



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**UNIVERSITAS ANDALAS**

Gedung Rektorat, Limau Manis Padang - 25163  
Telp. 0751-71181/71389 Fax. 0751-71085 Laman: www.unand.ac.id

## ANDALAS UNIVERSITY REGULATIONS

NUMBER 14 YEAR 2020

### ABOUT ANDALAS UNIVERSITY ACADEMIC REGULATIONS

### WITH THE BLESSING OF ALLAH, THE ONLY GOD RECTOR OF ANDALAS UNIVERSITY

Considering	:	a.	that Andalas University is an institution of higher education and a center for science, technology, arts, and cultural activities with the mission of organizing education, research, and community service;
		b.	that the Regulation of the Rector of the Andalas University Number 1 of 2019 concerning the Academic Regulations of the Andalas University is no longer following the development of the higher education policy of the Ministry of Education and Culture and the educational orientation of the University Andalas which emphasizes outputs that can compete on a global scale. Thus, it needs to be renewed; and
		c.	that based on the considerations as referred to in letters a and b, it is necessary to write Rector's Regulations for Academic Regulations.
Remembering	:	1.	Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette Republic of Indonesia Number 4310);
		2.	Law Number 14 of 2005 concerning 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);
		3.	Law Number 12 of 2012 concerning 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);
		4.	Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette of the Republic of Indonesia Number 5494);

		5.	Government Regulation Number 24 of 1956 concerning the Establishment of Andalas University (State Gazette of the Republic of Indonesia of 1956 Number 40, Supplement to the Gazette Republic of Indonesia Number 1045);
		6.	6. Government Regulation Number 37 of 2009 concerning Lecturers (State Gazette of the Republic of Indonesia of 2009 Number 76, Supplement to the State Gazette of the Republic of Indonesia Number 5007);
			Deciding:
Determining	:		<b>REGULATION OF THE RECTOR OF ANDALAS UNIVERSITY CONCERNING ACADEMIC REGULATIONS FOR BACHELOR PROGRAM.</b>

## CHAPTER I GENERAL TERMS

### Article 1

In this rule, what is meant by:

1. Andalas University, hereinafter called Unand, is a State University located in Padang.
2. Rector is the Rector of Unand.
3. The faculty is a collection of supporting resources that organizes and manages academic, vocational, and/or professional education in one or more science and technology branches/groups in Unand.
4. The Dean is the dean of every Faculty at Unand.
5. The department, section, or department, hereinafter called the Department, is the smallest unit contained in the college that manages resources.
6. A study program is a unit of educational and learning activities that have a specific curriculum and learning methods in one type of academic education, professional education, and/or vocational education.
7. Program *Pendidikan Sarjana Strata* which is further called Bachelor Program is an academic education intended for the graduates of senior high schools or equivalent to be able to practice science, technology, art, and culture through scientific reasoning.
8. The credit system is an education implementation system, where the students' study load, lecturer's workload, and the load of the management of educational institution programs are valued by units of credit.
9. Semester is the smallest unit of time to state the length of an educational program in an education level.
10. The semester credit system which is further abbreviated as SKS is a credit system for a study program from an educational level that uses semester as the smallest unit of time.
11. Semester credit units that are further abbreviated as credits are the amount of study activity time charged to students per week per semester in the learning process through various forms of learning, or the amount of recognition for the success of student efforts in participating in curricular activities in a study program.
12. Fast-Track program is an educational program organized by the university for students who have excellent academic ability to complete their education in undergraduate and master's programs within 10 (ten) semesters.
13. Students are students at the higher education level in Unand.

14. Lecturers are professional educators and scientists with the main task to transform, develop, and disseminate knowledge, science, technology, and arts through education, research, and community service.
15. Academic Guardianship is a mentoring activity carried out by Academic Advisors for students in regulating course-taking strategies based on curriculum and students' academic abilities and achievements.
16. Academic Advisor is a lecturer appointed by the dean based on the proposal of the head of the study program to guide students in an academic guardianship.
17. Guidance and Counseling is assistance given to students to optimally develop their potential by recognizing themselves, understanding their environment, and overcoming obstacles to determine a better future plan.
18. Final Project is a scientific work in a field of study which is written by students as one of the requirements to achieve a bachelor's degree at the end of their studies, which can be in the form of a thesis or a Final Project report.
19. Thesis is a scientific work written by undergraduate students that discusses a particular topic or field based on the results of a field research, development results or experiments, or the results of literature studies.
20. Plagiarism is an intentional or unintentional act of obtaining or attempting to obtain credit or grade for a scientific work, citing some or all of the other party's scientific work as their scientific work without stating the source appropriately and adequately.
21. Thesis Supervisor is a lecturer who provides academic guidance to undergraduate students in the completion of final projects.
22. Curriculum is a set of plans and arrangements regarding the objectives, content, and subject matter and the ways used as guidelines for organizing learning activities to achieve higher education goals.
23. Learning Outcomes are the internalization and accumulation of science, skills and affections, achieved through a structured educational process that covers a particular field of science/expertise or through work experience.
24. *Cross enrollment* is the enrollment of courses outside the student's study program as the course of choice.
25. Study Plan Card, which is further abbreviated to KRS is a document that lists courses and study expenses planned in the coming semester.
26. Reports of Result of Study, which is further abbreviated LHS,, is the grade and achievement of students in a certain semester.
27. Semester Achievement Index, which is further abbreviated IPK is a measure of learning outcomes in a given semester.
28. The Cumulative Achievement Index, which is further abbreviated GPA, is a measure of learning outcomes from the first semester to the semester of the time of calculation or evaluation.
29. Research is an activity carried out according to the rules and scientific methods systematically to obtain information, data, and information related to the understanding and / or testing of a branch of knowledge and technology.
30. Community service is an academic activity that utilizes science and technology to advance the welfare of society and educate the life of the nation.
31. Academic Transcript is a complete record of the number of credits and the final grades of all courses required by the curriculum of each study program obtained by a student during his studies at Unand.
32. Remedial is part of the learning process related to the improvement for the students with learning difficulties.

33. Remedial learning is a form of learning improvement for students who have low learning outcomes by implementing appropriate strategic and learning techniques.
34. Community Service Program, abbreviated as KKN, is a course that aims to provide students with learning experiences living in a community and helping solve or find solutions to problems faced by the community.
35. Free Learning is to provide opportunities for students to study outside their study programs, both in their own institutions and outside their institutions.
36. Short Semester is an optional intermediate semester that can be held between even semesters and odd semesters of the next academic year.
37. An academic calendar is a schedule of academic activities for one academic year.

## CHAPTER II EDUCATION PROGRAM

### **Part One General**

#### **Article 2**

1. Program Sarjana 1 or Bachelor Program is an academic education program that is directed to master certain disciplines to obtain a bachelor's degree.
2. Bachelor Program is designed for a period of 8 (eight) semesters with a learning load of at least 144 (one hundred and forty-four) credits with a maximum study period of 7 (seven) academic years.

