COPY

REGULATION OF THE RECTOR OF UNIVERSITAS DIPONEGORO
NUMBER 4 OF 2020

ON

ACADEMIC REGULATION IN EDUCATION FIELD
FOR BACHELOR'S DEGREE PROGRAM OF UNIVERSITAS DIPONEGORO

THE RECTOR OF UNIVERSITAS DIPONEGORO

Considering : a. that in order to realize the vision of Universitas Diponegoro to be a leading research university and be able to compete globally, the academic education of bachelor's degree level must be able to become the basis of development of science and technology in order to produce excellent researches in national scope as well as receive recognition at international level;

b. that in its development, the Regulation of the Rector of Universitas Diponegoro Number 15 of 2017 on Academic Regulations of Bachelor's Degree Program of Universitas Diponegoro as amended by the Regulation of the Rector of Universitas Diponegoro Number 7 of 2018 on Amendment to the Regulation of the Rector of Universitas Diponegoro Number 15 of 2017 on Academic Regulations of Bachelor's Degree Program of Universitas Diponegoro need to adjust to the prevailing laws and regulations;

c. that based on the provisions of Article 46 of the Government Regulation Number 52 of 2015 on the Statute of Universitas Diponegoro, the Academic Senate has the authority to give consideration to the academic provisions proposed by the Rector;

d. that as an embodiment, it is necessary to enact Rector Regulation on Academic Regulations in Education Field for Bachelor's Degree Program of Universitas Diponegoro;

In view of 1. Law of the Republic of Indonesia Number 20 of 2003 on the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);

2. Law of the Republic of Indonesia 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 of the Republic of Indonesia Number 7 of 1961 on the Establishment of Universitas Diponegoro (State Gazette of the Republic of Indonesia of 1961 Number 25);

4. Government Regulation of the Republic of Indonesia Number 19 of 2005 on National Education Standards as last amended by Government Regulation Number 13 of 2013 on the Second Amendment to Government Regulation of the Republic of Indonesia Number 19 of 2005 on National Education Standards (State Gazette of the Republic of Indonesia of 2015 Number 45, Supplement to the State Gazette of the Republic of Indonesia Number 5670);

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

6. Government Regulation of the Republic of Indonesia Number 81 of 2014 on the Enactment of Universitas Diponegoro as a Legal Entity State University (State Gazette of the Republic of Indonesia of 2014 Number 302);

7. Government Regulation of the Republic of Indonesia Number 52 of 2015 on the Statute of Universitas Diponegoro (State Gazette of the Republic of Indonesia of 2015 Number 170, Supplement to the State Gazette Number 5721);

8. Regulation of the Minister of National Education of the Republic of Indonesia Number 17 of 2010 on the Prevention and Eradication of Plagiarism in Higher Education;

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

10. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 1 of 2017 on the Opening, Changing and Closing of Study Programs Outside the Main Campus of Higher Education (State Gazette of the Republic of Indonesia of 2017 Number 58);

11. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 59 of 2018 on Higher Education Degree Certificates, Certificates of Competency, Professional Certificates, Academic Titles, and Procedures for Writing Academic Titles in Higher Education;

12. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 on National Higher Education Standards (Official Gazette of the Republic of Indonesia of 2020 Number 47);
13. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 on Accreditation of Study Programs and Higher Educations (Official Gazette of the Republic of Indonesia of 2020 Number 49);
14. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 6 of 2020 on Admission of New Bachelor's Degree Students at State Higher Education Institutions (Official Gazette of the Republic of Indonesia of 2020 Number 50);
15. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 7 of 2020 on Establishment, Amendment, Dissolution of State Higher Education Institutions, and Establishment, Amendment, Revocation of Permit for Private Higher Education (Official Gazette of the Republic of Indonesia of 2020 Number 51);
16. Decree of the Board of Trustees of Universitas Diponegoro Number 03/UN7.1/HK/2019 on the Appointment of the Rector of Universitas Diponegoro for the Period 2019-2024;
17. The Regulation of the Rector of Universitas Diponegoro Number 178/PER/UN7/2012 on the Implementation of Excellent Scholarship for Fast Track Program at Universitas Diponegoro;
18. The Regulation of the Rector of Universitas Diponegoro Number 2 of 2019 on the Organization and Work Procedure of the Elements under the Rector of Universitas Diponegoro.

Observing: Minutes of Consideration/Approval of the Academic Senate of Universitas Diponegoro Number: 371/UN7.2/BA/2019 dated 25 November 2019

HAS DECIDED:

To enact: REGULATION OF THE RECTOR OF UNIVERSITAS DIPONEGORO ON THE ACADEMIC REGULATIONS IN EDUCATION FIELD FOR BACHELOR'S DEGREE PROGRAM OF UNIVERSITAS DIPONEGORO.

CHAPTER I...

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Rector Regulation:
1. Ministry is the government apparatus in charge of government affairs in the field of higher education.
2. Minister is the minister who organizes government affairs in the field of higher education.
3. Directorate General of Higher Education is the Directorate General of the ministry in charge of government affairs in the field of higher education.
4. University is Universitas Diponegoro, hereinafter referred to as Undip, as a legal entity state university.
5. Rector is an Undip organ that leads the organization and management of Undip.
6. Academic Senate, hereinafter abbreviated as SA, is an Undip organ that establishes policies, provides considerations, and monitors supervision in the academic field.
7. Dean is the head of the faculty who is in charge of and responsible for the education implementation in each faculty.
8. Faculty is a set of supporting resources, which conducts and manages academic and professional education in one discipline cluster of scientific and technology.
9. Faculty Senate is an organ in the faculty level that is authorized to formulate policies, provide considerations, and supervise academic activities at the faculty level.
10. Department is an element of Faculty/School that supports the implementation of academic activities in one or several branches of science and technology in academic, professional, or vocational education.
11. Study Program is a unit of educational and learning activities that has certain curriculum and learning methods in one type of academic education, and/or professional education.
12. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science and technology through education, research, and community service.
13. Academic Advisor, hereinafter abbreviated as PA, is a lecturer appointed by the faculty to guide and direct students in preparing study plans in accordance with applicable regulations, as well as monitoring the academic progress of students under the guidance.
14. Thesis/Final project advisor is a lecturer who is appointed by the head of the study program to guide the preparation of students' thesis/final project.

