intellectual Property Rights according to the applicable legislation.

(7) UM's Code of Ethics in Academic Life is a set of norms that encompass moral-underlying insights, attitudes, and behaviors in academic life every member of academic society (lecturer or student) must enforce.

(8) The Code of Ethics in Academic Life contains the lecturer code of ethics, the student code of ethics, and the education staff code of ethics and guarantees preservation of scientific autonomy, academic freedom, academic freedom of expression, and humanitarian values.

(9) The Code of Ethics in Academic Life aims to preserve, enforce, and develop a healthy climate in academic life to encourage promotion of creativity, objectivity, and reasoning.

(10) UM's Code of Ethics in Academic Life is communicated to academic society to enforce scientific integrity and scientific attitude and to consolidate awareness of the recognition and appreciation of the work of others and of the sanctions of the violation thereof.

(11) The arraignment for the violation of the Code of Ethics in Academic Life is performed by the Rector based on professor considerations upon the university senate authority transfer.

(12) The sanction imposed upon violators of the Code of Ethics in Academic Life may take the form of moral and academic sanctions or administrative sanctions.

CHAPTER VI

LESSON PLANS AND IMPLEMENTATION

Article 45

Lesson Plans

(1) At every onset of semester lecturers must devise/develop Semester Lesson Plans (RPS).

(2) A Semester Lesson Plan is developed by a lecturer or a group of lecturers appointed by the head of the expert group in a scientific and/or technological field.

(3) The Semester Lesson Plan devising must take into consideration the level of student participation, utilization of information and communications technologies, relevance and integrity between materials, feedback, and follow-up.

(4) A Semester Lesson Plan must contain at least the following:

    a.   study program name, course name, course code, semester, credit load, lecturer name, and the learning outcomes expected of a course or block of courses;

    b.   final abilities necessary for the accomplishment of the learning outcomes;

    c.   study materials relevant to the abilities to be acquired;

    d.   learning strategies and methods;

    e.   time allotted for the acquisition of the abilities per learning phase;

    f.   student learning experience as embedded in the assignment description;

    g.   assessment criteria, indicators, and weights; and

    h.   list of references used.

(5) Every onset of semester the head of department/study program coordinator devises the learning process planning under the coordination of the vice dean for academic affairs/Vice Postgraduate Director.

(6) The learning process planning includes determination of place/classroom in which the learning takes place, lecturer teaching workload, learning sources preparation, and learning process management.

(7) The class size for every course or block of courses is determined according to the characteristics of the course or block of courses in a way that it allows effective and

efficient interaction between student and lecturer in order to meet the learning outcomes, which is detailed as follows:

    a.   for diploma III degree programs at least 30 students;

    b.   for Bachelor's degree programs at least 30 students;

    c.   for Master's and professional degree programs at least 10 students; and

    d.   for Doctoral degree programs at least 7 students.

(8) If the number of persons interested in a course is below the number prescribed in paragraph 7, classes may be implemented with an agreement established through a faculty/postgraduate leader meeting.

(9) The class capacities are prescribed as follows:

    a.   the class capacity for diploma degree programs is no more than 40 (forty) students;

    b.   the class capacity for Bachelor's degree programs is no more than 40 (forty) students;

    c.   the class capacity for Master's and Doctoral degree programs as well as professional degree programs is no more than 20 (twenty) students;

    d.   the class capacity for practicums, workshop practicums, and studio practicums is no more than 20 (twenty) students;

    e.   the class capacity for field work and industrial field work practicums is based on the field/industrial field capacity;

    f.   the class capacity for final project, Bachelor's thesis, Master's thesis, and dissertation courses is based on the advisor's workload;

    g.   the class capacity for general lectures may be a combination of two classes or more.

(10) Prior to an instructional process lecturers must prepare learning sources that consist of the following:

    a.   compulsory textbooks;

    b.   web links for information or learning sources access;

    c.   research/work findings;

    d.   events/facts; and

    e.   results of research and community services.

Article 47
Lecture Schedules

(1) A lecture schedule shall at least contain the following pieces of information:

    a.   course names, course codes, offerings, course credits;

    b.   prerequisite courses;

    c.   lecture days, times, and rooms/buildings;

    d.   codes and names of lecturers/instructors.

(2) A day consists of 14 or 16 contact hours, each of which is equal to 50 (fifty) minutes or particularly in the fasting month 35 (thirty-five) minutes, and the hour designation is provided in Table 21.

(3) The lecture schedule is announced by the faculty no later than 4 weeks prior to the academic registration time.

(4) The development of the university-level courses' schedule is conducted by the head of P2MU under the coordination of Vice Rector I.

(5) The development of the lecture schedule as a whole is coordinated by the Vice Dean for Academic Affairs/Vice Postgraduate Director.

(6) The lecture schedule is reported to Vice Rector I and inputted into the Academic Information System (Siakad) no later than one week of announcement.

Table 21. Lecture Time Designation in a Day

Hour	Regular Lecture Time	Hour	Lecture Time in the Fasting Month
1	07.00–07.50	1	07.30–08.05
2	07.50–08.40	2	08.05–08.40
3	08.45–09.35	3	08.40–09.15
4	09.35–10.25	4	09.15–09.50
5	10.30–11.20	5	09.50–10.25
6	11.20–12.10	6	10.25–11.00
	BREAK	7	11.00–11.35
7	13.10–14.00		BREAK
8	14.00–14.50	8	13.00–13.35
9	14.55–15.45	9	13.35–14.10
10	15.45–16.35	10	14.10–14.45
	BREAK		BREAK
11	18.15–19.05	11	15.15–16.45
12	19.05–19.55	12	16.45–17.15
13	20.00–20.50	13	16.15–16.45
14	20.50–21.40	14	16.45–17.15

Article 48

Definitions and Variety of Classes

(1) Class activities can be organized through theory classes, practicums, field works, student community services, or a combination of theory class and practicum, theory class and field work, practicum and field work, or theory class, practicum, and field work.

(2) Theory classes are class activities that are aimed to study and master the concepts, theories, generalizations, and scientific principles of a subject area.

(3) Practicums are class activities that are aimed to apply theories under restricted situations and conditions, for example, in laboratories, workshops, studios, classrooms, schools, offices, educational institutions, or factories.

(4) Field works are exercises that are aimed to deepen and/or apply theories in concrete forms in the field.

(5) Student community services is a class activity that is aimed to provide students with the opportunity to gain experience in their knowledge application through services and social life in the form of internship.

(6) Every class comprises face-to-face activity, structured assignment, and independent study.

(7) Face-to-face class activities are scheduled class activities such as lecturers and students communicating with each other through lectures, responses, discussions, seminars, practicums, and other academic activities, both in person and online.

(8) In-person face-to-face class activities are class activities that are conducted through direct contact between lecturers and students at certain times and places.

(9) Online class activities are online class activities, both synchronized (live) and non-synchronized (delayed), over the Internet.

(10) Student structured activities are student activities outside class times, scheduled based on class assignments, under the supervision of the lecturers, in the form of homework, paper writing, research, report writing, electronic learning, and other relevant academic activities.

(11) Student independent activities are learning activities according to student programs for the purpose of knowledge enrichment to support face-to-face and structured activities in the form of learning at the library, study from home, research, interviews with informants, seminars, and other relevant academic activities.

(12) Lecturer activities in classes include devising lecture plans, conducting scheduled lectures, conducting assessments, giving feedback to students, and providing learning assistance for students both individually and in groups.

(13) Work-Study in the Field (KKL) is guided visitation to institutions outside the campus to widen students' insights in a subject area whose status and implementation are determined by each department/study program.

(14) Special lecture subjects are lecture subjects beyond the schedule applied in a semester, given to students in need, with special requirements of the lecture having a maximum load of 4 (four) credits and the student concerned planning for a judicium by the end of the ongoing semester (in the case of the student not planning for a judicium in the ongoing semester, special lecture subjects serving is thus not to be given).

(15) The class implementation of special lecture subjects still requires online participation in 16 (sixteen) meetings with assignments measured according to the credit load, further to be regulated by the head of department/study program coordinator.

Article 49
Class Organizing

(1) Class organizing is regulated based on the academic calendar which is in effect for two years and is developed under the coordination of Vice Rector I and enacted by the Rector.

(2) Classes are organized by the department and study program under the coordination of the vice dean for academic affairs/Vice Postgraduate Director.

(3) Class implementation lasts for 16 (sixteen) weeks, including the mid-term examination and final term examination.

(4) Class implementation is monitored by the head of department/study program coordinator and the Quality Assurance Task Force/Unit under the coordination of the vice dean for academic affairs/Vice Postgraduate Director.

Article 50
Class Quality Assurance

(1) Class quality assurance is an effort to ensure that the lecture system, processes, and procedures meet clear targets and timeframes for the improvement of the instruction/ assessment quality.

(2) The class monitoring results are used by the dean/head of department/study program coordinator to improve the instruction quality.

(3) Lecturer teaching workload and lecturer-to-student ratios, for ensuring the quality of the instructional process, are regulated as follows.

    a. lecturer teaching workload covers main activities of planning instructions, implementing instructional processes, conducting learning assessments, guiding and

training, conducting research, conducting community services, and conducting additional tasks.

b. teaching workload as referred to in letter a shall be equal to at least 12 credits and at most 16 credits.

c. the lecturer-to-student ratios for diploma III degree programs are as follows:

1) in theoretical lectures/face-to-face classes, 1:32;

2) in practicums, workshop practicums, and studio practicums, 1:16;

3) in field work and industrial field work practicums, 1:16; and

4) in final project conduct, 1:8.

d. the lecturer-to-student ratios for Bachelor's degree programs are as follows:

1) in theoretical lectures/face-to-face classes, 1:40;

2) in practicums, workshop practicums, and studio practicums, 1:20;

3) in field work and industrial field work practicums, 1:20; and

4) in Bachelor's thesis writing, 1:10.

e. the lecturer-to-student ratios for Master's degree programs are as follows:

1) in theoretical lectures/face-to-face classes, 1:20;

2) in practicums, workshop practicums, and studio practicums, 1:10;

3) in field work and industrial field work practicums, 1:10; and

4) in Master's thesis writing, 1:10.

f. the lecturer-to-student ratios for Doctoral degree programs are as follows:

1) in theoretical lectures/face-to-face classes, 1:10;

2) in practicums, workshop practicums, and studio practicums, 1:5;

3) in field work and industrial field work practicums, 1:5; and

4) in dissertation writing, 1:5;

g. the lecturer-to-student ratios for professional degree programs are as follows:

1) in theoretical lectures/face-to-face classes, 1:40;

2) in practicums, workshop practicums, and studio practicums, 1:20; and

3) in field work and industrial field work practicums, 1:20.

Article 51

Class Rules

(1) Every onset of semester lecturers must upload Semester Lesson Plans (RPS) on Sipejar.