**Part Two**  
**System and Semester Credit Units**

**Article 3**

1. The implementation of education adheres to the Semester Credit System.
2. Semester Credit System as referred to in paragraph (1) is implemented for 2 (two) semesters for one academic year, which includes odd semesters and even semesters, and can be added with intermediate semesters.
3. The odd semester as referred to in paragraph (2) starts from July 1 to December 31 and the even semester starts from January 1 to June 30.
4. Each semester as referred to in paragraph (2) consists of academic activities for 16 (sixteen) week including block examination, midterm and final examinations.
5. Determination of the beginning of odd semesters and even semesters is regulated in the Academic Calendar set by the Rector

**Article 4**

1. The student's learning load is expressed in credits.
2. The load of 1 (one) credit on the learning process in the form of lectures, responses, and or tutorials consists of:
  - a. Face-to-face activities for 50 (fifty) minutes per semester per week;
  - b. Structured assignment activities 60 (sixty) minutes per week per semester; and
  - c. independent activities for 60 (sixty) minutes per week per semester. The load of 1 (one) credit on the learning process in the form of seminars or other similar forms consists of:
    - a) 100 (one hundred) minutes of face-to-face activities per week of per semester; and
    - b) Self-contained activities for 70 (seventy) minutes per week per semester.
3. The calculation of learning load in a system of blocks, modules, or other forms is determined by the study program in question in accordance with the needs in meeting learning achievements.
4. The Load of 1 (one) credit on the learning process in the form of practicums, studio practices, workshop practices, field practices, research, community service, and/or other similar learning processes, 170 (one hundred and seventy) minutes per week for at least 10 (ten) weeks, including exams.
5. The load of 1 (one) credit for off-campus learning is equivalent to 170 (one hundred and seventy) minutes per week.
6. The load of 1 (one) credit is equivalent to 45 (forty-five) hours of learning activities outside of college.

**Part Three**  
**The Unification of Educational  
Programs**

**Article 5**

1. Undergraduate students are given opportunities to pursue graduate programs through the Fast Track Program.

2. The S1-S2 Fast Track Program can be pursued by students in semesters 7 (seven) and 8 (eight) with the requirements of:
  - a. GPA  $\geq$  3.25 with a minimum value of B;
  - b. at least 120 credits; and
  - c. An institutional TOEFL score of at least 450 or an institutional IELTS of at least 5.0.
3. Fast Track Program students are fully accepted as graduate program students after obtaining an undergraduate degree program.
4. The total study period of the Fast Track Program is 5 (five) years and can be extended for 1 (one) semester.
5. The guidance lecturer in the Fast Track Program holds a doctorate and continues in the master's program.
6. The topic of final assignment on the undergraduate program continues on the master program.

7.	Government Regulation of the Republic of Indonesia Number 53 of 2010 concerning Discipline of Civil Servants (State Gazette of the Republic of Indonesia of 1974 Number 55, Supplement to the State Gazette of the Republic of Indonesia Number 5135);
8.	Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 14, Supplement to the State Gazette Republic of Indonesia Number 5500);
9.	Regulation of the Minister of National Education of the Republic of Indonesia Number 17 of 2010 concerning Prevention and Overcoming of Plagiarism in Higher Education;
10.	Minister of Education and Culture Regulation Number 25 of 2012 concerning University Organization and Work Procedures Andalas;
11.	Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 17 of 2013 concerning Lecturer Functional Positions and Credit Scores;
12.	Decree of the State Minister of Research and Technology of the Republic of Indonesia Number 25/M/Kp/III/2013 concerning Guidelines Preparation of the Code of Ethics for Research Actors;
13.	Regulation of the Minister of Education and Culture Number 47 of 2013 concerning Andalas University Statute;
14.	Joint Regulation of the Minister of Education and Culture and the Head of the State Civil Service Agency Number 4/VII/PB/2014 – Number 24 of 2014 concerning Implementing Regulations of the Minister of Administrative Reform and Bureaucratic Reform Number 17 of 2013 concerning Lecturer Functional Positions and Credit Scores as amended by Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 46 of 2013;
15.	Regulation of the Minister of Education and Culture Number 154 2014 concerning Clusters of Science and Technology and College Graduate Degrees;
16.	Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 126 of 2016 concerning New Student Admissions for the Undergraduate Program in Public universities;
17.	Regulation of the Minister of Education and Culture of the Republic Indonesia Number 3 of 2020 concerning National Higher Education Standards;

18.	Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 6 of 2020 concerning New Student Admissions for Undergraduate Programs in Higher Education Country;
19.	Regulation of the Minister of Education and Culture of the Republic Indonesia Number 5 of 2020 concerning Accreditation of Study Programs and Universities;



	20.	Decision of the Minister of Finance of the Republic Indonesia Number 501/KMK/05/2009, 5 of 2020 concerning with appointment of Andalas University at the Ministry of National Education as a Government Agency, which is a financial management agency for general service;
	21.	Decision of the Minister of Education and Culture of the Republic of Indonesia Number 134151/MPK/RHS/KP/2019 concerning Dismissal and Appointment of Rector of Andalas University 2019-2023 Period;
	22.	Decision of the Minister of National Education Number 045/U/2002 concerning the Core Curriculum of Higer Education.
<b>Observing:</b>	:	<b>Approval of the Andalas University Academic Senate Meeting on September 1, 2020..</b>

### **CHAPTER III STUDENTS**

#### Part One New Student Admission

##### Article 6

- (1) Admission of new students is carried out through:
- a. National Selection for State University Entrance (SNMPTN);
  - b. Joint selection for State University Entrance (SBMPTN); and
  - c. Other independent pathway selection, including:
    1. Independent Selection based on Academic Achievement;
    2. Independent Selection based on Best Achievement;
    3. Independent Selection based on University Cooperation;
    4. Independent Selection for Prospective Students with Special Needs; and
    5. Independent Selection for Prospective International Students.
  - d. Government programs.

(2) The admission path for new students as referred to in paragraph (1) point c is decided by a Rector's Decree.

##### Article 7

- (1) International students could study at Unand either as:
- a. new students or transferred students from overseas universities;
  - b. twin program or double diploma (double degree); or
  - c. credit earning program
- (2) International students as referred to in paragraph (1) letters a, b and c must comply with the provisions of the applicable laws and regulations.
- (3) New students as referred to in paragraph (1) letter a have graduated from senior high school in not more than three years
- (4) Transfer students as referred to in paragraph (1) letter a should fit in with the following conditions:
- a. coming from a university that is acknowledged by the country of origin;
  - b. completing a minimum of 2 (two) semesters and a maximum of 4 (four) semesters of study; and
  - c. having a minimum 'satisfactory' GPA
- (5) Prospective international students can join an Indonesian language training and an introduction to Indonesian culture program before starting their study at Unand.

### Article 8

- (1) Student admission can be through the level transfer from Diploma III.
- (2) Level transfer can only be done for within the same field of study (linear).
- (3) The criteria for student admission through the level transfer as referred to in paragraphs (1) and (2) are determined by the Study Program and decided by the Dean.
- (4) Courses that are recognized at the Diploma III level are determined by the Head of the Study Program.
- (5) The period of study for transfer students is 4 effective semesters at a maximum.

### Part Two Cancellation of Student Admission

### Article 9

Admission of a new student can be canceled if the student is proven:

- a. Cheating during the university entrance test;
- b. Using false terms or documents;
- c. Consuming drugs, psychotropics and addictive substances (Drugs);
- d. Committing a criminal act based on a court decision that has permanent legal force; or
- e. Violating norms and ethics applied in Unand.