15. Students...

15. Students are learning participants at higher education level at Undip.
16. Foreign students are learning participants at higher education level at Undip who are foreign nationals (WNA).
17. Academic community is an academic society consisting of Undip lecturers and students.
18. Academic Staff are members of the community who devote themselves and are appointed with the main task to support the implementation of higher education at Undip.
19. Academic education is an education that is directed primarily at the mastery of science, technology and/or art organized by higher schools, institutes and/or universities.
20. Bachelor's degree program is an academic education intended for graduates of secondary education or equivalent so that they are able to implement science and technology through scientific reasoning.
21. Transfer pathway program is a bachelor's degree level equivalent education program whose participants come from associate degree (D3) program graduates and are organized with certain consideration through a bridging process.
22. Fast track program is an accelerated study program that gives students the opportunity to complete their bachelor's degree and master's degree program within 5 (five) years.
23. Final project is a scientific work in the form of a undergraduate thesis or other forms in accordance with applicable regulations, which is one of the requirements for graduation is determined based on the study program curriculum.
24. Indonesian Qualifications Framework, hereinafter abbreviated as KKNI, is a competency qualification framework that can balance, equalize and integrate the education and job training as well as work experience in order to recognize work competencies in accordance with the job structure in various sectors.
25. Curriculum is a set of plans and arrangements regarding graduates learning outcomes, study materials, processes, and assessments used as the guidelines for the implementation of the study programs.
26. Massive Open Online Course (MOOC) is a learning system in the form of courses that can be converted into online courses.
27. Dual status is the position of a student within a certain period of time, having a registered status as a student in two or more regular study programs at State Higher Education Institutions (PTN).
28. Administrative registration is an activity carried out by students to obtain registered status at the university.
29. Academic registration is an activity of registering as a participant in classes, practicum, examinations and/or other academic activities in a study program by taking the courses offered in the semester concerned by filling in the Study Plan (IRS) online.
30. Study Plan, hereinafter abbreviated as IRS, is a plan of academic activities to be carried out by a student during a certain semester.

31. SIAP...

31. SIAP is an information system as the database for Academic Education, Research, and Community Service activities.
32. Semester is a unit of time for academic activities starting from administrative registration to determination of graduation.
33. Credits, hereinafter abbreviated as sks, are the amount of time for learning activities imposed on students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' achievement in participating inside or outside study program activities that are arranged in curriculum.
34. Credits, hereinafter abbreviated as sks, are the amount of time for learning activities imposed on students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' achievement in participating in curricular activities in a study program.
35. Student-Centered Learning hereinafter abbreviated as SCL, is a learning system by placing students as the main actors in the learning process and lecturers as facilitators.
36. Student workload is the number of credits that students must take to meet the degree requirements.
37. Study period is the limit for completing the student workload in following the educational process in the study program.
38. Semester Grade Point Average, hereinafter abbreviated as IPS, is a measure of student academic achievement which is the weighted average value of the scores obtained by students each semester.
39. Grade Point Average, hereinafter abbreviated as GPA, is a measure of a student's ability in a certain period of time achieved by the student.
40. Student Community Engagement, hereinafter abbreviated as KKN, is a curricular, interdisciplinary academic activity of bachelor's degree program which aims to identify and help solve community problems by prioritizing community empowerment, and its activities must comply with graduate competence of study program, and its implementation shall be regulated by a Rector Decree;
41. Study Record, hereinafter abbreviated as KHS, is a record containing the grades of the course, the grade point average in the current semester and all credits that have been taken, and the GPA.
42. Determination of graduation is a forum at the faculty level to determine the graduation of a student who has met the curriculum requirements of the study program.
43. Graduation ceremony is a form of an academic ceremony held in an open forum for the university academic senate to inaugurate the graduates.
44. Degree Certificate is a document acknowledging learning achievement and/or completion of a higher education level after passing an exam administered by the higher education institution.

45. National Degree Certificate Number, hereinafter referred to as NINA, is numeric 15 (fifteen) digits, which apply nationally, issued through the National Certificate Numbering (PIN) system.
46. Academic transcripts are a collection of cumulative course scores that have been taken.
47. Degree Certificate Accompaniment Letter, hereinafter abbreviated as SKPI, is a document containing information on the fulfillment of graduate competencies in a higher education program.
48. Substitute certificate is a statement document that is valued the same as a degree certificate, academic transcript, professional certificate, or certificate of competence.
49. Credit transfer is the recognition of a number of study loads that have been obtained by a student at a higher education institution after the evaluation process by the credit transfer team at each faculty;
50. Credit Transfer System (CTS) is the transfer of credits from courses that are obtained from outside the study program, which is planned and systematically included in the curriculum of the study program, which can be taken both inside and outside Undip.
51. Student Exchange is Undip student exchange activity with other higher education institutions both local and international including academic and/or artistic activities based on an agreement between both parties.
52. Twinning Program is the development of the same study program between Undip and higher education institutions within and outside the country by synchronizing the curriculum of the two study programs in the context of carrying out a joint learning process;
53. Joint Program is a higher education implementation program based on cooperation between faculties or with other higher education institutions. Joint Program may produce a double degree or joint degree.
54. Double Degree is the double degree obtained from Undip and partner higher education institutions in the context of cooperation in the development of a study program and awarded 2 (two) degree certificates;
55. Joint Degree is a degree obtained from Undip or partner higher education institutions in the context of cooperation in the development of a study program and is awarded 1 (one) degree certificate;
56. Undip Study Program Outside Main Campus, hereinafter abbreviated as Undip PSDKU, is a study program held in an administrative district/city/administrative city which is not directly adjacent to Undip main campus;
57. Sanctions are acts of giving academic penalties for both academic and non-academic violations;
58. Educational Quality Assurance and Development Institute (LP2MP) is an academic element under the Rector that is in charge of conducting the development and quality assurance of education in the Undip environment, taking part in endeavoring and controlling the administration of necessary resources and other tasks set by the Rector.

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59. Distance Education, hereinafter referred to as PJJ, is a program held without face-to-face meetings, using Information and Communication Technology (ICT) as a supporting means of the learning process.
60. Internship is a job training activity for a specific job at a company or other institution during a period determined by the study program.
61. The 1945 Constitution is the 1945 Constitution of the Republic of Indonesia.
62. NKRI is the Unitary State of the Republic of Indonesia.