(2) On the first class meeting, course-teaching lecturers must check the attendance list to be matched with attending students' Semester Study Plan (KRS) which has been validated by

their academic advisor online. In the event of non-inclusion of a student's name in the attendance list, the student concerned shall not be allowed to participate in the lecture and must arrange for a settlement with the faculty's sub-division for academic affairs.

(3) In every class activity lecturers must perform a roll-call online using the Attendance List (DHK) and fill out the activity journal.

(4) The Attendance List (DHK) shall be submitted to the faculty's sub-division for academic affairs/postgraduate program's sub-division for administrative affairs or to an appointed officer for recapitulation into the Attendance List (DHK) online with the arrangement being conducted under the coordination of the vice dean for academic affairs or the Vice Postgraduate Director.

(5) Students who are unable to participate in a class must inform the lecturer concerned through a notification letter containing their reason for absence.

(6) Students must participate in all classes in the semester concerned.

(7) In the event of non-performance of a class according to the schedule, the lecturer must notify the students and arrange for a make-up class at another time with the acknowledgement of the head of department/study program coordinator and the Sub-division for Administrative Affairs of the faculty/postgraduate program.

(8) Students must fill out the student feedback instrument objectively and carefully every end of semester online.

Article 52

Sanctions for Students

(1) Sanctions are academic and/or administrative measures imposed upon students who violate the applicable rules.

(2) The aim of the sanction imposition is to maintain the quality of the education outcomes and to encourage students to make optimal outcomes.

(3) The sanctions as referred to in paragraph (1) are imposed in the following forms:

    a.   The student shall not be allowed to take the final term examination and he/she shall be assigned a final grade of E in the course concerned if:

        1)   he/she has an attendance rate below 80% with no valid reasons for the absence; and

        2)   he/she has an attendance rate below 65% although with valid reasons for the absence.

b. The student shall not be allowed to attend lectures for a certain period of time and/or be subject to cancellation of the grades they have earned in the previous semester if he/she performs falsification of grades and/or lecturer and/or officer signatures; or

c. The student shall be declared failing in a course/academic activity, face suspension from participating in a course/academic activity, or face dismissal if he/she violates the academic principle of honesty.

d. The student shall lose his/her study rights through revocation of the status as a student.

(4) A loss of study rights will happen in the case of the following:

a. the student fails to complete his/her studies within a predetermined study term;

b. the student does not undertake a registration process/does not demonstrate activeness/does not undertake a leave process or earn a leave status within a period of three semesters;

c. for three consecutive semesters the student earns semester grade point averages (IPS) of < 2.00 if he/she takes a Bachelor's degree program or a diploma degree program, < 2.75 if he/she takes a Master's degree program, or < 3.00 if he/she takes a Doctoral degree program;

d. the student is proven to be a user/distributor/producer of drugs/psychotropic and addictive substances or to be a perpetrator of an immoral action and/or a criminal act; or

e. the student, in his/her first year of study, attains a low academic outcome with a grade point average (IPK) < 1.00 (one point zero).

(5) The sanction in the form of a loss of study rights as referred to in paragraph (4) letter c is not valid for students who are taking final project, Bachelor's thesis, professional final project, Master's thesis, and dissertation courses.

(6) A written warning will be given by the head of department/study program coordinator if a student earns a semester grade point average (IPS) of less than 2.00 if he/she takes a diploma degree program or a Bachelor's degree program, less than 2.75 if he/she takes a Master's degree program, or less than 3.00 if he/she takes a Doctoral degree program for two consecutive semesters.

(7) A written warning will be given by the dean/Postgraduate Director, upon the proposal of the head of department/study program coordinator, every semester when students are approaching a study term limit.

(8) The written warning is given starting from semester 6 (for diploma III degree programs), the end of semester 8 (for Bachelor's degree programs), the end of semester 3 (for Master's degree programs), or the end of semester 6 (for Doctoral degree programs).

(9) Students who are entering a period of 3 (three) semesters toward the end of their study terms will be given warning letters 1, 2, and 3.

(10) Sanctions are determined by the Rector upon the proposal of the dean/Postgraduate Director.

(11) Students who lose their study rights will be immediately issued with a Rector Decree on Termination as an UM Student, with an attachment of the list of courses taken, no later than 90 working days after they are declared losing their study rights by the dean/ Postgraduate Directors.

Article 53
Semester End Administrations

(1) Every lecturer must complete the List of Final Grades (DNA) online.

(2) The DNA must be completed no later than two weeks of the final term examination.

(3) Lecturers who do not complete the DNA at the due time or are late in completing the DNA will be given a reprimand letter by the dean, and the completion of the final grades of every qualified student who attends some courses will be determined by Vice Rector I.

(4) The DNA must be completed by the lecturers concerned.

(5) Upon the online DNA completion, lecturers must fill out the Learning Monitoring and Evaluation (monevjar) questionnaire at the end of semester as a form of final report of the teaching tasks within one semester. The monevjar questionnaire completion is conducted under the coordination of the vice dean for academic affairs along with UPM and GPM.

(6) The DNA serves as a basis for the issuance of Study Record (KHS) every end of semester by the head of BAKPIK.

(7) Study Record (KHS) contains a student's learning outcomes within a semester and includes codes and names of courses, credits, grades, the multiplication of credits and grades (sksN), semester grade point average (IPS), grade point average (IPK), accumulated credits, the number of credits the student is allowed to take on in the following semester, and the remaining study term.

(8) Study Record (KHS) shall be downloaded online and printed by students as a consultation basis for the Semester Student Plan (KRS) formulation for the following semester.

(9) Semester-end reporting to the Higher Education Database (PD Dikti) is conducted no later than 2 months of the conclusion of classes.

CHAPTER VII

FIELD WORK PRACTICUM CLASSES (KPKL), FIELD PRACTICUM STUDY (KPL), AND STUDENT COMMUNITY SERVICES

Article 54
Definitions and Status of Field Work Practicum Classes

(1) Field work Practicum Class, hereinafter referred to KPKL, is an intracurricular course that offers a learning experience in the world of work according to the field of expertise of the study program.

(2) KPKL aims to provide practical, meaningful experiences for students according to their own fields of expertise, improve their scientific competences, and provide an experience of problem-solving in the world of work.

(3) KPKL must be conducted by diploma, Bachelor's, professional, and Master's degree program students.

(4) Field Practicum Study, hereinafter referred to as KPL, is a course that offers an insight and practical experience to diploma, Bachelor's non-teaching education, and Master's education program students pertaining to real activities in the field so that they acquire sufficient competences for task performance according to their own fields of expertise.

(5) School Field Introduction, hereinafter referred to as PLP, is a course that offers an insight and practical experience to Bachelor's teaching education program students pertaining to real activities at school so that they acquire sufficient competences in task performance according to their own fields of expertise.

(6) KPKL for Bachelor's non-teaching education program students may take the form of Field Work Practicum (PKL), Industrial Field Work Practicum (PI), Business Work Practicum (PKU), Business Work Study (KKU), or the likes as determined by the study program.

(7) PKL, PI, PKU, KKU, and the likes are courses that offer an insight and practical experience to Bachelor's non-teaching education program students pertaining to real activities in the field so that they acquire sufficient competences in task performance according to their own fields of expertise.

(8) The names, codes, and credit loads of courses counted as KPKL are regulated by the university and study program.

(9) The codes, names, and credit loads of the courses counted as KPKL for diploma III, Bachelor's degree, professional, and Master's degree programs are set out in Table 22.

Table 22. Field Work Practicum Classes

Course Code	Course Name	Degree	Credits	Hours
xxxx5090	Field Practicum Study (KPL)	D3	2	91 hrs
UPLPUM6090	School Field Introduction (PLP)	S1 *)	4	182 hrs
UKPLUM6090	Field Practicum Study (KPL)	S1 **)	4	182 hrs
UPKLUM6090	Industrial Field work Practicum (PI)/Business Work Study (KKU, *Magang*, Internship, etc.)	S1 ***)	4	182 hrs
UPPLUM7090	Field Experience Practicum (PPL)	Professional Education	16	726 hrs
UKPLUM8090	Field Practicum Study (KPL)	S2	2	91 hrs

Note:

xxxx is the study program code

*) Bachelor's degree teaching education programs

**) Bachelor's degree non-teaching education programs

***) Bachelor's degree non-education programs

Article 55

General Provisions on KPKL Implementation

(1) KPKL is implemented in a programmed, guided manner through internship activities in the workplace.

(2) KPL for diploma degree program students is implemented by means of internship at public/private institutions, companies, factories, or other organizations which organize the activity according to diploma-study-related fields of expertise.

(3) KPL for Bachelor's degree non-teaching education program students and Master's degree education program students is implemented by means of internship at schools/higher education institutions or at public/private institutions which organize education programs according to the study-program-related fields of expertise.

(4) KPL for Bachelor's degree non-teaching education program students must be conducted by students of the following study programs: (a) Guidance and Counselling, (b) Educational Technology, (c) Educational Administration, (d) Non-Formal Education, and (e) Coaching Education.

(5) PKL, PI, PKU, KKU, and the likes are implemented at companies/factories, public/private institutions, or other organizations/institutions according to the study-program-related competences.

(6) The prerequisites for programming KPKL are as follows:

    a.   diploma degree program students must have earned at least 70 credits;

    b.   Bachelor's degree program students who are graduates of senior high schools must have earned at least 80 credits, including those earned from core courses of the study program that have taken and passed from;

    c.   Bachelor's degree program students who are graduates of other education institutions other than senior high schools must have passed core courses of the study program;

    d.   Bachelor's degree teaching education program students must also have passed education courses and teaching courses other than those required in letter b and letter c;

    e.   the prerequisites for Master's degree program students are regulated separately by the postgraduate program.

(7) Bachelor's degree education program students who program for KPL or PLP may only program for a maximum of 2 (two) courses of Bachelor's Thesis, Work-Study in the Field, and other courses and must allow no interference to the KPL or PLP activity, and they must receive approval from the study program coordinator.

(8) PLP implementation and development are managed by LP3, while KPKL for diploma, Bachelor's degree non-teaching education program, and Bachelor's degree non-education program students is developed by the faculty/study program with the implementation coordinated by LP3.

(9) Further provisions on the implementation of all forms of KPKL are set out in a separate technical direction.

Article 56
Field Experience Practicum of Teacher Professional Education

(1) Field Experience Practicum of Teacher Professional Education, hereinafter referred to as PPL PPG, is a teaching or non-teaching training activity, including Classroom Action Research/CAR, which is conducted in a guided, integrated manner to meet the requirement of shaping professional teachers.

(2) PPL PPG aims to offer a real experience in the field by means of internship activity so that students acquire sufficient competences in the professional performance of education tasks according to their own fields of expertise.