### Part Three Student Identity

### Article 10

- (1) Each student has an identity in the form of a student identification number (NIM).
- (2) The student identification number as referred to in paragraph (1) consists of 10 (ten) digits with the following components:
  - a. the first two digits indicate the year of university entrance;
  - b. the third digit in the form of number 1 (one) indicates the code for the education level of the Undergraduate Program;
  - c. the fourth and fifth digits indicate the faculty code:

Faculty Code	
01	Law
02	Agriculture
03	Medicine
04	Mathematics and Science
05	Economy
06	Animal Husbandry
07	Humanities
08	Social and Political Sciences
09	Technique
10	Pharmacy
11	Agricultural Technology
12	Public Health
13	Nursing
14	Dentistry
15	Information Technology

- d. the sixth digit indicates the code of the study program at the faculty;
- e. the seventh digit indicates code for the admission path:

Code	Student Admission Path
1	tional selection for State University Entrance (SNMPTN);
2	Joint selection for State University Entrance (SBMPTN)
3	Independent Selection based on Academic Achievement
4	Independent Selection for International Students
5	Transferred Students
6	Level Transfer
7	Independent Selection for Prospective Students
8	Independent Selection based on University Cooperation.
9	Affirmation

- f. the eighth to tenth digits is student serial number code for every study program.
- (3) Students from other universities who take credit earning or short-course are assigned a special registration number.

#### Article 11

- (1) Students are entitled to a student identity card (KTM).
- (2) The student identity card as referred to in paragraph (1) functions as:
  - a. identity; and
  - b. smart card (smart card).
- (3) The student identity card is valid as long as the holder is a student and is deactivated when the person concerned is declared to have quit or graduated.

#### Part Four Re-registration

#### Article 12

- (1) Students are required to re-register for the following semester according to the academic calendar.
- (2) Students are required to pay off UKT, arrears in the previous semester and/or other legal fees at the time of re-registration.
- (3) Re-registration as referred to in paragraph (1) is recognized if the student has filled out the IRS approved by the Academic Supervisor for the relevant semester.
- (4) IRS changes are made with the approval of the Academic Supervisor.

#### Part Five Student's Status

#### Article 13

Student status are categorized into:

- a. registered students;
- b. students do not registered in 1 (one) semester; and
- c. students on leave or Temporary Study Stop (BSS).

#### Article 14

- (1) Students who are not registered in 1 (one) semester as referred to in Article 13 letter b are those who do not re-register until the end of the re-registration period.
- (2) Students who do not re-register for 2 (two) consecutive semesters are declared to have resigned as students.
- (3) Students who are declared to have resigned as referred to in paragraph (2) are exempt from UKT/SPP receivables.

#### Article 15

- (1) Students with BSS status as referred to in Article 13 letter c are those who temporarily stop their studies.
- (2) Students can do BSS for a maximum of 2 (two) semesters.
- (3) The BSS as referred to in paragraph (1) is calculated as the study period.
- (4) Submission of BSS can be done if you have attended effective lectures for 2 (two) semesters.
- (5) Students with BSS status are not subject to UKT payments.
- (6) Students with BSS status are not entitled to service for academic and student activities.

#### Part Six

#### Evaluation of Student Learning Progress

#### Article 16

- (1) Evaluation of the progress of student learning load is carried out in semesters III, VII and XIII.
- (2) The results of the evaluation of the progress of the student learning load as referred to in paragraph (1) serve as the basis to issue an early warning letter of drop out (DO) decision in the following semester.
- (3) Sustainability of students in completing the Undergraduate Program is determined by the learning progress achieved until the end of semester IV, VIII, or XIV.
- (4) Based on the evaluation of the progress of the learning load as referred to in paragraph (1), paragraph (2) and paragraph (3), a student is declared droupt-out (DO) if:
  - a. up to 4 (four) semesters effectively completing a study load of less than 40 credits or a GPA of less than 2.00 (two point zero);
  - b. up to 8 (eight) semesters effectively completing a study load of less than 88 credits or a GPA of less than 2.50 (two point five zero); or
  - c. until the end of semester 14 (fourteen) did not complete the learning load according to the curriculum, had a D grade, or GPA less than 2.50 (two point five zero).

#### Article 17

- (1) Students have the right to resign either because they are threatened with dropping out or on their own conscience.
- (2) Students who resign as referred to in paragraph (1) may be given:
  - a. Certificate of Ever Lectured; and
  - b. Academic Transcript by the Dean.

#### Part Twelve

#### Student Transfer

#### Article 18

Students can make transfers with the following types:

- a. move from and to study programs within the Unand environment;
- b. transfer to another college; or
- c. transfer from another college.

#### Article 19

- (1) Students can move from and to study programs in Unand as referred to in Article 18 letter a, with the following conditions:
  - a. not accepted through SNMPTN;
  - b. completed 2 (two) semesters;
  - c. GPA for two semesters is at least 3.00 (three point zero); and
  - d. not transfer to a study program that has a higher level of entry tightness in the same year.
- (2) The decision to be accepted for a study program transfer is determined by the Chancellor on the recommendation of the Dean and the consideration of the Head of the Study Program.
- (3) Students transferring study programs are given a new NIM without changing the year of the start of the study period.
- (4) Recognition of courses in the original study program is determined by the head of the receiving study program.
- (5) Change of study program is only allowed once.

#### Article 20

- (1) Every student may transfer to another tertiary institution as referred to in Article 18 letter b.
- (2) Students who transfer are given an Academic Transcript of the study load that has been taken.

#### Article 21

- (1) Other higher education students who move to Unand as referred to in Article 18 letter c can be accepted with the following requirements:
  - a. comes from an A-accredited state university;
  - b. comes from a study program that has an accreditation rating of at least the same as the intended study program;
  - c. at least 2 (two) effective semesters that have been undertaken at the original university;
  - d. has a minimum GPA of 3.00 (three point zero);
  - e. meets other health requirements required by the study program;
  - f. not abusing drugs; and
  - g. has a certificate of good behavior.
- (1) The acknowledgment of the courses of transfer students is determined by the Head of the Study Program.
- (2) Students transferring from other universities are given a new NIM without changing the year of start of study at the original university.
- (3) The single tuition fee (UKT) for students transferring from another university is the same as the UKT level of the original university.
- (4) Every student may transfer to another tertiary institution as referred to in Article 18 letter b.
- (5) Transfer Students are given an Academic Transcript for the study load that has been taken.

## **CHAPTER IV LECTURERS AND EDUCATIONAL PERSONNEL**

### **Part One Lecturer**

#### Article 22

In the learning process, lecturer carries out the following tasks:

- a. giving lectures, tutorials, laboratory/workshop/studio/field practice;
- b. guiding Student Community Program (KKN);
- c. guiding forms of learning outside of tertiary institutions;
- d. guiding the final project; and
- e. test on seminars and final exams.

#### Article 23

- (1) A lecturer can carry out the learning process in a course as referred to in Article 22 letter a, if:
- a. at least have occupied the functional position of Expert Assistant for both master and doctoral education; and
  - b. at least has a certificate of Improvement of Instructional Engineering Skills (PEKERTI).
- (2) In addition to the requirements as referred to in paragraph (1), lecturers are required to have the latest education which is linear with the subjects being taught.

#### Article 24

A lecturer can become assigned as a mentor for Community Service Program (KKN) and other forms of learning outside of Unand as referred to in Article 22 letter b, if:

- a. an active lecturer;
- b. has functional position at least Expert Assistant for both master and doctoral education; or
- c. has attended training of trainers (ToT) for field supervisors (DPL).

#### Article 25

A lecturer can be assigned to guide a learning program outside the university as referred to in Article 22 letter c, with the following conditions:

- a. permanent lecturer of a study program, both those with NIDN and NIDK;
- b. has occupied a minimum functional position of Expert Assistant for those with doctoral education, or Lector for those with master education; and
- c. has relevant experience.

#### Article 26

A lecturer may be assigned to guide students' final project as referred to in Article 22 letter d, provided that the lecturer is:

- a. Main Advisory Lecturer:
  1. permanent lecturer of a study program, both those with NIDN and NIDK;
  2. has held a functional position of at least an expert assistant for those with doctoral education or Lector for those with master's education; and
  3. suitable with the area of expertise.
- b. Co-Supervising Lecturer:
  1. permanent or non-permanent lecturer of a study program and has held a functional position of at least Expert Assistant; or
  2. a researcher from a research institute who has held functional position of the First Expert Researcher and has at least Master degree.