CHAPTER II
EDUCATIONAL OBJECTIVES OF BACHELOR'S DEGREE PROGRAM

Article 2

Bachelor's degree program aims to prepare students to become intellectuals and scientists who believe and have devotion to God Almighty, ethical, cultured, competent and able to enter and/or create jobs and develop themselves to be professionals.

Article 3

Bachelor's degree program is directed to produce graduates with key competencies in accordance with the respective study program profiles approved by the faculty senate.

Article 4

The bachelor's degree program is directed to produce graduates with competencies in accordance with the 6 (six) levels in the KKNI:
a. able to apply logical, critical, systematic and innovative thinking in the context of developing or implementing science and technology that pays attention to and applies humanities values in accordance with their field of expertise;
b. able to demonstrate the independent, quality and measurable performance;
c. able to study the implications of developing or implementing science, and technology that pays attention to and applies humanities values in accordance with their expertise based on scientific principles, procedures and ethics in order to produce solutions, ideas, designs or art critics, compile scientific descriptions in the form of a thesis or final assignment report, and upload it on the university web page;
d. compile scientific descriptions of the results of the aforementioned study in the form of a thesis or final assignment report, and upload it on the university web page;

e. able to take...

e. able to make decisions appropriately in the context of problem solving in their field of expertise, based on the analysis results of information and data;
f. able to maintain and develop networks with mentors, colleagues, peers both inside and outside the institution;
g. able to be responsible for the achievement of group work results and supervise and evaluate the completion of work assigned to workers under their responsibility;
h. able to carry out the self-evaluation process of the work group under their responsibility, and able to manage learning independently; and
i. able to document, store, secure, and retrieve data to ensure validity and prevent plagiarism;

CHAPTER III
IMPLEMENTATION OF BACHELOR'S DEGREE PROGRAM

Section One
Bachelor's Degree Programs

Article 5

(1) Bachelor's degree programs are organized by the faculty in the form of study programs in which the implementation must:
   a. have a valid accreditation;
   b. meet the quality standards according to the academic quality assurance system;
   c. have at least 5 (five) permanent lecturers in accordance with the applicable regulations;
(2) New study programs must apply for accreditation in accordance with the applicable regulations.
(3) Bachelor's degree programs can be held in the form of regular classes, joint classes, international classes, and PSDKU.
(4) Opening, closing, merging, and changing the name of the study programs follow the applicable regulations.
(5) In the implementation of learning, the faculty is obliged to provide facilities and good services for all students, including students with disabilities.

Section Two
Regular Class

Article 6

(1) Regular class is an educational program of bachelor's degree level that is primarily aimed at educating high school (SMA) fresh graduates or equivalent.
(2) Regular class must use a curriculum and produce graduates with the same main competencies.
(3) The main language of instruction in regular classes is Bahasa Indonesia.

Section Three
Joint Class

Article 7

(1) Joint class is an educational program held on based on Memorandum of Understanding (MoU) or a cooperation agreement between Undip and other institutions or companies in order to meet the needs of Human Resources (HR) in accordance with the specifications of the relevant institutions.
(2) Joint class curriculum is designed specifically according to needs without departing from the provisions required by the Government/Ministry.

Section Four
International Class

Article 8

(1) International bachelor's degree program can only be held in a study program that organizes a bachelor's degree regular class with accreditation A.
(2) International class is a bachelor's degree program conducted in English or other required languages as the medium of instruction.
(3) International class can be held entirely by universities and/or in collaboration with partner universities abroad that have an international reputation equal to Undip and are accredited in their countries.
(4) International class organized entirely by Undip, provides a single degree from the university.
(5) International classes organized in cooperation with partner universities abroad can provide a double degree from Undip and from partner universities abroad.

(6) International class...

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(6)   International class, whether it provides single or double degree, must use the same curriculum as regular classes and produce graduates with the same learning outcomes.

(7)   The number of students in the international classes must not be more than the number of students in the regular class in the bachelor's degree program.

Section Five
Study Program Outside Main Campus (PSDKU) Class

Article 9

(1)   The opening of PSDKU class is addition of the number of study programs in the same fields/disciplines of science and technology with the existing study programs at Undip's main campus.

(2)   The study program that will open PSDKU class has organized the same study programs at Undip's Main Campus with an A accreditation or excellent grade.

(3)   The opening, change, and closure of PSDKU class are carried out in accordance with the applicable laws.

(4)   The provisions related to PSDKU are further regulated in the Rector Regulation.

Section Six
Distance Education (PJJ)

Article 10

(1)   PJJ can only be held in study programs that hold regular class programs and accredited A.

(2)   PJJ students may take courses from other universities that organize PJJ and get an assessment of learning outcomes according to the agreed agreement.

(3)   The opening, change, and closure of the PJJ class are carried out in accordance with the applicable laws.

(4)   The provisions related to PJJ are further regulated in the Rector Regulation.

Section Seven
Fast Track Program

Article 11

(1)   A study program may organize Fast Track program.

(2)   Bachelor's degree students may take the Fast Track program to take the master's degree by research at the beginning of semester 7 (seven) and have obtained 124 (one hundred twenty four) credits with a minimum GPA of 3.51 (three point five one).

(3) Final project...

(3) Final project or undergraduate thesis must be completed in semester 8 (eight).
(4) Student Identification Number (NIM) of master's degree program is obtained after students pass the bachelor's degree program and meet all graduation requirements.
(5) Students who do not meet the criteria in paragraph (2) and paragraph (3) cannot continue the Fast Track program.

CHAPTER IV
ADMISSION OF BACHELOR'S DEGREE PROGRAM STUDENTS

Article 12

(1) The admission of prospective and new bachelor's degree student is carried out through selection at the national level and other admissions recognized by the university.
(2) The selection system in paragraph (1) may be in the form of Written Test (Utul) or Computer-Based Written Test (UTBK) or other selection methods determined by the university.
(3) New student selection is carried out according to a schedule set nationally and/or by the university.