(3) PPL PPG is implemented in a programmed, integrated, guided manner by means of internship activity at school after students attend the workshop activity held by the study program.

(4) Students who take PPL PPG must meet the following requirements:

    a.   have passed a workshop activity; and

    b.   have undertaken academic registration in the ongoing semester.

(5) The guidance, development, and implementation of PPL PPG are managed by the postgraduate program.

(6) PPL PPG is organized by the postgraduate program in accordance with the following provisions:

    a.   pre-service PPL PPG is implemented within a 16 weeks' period at school; and

    b.   in-service PPL PPG is implemented within a 3–4 weeks' period at school.

(7) Further provisions on the implementation of all PPL PPG types are set out in *Buku Petunjuk Pelaksanaan PPL PPG* (Guidebook on PPL PPG Implementation).

Article 57

Definition and Status of Student Community Services

(1) Student Community Services, hereinafter referred to as KPM, is a course that takes the form of an intracurricular activity that students conduct in a community as a learning form toward the attainment of student learning competences and fulfilment of the provisions and rules of the university.

(2) KPM offers a meaningful experience to students according to their own study programs, improve their scientific competences, and offer an experience of solving the problems arising in society in a mono-disciplinary and/or multi-disciplinary manner.

(3) KPM is mandatory to students, and its organizing and management can be adjusted to the needs and characteristics of each study program/department/faculty, with a total load of 4 credits.

Article 58

Objectives, Forms, Targets, and Time of KPM Implementation

(1) The objectives of KPM are as follows:

a. to provide enforcement to student academic competences based on authentic learning through dissemination of knowledge and implementation of science, technology, and art in society;

b. to develop student soft skills and hard skills through a direct service experience in society life; and

c. to make a positive contribution to the improvement of the quality of society life based on student learning competences and experiences.

(2) Forms of KPM

a. KPM takes the form of Work-Study in the Field, hereinafter referred to as KKN. KKN is a course that offers a meaningful experience to students to apply their knowledge through community services and engagement in society life in order to solve the problems arising in society.

b. KKN as referred to in letter a may take the following forms:

1) REGULAR KKN (KKN-R)

Regular KKN (KKN-R) is a KKN activity whose implementation is scheduled according to the university's academic calendar (odd, even, and short semesters) under integrated society development/empowerment themes.

2) THEMATIC KKN (KKN-T)

Thematic KKN (KKN-T) is a KKN activity which is implemented under certain themes based on specific society needs and taking into consideration the field of expertise of each study program/department.

3) INDEPENDENT KKN (KKN-M)

Independent KKN (KKN-M) is a KKN activity whose implementation is based on lecturer or student initiative with activity programs based on the results of field studies on society needs.

4) HOMECOMING KKN (KKN-PK)

Homecoming KKN (KKN-PK) is a KKN activity which is implemented to give an opportunity to local student organizations to summon students from the same localities to conduct services in their shared localities.

5) INTEGRATED KKN (KKN-I)

Integrated KKN (KKN-I) is a KKN activity which is integrated to KPKL activity.

(3) Targets

KKN may be implemented outside or inside UM campus.

a. KKN activity which is implemented outside UM campus is aimed for students to be able to help solve concrete problems in society through knowledge dissemination in

the form of community services, scientific, technological, and artistic applications, trainings, capacity reinforcement, and society empowerment.

    b.   KKN activity which is implemented inside UM campus is aimed for students to be able to help campus community members to solve their problems in the form of services, trainings, and application of science, technology, and art.

(4) Implementation Time

KKN implementation time is regulated into Block Model and Continuous Model

    a.   BLOCK MODEL KKN

Block Model KKN is a KKN activity which is conducted by students by being around at the KKN location at all times for 45 effective days.

    b.   CONTINUOUS MODEL KKN

Continuous Model KKN is a KKN activity which is conducted continuously, that is, students are present at the KKN location every weekend (Friday, Saturday, and Sunday/3 x 24 hours) for ± 15 effective weeks.

Article 59
KKN Organizing

(1) KKN is organized and managed by LP2M.

(2) Students may conduct KKN after earning at least 100 credits for graduates of senior high schools and 30 credits for graduates of diploma III degree programs.

(3) KKN covers program strengthening activity at campus and 6 (six) weeks of program implementation in the field or as needed and is regulated in separate provisions.

(4) Registration, preparation, placement, guidance, assessment, and other technical provisions on KKN implementation are regulated under Technical Guidelines on KKN Implementation.

CHAPTER VIII
LEARNING ASSESSMENT, COMPETENCE EXAMINATION, AND PROFESSIONAL CERTIFICATION

Article 60
Learning Assessment

(1) Learning assessment aims to measure students' mastery toward student outcomes (CPMK).

(2) Learning assessment is conducted by course-teaching lecturers.

(3) Learning assessment may be conducted through test learning assessment and non-test learning assessment.

(4) Test learning assessment may be conducted through written and oral examinations.

(5) Non-test learning assessment may take the form of assignments, portfolio, projects, products, and/or other forms according to the characteristics of the courses concerned.

(6) Learning assessment shall be conducted at least 2 (two) times, including the final term examination.

(7) Learning assessment by the end of semester covers all the competences determined for the courses concerned.

(8) Learning assessment is conducted on students whose attendance rate exceeds 80% (eighty percent) or 65% (sixty-five percent) with reasonable reasons.

(9) Students whose attendance rate is lower than the rates prescribed in paragraph (8) for reason of performing institutional duties reserve the right to take learning assessment by substitution of the absence for relevant structured/independent tasks.

(10) Technical provisions for the conduct of learning assessment are set out by the faculty and postgraduate program.

(11) Provisions on the forms and techniques of learning assessment are set out by relevant course-teaching lecturers.

(12) Learning assessment as referred to in paragraph (3) and paragraph (7) is graded and weighted for each component, either the learning process or the learning outcome, and the results shall be uploaded online by the course-teaching lecturers.

Article 61

Course Final Grading

(1) Course final grade is the final grade from a series of assessment processes, which includes assessment of student attendance, performance, and/or participation in class, student success in the mid-term examination and final term examination, and assignment completion.

(2) Course final grade is assigned based on the score given to each assessment component determined by the lecturer and informed to students at the start of classes.

(3) Course final grading is the authority of lecturers or teams of course-teaching lecturers.

(4) The score for each assessment component is assigned in the range of 0–100, while the course final grade is the average of the sum of the component scores.

(5) The weight of each component is determined based on its complexity, volume, and support to the competence shaping.

(6) The assignment of the course final grade is performed in reference to the Assessment Reference (PAP), and the conclusion is expressed in letter A, A-, B+, B, B-, C+, C, D, or E, which is converted from the course final grade under the guide of Table 23.

(7) Course final grade can be acknowledged in its credits if it is equal to:

a. at least C for diploma III and Bachelor's degree programs;

b. at least B for Master's degree programs; and

c. at least B+ for Doctoral degree programs.

(8) Diploma III and Bachelor's degree program students who have earned grade C for a course are allowed to make improvement to their grade, and the course final grade included in the academic transcript is the last grade earned.

Table 23. Conversion of Course Final Scores to Course Final Grades

Mastery Level*)	Letter Grade	Numerical Grade**)
85–100	A	4.00
80–84	A-	3.70
75–79	B+	3.30
70-74	B	3.00
65–69	B-	2.70
60–64	C+	2.30
55–59	C	2.00
40–54	D	1.00
0–39	E	0

*)   The calculation of the mastery level score is rounded to two digits.

**)   The numerical final grade is used to determine students' achievement index.

(9) Uncompleted final project, Bachelor's thesis, Master's thesis, dissertation, KPL, KKL, PPL, KKN, and the likes are described with letter K.

Article 62

Course Final Grade Processing

(1) Course final grades are inserted into the List of Final Grades (DNA) online by:

a. course-teaching lecturers;

b. advisor 1 for final project/Bachelor's thesis/Master's thesis/dissertation;

c. the head of department/study program coordinator for non-education PPL/KPL;

d. the advisor lecturer, mentor teacher, and principal under the coordination of the head of the Center for Field Experience Program for education PPL/KPL (including Master's education program KPL); or

e. the field advisor lecturer under the coordination of the head of the Center for Regional Resources Development and KKN for KKN grade.

(2) All the course final grades earned by students every semester can be accessed and printed by the students online in the form of Study Record (KHS).

(3) Students may clarify for the grades earned through a proposal to the course-teaching lecturers.

(4) Students may clarify the grades upon meeting the prerequisites under the study contract (RPS).

Article 63

Semester Learning Result

(1) Semester learning result is stated in semester grade point average (IPS).

(2) IPS is a number (up to two figures behind coma) that reflects students' success level qualitatively and quantitatively in the semester concerned.

(3) IPS is calculated every end of semester by dividing the multiplication of the credits (k) and numerical grade (N) of every course by the credits planned using the following formula:

$$IPS = \frac{k1N1 + k2N2 + k3N3 + \cdots + kiNi}{k1 + k2 + k3 + \cdots + ki}$$

Note

Ki = ith course credits

Ni = course final grade

I   = 1, 2, 3, …, n

Article 64

Competence Examination and Professional Certification

(1) Competence examination is an assessment process, technical or non-technical, through a collection of relevant proofs to determine whether an individual is competent or is yet to be competent in a competence unit or work qualification.

(2) Professional certification is an acknowledgement of knowledge, skills, and attitudes according to the competence standards required by a certain profession.

(3) Every student may undergo one type of professional certification or more.

(4) The professional certification referred to in paragraph (3) is performed through competence examination.

(5) The organizing of competence examination as referred to in paragraph (4) is performed by UM's Professional Certification Agency (LSP-P1 UM) or professional certification institutes outside UM which have been licensed by the National Certification Agency (BNSP).

(6) The organizing of competence examination and certification is regulated separately in a guide to organizing competence examination.

Article 65
Professional Education Competence Assessment

Professional Education Competence Assessment aims to assess students' professional mastery on a national scale or by professional associations.

CHAPTER IX
ACADEMIC PAPERS AND SCIENTIFIC PUBLICATIONS

Article 66
Final Project, Bachelor's Thesis, Professional Final Project, Master's Thesis, and Dissertation

(1) Final Project (TA) is a piece of scientific work written by diploma degree program students toward the end of study term based on the problems identified during internship or on other real problems.

(2) The aim of final project writing is to offer a learning experience to diploma degree program students to solve problems scientifically by conducting research independently, making an analysis, drawing conclusions, and writing a report.

(3) Bachelor's thesis is a piece of scientific work that applies science, technology, and art written by Bachelor's degree program students toward the end of study term based on

research findings, text review, literature review, development, or creation of a piece of work using scientific methods.

(4) The aim of Bachelor's thesis writing is to offer a learning experience to Bachelor's degree program students to apply their knowledge by conducting research independently, making an analysis, drawing conclusions, and writing a report.