#### Article 27

A lecturer can be an examiner at seminars and final exams as referred to in Article 22 letter e, if he has occupied a minimum functional position of Expert Assistant, both for those with master and doctoral education.

#### Article 28

In terms of the availability of the number and qualifications of lecturers as referred to in Article 23, Article 24, Article 25, Article 26 and Article 27 in a Study Program study has not been fulfilled, then the requirements for lecturers in carrying out the learning process can be adjusted by the Study Program.

#### Article 29

In carrying out the duties as referred to in Article 22, lecturers are prohibited from:

- a. leaking exam questions and or providing opportunities for it;
- b. receiving gratuities related to the value or other professional obligations of lecturers; or
- c. other violations that are contrary to academic norms and ethics.

Part Two  
Education Personnel

Article 30

- (1) Educational staff as supporters for the implementation of education, include:
- a. supporting the learning process; and
  - b. educational administration support.
- (2) Educational staff supporting the learning process as referred to in paragraph (1) letter a must have educational qualifications in accordance with their main duties in providing services in laboratories/workshops/studios and libraries.
- (3) Educational staff supporting the education administration as referred to in paragraph (1) letter b must master information technology.

Article 31

In carrying out the duties as regulated in Article 28 paragraph (1), education personnel are prohibited from:

- a. falsifying grades, letters, and or documents of academic requirements;
- b. leaking exam questions and/or providing opportunities for it;
- c. receiving gratuities related to value or other administrative obligations; or
- d. other violations that are against the norms and ethics of academic honesty.

**CHAPTER V CURRICULUM**

**Part One  
Curriculum**

**Article 32**

- (1) The curriculum design of a study program must contain:
- a. graduate profile;
  - b. graduate learning achievements;
  - c. study materials and courses;
  - d. learning methods; and
  - e. assessment of learning.
- (2) The framework of curriculum development of undergraduate programs is established by the Rector's Regulation Severe sanctions for students are determined by the Rector's Decree
- (3) The curriculum design was proposed by the Dean after consideration by the faculty senate to be appointed by Rector

**Article 33**

- (1) The curriculum of the undergraduate program must contain study materials and courses:
- a. Compulsory Public Courses (MKWU);
  - b. Core Scientific Courses; and
  - c. Compulsory Institutional Courses
- (2) MKWU as referred to in paragraph (1) letter a is a national compulsory course that includes Religion, Pancasila, Citizenship, and Indonesian language each with a weight of 2 credits.
- (3) The Core Scientific Course as referred to in paragraph (1) letter b is determined by the association / association / consortium of similar study programs as the core curriculum
- (4) The compulsory international course as referred to in paragraph (1) letter c is the form of study programs, faculties and universities that support the vision and mission.

- (5) Compulsory international courses as referred to in paragraph (4) include:
  - a. Community Service Program (KKN), with a weight of 4 credits; and
  - b. Entrepreneurship, with a weight of 3 credits.
  - c.

**Part Two  
Learning Load per Semester**

**Article 34**

- (1) Students of semester 1 (one) and semester 2 (two) take the entire study load according to the curriculum of their respective study programs
- (2) The study load of semester 3 (three) and so on is determined based on the GPA achieved in the previous semester with the following provisions

Previous GPA (KHS)	Amount of maximum learning load (credit)
0.00 – 1.49	12
1.50 – 1.99	15
2.00 – 2.74	18
2.75 – 3.24	21
3.25 – 4.00	24

- (3) The study load for each semester is limited to a maximum of 24 (twenty-four) credits.
- (4) Courses and study expenses each semester are structured based on the curriculum structure established by the study program.
- (5) The structure of the curriculum as referred to in paragraph (4) can be structured by:
  - series model; and/or
  - parallel, modular or block models.
- (6) The amount of study expenses per semester with the approval of academic advisors and listed with the IRS
- (7) For study programs that use a block system or other form arranged by their respective faculties

**Part Three  
Student Community Program (KKN)**

**Article 35**

- (1) The form of implementation of KKN in accordance with the needs of the university and the community
- (2) The form and time of implementation of KKN as referred to in paragraph (1) is determined by the Rector.

**Article 36**

- (1) KKN can be implemented outside the academic calendar.
- (2) The implementation of KKN outside the academic calendar as referred to in paragraph (1), can be taken by students with a learning load of no more than 24 (twenty-four) credits and without interfering with the learning process of other courses.

**Article 37**

- (1) Students can follow KKN if they have taken and have taken a minimum of 100 credits of learning expenses including those that are running.
- (2) KKN is listed in the IRS according to the semester on the curriculum structure.



### **Article 38**

- (3) The implementation of KKN can be part or integrated with learning forms outside of university:
  - a. The implementation of KKN in the field is guided by field guidance lecturers (DPL) in accordance with article 24 Building a village;
  - b. humanitarian projects;
  - c. the environment; or
  - d. disaster awareness
  - e. or any other form

### **Article 39**

- (4) A student is declared to have implemented KKN, if it meets the following requirements:
  - a. following the debriefing process in accordance with the provisions;
  - b. following the implementation of activities in accordance with the time allocation set for each form of KKN with a minimum attendance of 75 % (seventy-five percent);
  - c. submitting a report on the implementation of KKN; and
- d. following the evaluation of the final results by DPL in accordance with the learning achievements of KKN

## **Part Four**

### **Recognition of Extra Curriculum Achievement**

#### **Article 40**

- (1) The student extra curriculum achievement relevant to the intra-curriculum can be recognized as the result of the learning process
- (2) Extra curriculum achievement as referred to in paragraph (1) covers the fields of reasoning, interests, and talents.
- (3) Achievements that can be equalized as the final result of the learning process competitions or activities joined by individuals or groups of students are as follows:
  - a. national or international competitions or activities assigned by university or faculty leaders;
  - b. national or international competitions or activities are conducted by credible institutions, agencies, or organizations and their existence can be tracked; and
  - c. ratings 1 (one) to 3 (three) as evidenced by a valid and accountable decree, certificate, and/or award charter.

#### **Article 41**

- (1) Recognition of national-level competitions or activities as referred to in Article 40 paragraph (3) may be given if the competition or activity is attended by at least college participants or envoys from at least 10 (ten) provinces.
- (2) Recognition of international competitions or activities as referred to in Article 40 paragraph (3) may be granted if the competition or activity is attended by at least by college participants or envoys from at least 4 (four) countries.

#### **Article 42**

- (1) The extra curriculum achievement based on interests and talents can be converted into elective course grades equivalent to A quality grade.
- (2) Changes in the grade quality of courses or seminars as referred to in paragraph (1) are proposed by the Chairman of the Study Program and recognized by BAPEM for consideration by the dean.

- (3) Achievements at the national level based on research results can be recognized as final task research for team leaders
- (4) Research of the final task as referred to in paragraph (3) is guided by the same lecturer.

## **CHAPTER VI**

### **Learning Process**

#### **Part One**

#### **Education**

#### **Article 43**

- (1) The implementation of undergraduate program education is carried out in Unand and can be carried out in other universities and / or other institutions both nationally and internationally.
- (2) The implementation of undergraduate education programs as referred to in paragraph (1) is carried out through twinning programs or double degrees.