Section One
REGISTRATION REQUIREMENTS

Article 13

Prospective bachelor's degree students who will register to take part in the selection process must meet the following requirements:
a. Indonesian citizens (WNI) or foreign citizens (WNA) obtaining a study permit from the Ministry, and mastering the medium of instruction used in the classroom;
b. graduated from high school or equivalent, including home schooling, or the package C equality program as evidenced by a certificate recognized by Undip; and
c. pass the medical test as required by the chosen study program.

Article 14

(1) Prospective students for regular class and international class are high school graduates or equivalent whose degree certificate is not more than 3 (three) years from the date of issuance.
(2) Prospective students for the joint class are determined based on Memorandum of Understanding (MoU) and Cooperation Agreement (PKS).

Section Two
Capacity

Article 15

(1) The capacity of each study program is determined in the Rector Decree by taking into account the capabilities of the facilities, infrastructure and human resources.

(2) The number of students admitted to each study program follows the provisions enacted in the Rector Decree regarding capacity.

(3) The use of facilities and infrastructure as well as resources owned is regulated by the Dean by taking into account joint use, both for internal use by the faculty and by the university as a whole.

(4) Study programs that may accept new students are study programs whose operating license or accreditation is still valid.

(5) The implementation of new student admission for bachelor's degree program is 1 (one) time in 1 (one) academic year under the coordination of LP2MP.

(6) The implementation of special programs will be further regulated in the Rector Regulation.

Section Three
Passed in Selection

Article 16

(1) Prospective students are declared to have passed the selection if they meet the required conditions, both in the national selection and/or independent selection and pass the medical test as required by the chosen study program.

(2) Prospective students who have passed the selection should make an administrative and academic registration according to the schedule set by the university.

(3) Prospective students who do not carry out administrative registration according to the set schedule are considered to have resigned.

(4) Prospective students who are accepted through the new student admissions selection are not allowed to get recognition for the courses they have taken.

(5) The recognition of courses that have been taken by transfer students and the transfer pathway program is determined by the Dean's Decree.

(6) Prospective students obtain an official status as Undip students after being inaugurated at the New Student Admission ceremony (PMB).

(7) The procedure for the bachelor's degree program admission is regulated in the Rector Regulation and the tuition fees for bachelor's degree program are regulated in the Rector Decree.

Section Four
Dual Status

Article 17

(1) Students are not allowed to be registered in 2 (two) or more study programs at Higher Education Institutions (PTN), unless they are involved in programs organized by the Indonesian Government through the Ministry.

(2) If a student is known to be registered in more than one study program as referred to in paragraph (1) above, the Vice Rector for Academic and Student Affairs will send a warning letter to the person concerned to immediately determine his preferred study program with a copy to the Dean.

(3) The written notification of the student's choice as referred to in paragraph (2) above is submitted by the student to the Vice Rector for Academic and Student Affairs with a copy to the Dean at the latest 20 (twenty) working days from the issuance of the warning letter.

(4) The university will issue a Rector Decree regarding student resignation from one of the study programs.

(5) If the choice of study program is not submitted within the specified time limit, the university will issue a Rector Decree regarding termination of the study relationship from the study program where the student is registered.

CHAPTER V
CURRICULUM

Article 18

(1) The curriculum for the bachelor's degree program is designed to produce graduates with competencies that are in accordance with the formulation of minimum learning outcomes, which is equivalent to 6 (six) qualifications in the KKNI.

(2) The curriculum of the bachelor's degree program is implemented based on the competency of graduate learning outcomes which contains the formulation of general and specific attitudes, knowledge and skills equivalent to the level of 6 (six) qualifications in the KKNI.

(3) The curriculum is evaluated regularly over a period of 3 (three) to 5 (five) years by the study program.

(4) The curriculum is enacted in a Rector Decree after obtaining approval from the faculty senate.

(5) In the condition that the course cannot be held due to certain reasons, and is replaced by other activities, the Dean is obliged to convert the activities into courses according to the number of credits

Article 19

(1) The curriculum structure of the study program at the bachelor's degree level consists of:
   a. compulsory courses are courses that must be included in the study program which are formulated to achieve key competencies; and
   b. elective courses are courses that students choose from inside and/or outside of their study program to broaden their horizons and at the same time meet the minimum load requirements of a level of education.

(2) National Compulsory Courses consist of:
   a. Religion Study;
   b. Pancasila and Civics
   c. Indonesian Language;

(3) University Compulsory Courses consist of:
   a. English Language;
   b. Sport;
   c. Entrepreneurship;
   d. Student Community Engagement (KKN);
   e. Final Project
   f. Internet of Things (IoT).

(4) Elective courses as referred to in paragraph (1) point b, can be in the form of:
   a. a set of courses in a group of other specialization courses;
   b. a set of courses selected from various study programs within Undip. If necessary, elective courses can be taken from study programs at universities outside Undip that are accredited A (excellent), both accreditation of the study programs and institutions, or as stated in the cooperation agreement.
   c. A set of activities that can be assessed in SKS units, such as internship, student exchange, village project, entrepreneurship, research, or community service conducted under the guidance of a lecturer appointed by the study program.

(5) Compulsory courses in a study program must be the same, whether it is regular class, international class, or joint class.

(6) Each bachelor's degree student must pass all compulsory courses and a number of elective courses that are included in the study program curriculum structure.

(7) Each student can choose a combination of:
   a. compulsory and elective courses in the study program;
   b. compulsory courses and selected courses from various study programs/faculties/other universities.

(8) Any combination chosen by students, the number of credits that can be taken must be within the study load limit for the bachelor's degree program.

(9) The equivalent load in the form of credits for compulsory courses of study program does not include the final project/undergraduate thesis.

(10) The courses that can be taken in the short semester include retaking courses, remedial courses, new courses without a big practical/assignment, and/or courses outside the Higher Education Institution/internship and have met the prerequisites for courses set by the faculty.

(11) The courses that cannot be taken in the short semester are the ones that are being taken in the current semester;

(12) To fulfill the study period and study load, students can participate in:

a. learning outside the study program at Undip with a maximum of 20 (twenty) credits;

b. learning in the form of class at the same or different study programs at higher education institutions outside Undip or in the form of internships at non- higher education institutions with a maximum of 40 (forty) credits;

c. learning in study programs outside of Undip must be based on cooperation and have an A (Excellent) accreditation, both for the study programs and higher education institutions;

d. the learning process in other study programs at other higher education institutions and non-higher education institutions does not apply to study programs in the health sector;

e. the types of courses that can be taken in study programs at other higher education institutions or non-higher education institutions are regulated by each study program with a Rector Decree.