(5) Professional final project (TAP) is a piece of scientific work that is oriented toward problem-solving in a certain profession written by professional education program students based on field study, laboratory, or project findings using scientific methods.

(6) The aim of professional final project writing is to offer a learning experience to professional education program students in solving problems in their own professional areas by conducting a field study, making an analysis, drawing conclusions, and writing a report.

(7) Master's thesis is a piece of scientific work that is oriented toward scientific, technological, and artistic development written by Master's degree program students toward the end of study term based on findings of field studies, laboratory work, projects, research and development, text reviews, or literature reviews using scientific methods.

(8) The aim of Master's thesis writing is to offer a learning experience to Master's degree program students in science development by conducting research independently, making an analysis, drawing conclusions, and writing a report.

(9) Dissertation is a piece of scientific work that is oriented toward scientific, technological, and artistic invention written independently by Doctoral degree program students toward the end of study term based on findings of field studies, laboratory work, projects, research and development, or text reviews using scientific methods.

(10) The aim of dissertation writing is to offer a learning experience to Doctoral degree program students in science invention by conducting research independently, making an analysis, drawing conclusions, and writing a report.

Article 67

Writing Procedure

(1) Students who are taking final project, Bachelor's thesis, professional final project, Master's thesis, and dissertation courses must have accumulated a certain number of credits and have taken a number of required courses as determined by the head of department or study program coordinator.

(2) Final project and Bachelor's thesis may take the form of a research report, development process report, or article on research findings that is published by accredited national

journals or indexed international journals or in any other form according to the applicable provisions.

(3) Final project, Bachelor's thesis, professional final project, Master's thesis, and dissertation are written in the Indonesian Language, English, the Arabic Language, the German Language, the Chinese Language (Mandarin), or in any other foreign language.

(4) The topics of final project, Bachelor's thesis, professional final project, Master's thesis, and dissertation chosen by students must agree with the research umbrella program in the Fields of Expertise Cluster (KBK) in the department/study program.

(5) Final project, Bachelor's thesis, professional final project, Master's thesis, and dissertation writing must be preceded by proposal writing and seminar, which is organized by the study program coordinator.

(6) Provisions on proposal, research report, and research findings article writing are set out under the latest edition of *Pedoman Penulisan Karya Ilmiah* (Guide to Scientific Paper Writing).

(7) Research findings must be disseminated through a seminar, in or out of the study program, prior to the Bachelor's thesis, Master's thesis, and dissertation defense.

(8) The technical aspects of the proposal and research findings seminars as well as the writing of development reports and other forms of report are regulated by the head of department/study program coordinator.

Article 68

Advisors

(1) Final project, Bachelor's thesis, professional final project, Master's thesis, and dissertation writing is advised by advisors, in or out of UM.

(2) Advisors external to UM may have origins in Indonesia or overseas.

(3) Final project writing is guided by one advisor who must have a Master's or Doctoral degree academic qualification and a minimum functional position as assistant professor (*asisten ahli*).

(4) Bachelor's thesis writing is guided by a maximum of two advisors with a Master's or Doctoral degree academic qualification, a minimum functional position as assistant professor (*asisten ahli*), and engagement in a subject area fitting the Bachelor's thesis topic.

(5) Professional final project writing is guided by one advisor with a Master's degree academic qualification at the least, a minimum functional position as assistant professor (*lektor*), and engagement in a subject area fitting the professional final project topic.

(6) Master's thesis writing is guided by two advisors with a Doctoral degree academic qualification, a minimum functional position as ==assistant professor (*lektor*)==, and engagement in a subject area fitting the Master's thesis topic.

(7) Dissertation advisors consist of one promoter and a maximum of two co-promoters.

(8) A promoter must have a Doctoral degree academic qualification, hold a functional position as professor or doctor, and have a reputable international publication as a main author.

(9) A co-promoter must have a Doctoral degree academic qualification, hold a minimum functional position as associate professor, and engage in a subject area fitting the dissertation topic.

(10) Final project, Bachelor's thesis, professional final project, Master's thesis, and dissertation advisors are appointed by the dean/Postgraduate Director on the proposal of the head of department/study program coordinator.

(11) Advisor replacement may be performed if within 2 (two) semesters in a raw no progress is rendered in the guidance results.

(12) The authority and process of advisor replacement are exercised by the head of department/ study program coordinator on the approval of the dean/Postgraduate Director.

(13) Advisors or diploma III, Bachelor's degree, professional, Master's degree, and Doctoral degree students must record the guidance process on Siakad (final assignment guidance).

(14) Master's and Doctoral degree advisors must simultaneously guide students in a periodic, systematic manner through commission meetings.

(15) Commission meeting is an activity intended to monitor student's study progress, reach a consensus between the commission of advisers and students regarding the study plan, substance, research direction, and Master's thesis or dissertation materials, and ensure the quality of the research and the Master's thesis and dissertation writing.

(16) The commission of advisers is a lecturer working group established by the dean/ Postgraduate Director to direct and guide students in study plan formulation, research conduct, and Master's thesis or dissertation writing.

(17) Commission meeting is to be attended by the chair and members of the commission of advisers, and the meeting results are to be reported to the dean/Postgraduate Director.

(18) Commission meeting is held 2–4 times for Master's degree programs and 4–6 times for Doctoral degree programs.

(19) Commission meeting may be held:
   a. during the research planning;
   b. prior to the research proposal seminar/validation;
   c. through the conduct of the research;

d. prior to the research results seminar;

e. prior to the final defense (for Master's degree programs) or prior to the closed defense (for Doctoral degree programs); and

f. prior to the open defense for Doctoral degree programs.

Article 69
Final Project Assessment

(1) Final project assessment components consist of writing process, quality of the work, and performance in the oral defense.

(2) Assessment of the final project writing process is performed by the advisor and is based on the student's activeness and performance over the course of the writing process.

(3) Assessment of the quality of the work is performed by a team of examiners on the quality of the final project manuscript and/or the product developed.

(4) Assessment of the performance over the course of the writing process is based on the final project content mastery and the ability to defend opinions against questions and/or refutations from the team of examiners.

(5) Final project assessment is conducted after a student:

a. has accumulated at least 90 credits, including credits accumulated from prerequisite courses and other activities required for a diploma III degree program;

b. has gained a written approval from the advisor, stating that the final project manuscript has met the requirements that have been set and is eligible for examination; and

c. submits the final project manuscript and the print-out of the guidance record from Siakad to the team of examiners and the study program coordinator.

(6) The final project team of examiners consists of 2 or 3 lecturers who are appointed by the dean upon the proposal of the head of department.

(7) The team of examiners consists of the main examiner(s) and the advisor who acts as the chair examiner.

(8) The main examiner(s) must have the academic qualification of a Master's degree at the least with a functional position as assistant professor (*asisten ahli*) in a fitting subject area.

(9) Final project examination may be conducted anytime throughout the ongoing semester.

(10) Final project examination is conducted in a period of 60–90 minutes.

(11) The final project manuscript shall be submitted to the team of examiners no later than 7 days prior to the examination date.

(12) The final project assessment result is determined by the team of examiners with (a) passing without revision, (b) passing with revision, or (c) not passing qualification.

(13) The student shall be declared passing the final project examination if his/her final project assessment conclusion score is C at the least.

(14) The final project assessment result shall be announced by the team of examiners no later than two days of the examination.

(15) Final project revision shall be conducted for a period of no more than 3 (three) months, and a failure to complete the revision within the prescribed time period will have a consequence of an examination retaking.

Article 70

Bachelor's Thesis Assessment

(1) Bachelor's thesis assessment components consist of writing process, quality of the work, and performance in the oral defense.

(2) Assessment of the Bachelor's thesis writing process is performed by the advisors and is based on the student's activeness and performance over the course of the writing process.

(3) Assessment of the quality of the work is performed by a team of examiners on the quality of the Bachelor's thesis manuscript and/or the product developed.

(4) Assessment of the performance over the course of the writing process is based on the final project content mastery and the ability to defend opinions against questions and/or refutations from the team of examiners.

(5) Bachelor's thesis assessment is conducted after the student:

 a. has accumulated at least 130 credits, including credits accumulated from prerequisite courses and other activities required for a Bachelor's program;

 b. has gained a written approval from the advisors, stating that the Bachelor's thesis manuscript has met the requirements that have been set and is eligible for examination; and

 c. submits the Bachelor's thesis manuscript and the print-out of the guidance record from Siakad to the team of examiners and the Study program coordinator.

(6) The Bachelor's thesis team of examiners consists of 3 lecturers who are appointed by the dean upon the proposal of the head of department/study program coordinator.

(7) The team of examiners consists of the main examiner, member examiner, and the advisor who acts as the chair examiner.

(8) The main examiner must have the academic qualification of a Master's degree at the least with a functional position as ==assistant professor (*lektor*)== or the academic qualification of a Doctoral degree with a functional position as ==assistant professor (*asisten ahli*)== in a fitting subject area.

(9) Bachelor's thesis examination may be conducted anytime throughout the ongoing semester.

(10) Bachelor's thesis examination is conducted in a period of 60–90 minutes.

(11) The Bachelor's thesis manuscript shall be submitted to the team of examiners no later than 3 (three) days prior to the examination date.

(12) The Bachelor's thesis assessment result is determined by the team of examiners with (a) passing without revision, (b) passing with revision, or (c) not passing qualification.

(13) The Bachelor's thesis assessment result shall be announced by the chief examiner after the declaration of the examination conclusion.

(14) The student shall be declared passing the Bachelor's thesis examination if his/her Bachelor's thesis assessment conclusion score is C at the least.

(15) Bachelor's thesis revision shall be conducted for a period of no more than 3 (three) months, and a failure to complete the revision within the prescribed time period will have a consequence of an examination retaking.

(16) Assessment of Bachelor's thesis substitution manuscript in the form of a development process report, a research findings article which has been published in an accredited national journal or an indexed international journal, or in any other form is regulated according to the applicable provisions.

Article 71

Master's Thesis Assessment

(1) Master's thesis assessment components consist of writing process, quality of the work, and performance in the oral defense.

(2) Assessment of the Master's thesis writing process is performed by the advisors and is based on the student's activeness and performance over the course of the writing process.

(3) Assessment of the quality of the work is performed by a team of examiners on the quality of the Master's thesis manuscript and/or the product developed.

(4) Assessment of the performance over the course of the writing process is based on the final project content mastery and the ability to defend opinions against questions and/or refutations from the team of examiners.

(5) Master's thesis assessment is conducted after the student:

    a.   has passed all the courses required and has published a scientific article related to his/her Master's thesis (at least has earned an acceptance letter);

    b.   has passed the comprehensive examination;

    c.   has gained a written approval from the advisors, stating that the Master's thesis manuscript has met the requirements that have been set and is eligible for examination; and

    d.   submits the Master's thesis manuscript and the print-out of the guidance record from Siakad to the team of examiners and the division for academic affairs of the faculty/postgraduate program.