#### **Part Two**

#### **Forms of Learning**

#### **Article 44**

- (3) The learning can be lectures, tutorials, topic discussions, and self-study;
  - a. seminar;
  - b. practicum, studio practice, workshop practice, field practice, work practice,
  - c. laboratory *skills*;
  - d. research, design, or development;
  - e. military training, physical training, and discipline;
  - f. student exchange;
  - g. internship;
  - h. entrepreneurship; and/or
  - i. other forms.
- (4) The form of learning as referred to in paragraph (1) can be carried out inside or outside the study program.

#### **Article 45**

- (5) Students can choose the fulfillment of the time and burden of learning in the form of:
  - a. learning outside the study program in the Unand environment or *cross-enrollment*;
  - b. learning on the same or different study programs at different universities both domestically and abroad (*credit earnings*); and/or
  - c. study at an institution outside the college.
  - d. Taking courses in cross-enrollment as referred to in paragraph 1
  - e. Taking courses in cross-enrollment as referred to in paragraph Taking letter a is the course of choice for students in different study programs either as compulsory courses or electives in other study programs
  - f. Taking courses in credit earnings as referred to in paragraph letter b may apply to compulsory courses and/or electives in study programs and colleges outside Unand that have a minimum equivalent accreditation rating
- (6) The form of learning in institutions outside the college as referred to in paragraph (1) letter c can be carried out according to the following provisions:

- as a course of choice in the field of science or outside the field of science; and
  - have modules that have been established by the relevant agencies;
- (7) Fulfillment of student time and learning burden as meant by paragraph (1) can be carried out from semester III at the direction of academic advisors.
- (8) The implementation of *cross-enrollment*, *credit earnings* and forms of learning outside the college are managed in an integrated manner at the university at the proposal of the faculty.

#### **Article 46**

- (1) The forms of learning in institutions outside higher education as referred to in Article 45 paragraph (1) letter c include:
- a. certified internship;
  - b. Building a village;
  - c. research/research;
  - d. entrepreneurial activities;
  - e. independent studies/projects;
  - f. humanitarian projects;
  - g. teaching assistants in the education unit; or
  - h. disaster awareness.
- (2) The form of learning in institutions outside the college as referred to paragraph (1) applies to study programs outside the field of health
- (3) Forms of learning in institutions outside the college as referred to in paragraph (1) are optional with a maximum implementation period of 6 (six) months with a weight of 20 credits
- (4) The implementation of the form of learning as referred to in paragraph (1) is guided by permanent lecturers of study programs and practitioners or preceptors in institutions outside the college
- (5) Students who follow the form of learning as in paragraph (1) must make an activity report approved by the supervisor
- (6) The provisions of each form of learning as in the paragraph (1) Letters a to h are determined by the Rector.
- (7) Part of the form of learning in institutions outside the college as referred to in paragraph (1) can be used as the Final Task, if:
- a. types of activities in accordance with the field of science;
  - b. have a proposal or final assignment proposal submitted through the seminar;
  - c. written in the form of a thesis set by the Head of the Study Program; and
  - d. thesis assessed by the examiner lecturer on the final or comprehensive exam

#### **Article 47**

- (1) Students from other universities can attend *credit earnings* learning at Unand, with the requirements of:
- a. come from domestic or foreign universities that have cooperation with Unand;
  - b. coming from a public college;
  - a. derived from study programs that have a minimum accreditation rating equivalent to the study programs that receive;
  - b. facilities and infrastructure and the number of lecturers who master courses are still adequate to serve the learning process; and
  - c. pay UKT/SPP in accordance with the level set by the home college.

**Part Three**  
**Learning Process**

**Article 48**

- (1) Learning planning must be prepared for each course and presented in the Semester Learning Plan (RPS) or Block Learning Plan (RPB).
- (2) RPS or RPB must be provided by lecturers and can be accessed easily by students as a study guide
- (3) RPS or RPB must be delivered at the first meeting of the lecture.

**Article 49**

- (4) The implementation of the learning process can be in the form of face-to-face learning and / or in network (online).
- (5) The number of meetings of each learning process is at least 85% of that set out in rps or RPB.
- (6) In the event that the minimum provision of the number of meetings is not met, the course is declared void.
- (7) The number of student attendance for each learning process is at least 75% of that specified in RPS or RPB
- (8) In the event that the minimum attendance amount is not met, the student concerned is declared a failure and given an E grade.

- (9) The blended learning process can be carried out at a maximum of 40% of the total meeting

#### **Article 50**

- (10) Every student must maintain academic honesty in every learning process, completion of lecture assignments and exams.
- (11) Maintaining academic honesty as referred to in paragraph (1) is not plagiarizing on lecture assignments and being honest in the exam.

### **Part Four Short Semester**

#### **Article 51**

- (1) The implementation of semesters between / short semesters is managed by the faculty.
- (2) The implementation of short semesters as referred to in paragraph (1) according to the student's learning load to meet the learning achievements set out in rps / RPB.
- (3) Learning activities for 1 (one) short semester were held as many as 16 meetings, including UTS and UAS.
- (4) The implementation of the short semester as referred to in paragraph (1) can be done with the following provisions:
- a. student learning load of at most 9 (nine) credits; and
  - b. Courses that can be taken prioritize retaken courses and can take new courses without practicum if the GPA  $\geq 3.0$  (the same magnitude of three zero commas).
- (5) Maximum load of lecturers in the short semester is at most 6 (six) credits

#### **Article 52**

- (1) The cost of a short semester is on the student
- (2) The amount of the cost as referred to in paragraph (1) is determined by the Rector

### **Part Five Remedial Implementation**

#### **Article 53**

- (1) Improvement of learning achievement can be done through remedial learning and / or remedial examination
- (2) The implementation of relearning and/or retrieval as referred to in paragraphs (1) and paragraph (2) is determined by the dean.
- (3) Relearning and/or re-exams only take place in the current semester

#### **Part Six**

### **Grade Appeal Rights**

s

#### **Article 54**

- (4) Students who object to the final grade of a course are given the right of appeal to get clarification of the grades obtained.
- (5) The appeal referred to in paragraph (1) was filed for the reason:
- a. distribution of grades of a course is not distributed according to the normal benchmark assessment system (PAN); or
  - b. Students feel aggrieved due to delays in inputting grades by lecturers to academic portals so that all grades in one class get a B.
- (6) The final grade that can be appealed is the grade in the current semester, in the span of

one week after the final deadline for the entry of grades to the academic portal by lecturers.

#### **Article 55**

- (7) The grade clarification appeal referred to in Article 54 is submitted by students who object to the final outcome of the assessment of the study
- (8) The appeal referred to in paragraph (1) is submitted to the Faculty Ethics Commission with the approval of the Chairman of the Department / Part / Department / Study Program.

### **CHAPTER VII LEARNING ASSESSMENT**

#### **Part One Learning Assessment**

##### **Article 56**

- (1) Assessment of learning for a subject refers to the learning outcomes listed in the RPS or RPB, including the assessment of learning processes and outcomes.
- (2) Assessment of learning processes and outcomes as referred to in paragraph (1) consist of the domains of:
  - a. attitude;
  - b. mastery of knowledge
  - c. special skill; and
  - d. general skills.
- (3) The assessment of the domain of general attitudes and skills as referred to in paragraph (2) letters a and d is carried out in each learning process using a rubric.
- (1) The assessment of the domain of knowledge mastery as referred to in paragraph (2) letter b is carried out in the form of quizzes, Block exams, UTS, and UAS.
- (2) The assessment of the domain of special skills as referred to in paragraph (2) letter c is carried out on the ability to perform laboratory and/or field skills, the implementation of which is regulated by the Head of the Study Program..