CHAPTER VI
ENGLISH PROFICIENCY

Article 20

Students of bachelor's degree program are required to have English competence as evidenced by a Test of English as a Foreign Language (TOEFL) certificate with a score of 400 (four hundred) or equivalent, issued by an official institution recognized by the university.

CHAPTER VII
STUDENT COMMUNITY ENGAGEMENT (KKN)

Article 21

(1) The students of Bachelor's degree program are required to take part in KKN activities.

(2) The requirements for KKN participants are students who have passed the course and have cumulative credits of at least 100 (one hundred) credits.

(3) The implementation...

(3) The implementation of KKN is coordinated by the university and is further regulated in the applicable implementation guidebook.

(4) The KKN implementation schedule is regulated in the academic calendar which is enacted by a Rector Decree.

(5) The Rector can determine certain activities that are recognized and equalized with KKN, as outlined in the Rector Decree.

(6) The procedures and requirements for KKN registration are further regulated in the Rector's Regulation.

CHAPTER VIII
STUDY LOAD AND STUDY PERIOD

Article 22

(1) The bachelor's degree education program from SMA/SMK/MA (High School Level) or equivalent is designed for a maximum of 7 (seven) academic years or 14 (fourteen) semesters with a study load of at least 144 (one hundred and forty four) credits including the final project or undergraduate thesis.

(2) Transfer pathway education program implemented under a collaborative program is designed for a maximum of 5 (five) semesters with a study load of at least 144 (one hundred and forty four) credits, including credits recognized from the associate degree (Diploma 3) program.

(3) Students of bachelor's degree program are required to take study load packages of a maximum of 22 (twenty two) credits in the first semester.

(4) The study load of the final project or thesis is 4 (four) to 6 (six) credits.

(5) The Rector can determine the activity/activities that can be equalized with the final project or thesis, which is outlined in the Rector Decree.

(6) Activities that can be equalized as referred to in paragraph (5) include achievements in competitions at national and international levels, discoveries of extraordinary scientific works, and entrepreneurial activities in fields that are in accordance with the disciplines of the study program.

CHAPTER IX
LECTURER, ACADEMIC ADVISOR, AND FINAL PROJECT ADVISOR

Section One
Lecturer

Article 23

Lecturer's duties in the academic field include:
a. planning lessons;
b. carrying out classes;

c. carrying out assessment of learning outcomes and submit course scores to the Academic Information System for Education, Research and Community Service (SIAP) according to the schedule specified in the academic calendar;
d. compiling and evaluating test materials in order to obtain valid test materials in accordance with the learning objectives;
e. carrying out management functions which include:
   1) setting the time allocation for classes;
   2) enforcing class discipline; and
   3) informing the test / exam / assignment scores to students.

Section Two
Academic Advisor

Article 24

(1) Each student has an academic advisor assigned by the faculty/study program.
(2) Academic advisors for students of bachelor's degree program are permanent lecturers who hold a minimum of Master's degree.
(3) Academic advisors are responsible for:
   a. directing students to prepare study plans and giving consideration to choose courses to be taken;
   b. approving the student IRS in SIAP;
   c. giving consideration to students about the number of credits that can be taken;
   d. monitoring the academic progress of students under the guidance.
(4) If the academic advisor is unable to carry out his duties, the Head of the study program temporarily takes over the academic advisor's duties, but for IRS approval it is carried out by the Vice Dean for Academic and Student Affairs.
(5) The implementation of the academic advisor's duties is one of the components of lecturer performance evaluation.

Section Three
Final Project/Thesis Advisor

Article 25

(1) Preparation of final project/undergraduate thesis is under the advising and evaluation of advisors.
(2) The number of advisors for the final project/undergraduate thesis for 1 (one) student is 2 (two) people.

(3) Main advisor...

(3) Main advisor requirements:
  a. permanent lecturers with a minimum functional position as Assistant Professor with a master's degree or Instructor with a Doctoral degree or equivalent according to national education standards;
  b. have a field of expertise relevant to the final project.
(4) Second advisor requirements:
  a. permanent lecturers or non-permanent lecturers, or experts from other institutions equivalent to master's education;
  b. have a field of expertise relevant to the final project.
(5) The head of the study program assigns a lecturer to be the advisor of the final project/undergraduate thesis for a student based on the expertise and workload of the lecturer concerned.
(6) The assignment of the final project / undergraduate thesis advisor is determined by the Rector Decree according to the Dean's recommendation.
(7) To ensure that the quality of the advising, the workload of the lecturer in advising the final project/undergraduate thesis is a maximum 10 (ten) students per semester.
(8) The head of the study program periodically monitors and evaluates the advising process and if the advising process does not go well, the head of the study program can propose a replacement for the advisor.
(9) Advising is carried out in a structured campus environment, at least 8 (eight) times in one semester, and must be recorded in a advising book.
(10) The advisor of the final project/undergraduate thesis is obliged to make efforts to complete the advising of the final project/undergraduate thesis in a maximum of 1 (one) semester.

CHAPTER X
ADMINISTRATIVE REGISTRATION AND ACADEMIC REGISTRATION

Article 26

(1) Students must carry out administrative registration and academic registration to take part in academic activities in a semester.
(2) Students have an active status if they have carried out administrative registration and academic registration.

Section One
Administrative Registration

Article 27

(1) Administrative registration is carried out at the beginning of the semester, by paying tuition fees through banks that cooperate with Undip and registering via online.

(2) Student...

(2) Student administrative registration can be canceled if it turns out that the student is unable to meet the requirements of the evaluation stage.