(6) The Master's thesis team of examiners consists of 4 members, including:

    a.   advisor I (chief examiner);

    b.   advisor II; and

    c.   two examiners with relevant expertise.

(7) The chief examiner is a study program coordinator if the person concerned doubles as an examiner/advisor.

(8) The Master's thesis examiners must have academic qualifications of Doctoral degree with a minimum functional position as assistant professor (*lektor*), and are appointed by the dean/Postgraduate Director upon the proposal of the study program coordinator.

(9) The Master's thesis to be defended shall be copied in a number that is sufficient for the examiners and the defending student.

(10) The Master's thesis manuscripts referred to in paragraph (9) are handed to each examiner no later than 7 (seven) days prior to the examination date.

(11) Master's thesis examination may be conducted anytime throughout the ongoing semester.

(12) Master's thesis examination is conducted in a period of 90–120 minutes.

(13) The Master's thesis assessment result is determined by the team of examiners with (a) passing without revision, (b) passing with revision, or (c) not passing qualification.

(14) The student shall be declared passing the Master's thesis examination if his/her Master's thesis assessment conclusion score is B at the least.

(15) The Master's thesis assessment result as referred to in paragraph (13) is announced by the chief examiner to the student upon the declaration of the examination conclusion.

(16) The criteria, procedure, weighting, and requirements for Master's thesis assessment are regulated further by the dean/Postgraduate Director.

Article 72

Dissertation Assessment

(1) Dissertation assessment components consist of writing process, quality of the work, and performance in the oral defense.

(2) Assessment of the dissertation writing process is performed by the advisors and is based on the student's activeness and performance over the course of the writing process.

(3) Assessment of the quality of the work is performed in the form of a feasibility test by the feasibility examiners based on the quality of the dissertation manuscript and/or the product developed.

(4) The feasibility examiners consist of the advisors as well as 1 or 2 lecturers with expertise appropriate for the field of the dissertation research.

(5) Dissertation examination assesses a doctoral degree program student's academic mastery of:
   a. the dissertation content;
   b. the idea of the subject matter construct and its application based on his/her research findings; and
   c. his/her ability to defend his/her views and opinions against refutations from the members of the team of examiners.

(6) Dissertation assessment is conducted after the student:
   a. has passed all the courses required and has published a scientific article related to his/her dissertation (at least has earned an acceptance letter).
   b. has passed the comprehensive examination;
   c. has passed the dissertation feasibility test;
   d. has gained a written approval from the main advisor and the other advisors, stating that the dissertation manuscript has met the requirements that have been set and is eligible for examination; and
   e. submits the dissertation manuscript and the print-out of the guidance record from Siakad to the team of examiners and the division for academic affairs of the faculty/postgraduate program.

(7) The dissertation team of examiners consists of 7 (seven) members, including:
   a. a chief examiner;
   b. two or three advisors;
   c. two or three UM lecturer-examiners with expertise relevant to the dissertation topic; and
   d. one examiner from outside UM with expertise relevant with the dissertation topic.

(8) The dissertation examiners must have academic qualifications of Doctoral degree (in the case of lecturers, with a minimum functional position as ==assistant professor (*lektor*)==), and are appointed by the dean/Postgraduate Director upon the proposal of the study program coordinator.

(9) The dissertation to be defended shall be copied in a number that is sufficient for the examiners and the defending student.

(10) The dissertation manuscripts are handed to each examiner no later than 7 (seven) days prior to the examination date.

(11) Dissertation examination may be conducted anytime throughout the ongoing semester.

(12) Dissertation examination is conducted in a period of 120–150 minutes.

(13) The student shall be declared passing the dissertation examination if his/her dissertation assessment score is concluded as B+ (B plus) at the least.

(14) The dissertation assessment result is announced by the chief examiner on the team of examiners meeting immediately after the passing status and the dissertation assessment score concluded are determined.

(15) Students who are declared as passing the dissertation examination may perform a doctoral promotion in the form of an open hearing.

(16) Technical provisions on the implementation of dissertation assessment and doctoral promotion are regulated further by the Dean/Postgraduate Director.

Article 73

Pre-defense Obligations

(1) Bachelor's thesis, Master's thesis, and dissertation must attach a plagiarism letter. The maximum similarity rate tolerable is 30% for Bachelor's degree programs and 20% for postgraduate programs.

(2) Master's degree program students must have at least one scientific publication in an indexed international journal (DOAJ/Copernicus), or a reputable indexed international proceeding (Scopus), or SINTA 1 to SINTA 3 indexed national journal, or SINTA 4 indexed national journal with a compulsory addition of one national/international proceeding article.

(3) Doctoral degree program students in the class track must have at least one accepted scientific article in a reputable international journal that is at least equal to Q4 (Scopus indexed) and is not categorized as a doubtful journal according to the Ministry of Education and Culture.

(4) Doctoral degree program students in the research track must have at least three scientific publications in a reputable international journal.

(5) PMDSU program students must have 2 publications in a reputable international journal (with at least an accepted status), 1 publication according to paragraph (2) (with a published status), and 1 publication in a reputable international journal (with at least a submitted status).

Article 74
Post-defense Obligations

(1) Students who are declared as passing the final project, Bachelor's thesis, professional final project, Master's thesis, or dissertation examination must complete their revision within a period of no more than 3 (three) months of the examination date.

(2) Students who fail to complete the final project, Bachelor's thesis, professional final project, Master's thesis, or dissertation examination within the prescribed period will have their passing result invalidated and will be obliged to retake the examination.

(3) Students must submit the final project, Bachelor's thesis, professional final project, Master's thesis, or dissertation manuscript in complete after validation by the advisor(s), the team of examiners, the head of department/study program coordinator, and the dean/ Postgraduate Director to UM's central library and the department/postgraduate library in an electronic form (soft file).

(4) Students must write a scientific article based on the Bachelor's thesis examined and submit the scientific article to the head of department/study program coordinator.

(5) The final project, Bachelor's thesis, professional final project, Master's thesis, or dissertation grade shall be determined after students meet the obligations referred to in paragraphs (3) and (4).

Article 75
Academic Work Publications

(1) Academic work publication is the dissemination of individual student work or student work in collaboration with a lecturer or lecturers through scientific journal, proceeding, book, and other media which are qualified scientifically and academically for the work to be read, enjoyed, or utilized by campus society or wider society in general.

(2) Academic work is a piece of scientific work resulted from research, review, thinking, development, and other creative activities which is expressed in the form of a piece of work such as writing, design, drawing, and composition, among other forms, reflecting that the piece of work is accountable scientifically for academic purposes in relation to class activities and studies completion, among others.

(3) Academic work may take the form of monographs, compilation books of thematic scientific pieces of writing or ideas, compilation books of research findings, short story anthologies, poem, novel, or other creative work anthologies, and scientific articles published in reputable journals or proceedings, or student work that is submitted for competition and wins an award in national or international competition.

(4) Scientific article is a piece of scientific work which contains conceptual ideas or research findings, written in the form of a piece of scientific writing which contains a systematic, structured discussion according to the scientific methods.

(5) Creative work is academic work created in the form of design, drawing, composition, and other forms which is systematic and structured according to the academic methods in its creation.

(6) National scientific journal is a scientific journal published and disseminated on the national scale.

(7) Accredited national scientific journal is a scientific journal published and disseminated on the national scale, SINTA indexed, or accredited by the Ministry of Education and Culture.

(8) International scientific journal is a scientific journal published and disseminated on the international scale according to the applicable rules and is indexed by a professional journal indexing agency/institution acknowledged by the Ministry of Education and Culture.

(9) Reputable international scientific journal is a scientific journal published and disseminated on the international scale according to the applicable rules, and is indexed by Scopus, Web of Science, SINTA 1, or any other indexing institution acknowledged by the Ministry of Education and Culture.

(10) National proceeding is a compilation of scientific articles which have been presented in a seminar, national conference, or any other scientific forum and is packaged in the form of a print or digital book with an ISBN and published online.

(11) International proceeding is a compilation of scientific articles which have been presented in an international seminar or conference and is packaged in the form of a print or digital book with an ISBN and published online.

(12) Creative work publication is the dissemination of creative work through exhibition, performance, show, and any other media in order to introduce and showcase the creative work.

Article 76

Provisions on Academic Work Publicationh

(1) The published academic work as referred to in Article 76 is based on the subject cluster of a student's study program.

(2) Published articles by Master's and Doctoral degree program students must refer to articles in a common subject area, numbering at least 20 (twenty) articles from international journals and at least 10 (ten) articles from national journals.

(3) Published articles by Master's and Doctoral degree program students must contain at least 5 (five) article citations in a common subject area written by lecturers or students affiliated to Universitas Negeri Malang.

(4) The published academic work as referred to in paragraph (1) is resulted from a collaborative writing process between students and advisors.

(5) The collaboratively published articles as referred to in paragraph (4) entails the provision that the author names are ordered based on the mutual agreement between the students and advisors based on the amount of contribution of each of them.

(6) Student scientific articles publication through reputable national and international journals are in digital and/or print forms.

(7) Creative work publication:
   a. agrees with the subject cluster of the student's department/study program;
   b. is the student's original, authentic work since he/she is admitted as student of Universitas Negeri Malang; and
   c. can be viewed, enjoyed, or reached by society through exhibition and/or various media and can be appreciated/reviewed by experts.

(8) Publication of creative work which is created by students and lecturers/advisors in collaboration must include the names of the students and lecturers/advisors as members of the creator team.

(9) Publication of various forms of book written by students and lecturers/advisors in collaboration must include the names of the students and lecturers/advisors as members of the author team.

Article 77
Types and Materials of Published Academic Work

(1) Published articles may take the form of analysis articles or articles on research, review, and development results, must be free of plagiarism issue, and are written by students and advisors over the final project, Bachelor's thesis, professional final project, Master's project, or dissertation writing period with an account to originality, authenticity, recency, and benefit.

(2) Analysis article is an exposition of meta-analysis or meta-synthesis results on an issue within the subject cluster of the department/study program taken by students according to their subject matter.

(3) Article on research, review, or development results is an exposition abstracted from students' final project, Bachelor's thesis, professional final project, Master's thesis, or dissertation research results on an issue within the subject cluster of the department/study program.

(4) Creative work narrative is a scientific exposition of a piece of creative work. Creative work and creative work narrative are integral to each other as a piece of published academic work.

(5) Various forms of book of scientific work and literary work as published academic work are arranged according to the national publication provisions (UNESCO standards).

Article 78
Academic Work Publication Identity Inclusion

(1) Authors of academic work publication by diploma, Bachelor's degree, professional education, Master's degree, and Doctoral Degree program students consist of the names of the student, advisors, and other collaborating parties.