#### **Part Two Implementation of Examination**

##### **Article 57**

- (1) Students can take the Block, UTS, and UAS exams for a course if:
  - a. enrolled in the tested courses;
  - b. follow the learning process of the tested subjects with an attendance of at least 75%;
  - c. an university representative in a competition or activity with an attendance of at least 60% and a deficiency of 75% replaced with a comparable independent assignment; and
  - d. not currently undergoing academic sanctions.
- (2) UTS and UAS are carried out according to the academic calendar or the time set by the Chancellor..
- (3) The implementation of the Block Examination is regulated by the dean on behalf of the

Chancellor by taking into account the academic calendar..

#### Article 58

- (1) Lecturers are obligated to supervise the examinations of the relevant subjects.
- (2) In the event that the supporting lecturer as referred to in paragraph (1) is unable to attend, then the person concerned can be replaced by another lecturer upon the appointment of the faculty leader.
- (3) Lecturers submit the results of examination corrections such as UTS and UAS to the Head of the Study Program to be accounted for to students.

#### Article 59

- (1) Each examinee must comply with applicable academic norms and ethics.
- (2) Each examinee is obliged to maintain academic honesty by avoiding all forms of raudulent practices such as jockeying, cheating and other forms of cheating.
- (3) Each examinee violates academic norms and ethics as referred to in paragraph (1) is subject to witness in accordance with the provisions of this Regulation.

### Part Three Assessment of Learning Outcomes

#### Article 60

- (1) Assessment of student learning outcomes in a course is stated in numerical values, quality scores, numerical scores, and quality designations.
- (2) The assessment of student learning outcomes as referred to in paragraph (1) follows the following scale:

<b>Numerical Values (NA)</b>	<b>Quality Score (NM)</b>	<b>Numerical Score (AM)</b>	<b>Quality Designation</b>
$80 \leq NA \leq 100$	A	4,00	Sangat Cemerlang
$75 \leq NA < 80$	A <sup>-</sup>	3,75	Cemerlang
$70 \leq NA < 75$	B <sup>+</sup>	3,50	Sangat Baik
$65 \leq NA < 70$	B	3,00	Baik
$60 \leq NA < 65$	B <sup>-</sup>	2,75	Hampir Baik
$55 \leq NA < 60$	C <sup>+</sup>	2,50	Lebih dari cukup
$50 \leq NA < 55$	C	2,00	Cukup
$45 \leq NA < 50$	D	1,00	Kurang
$< 45$	E	0,00	Gagal

- (3) Student learning outcomes each semester are stated by IPS.
- (4) The calculation of IPS is done by adding up the result of multiplying the quality score (AM) with the credit score (NK) of a course, divided by the number of NK of all the courses taken in the relevant semester.
- (5) Graduates' learning outcomes at the end of the study period are expressed by GPA.
- (6) The calculation of the GPA is done by adding up the results of multiplying AM with NK of a course,

divided by the number of NK of all courses from all semesters that have been implemented, with the following formula:



$$IPK = \frac{\sum_{i=1}^n AM_i NK_i}{\sum_{i=1}^n NK_i}$$

Notes:

AM <sub>i</sub>	=	Numerical score of subject-i.
NK <sub>i</sub>	=	Credit values of subject-i.
n	=	Number of subjects taken in every semester

- (7) The final results of learning from all of the student learning loads in one semester are listed in the form of Learning Outcome Paper (LHS).

### **Part Four Incomplete Value**

#### **Article 61**

- (8) (1) The results of the assessment can be declared incomplete (BL) if the assessment components other than the UTS, UAS and Block exams have not been completed by students and other reasons that can be accounted for.
- (9) BL scores as referred to in paragraph (1) must be completed by students no later than 1 (one) week after the deadline for inputting grades.
- (10) In the event that the BL value is not managed until the stipulated deadline, the value changes to E.
- (11) If the BL value or the value that is not inputted is more than 25% of the total number of students in a course, the value will change to B.

### **Part Five Remedy**

#### **Article 62**

- (1) Every student revising grades by retaking courses is required to follow all forms of learning listed in the RPS/RPB.
- (2) The grade used for repeated courses as referred to in paragraph (1) is the last one.
- (3) Each course that has been listed in the LHS cannot be omitted and all of them are included in the grade transcript.

## **Chapter VIII ACADEMIC SERVICES**

### **Part One Academic Clear**

#### **Chapter 63**

- (1) All academic agendas refer to the academic calendar that has been set.
- (2) The academic community and education staff must comply with the academic calendar
- (3) The academic calendar as referred to in paragraph (1) is acknowledged the Rector.

#### **Article 64**

- (1) Every student has the right to obtain Academic Guardianship services by an Academic Advisor
- (2) Every Academic Advisor is obliged to: assist students in preparing study plans to support the success of student studies; detecting academic and non-academic problems faced by students; and help to find solutions to their problems and provide guidance to students during the study period.

### **Part Three Guidance and Conseling**

#### **Article 65**

- (3) Students who have personal or social problems that affect their learning process are entitled to get advices from a counselor.
- (4) Counselors as referred to in paragraph (1) are lecturers who have a background in psychology and assigned to work as counselors at the university level by the Rector.
- (5) The Dean can provide counseling guidance at the faculty level.

#### **Article 66**

- (1) Counseling services to students are carried out based on the principles of openness and confidentiality
- (2) Every student who takes counseling services has the right to protection of personal information.
- (3) Each counselor is obliged to maintain the confidentiality of the student's personal information being served

### **PART IX STUDY COMPLETION OF UNDERGRADUATE PROGRAM**

#### **Part One FINAL PROJECT**

#### **Article 67**

- (4) Every student who will complete the Undergraduate Program is required to complete a final project.
- (5) The final project as referred to in paragraph (1) can be in the form of research, practical work, literature study written in the form of a thesis.
- (6) The final assignment assessment includes seminars and/or thesis exams.
- (7) The award received in accordance with Article 42 paragraph 3 is equivalent to the Final Project.

#### **Article 68**

In carrying out the final assignment, students are required to uphold academic honesty and are prohibited from:

- a. plagiarize other people's academic work;
- b. perform manipulation/fabrication/falsification of research data;
- c. be and ask others to compile the final project;
- d. falsify documents for assignment requirements or final exams; or
- e. other forms of academic cheating.
- f.

**Part Two  
Final Exam**

**Article 69**

- (8) To be able to take the final exam, each student must meet the following requirements:
- a. have a minimum GPA of 2.50 (two point five zero);
  - b. does not have a D value;
  - c. have a minimum score of TOEFL or institutional IELTS as determined by the Head of the Study Program; and
  - d. other requirements set by the Dean/Study Program.

**Pasal 70**

- (9) A student is declared to have passed the seminar and/or final exam if he/she obtains a minimum grade B letter grade
- (10) Students who are declared to have passed are entitled to use a bachelor's degree.
- (11) Students who have passed are given the following predicate:
- a. pass with honors if the GPA is more than 3.50 (three point five zero) with a maximum study period of 4 (four) years;
  - b. pass very satisfactorily if the GPA is 3.01 (three point zero one) to 3.50 (three point five zero);
  - c. pass satisfactorily if the GPA is 2.76 (two point seven six) to 3.00 (three point zero zero);  
or
  - d. pass satisfactorily if the GPA is between 2.50 (two point five zero) to < 2.75 (two point seven five).
- (12) Graduating students from the transfer program can be given predicate
- a. pass with honors if GPA is more than 3.50 (three point five zero) and a study period of no more than 3 (three) effective semesters.
  - b. pass with a very satisfactory predicate if GPA is 3.01 (three point zero one) to 3.50 (three point five zero);
  - c. pass with a satisfactory predicate if GPA is 2.76 (two point seven six) to 3.00 (three point zero zero); and
- (13) pass quite satisfactorily if the GPA is between 2.50 (two point five zero) to < 2.75 (two point seven six).