Section Two
Academic Registration

Article 28

(1) Academic registration is carried out by filling out the IRS online on SIAP according to the appropriate curriculum for the students.
(2) The number of credits that can be taken is adjusted to the IPS in the last semester the student is active.
(3) The maximum number of credits a student can take in each semester is as follows:

IPS in the previous semester	maximum credits that can be taken
<2.00	18
2.00 - 2.49	20
2.50 - 2.99	22
≥ 3.00	24

(4) The provision in paragraph (3) does not apply to study programs that use a block system.
(5) For study programs that use the block system, the maximum number of credits per semester must not exceed 24 (twenty four) credits.
(6) The IRS will not be approved by the academic advisor if the students:
   a. take courses which the course schedule conflicts with other courses;
   b. take courses that the prerequisites have not met;
   c. take credits exceeding the number of credits allowed;
   d. take courses where the number of applicants exceed the provided capacity.
(7) If the IRS is rejected, students are required to correct the IRS and submit it again for approval.
(8) Student names will not be recorded in the course participant list if the IRS has not been approved.
(9) Students whose names are not listed in the list of participants for a course are not allowed to take the course, exam and other activities in that course.
(10) Course changes can be made by students no later than 2 (two) weeks after class activities have been started.
(11) Course cancellations can be made by students no later than the 4th (fourth) week after class activities have been started.
(12) Changes or cancellations of courses must obtain PA approval.

Section Three
Academic Calendar

Article 29

(1) Academic calendar is a guideline that must be adhered to by faculties / study programs and academicians in the Undip environment in implementing the Three Pillars of Higher Education (*Tri Dharma Perguruan Tinggi*).
(2) Academic calendar as referred to in paragraph (1) above is published 1 (once) a year in the form of a Rector Decree, and at least contains:
   a. schedule of initial activities for new students;
   b. schedule of administrative and academic registration of old students;
   c. study period;
   d. Student Community Engagement (KKN) schedule;
   e. examination period and announcement of exam results;
   f. semester internal evaluation schedule;
   g. graduation schedule.

CHAPTER XI
CLASSES

Section One
Class System

Article 30

(1) Classes can be held by face-to-face and through on line methods.
(2) Online Class as referred to in paragraph 1 can be conducted at a maximum of 50 (fifty) percent of the total face-to-face classes for courses in the regular study program and 100 (one hundred) percent for Distance Education (PJJ) program courses.
(3) For the university compulsory courses, online classes can also be held 100 (one hundred) percent of the total face-to-face meetings.
(4) Every possible course can be converted into an online course (MOOC) that can be followed by public in general.
(5) MOOC can be implemented in a package or block system and converted into courses with a certain number of credits.
(6) The implementation of the learning process is prioritized by the SCL method.
(7) The provisions related to paragraph (1), paragraph (2), paragraph (3), and paragraph (4) will be further regulated in the Rector Regulation.

<div align="center">Section Two
Class Semester</div>

<div align="center">Article 31</div>

(1) Classes in the bachelor's degree program are divided into 2 (two) semesters as stated in the university's academic calendar each year, and short semester can be held between odd and even semesters.
(2) In one regular semester, an effective learning process is held for at least 16 (sixteen) weeks, including midterm and final semester exams.
(3) The short semester as referred to in paragraph (1) is held:
   a. for at least 8 (eight) weeks;
   b. student workload is not more than 9 (nine) credits;
   c. according to the student workload, to meet the learning outcomes that have been set.
(4) If the short semester is held in the form of classes, face-to-face meetings are at least 16 (sixteen) times including the short semester midterm exam and short semester final exam.
(5) Provisions related to short semester are further regulated in the Rector Regulation.

<div align="center">Section Three
Class Schedule</div>

<div align="center">Article 32</div>

(1) Towards the end of each semester, the faculty / study program sets a class schedule to run a curriculum.
(2) The class schedule as referred to in paragraph (1) above includes at least:
   a. course and class name;
   b. course coordinator and class person in charge;
   c. days and hours of classes;
   d. place / room of classes;
   e. lecturers.
(3) A course can be held in several classes.

Section Four
Credits (sks)

Article 33

(1) One (1) credit in the learning process in form of classes, responses, or tutorials, consists of:
   a. face-to-face or online activities for 50 (fifty) minutes per week per semester;
   b. structured assignment activities of 60 (sixty) minutes per week per semester; and
   c. independent activities of 60 (sixty) minutes per week per semester.
(2) One (1) credit in the learning process in form of a seminar or other similar form, consists of:
   a. face-to-face or online activities for 100 (one hundred) minutes per week per semester; and
   b. independent activities of 70 (seventy) minutes per week per semester.
(3) Calculation of the learning load in a block system, module, or other forms is determined according to the needs in meeting the learning outcomes.
(4) One (1) credit in the learning process in form of practicum, studio practice, workshop practice, field practice, research, community service, and/or other similar learning processes, has a duration of 170 (one hundred seventy) minutes per week per semester.
(5) Course material in an education and training (*diklat*) organized by an institution that collaborates that collaborates with Undip can be recognized as a course with a certain number of credits.
(6) A certified internship program for 1 semester can be recognized as a course with curriculum learning outcomes set by the study program.
(7) The provisions related to paragraphs (5) and (6) are regulated by the respective faculties.

Section Five
Student Obligations

Article 34

(1) Students are required to dress and behave politely while being in campus.
(2) Students are prohibited from engaging in activities that interfere with, hinder, or demean the dignity of other academic communities.
(3) Students are prohibited from carrying out activities that are against Pancasila, the 1945 Constitution, and disturb the integrity of the Republic of Indonesia.
(4) Students are required to take active classes for at least 75 (seventy five) percent of the scheduled academic activities (fourteen face-to-face meetings), including remedial courses.

(5) Student absences...

(5) Student absences from classes that are not due to an assignment from the faculty / school leader will count as absenteeism.

(6) Students are considered to be present in the absence of lecturers in the teaching and learning process, at least 14 (fourteen) times of face-to-face meetings in 1 (one) semester.

CHAPTER XII
ASSESSMENT AND EVALUATION OF LEARNING OUTCOMES

Section One
Assessment of Learning Outcomes

Article 35

(1) Assessment of student learning outcomes aims to measure the achievement of competencies determined by the study program.

(2) Assessment of student learning outcomes must include hard skills and soft skills aspects that can be carried out in the form of:
   a. written examinations, oral examinations and/or practical/skills exams, as well as portfolios;
   b. final project can be in the form of a undergraduate thesis, or other equivalent forms;
   c. based on certain reasons that can be accounted for, the assessment of learning outcomes can be carried out in other forms.

(3) The final grade of learning outcomes is based on several assessment components and is set out in the formula set by each study program.