(2) Authors must include affiliation, including the name of faculty or postgraduate program of Universitas Negeri Malang.

(3) Authors from outside Universitas Negeri Malang may include the names of their origin institutions after Universitas Negeri Malang.

Article 79
Academic Work Publication Equation and Acknowledgement

(1) Diploma III and Bachelor's degree program students who have an academic work publication as the first author or two academic work publications as the second authors in collaboration with advisors in an accredited national journal (at least SINTA 3) and/or a reputable international journal or have a piece of work in the form of a scientific/literary book or a creative work narrative or have a piece of work that wins an award in a national or international competition may have that work graded as a final project or Bachelor's thesis.

(2) The equation and acknowledgement of the academic work publication for diploma III and Bachelor's degree programs are performed by the head of department/study program coordinator in a final project or Bachelor's thesis examination forum.

(3) A student's academic work publication may acquire an acknowledgement and equation to a final project or Bachelor's thesis if:

 a. the student's academic work theme is considered as belonging to the study program's subject cluster;

 b. an examination process is held in relation to the published academic work before a team of examiners, which is established by the head of department/study program coordinator;

 c. the published academic work is packaged in a portfolio form; and

 d. the published academic work is declared as feasible by the team of examiners based on the assessment guide that has been set.

CHAPTER X

EDUCATION PROGRAMS MANAGEMENT

Article 80

Education and Training Programs Management

(1) Education programs management covers planning, organization, implementation, monitoring, and implementation evaluation activities.

(2) Mono-disciplinary diploma III, Bachelor's, Master's, and Doctoral degree programs management is conducted by the department/study program.

(3) Multidisciplinary, in-faculty Bachelor's, Master's, and Doctoral degree programs management is conducted by the faculty.

(4) Multidisciplinary, cross-faculty teacher professional education, Master's degree, and Doctoral degree programs management is conducted by the postgraduate program.

(5) The organizing of trainings or courses is managed by the Business Center or the faculty or any other relevant unit.

Article 81

Education Programs Planning

(1) Education programs planning is the formulation of education programs by relevant working units according to their own authorities in a coordinated manner.

(2) An education program planning process in a hierarchical manner consists of the following:

a. the education program curriculum development is conducted by the study program under the coordination of the head of department, vice dean for academic affairs, Vice Director for Academic Affairs, LP3, and Vice Rector I;

b. the subjects serving and schedule planning for university-level courses is conducted by P2MU in collaboration with vice deans for academic affairs and the Vice Director for Academic Affairs under the coordination of Vice Rector I in reference to the subjects mapping of university-level courses (MDPK and MDKP) in odd and even semesters;

c. the subjects serving and schedule planning for faculty-level and postgraduate courses is conducted by the department under the coordination of the vice dean for academic affairs and the Vice Director for Academic Affairs;

d. the serving and schedule planning for professional education activities is conducted by LP3 and/or the faculty;

e. subjects serving and schedule planning at the study program level is conducted by the study program coordinator/head of department;

f. semester lesson plans are prepared and formulated by lecturers under the coordination of the head of KBK, study program coordinator, and head of department; or

g. Overall and Semester Study Plans are formulated by students under the guidance of their academic advisors.

(3) In formulating the Overall and Semester Study Plans students and academic advisors take into consideration:

a. the curriculum of the study program concerned;

b. the subjects distribution per semester and the prerequisite courses;

c. the study term limit;

d. the class schedule per semester; and

e. the principles of the semester credit system.

(4) The education program organizing time every year is planned in the academic calendar.

(5) Academic calendar is formulated every two academic years under the coordination of Vice Rector I.

(6) The academic calendar formulation takes into consideration the principles of coordination, integration, and synchronization of all academic and administrative activities to be performed in the years concerned.

(7) Alterations of an academic calendar can only be made by Vice Rector I and validated by the Rector.

Article 82

Education Organizing

(1) Education organizing is the arrangement of tasks, authorities, responsibilities, and work relations of officials of relevant work units in education program organizing.

(2) Officials of relevant work units in hierarchical education organizing have the following responsibilities:

a. The Rector c.o. Vice Rector I is responsible for coordinating the education organizing;

b. Deans/Postgraduate Director c.o. vice deans for academic affairs/Vice Postgraduate Director are responsible for coordinating the education organizing in departments/ study programs within the environments of concerned faculties/postgraduate program.

c. The Postgraduate Director is responsible for coordinating the standards development, education organizing, and Teacher Professional Education;

d. The head of LP3 is responsible for coordinating standards development and the education organizing in university-level courses;

e. Heads of department/study program coordinators are responsible for coordinating the education organizing at the department/study program level; and

f. Course-teaching lecturers are accountable to the head of department/study program coordinator for the class organizing in the courses concerned.

(3) In coordinating education implementation and development in the faculty/postgraduate environment, a vice dean for academic affairs/the Vice Postgraduate Director is assisted by faculty's/postgraduate program's divisions for administration.

(4) A head of department/study program coordinator in charge of a study program is tasked with coordinating, implementing, and developing courses in his/her study program/ department.

(5) A head of department who is in charge of two study programs or more is tasked with coordinating class organizing and development.

(6) A head of department/study program coordinator is accountable to the dean/Postgraduate Director.

(7) Course-teaching lecturers are obliged to:

    a.   deliver RPS to students;

    b.   implement classes according to the credit load/semester hours;

    c.   monitor students' attendance; and

    d.   evaluate learning outcomes.

(8) Heads of laboratory, studio, workshop, and technical service unit are tasked with providing an assistance to the education organizing.

(9) In performing their task heads of laboratory, studio, workshop, and technical service unit are accountable to their direct superiors.

(10) Laboratory, studio, workshop, and technical service unit management is regulated in a separate guide.

Article 83

Education Implementation

(1) The Head of P2KBKU allocates the subject serving of university-level MDPK courses in collaboration with vice deans for academic affairs, which is to be implemented by study programs in reference to the subjects mapping of MDPK courses for odd and even semesters, detailed as follows:

    a.   the CPMK, RPS, and SAP of the Pancasila Education course and the Civics Education course are developed by the Department of Law and Civics Education, the Indonesian Language course by the Indonesian Literature Department, the Islamic Education course by the Arabic Language Education (Islamic Education Teaching Team), non-Islamic Education religious courses by the Department of Sociology, and the Innovation Management course by P2KP;

    b.   the scheduling and teaching lecturers appointment for MDPK courses for study programs in odd and even semesters are regulated as a whole by P2KBKU with a proposal from each department/study program taken into consideration;

    c.   lecturers teaching MDPK courses in diploma and Bachelor's degree programs must have a Master's degree qualification and one of the education levels must be relevant; and

d.   MDPK teaching lecturers appointment is determined with a Rector Decree. Non-performance of the task must receive a permit from the Rector.

(2)   The head of P2KBKU allocates the subjects serving of MDKP courses in collaboration with the vice dean for academic affairs of the Faculty of Education, which is to be implemented by study programs in reference to the subjects mapping of MDKP courses for odd and even semesters, detailed as follows:

a.   the CPMK, RPS, and SAP of MDKP courses (Introduction to Education, Learner Development, and Learning and Teaching) are developed by P2KBKU in coordination with the vice dean for academic affairs of the Faculty of Education;

b.   the scheduling and teaching lecturers appointment for MDKP courses in odd and even semesters are regulated as a whole by P2KBKU in coordination with the vice dean for academic affairs of the Faculty of Education with a proposal from each study program/department taken into consideration as a basis for the scheduling in each study program;

c.   lecturers teaching MDKP courses in diploma and Bachelor's degree programs must have a Master's degree qualificationsand one of the education levels must be in the education field; and

d.   MDKP teaching lecturers appointment is determined with a Rector Decree. Non-performance of the task must receive a permit from the Rector.

(3)   Vice deans for academic affairs allocate the subjects serving of faculty-level courses to the departments/study programs in their respective faculties.

(4)   Heads of departments/study program coordinators allocate the subjects serving of their study programs and the subjects distribution.

(5)   In determining the tasks and teaching workload of each lecturer, heads of department/study program coordinators take into account:

a.   subject qualification and competences;

b.   even distribution of task workload between lecturers;

c.   balancing of teaching, researching, and community service tasks;

d.   even distribution of advisory task; and

e.   coaching by senior lecturers for junior lecturers.

(6)   Course-teaching lecturers:

a.   along with the Expertise Team formulate RPS and SAP under the coordination of heads of department/study program coordinators;

b.   deliver the RPS to students;

c.   implement classes according to the credit load/semester hours using relevant methods;

d. monitor students' attendance through e-attendance;

e. evaluate learning outcomes and upload grades to Siakad; and

f. report to the study program coordinator/head of department in the event of important problems arising over the course of the class implementation.

(7) Heads of the sub-division for academic affairs of faculties/the Head of Sub-division for Administration of the postgraduate program administer:

a. course programming;

b. student and lecturer attendance verification;

c. advising;

d. lecture schedule arrangement; and

e. lecturer and student attendance reporting early in (second week), in the middle of, and at the end of semester.

(8) The Head of the Sub-division for Registration and Statistics, the Head of the Sub-division for Academic Affairs and Evaluation; and the Center for Information and Communications Technology administer:

a. registration; and

b. grade recording from learning outcomes evaluation.

(9) Students are declared valid in participating in classes if:

a. they have been listed on the DHK; and

b. the courses taken have been listed on the Study Plan (KRS) and validated by the academic advisor.

(10) The Head of the Quality Assurance Entity coordinates design, quality assurance system development, monitoring and evaluation of quality assurance implementation, and Internal Quality Audit (AMI) and disseminate internal academic quality assurance practices as regulated in the university-level academic quality assurance system manual.

(11) Heads of Quality Assurance Unit coordinate the design and development of the quality system and monitor and evaluate quality assurance system implementation in faculties, the postgraduate program, and institutes.

(12) Heads of Quality Assurance Task Forces design, develop the quality assurance system, and monitor and evaluate quality assurance implementation in departments and study programs.

Article 84

Education Organizing Evaluation

(1) Education organizing evaluation covers the evaluation of programs, processes, and education outcomes.

(2) The evaluation of programs, processes, and education outcomes is used to decide on students' education success level.

(3) Education program evaluation consists of:

    a. Education planning (instrumental input) evaluation in education program organizing;

    b. Education program organizing processes evaluation; and

    c. Education program organizing outcomes evaluation.

(4) Education evaluation is conducted by measuring the following components:

    a. lecturers and education staff;

    b. curricula;

    c. class facilities; and

    d. funds.

(5) Class preparation is evaluated by vice deans for academic affairs and the Vice Postgraduate Director by measuring:

    a. availability, sufficiency, and decency of necessary class facilities and infrastructure;

    b. preparedness of lecturers and education staff; and

    c. smoothness of class activity mechanisms.