### **Article 71**

- (14) Students who are formally declared to have finished their study have the right to obtain and/or be awarded a diploma, academic transcript, and a certificate accompanying diploma (SKPI).
- (15) Provisions for granting SKPI as referred to in paragraph (1) shall be further regulated in the Rector's Regulation.

### **Part Three Graduation**

#### **Article 72**

- (16) Students who are declared to have passed the final examination are required to register for graduation
- (17) Graduation registration as referred to in paragraph (1) is carried out after fulfilling the following requirements:
  - a. Students who are declared to have passed the final examination are required to register for graduation.
  - b. Graduation registration as referred to in paragraph (1) is carried out after fulfilling the following requirements
  - c. The graduation ceremony is determined by the Chancellor.

#### **Article 73**

- (1) Graduation procession at least includes:
  - a. removal of the crest by the Chancellor;
  - b. submission of diplomas by the Dean; and
  - c. inauguration by the Chancellor.

#### **Article 74**

- (4) The best graduate is based on the highest GPA.
- (5) In the cases that there are 2 (two) or more students who obtain the highest GPA, the determination of the best graduate is based on the length of study period in the relevant graduation period.
- (6) The graduation date will be the issuance date of the diploma.
- (7)

### **Part Four**

#### **Certificate of Substitution of Diplomas and Academic Transcripts**

#### **Article 75**

- (8) Unand cannot issue diplomas and/or academic transcripts as replacements for lost or damaged certificates and/or transcripts
- (9) In the event of loss or damage to the diploma and/or academic transcript, the person concerned may be given a Certificate of Substitution of Diploma and/or Copies of Substitute Academic Transcripts.
- (10) Certificate of replacement of diploma as referred to in paragraph (2) shall be signed and given by the Chancellor to graduates.
- (11) Substitute Copies of Academic Transcripts as referred to in paragraph (2) are signed and given by the Dean to graduates

**CHAPTER X**  
**PROVISIONS OF ACADEMIC SANCTIONS**

**Part One**

**Types of Sanctions**

**Paragraph 1**

**Sanctions Against Students**

**Article 76**

- (12) Students or graduates who violate the Academic Regulations are subject to sanctions in the forms of:
- a. light sanctions;
  - b. moderate sanctions; or
  - c. severe sanctions.
- (13) The light sanctions as referred to in paragraph (1) letter a, are in the forms:
- a. verbal warning; or
  - b. written warning
- (14) Medium sanctions as referred to in paragraph (1) letter b, in the form of:
- a. cancellation of the final grade of the course;
  - b. suspension of 1 (one) to 2 (two) semesters; or
  - c. script cancellation.
- (15) Severe sanctions as referred to in paragraph (1) letter c, in the form of
- a. dismissal as a student (DO); or
  - b. revocation of diploma

**Article 77**

- (1) The verbal warning sanction as referred to in Article 76 paragraph (2) letter a is given to students who commit minor violations
- (2) The written warning sanction as referred to in Article 76 paragraph (2) letter b is given in writing to students who commit minor violations repeatedly.
- (3) The sanctions for canceling grades as referred to in Article 76 paragraph (3) letter a are given to students who are proven to:
  - a. plagiarize lecture assignments above 25%; or
  - b. not being honest in carrying out assignments or exams
- (4) The suspension sanction as referred to in Article 76 paragraph (3) letter b is given to students who are proven to have joked in exams and/or falsified academic documents
- (5) The sanctions for canceling the thesis as referred to in Article 76 paragraph (3) letter c are given to students if they are:
  - a. manipulation/fabrication/falsification of final project data; or
  - b. thesis writing plagiarism above 25%.
- (6) The sanction of dismissal as referred to in Article 76 paragraph (4) letter a is given to students if:
  - a. up to 4 (four) semesters effectively completing a study load of less than 40 credits or a GPA of less than 2.00; or
  - b. up to 8 (eight) semesters effectively completing a study load of less than 88 credits and or a GPA of less than 2.50; or until the end of semester 14 (fourteen) did not complete the learning load according to the curriculum, did not have a D grade and GPA less than 2.50 (two point five zero).

- (7) Sanctions for revocation of diplomas as referred to in Article 76 paragraph (2) letter b are given to students if after graduation it is proven that they do not meet the learning burden in the stipulated curriculum, and/or later it is proven that the person concerned has proven to do plagiarism in writing the thesis.
- (8) Sanctions for revocation of diplomas as referred to in Article 76 paragraph (2) letter b are given to students if after graduation it is proven that they do not meet the learning load in the stipulated curriculum, and/or later it is proven that the person concerned has proven to do plagiarism in writing the thesis

**Paragraph 2**  
**Sanctions for Lecturers**

**Pasal 78**

- (9) Lecturers who violate the Academic Regulations will be given employment sanctions and academic sanctions.
- (10) Employment sanctions as referred to in paragraph (1) shall be imposed based on the prevailing laws and regulations.
- (11) The academic sanctions as referred to in paragraph (1) are in the form of:
  - a. prohibition of teaching courses for a certain period of time;
  - b. prohibition of guiding or testing at seminars or final exams for a certain period of time.

**Paragraph 3**  
**Sanctions for Academic Staff**

**Article 79**

- (12) Academic staff who violate the Academic Regulations shall be given employment sanctions based on the prevailing laws and regulations.
- (13) The sanctions as referred to in paragraph (1) shall be in accordance with Government Regulation Number 53 of 2010 concerning Civil Servant Discipline and other relevant laws and regulations.

**Part Two**  
**Procedure for Imposing Sanctions**

**Paragraph 1**

**General**

**Article 80**

- (14) Alleged violations of the Academic Rules can come from:
  - a. report; and/or
  - b. findings

**Paragraf 2**  
**Laporan dan Temuan**

**Article 81**

- (1) Reports of alleged violation of the Academic Regulations as referred to in Article 80 letter a can be submitted by:
  - a. lecturer;
  - b. student;
  - c. education personnel; or
  - d. public.
- (2) Reports of alleged violation as referred to in article 80 letter a shall be submitted to the Chancellor or Dean.

**Article 82**

- (1) Reports of alleged violation as referred to in article Pasal 81 at least contains the identity of the complainant, the identity of the reported party, the act that is considered a violation, the chronology of the events being reported.
- (2) The report on the alleged administrative violation as referred to in paragraph (1) shall be accompanied by supporting evidence.

### **Article 83**

- (3) Findings of alleged violations as referred to in Article 80 letter b are stated in the form of finding violations of academic regulations which at least contain:
  - a. identity of elements of university leadership, faculty leaders, work unit leaders, heads of departments/sections/laboratory/workshops who find alleged violations;
  - b. identity of lecturers, education staff and students suspected of committing violations; and
  - c. description of the alleged violation.
- (4) Findings of alleged violations as referred to in article 80 letter b are submitted to the Rector or Dean.

### **Paragraf 3**

#### **Penerimaan Laporan dan/atau Temuan**

### **Pasal 84**

- (1) The Chancellor or Dean accepts reports and/or findings of alleged academic violations.
- (2) The document of reports and/or findings of alleged academic violations as referred to in paragraph (1) is followed up with an examination of the completeness of the identity of the reporting party, the identity of the reported party; and conformity between reports and/or findings with supporting evidence received.