(4) Scoring System
   a. assessment of learning outcomes expressed in letters, using letters A, B, C, D, and E;
   b. minimum passing grade for the final project/undergraduate thesis is B;
   c. to convert numeric score into letter grade and weight letter grade, the following guidelines are used:

Numeric Score	Letter Grade	Weight Letter Grade
≥ 80	A	4.00
70 - 79.99	B	3.00
60 - 69.99	C	2.00
51 - 59.99	D	1.00
≤ 50.99	E	0.00

   d. students are declared to have passed the course, if they get a minimum grade of C;
   e. students scored E are required to repeat the learning program and exams in the regular semester or short semester.

f. students scored D, C and B can make improvements in the regular semester, or remedies in the current semester, or improvements in the short semester, and the grades used are the best scores;

g. students who have repeated 3 (three) times and fulfilled the obligations as referred to in article 33 paragraph (2) as well as have completed the assignment given are entitled to a minimum C test score determined by the Head of the study program;

h. if for some reason the score cannot be determined, then the TL value is given, which means "Incomplete" with a zero (0) weight score. If until the fulfillment of IRS in the following semester, the score is still in TL status (incomplete), the student is deemed not to have passed (E);

i. the lecturer prioritizes the Benchmark Reference Assessment (PAP) approach;

j. success rate:
  1) student success rate in one semester is stated by IPS;
  2) in the calculation of semester grade point average, the credit weight for each subject is only used once as a divider and the score used is the highest success score;
  3) semester grade point average calculations use the following formula:

$$IPS = \frac{\sum KN}{\sum K}$$

  where K is the amount of credits for each course, and N is the score of each course;
  4) GPA calculation uses the formula as mentioned above where K is the total number of credits that have been taken with the highest score and N is the score of all courses obtained;

(5) Assessment of student learning outcomes is carried out periodically according to the curriculum.

(6) Assessment of learning outcomes in each course is carried out in each semester.

(7) The assessment is carried out based on the principles of suitability, accountability, transparency, honesty and fairness.

(8) Aspects that are measured in the evaluation of learning outcomes are:
  a. academic abilities that include cognitive, affective, and psychomotor aspects, which are tailored to the type and purpose of learning in each subject; and
  b. behavioral skills, including academic honesty, discipline, politeness, ability to interact, and working together.

(9) Exam Requirements
  a. semester exam requirements:
    1. registered as participants in classes/learning activities, that is listed in the List of Class Participants (DPK);
    2. Has attended classes/learning activities at least 75 (seventy five) percent.

    b.   final project/undergraduate thesis examination requirements
        1.   has met the credit load required by the faculty / study program;
        2.   has been declared free from plagiarism in the final project/undergraduate thesis through certain applications;
        3.   has fulfilled all administrative requirements both at the faculty and university levels.

(10) The exam requirements, exam schedule, validity of the exam participants and examination rules are further regulated by the faculty.

(11) The test result scores are announced in accordance with the applicable regulations.

(12) In the event that a lecturer or a team of lecturers does not immediately provide a semester exam result score within the specified time limit, or no later than 3 (three) days before the IRS filling schedule, the Dean may give a B grade to all students who meet the requirements as exam participants.

Section Two
Evaluation of Learning Outcomes

Article 36

(1) Evaluation of learning outcomes is assessment criteria that is carried out in stages towards the achievement of the GPA to determine the ability of students to continue their studies.

(2) Evaluation of student learning outcomes for a course is carried out by a lecturer or a team of lecturers to monitor the process and development of student learning outcomes.

(3) Evaluation can be carried out by observing, giving assignments, written examinations and / or oral examinations / presentations.

(4) Exams can be held through quizzes, midterm exams, final semester exams, and final / thesis examinations.

(5) Evaluation of the learning outcomes of bachelor's degree program students from high school or equivalent:
    a.   Phase I is carried out at the end of semester 3 (three) provided that:
        1.   able to collect at least 35 (thirty five) credits with a GPA ≥ 2.50 (two point five zero);
        2.   if they are able to collect > 35 (thirty five) credits, but the GPA is <2.50 (two point five zero) then the highest score is taken up to 35 (thirty five) credits with a GPA ≥ 2.50 (two point five zero).
    b.   Phase II is carried out at the end of semester 7 (seven) with the following conditions:
        1.   able to collect at least 85 (eighty five) credits with a GPA ≥ 2.75 (two point seven five);

      2. if they are able to collect > 85 (eighty five) credits, but the GPA is < 2.75 (two point seven five) then the highest score is taken up to 85 (eighty five) credits with a GPA ≥ 2.75 (two point seven five).

  c. Phase III is carried out at the end of the program
    At the latest in the end of semester 14 (fourteen), students must have collected and passed all the credits set for the bachelor's degree program and a GPA ≥ 2.00 (two point zero zero).

(6) Evaluation of transfer pathway bachelor student learning outcomes:
  a. Phase I is carried out at the end of semester 2 (two) provided that:
    1. able to collect at least 20 (twenty) credits with a GPA ≥ 2.50 (two point five zero);
    2. if they are able to collect > 20 (twenty) credits, but the GPA is <2.50 (two point five zero) then the highest score is taken up to 20 (twenty) credits with a GPA ≥ 2.50 (two point five zero).
  b. Phase II is carried out at the end of semester 4 (four) with the following conditions:
    1. able to collect at least 40 (forty) credits with a GPA ≥ 2.75 (two point seven five);
    2. if they are able to collect more than 40 (forty) credits, but GPA <2.75 (two point seven five) then the highest score is taken up to 40 (forty) credits with a GPA ≥ 2.75 (two point seven five).
  c. Phase III is carried out at the end of the program
    At the latest in the end of semester 6 (six), students must have collected and passed all the credits set for the bachelor's degree program and a GPA ≥ 2.00 (two point zero zero).

(7) Students who fail to meet the evaluation requirements are considered unable to participate in academic activities.

(8) Students as referred to in paragraph (7) above are advised to submit a resignation letter to the Rector through the Dean.

(9) The university will issue a Rector Decree regarding student resignation from one of the study programs.

(10) If a student does not submit an application for resignation, the university will issue a Rector Decree regarding termination of study relations.

(11) Procedures for submitting resignation are listed in the Appendix of this Regulation.

Section Three
Final Project/ Undergraduate Thesis

Article 37

(1) The final project / undergraduate thesis is a course that can be taken after the student has completed at least 120 (one hundred and twenty) credits of courses and completed the prerequisite courses for this.