(6) Class programs and processes implementation evaluation is performed by measuring class planning, implementation, and outcomes.

(7) The class programs and processes implementation evaluation as referred to in paragraph (6) is performed by the Quality Assurance Entity, Quality Assurance Units, and Quality Assurance Task Forces in a continuous and sustainable manner through learning monitoring and evaluation (Monevjar).

(8) Assessment of education processes is performed by Vice Rector I along with the Quality Assurance Entity, Quality Assurance Units, and Quality Assurance Task Forces in a coordinated manner.

(9) Evaluation of lecture service processes in media, methods, materials, motivation ability, and communication mastery is performed with an online feedback instrument applied by students as part of the evaluation of lecturer performance in classes.

(10) The evaluation of class service and organizing as referred to in paragraph (9) is performed by students every end of semester online, which technically is regulated separately.

(11) The techniques and performance of evaluation are set out in *Buku Petunjuk Evaluasi* (Evaluation Guidebook).

(12) The feedback instrument completion as referred to in paragraph (10) serves as a prerequisite for students to arrange for KRS for the following semester online.

Article 85

Education Program Implementation Supervision

(1) Education program implementation supervision is an activity of guiding and controlling the implementation of education programs.

(2) Education program implementation supervision covers:

a. education program implementation direction;

b. human resource fostering and improvement; and

c. education program implementation activity control.

(3) Education program implementation supervision is performed by:

a. Vice Rector I over faculty-level implementation;

b. Vice deans for academic affairs/the Vice Postgraduate Director over department-/study-program-level implementation; and

c. Heads of department/study program coordinators over class implementation by lecturers.

CHAPTER XI

ACADEMIC ADMINISTRATION SYSTEM

Article 86

Student Registration

(1) Registration is a process to gain a registered status as student and to program courses in a semester.

(2) Every student must perform registration every onset of semester according to the academic calendar that has been set.

(3) Registration process of new and returning students:

a. New students

1) fill out the registration form online;

2) make tuition fee and/or SPSA payments;

3) show the registration statement, admission statement from the Head of BAKPIK (for transfer students from outside UM's environment), or admission statement from the dean (for transfer students within UM's environment);

4) submit the required new student registration documents to BAKPIK;

5) accept an alma mater jacket and student identity card (KTM);

6) complete a Study Plan (KRS) online and print it out; and

7) consult the academic advisor.

b. Returning students

1) make a tuition fee payment;

2) program for courses or complete a Study Plan (KRS) online and print it out for the semester concerned; and

3) consult the academic advisor.

(4) Course programming must take into account the prerequisite courses and the consideration of the academic advisor.

(5) Courses that require a prerequisite course must be taken by students after passing the prerequisite course with a minimum grade of C.

(6) Students' consulting the academic advisor shall be performed in person and/or online at the department/faculty/postgraduate program.

(7) BAKPIK coordinates the Study Plan (KRS) completion online according to the academic calendar.

(8) Study Plan (KRS) is used as a basis for issuing:

a. the student attendance list (DHK) and the lecturer task list (DTD); and

b. the list of final grades (DNA).

(9) Students who fail to perform administrative and/or academic registration will be subject to sanctions according to Article 52 and Article 91 paragraph (9).

Article 87

Student Identity Number

(1) Student Identity Number (NIM) is made up of 12 figures, which are comprised of:

a. the 1st and 2nd figures denoting the academic year;

b. the 3rd and 4th figures denoting the faculty code;

c. the 5th figure denoting the department number;

d. the 6th figure denoting the study program number;

e. the 7th figure denoting the education level; and

f.   the 8th to 12th figures denoting the registration number.

(2) The University/Faculty codes are determined as follows:

00   Universitas Negeri Malang;

01   Faculty of Education (FIP);

02   Faculty of Letters (FS);

03   Faculty of Mathematics and Natural Sciences (FMIPA);

04   Faculty of Economics (FE);

05   Faculty of Engineering (FT);

06   Faculty of Sport Sciences (FIK);

07   Faculty of Social Sciences (FIS);

08   Faculty of Psychology Education (FPPsi);

09   Postgraduate Program;

21   Professional Education Program;

31   Vocational Education Program.

(3) The Student Identity Number of transfer students within UM's environment must be changed to follow the new study program.

Article 88
Student Identity Card

(1) Student Identity Card is a proof of self-identity as UM student.

(2) Student Identity Card is given after an individual is registered as UM student.

(3) Student Identity Card is used as a requirement to access academic and non-academic services.

(4) Lost or damaged Student Identity Card may be changed under the following conditions:

a.   in the case of lost Study Identity Card, the student must show a police-issued statement of loss;

b.   in the case of damaged Study Identity Card, the student must return the damaged Study Identity Card;

c.   the student must fill out and complete the Loss Tracing Process Form; and

d.   the student must pay the card replacement fee whose amount is determined with a rector regulation.

Article 89
Education Fees

(1) The education fees incurred by students cover Tuition Fee (UKT) and/or Contribution to Academic Facility Development (SPSA).

(2) UKT is paid per semester through a predetermined bank according to the schedule set in the academic calendar.

(3) SPSA is charged only once for students who enroll through the independent admission mechanism.

(4) Students who apply for a leave prior to administrative registration early in semester shall not pay UKT for the semester concerned.

(5) Students who have passed all courses and have yet to undergo a judicium must perform registration and are not obliged to pay UKT for the following semester.

(6) Students who are declared as passing the judicium and have paid UKT for the following semester may arrange for a refund for the sum of money paid.

(7) A proposal for UKT refund shall be addressed to the Rector through Vice Rector II with an original payment proof or a passing statement enclosed.

Article 90

Advising

(1) Advising is the activity of academic advisors that is aimed to assist students in completing their study programs according to their interests and abilities.

(2) Every student is assigned an academic advisor.

(3) Academic advisors are appointed by the dean/Postgraduate Director upon the proposal of the head of department/study program coordinator.

(4) Academic advisors are tasked to:

   a. guide students to be able to complete their studies in a timely manner;

   b. assist students in solving academic and non-academic problems;

   c. provide students with suggestions and approvals if their grade point average is below 2.00;

   d. pass the handling of problematic students to counsellors;

   e. provide consultation on semester study plan and considerations for course taking for students and validate the Student Plan (KRS) according to the academic calendar;

   f. provide consultation and consideration in the selection of a field of specialization/ study package and/or prospective graduate capability development; and

g. make a record for the advising process over the study term of each student under their guidance.

(5) Advising activity is performed under the coordination of the vice dean for academic affairs/Vise Director for Academic Affairs for academic matters and by the vice dean for student affairs for non-academic matters.

(6) Every student must engage in academic consultation at least 4 times in a semester, namely once during the course planning early in semester, once by the end of semester, and twice in the middle of semester. All consultation occasions are recorded in the advising card.

(7) Every academic advisor must pay attention to the Code of Ethics in Academic Life at all times.

Article 91

Study Planning

(1) Study planning is the formulation of study plans by students in reference to the applicable curricula.

(2) Study plans consist of Overall Study Plan (RSM) and Semester Study Plan (RSS).

(3) RSM is proposed once at the onset of the first semester at every education level, while RSS is proposed every onset of semester.

(4) Every student must make RSM and RSS proposals. Students who do not make RSM and RSS proposals are not eligible for participating in classes or for engaging in consultation for final project/Bachelor's thesis/professional final project/Master's thesis/dissertation writing or proposing for final project/Bachelor's thesis/professional final project/Master's thesis/dissertation examination.

(5) RSM of transfer students is validated by the dean/Postgraduate Director upon the proposal of the head of department/study program coordinator based on the credit transfer that is in accordance with the provisions of the department/study program concerned at the onset of the first semester upon transfer.

(6) After conducting academic registration online, students shall request for KRS validation by the academic advisor online prior to the start of classes.

(7) The KRS which has been approved by the academic advisor is an official semester study program plan document which can be used to access academic and student welfare services.

(8) Modification to the KRS must be made prior to the start of classes until the end of the first week of classes.

(9) The sanctions for students who do not program for KRS are:

a.   The courses taken will not be acknowledged.

b.   The student concerned will not be eligible for taking final project/Bachelor's thesis/ Master's thesis/dissertation examination.

c.   The student concerned will lose their study rights (drop-out) upon the expiry of their study term.

d.   The reporting early in semester to PD Dikti must be performed no later than 2 months after the start of classes.

Article 92

Semester Learning Workload Determination

(1) Semester learning workload is the maximum number of credits that a student can program for a semester.

(2) The learning workload in the first and second semesters is a maximum of 22 credits, while in the next semesters the study workload is a maximum of 24 credits, following the IPS achieved in the previous semester.

(3) When taking the KPL or KKN course students may take a maximum of 17 credits (including the KPL or KKN course).

(4) The semester learning workload of returning students is determined based on the quality of their learning outcomes in the previous semester, which is determined as included in the KHS of the students concerned.

(5) Students' levels of learning outcomes quality are provided in Table 24.

Table 24. Levels of Learning Outcomes Quality

Grade Point Average (IPK)	Max. Credits
< 2.00	16
2.00–2.99	20
> 3.00	24

Article 93

Leave

(1) Leave is an official permit not to participate in classes in a certain semester without having to lose the status as student.

(2) Students may take a leave if they have participated in classes for at least one semester and they are not in the state of losing their study rights.

(3) Students who take a leave must have a Leave Statement Letter (SKCK) issued by the Head of BAKPIK.

(4) Students who are in the last semester of a study term must not take a leave.

(5) The procedure of proposing for a leave is as follows.

    a. the student fills out a leave proposal form and adds a strong rationale for the proposal;

    b. the leave proposal is validated by the academic adviser, head of department, and vice dean for academic affairs;

    c. the student submits the validated proposal to the Sub-division for Registration and Statistics to obtain the leave letter;

    d. the leave processing must be performed no later than the administrative registration deadline;

    e. the leave proposal shall not be proposed if the submission exceeds the administrative registration deadline for the ongoing semester.

(6) Leave shall not be counted in the study term.

(7) The procedure to return from the leave is as follows.

    a. the student carries back the leave letter referred to in paragraph (5) letter c to the academic advisor, head of department, and vice dean for academic affairs to be revalidated;

    b. the student deliver a letter on return from a leave which has been validated by the Sub-division for Registration and Statistics to regain an active status.

(8) Students who fail to perform registration until the deadline will automatically be considered as proposing for another leave.

(9) Throughout a study term students may propose for a leave no more than 2 (two) semesters, which can be processed every semester.

Article 94

Catalogs

(1) To present thorough information on UM both for academic society and for wider society, especially for students, leaders, and administration executors in general, University Catalog, Faculty/Postgraduate Program Catalogs, Institute Catalogs, Department Catalogs, and Technical Service Unit Catalogs may be issued.