### **Pasal 85**

In the event that the report and/or findings are supported by adequate supporting evidence, the Chancellor and/or Dean submits a request for examination by the University or Faculty Ethics Commission.



**Paragraph 4**  
**Examination of Reports and/or Findings**

**Article 86**

- (1) The Ethics Commission conducts an examination of alleged academic violations based on the results of a study of reports and/or findings of alleged violations that occurred.
- (2) Examination of alleged academic violations is carried out to find, explore, and assess evidence of violations of academic regulations.
- (3) Examination of alleged academic violations is carried out within a maximum of 30 (thirty) working days after the request for examination is received by the Ethics Commission.

**Article 87**

- (1) Examination of alleged academic violations as referred to in Article 85 shall be conducted by the Ethics Commission by examining:
  - a. reported;
  - b. witness;
  - c. other parties related to the report and/or findings; and/or
  - d. related documents.
- (2) The examination as referred to in paragraph (1) shall be carried out by
  - a. summon the necessary parties;
  - b. conduct field visits;
  - c. conduct correspondence; and/or
  - d. use other communication media.
- (3) In the case that the reported party does not fulfill the summons without clear reasons twice consecutively, the Ethics Commission may continue the examination without the presence of the reported party
- (4) The examination as referred to in paragraph (2) letter a shall be conducted in a closed manner.

**Article 88**

- (5) Evidence of alleged academic violations in the form of
  - a. reporting information;
  - b. the reported statement;
  - c. witness testimony;
  - d. expert testimony;
  - e. letter; and/or
  - f. electronic documents and document

**Article 89**

- (1) The Ethics Commission shall prepare an inspection report for each examination process carried out.
- (2) Minutes of examination of the complainant, the reported party, the witness and the expert shall be signed by the Head of the Ethics Commission and the party being examined.
- (3) In the event that the examined party is not willing to sign the official report as referred to in paragraph (2), the person concerned shall sign the minute of objection to sign the minute of examination result.

- (4) Minutes of examination results that are not signed by the examined party as referred to in paragraph (3) are still declared valid as long as they are signed by the chairman and members of the Ethics Commission.

**Paragraph 3**  
**Acceptance of Reports and/or Findings**

**Article 84**

- (3) The Rector or Dean accepts reports and/or findings of alleged academic violations.
- (4) The document of reports and/or findings of alleged academic violations as referred to in paragraph (1) is followed up with an examination of the completeness of the identity of the reporting party, the identity of the reported party; and conformity between reports and/or findings with supporting evidence received.

**Pasal 85**

In a condition that the report and/or findings are supported by adequate supporting evidence, the Chancellor and/or Dean submits a request for examination by the University or Faculty Ethics Commission.

**Paragraph 4**  
**Examination of Reports and/or Findings**

**Article 86**

- (4) The Ethics Commission conducts an examination of alleged academic violations based on the results of a study of reports and/or findings of alleged violations that occurred.
- (5) Examination of alleged academic violations is carried out to find, explore, and assess evidence of violations of academic regulations.
- (6) Examination of alleged academic violations is carried out within a maximum of 30 (thirty) working days after the request for examination is received by the Ethics Commission.

**Article 87**

- (6) Examination of alleged academic violations as referred to in Article 85 shall be conducted by the Ethics Commission by examining:
  - e. reported;
  - f. witness;
  - g. other parties related to the report and/or findings; and/or
  - h. related documents.
- (7) The examination as referred to in paragraph (1) shall be carried out by
  - a. summon the necessary parties;
  - b. conduct field visits;
  - c. conduct correspondence; and/or
  - d. use other communication media.
- (8) In the case that the reported party does not fulfill the summons without clear reasons twice consecutively, the Ethics Commission may continue

- the examination without the presence of the reported party
- (9) The examination as referred to in paragraph (2) letter a shall be conducted in a closed manner.

#### **Article 88**

- (1) Evidence of alleged academic violations in the form of
- a. reporting information;
  - b. the reported statement;
  - c. witness testimony;
  - d. expert testimony;
  - e. letter; and/or
  - f. electronic documents and document

#### **Article 89**

- (5) The Ethics Commission shall prepare an inspection report for each examination process carried out.
- (6) Minutes of examination of the complainant, the reported party, the witness and the expert shall be signed by the Head of the Ethics Commission and the party being examined.
- (7) In the event that the examine d party is not willing to sign the official report as referred to in paragraph (2), the person concerned shall sign the minute of objection to sign the minute of examination result.
- (8) Minutes of examination results that are not signed by the examined party as referred to in paragraph (3) are still declared valid as long as they are signed by the chairman and members of the Ethics Commission.

#### **Paragraph 5**

#### **Follow-up on Examination Results**

#### **Article 90**

- (1) The Ethics Committee holds a meeting to discuss and decide the results of the examination.
- (2) The Ethics Committee meeting is held no later than 5 (five) working days after the end of the examination process as referred to in Article 84 paragraph (3).
- (3) The Ethics Committee meeting is held no later than 5 (five) working days after the end of the examination process as referred to in Article 84 paragraph (3).

#### **Article 91**

- (1) In the event that the Ethics Committee concludes that there is insufficient evidence of an academic violation, the Commission recommends that:
- a. reject the complaint; and
  - b. rehabilitate the names of the lecturers, education staff and students concerned
- (2) In the event that the Ethics Commission concludes that sufficient evidence has been found regarding a violation of academic regulations, the Commission recommends academic sanctions against the reported party according to the type of violation proven.

#### **Article 92**

- (1) Recommendations for light and moderate sanctions for students are submitted to the Dean.
- (2) Recommendations for heavy witnesses for students are submitted to the Chancellor through the Dean.
- (1) Recommendations of academic witnesses to lecturers are submitted to the Dean.
- (2) Witness recommendations related to staffing of lecturers and education staff are submitted to the Chancellor through the Dean.

#### **Article 93**

- (4) Moderate sanctions for students are determined by the Dean's Decree
- (5) Severe sanctions for students are determined by the Rector's Decree.
- (6) Academic and staffing sanctions for lecturers and education staff shall be determined based on the prevailing laws and regulations

### **Part Three Ethics Commissions**

#### **Article 94**

- (1) The Academic Senate establishes a University Ethics Commission
- (2) The Ethics Committee is ad hoc, elected from and by members of the senate with an odd number of at least 3 (three) people.
- (3) The Ethics Committee is ad hoc, elected from and by members of the senate with an odd number of at least 3 (three) people
- (4) Further provisions regarding the Ethics Commission shall be regulated in the Rector's regulation.

### **CHAPTER XI EMERGENCY**

#### **Article 95**

In force majeure situations such as earthquakes, epidemics, volcanic eruptions, floods and others, the Rector can issue rules for academic implementation as needed.

### **CHAPTER XII TRANSITIONAL PROVISIONS**

#### **Article 96**

Students in the XIV (fourteenth) semester at the time this regulation applies who have a maximum D score of 2 (two) subjects can still take the undergraduate exam

### **CHAPTER XII TRANSITIONAL PROVISIONS**

#### **Article 96**

Students in the 14<sup>th</sup> (fourteenth) semester who have a maximum D score of 2 (two) subjects at the time this regulation applies can still take the undergraduate exam.


**CHAPTER XIII  
CLOSING**

**Article 97**

This Rector's Regulation is effective from the date of stipulation.

Decided in Padang  
On the date of September 3, 2020

Yuliandri  
NIP 1962071811988111001

Ditetapkan di Padang  
Padang, tanggal 3 September 2020  
Rektor,  
  
YULIANDRI  
NIP 1962071811988111001 