(2) UM Catalog contains information on organization, history, rules and provisions, academic services and facilities, general facilities, student affairs, employee affairs, campus, and other necessary pieces of information.

(3) Faculty/Postgraduate Program/Department Catalogs contain information on organization, history, curriculum/list of courses for every study program, course descriptions, academic services and facilities, student activities, and other necessary pieces of information on the faculties/postgraduate program and departments concerned.

(4) Institute/Technical Service Unit Catalogs contain information on organization, history, academic services and facilities, and other necessary pieces of information on the institutes/technical service units concerned.

(5) Course description is a brief outline of every course which contains the code, course name, credits, semester hours, prerequisite courses, standard graduate learning outcomes (standar CPL), course learning outcomes (CPMK), sub-course learning outcomes (if any), course content description, and list of references.

CHAPTER XII

PROGRAM FINAL LEARNING OUTCOMES, GRADUATES, AND ALUMNI

Article 95

Program Final Learning Outcomes

(1) Decision on graduation or judicium is made through a Dean's/Postgraduate Director's Decree.

(2) Diploma III degree program students may be declared passing if (a) all the mandatory and elective courses they are supposed to take are completed, (b) they have accumulated at least 108 credits with a minimum IPK of 2.00, (c) the final project revision has been completed, and (d) they have an English test score equal to TOEFL 400.

(3) Bachelor's degree program students may be declared passing if (a) all the mandatory and elective courses they are supposed to take are completed, (b) they have accumulated at least 146 credits with a minimum IPK of 2.00, (c) the Bachelor's thesis revision has been completed, and (d) they have an English test score equal to TOEFL 425 or in the case of English Language study programs TOEFL 450.

(4) Master's degree program students may be declared passing if (a) all the mandatory and elective courses they are supposed to take have been completed, (b) they have accumulated at least 36 credits with a minimum IPK of 3.00, (c) the Master's thesis revision has been

completed, and (d) they have an English test score equal to TOEFL 475 or in the case of English Language study programs TOEFL 475.

(5) Doctoral degree program students may be declared passing if (a) all the mandatory and elective courses they are supposed to take have been completed, (b) they have accumulated at least 42 credits with a minimum IPK of 3.00, (c) the dissertation revision has been completed, and (d) they have an English test score equal to TOEFL 475 or in the case of English Language study programs TOEFL 500.

(6) The graduation determination is based on the List of Final Grades and Judicium (DHSY) which has been verified and validated in its content accuracy by the head of department/ study program coordinator after scrutiny by the List of Final Grades and Judicium (DHSY) scrutinizing team of each faculty/postgraduate program/department/study program concerned.

(7) The graduation determination is based on IPK, fulfilment of study workload, and the grades of all the courses determined in the curriculum under the following conditions:

    a.   the minimum IPK for diploma and Bachelor's degree programs is 2.00; and

    b.   the minimum IPK for professional, Master's degree, and Doctoral degree programs is 3.00.

(8) IPK is calculated by dividing the multiplication of the credits (k) and numerical grade (N) of every course by the credits planned using the following formula:

$$IPK = \frac{k1N1 + k2N2 + k3N3 + \cdots + kiNi}{k1 + k2 + k3 + \cdots + ki}$$

Note

IPK = Grade Point Average

i   = 1, 2, 3, …, n

Ki = i^{th} course credits

Ni = i^{th} course final grade

(9) Elective courses that exceeds the maximum study workload will be included in the transcript in the miscellaneous group and will not be used for IPK calculation in the graduation determination.

Article 96

Judicium

(1) Judicium is the process of determining and deciding on graduation at a certain education level along with the graduation citation.

(2) Judicium registration may be performed on working days after students' fulfilment of their study program credit load.

(3) Judicium in a semester is due 1 (one) week prior to the study planning period for the following semester.

(4) The judicium result will be determined with a Dean's/Postgraduate Director's Decree.

(5) IPK calculation of students who enrolled as diploma III graduates is based on the credits and courses programmed.

(6) Students who fail to undertake a judicium before the due time in the ongoing semester may process for a judicium in the following semester, and they must perform administrative and academic registration.

(7) Students who fail to undertake a judicium after completing a final project, Bachelor's thesis, professional final project, Master's thesis, or dissertation examination and bear no more credit load will not be charged with a tuition fee.

(8) Students who fail to undertake a judicium in an ongoing semester and still bear some credit load must pay a tuition fee.

(9) A dean's report on judicium results shall contain:

   a. the list of graduates' names, Student Identity Numbers, genders, IPK, study durations, and judicium citations of every study program;

   b. a recapitulation of the number of graduates in the faculty concerned; and

   c. a verification of students' (graduates) biodata and academic data.

(10) The delivery of the report on judicium results to BAKPIK is performed no later than 3 days upon the judicium determination date.

Article 97

Graduation Citations

(1) Graduation citations for diploma III, Bachelor's, Master's, and Doctoral degree programs are provided in Table 25.

(2) Graduation citations for professional degree programs are regulated separately according to the applicable legislation.

Table 25. Graduation Citations for Diploma III, Bachelor's, Master's, and Doctoral Degree Programs

Citation	IPK

	Diploma III and Bachelor's Degree	Master's Degree and Doctoral Degree
Cum Laude	3.51–4.00*	3.76–4.00**
Highly Satisfactory	3.01–3.50	3.51–3.75
Satisfactory	2.76–3.00	3.00–3.50

Note:

* if the study term does not exceed 8 semesters for diploma III degree programs and 10 semesters for Bachelor's degree programs. If the study term exceeds 8 semesters for diploma III degree programs and 10 semesters for Bachelor's degree programs, the citation would be highly satisfactory.

** If the study term does not exceed 6 semesters for Master's degree programs and 8 semesters for Doctoral degree programs. If the study term exceeds 6 semesters for Master's degree programs and 8 semesters for Doctoral degree programs, the citation would be highly satisfactory.

Article 98

Graduates with Best Achievements

(1) In every graduation period graduates with best academic achievements at the faculty and university levels for diploma III, Bachelor's, professional, Master's, and Doctoral degree programs shall be determined.

(2) The positions of graduates with best academic achievements will be given to students who achieve the highest achievements (cum laude) and in the shortest study terms at the faculty or postgraduate program levels and at the university level: Bachelor's degree programs a maximum of 8 semesters, Master's degree programs a maximum of 4 semesters, Doctoral degree programs a maximum of 8 semesters, diploma III degree programs a maximum of 6 semesters.

(3) The positions of graduates with best academic achievements for Bachelor's and diploma degree program graduates are reserved to graduates who enrolled as senior high school graduates.

(4) The positions of graduates with best academic achievements will be given if there are at least 10 graduates per faculty.

(5) Best graduates with non-academic achievements are graduates with best non-academic achievements at the international or national levels.

Article 99

Graduation Certificates, Certificates, Academic Transcript, and Graduation Certificate Accompaniment Letter

(1) Graduates of vocational and academic education programs will receive a graduation certificate, an academic transcript, and a graduation certificate accompaniment letter.

(2) Graduation certificates and academic transcripts are made based on the Judicium Statement Letter and DHSY which have been signed by the head of department/study program coordinator and validated by the dean/Postgraduate Director.

(3) Graduates of professional education programs will receive certificates.

(4) Graduation certificates are a letter marking studies completion in a certain program in a form and with content meeting the applicable rules.

(5) Academic transcripts are a complement to graduation certificates and/or certificates which contain students' DHSY and are issued by the dean/Postgraduate Director.

(6) Graduation Certificate Accompaniment Letter (SKPI) is a document containing information on academic achievements or a degree higher education graduate qualification which states the job aptitudes, subject mastery, and attitude/moral of the holder, signed by the dean.

(7) Certificates are a letter marking studies completion in a certain program given to students who have graduated from a professional degree program in a form and with content meeting the applicable rules.

(8) Graduation certificates, academic transcripts, and SKPI are made in the Indonesian Language and may be translated into English according to the legislation.

(9) Graduation certificates, academic transcripts, and SKPI for international students are made in both the Indonesian Language and English.

(10) The date of the graduation certificates and academic transcripts is the same as the date of the Judicium Statement Letter/graduation.

Article 100

Graduate Degrees

(1) Diploma III degree program graduates are entitled to using a vocational degree.

(2) Bachelor's, Master's, and Doctoral degree graduates are entitled to using an academic degree.

(3) Professional education program graduates are entitled to using a professional degree.

(4) Diploma III, Bachelor's, professional, Master's, and Doctoral degree program graduates are entitled to using degrees whose names follow the applicable provisions.

Article 101
Graduate Authority

The authority of vocational education (diploma III), academic education (Bachelor's degree, Master's degree, and Doctoral degree), and professional education program graduates is in accordance with the applicable legislation.

Article 102
Graduation and Alumni

(1) Graduation ceremony is a commencement as alumni and members of society of Universitas Negeri Malang alma mater.

(2) Universitas Negeri Malang organizes a graduation ceremony based on the predetermined quota.

(3) Every student who have passed a judicium from an education program in Universitas Negeri Malang must attend a graduation ceremony by registering online and attending the graduation ceremony according to the predetermined requirements.

(4) The Rector confer awards upon best graduates as referred to in Article 99 at the university and faculty levels in every graduation period.

(5) Students who have been confirmed as graduates of a study program in Universitas Negeri Malang will subsequently be members of the Alumni Association of Universitas Negeri Malang (IKA-UM).

(6) IKA-UM has the task and function of executing the mandate determined by Vice Rector III of UM and of serving as a bridge between the university/study program with alumni.

(7) IKA-UM activities include those in academic and non-academic fields in the form of alumni participation in facility contribution, activity engagement, and network development.

Article 103
Transitional Provisions

(1) All academic and administrative provisions applicable to diploma III, Bachelor's, professional, Master's, and Doctoral degree programs, insofar as not indicating any conflict and/or not being replaced based on this Rector Decree, will remain in effect.

(2) Provisions which constitute an elucidation, explanation, and direction of the implementation of this education guide shall be regulated further by relevant organization units as supplements to this education guide.

(3) In certain matters which are technical in the academic operations in the faculty/ postgraduate program environment, the faculty dean/Postgraduate Director concerned may establish a special policy with attention paid to the considerations of the relevant vice dean for academic affairs/Vice Postgraduate Director and heads of department/study program coordinators, as long as not conflicting with the provisions in this Education Guide.

(4) In certain matters, with the considerations of deans, the Postgraduate Director, and the Head of BAKPIK, the Rector may establish a special policy.

CHAPTER VIII
CONCLUSION

Article 104

This Rector Regulation comes to effect on the date of enactment.

Enacted in Malang
on 8 June 2020
RECTOR OF UNIVERSITAS NEGERI MALANG

AH. ROFI'UDDIN
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