(2) The final project / undergraduate thesis examination is carried out in a closed manner consisting of 2 (two) stages, namely a presentation by students and a question and answer session with a maximum time of 100 (one hundred) minutes.

(3) The maximum number of thesis examiners is 3 (three) people.

(4) In special circumstances, examiners who are not from academic circles but have expertise in related fields can be invited.

(5) The Rector can determine a national and / or international scientific writing competition as a substitute for the final project / undergraduate thesis, which is outlined in the Rector Decree.

CHAPTER XIII
STUDENT STATUS

Article 38

In each semester, students have one specific academic status including:

a. active, is carrying out administrative registration and academic registration as well as actively participating in class activities;

b. inactive (absent), is not carrying out administrative registration and / or academic registration;

c. academic leave, is not carrying out academic activities for 1 (one) or 2 (two) semesters in a row or not consecutively with the approval of the Dean because of the request made by the students;

d. academic leave for special reasons, is not carrying out academic activities for 1 (one) or 2 (two) consecutive semesters with the approval of the Dean due to unavoidable obstacles;

e. study transfer is a change in the status of a student from one study program to another within Undip, as well as a transfer from a domestic or foreign PTN to Undip;

f. Drop Out (DO) is a condition in which a student is unable to meet the minimum requirements to continue his studies, either for academic and / or non-academic reasons;

g. graduated, that is, has fulfilled all administrative and academic requirements at Undip;

h. resign, which is the right of every student to relinquish his status as Undip student which is determined by the Rector Decree of Undip after the person concerned submits a written application to the Dean;

i. passed away, that is, not continue the studies because of died, based on a certificate / notification from the Dean.

CHAPTER XIV
ACADEMIC LEAVE

Article 39

(1) Academic leave is a period of not participating in academic activities for at least 1 (one) semester and a maximum of 2 (two) semesters, either consecutively or not.

(2) Academic leave can only be given to students who have participated in academic activities for at least 2 (two) semesters, except for academic leave for special reasons.

(3) Academic leave for special reasons is academic leave that is given because students experience unavoidable obstacles, including childbirth, carrying out state duties, university assignments or undergoing medical treatment which makes it impossible to participate in academic activities.

(4) Leave is not counted as a study period.

(5) Academic leave permission is not allowed for the previous semester (not retroactive).

(6) Students who are on leave status are required to pay tuition fees of 50 (fifty) percent of the tuition fee per semester.

(7) Academic leave that is submitted after the class period is considered as absenteeism, and the tuition fee that must be paid is 100 (one hundred) percent of the tuition fee per semester.

Article 40

(1) Approval of academic leave by the Dean is issued in the form of a Permit Letter.

(2) Students who are granted leave permission are not allowed to carry out academic activities.

(3) In granting leave approval, the Dean submits copies to the Vice Rector for Academic and Student Affairs and the Vice Rector for Resources;

(4) Students who are serving prison sentences / suspended sentences cannot apply for academic leave.

Article 41

(1) Applications for academic leave are submitted by the student concerned to the Dean during the administrative registration period, by filling in the form available in the faculty academic administration section and attach:
   a. academic transcripts;
   b. proof of latest tuition fee payment;
   c. photocopy of Student Identity Card (KTM); and
   d. supporting documents.

(2) Based on...

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(2)   Based on the leave permit from the Dean, the faculty system operator is obliged to update the student's status to leave before the administrative registration period ends.

(3)   The applicant makes a payment of 50 (fifty) percent of the semester tuition fees that will run and must be paid during the administrative registration period.

(4)   If the applicant has obtained a leave permit but does not pay the tuition fee which is his obligation during the registration period, the leave permit is canceled and the applicant's status changes to an inactive student (absent).

CHAPTER XV
INACTIVE (ABSENT)

Article 42

(1)   Students who do not carry out administrative registration and / or academic registration will obtain inactive academic status (absent) in the current semester and the study period is calculated.

(2)   Students who are inactive (absent) as referred to in paragraph (1) above are required to pay tuition fees of 100 (one hundred) percent during the absent semester.

(3)   Students who are inactive (absent) for 2 (two) consecutive semesters or 4 (four) non-consecutive semesters are declared to have lost their status as students.

CHAPTER XVI
STUDY TRANSFER

Article 43

Students can apply for a transfer of study to obtain credit transfer for courses that have been obtained in other study programs, both study programs within the university environment or other higher education institutions.

Section One
Study Transfer in Undip Environment

Article 44

(1)   Students may have transfer of study at Undip if:
a.   has completed academic activities for at least 2 (two) consecutive semesters;

b. comes from...

    b.   comes from a study program that is in the same line and has the same accreditation or one level higher;

    c.   not due to breaking the rules of campus life or other similar reasons;

    d.   approved by the faculty, both the original faculty and the intended faculty, through consideration of the department and / or study program, taking into account the capacity and / or recognition of the courses that have been taken and / or the remaining of the study period;

    e.   application for transfer of study is submitted by students no later than 4 (four) weeks before the odd / even semester starts according to the academic calendar.

(2)   Transfer of study is only permitted once.

(3)   Credible transferable courses must meet the following requirements:

    a.   contains materials that are equivalent to the courses contained in the curriculum of the study program that has been followed;

    b.   if the courses taken do not meet the criteria in point a, but are considered to support the achievement of competencies, they can be transferred to be credited as elective courses.

(4)   The length of study that has been taken is still taken into account in the study period at the intended faculty / department / study program.

(5)   Student study transfer is determined by the Rector Decree after obtaining approval from the intended faculty / department / study program.

(6)   The procedure for submitting a transfer of study application at Undip is listed in the Appendix to this Regulation.

Section Two
Study transfer from other State Higher Education Institutions

Article 45

(1)   Undip accepts transfer students from other state higher education institutions (PTN) at the beginning of the odd semester.

(2)   Undip accepts transfer students from other state higher education institutions if:

    a.   the faculty / department / study program of the original higher education institutions must be of the same type and in line with the intended faculty / department / study program in the Undip environment and with an accreditation rating from the Board of National Accreditation for Higher Education (BAN-PT) / Independent Accreditation Institute for Higher education (LAM-PT) which is one level or higher;

    b.   not in the status of being issued / dropped out of study from another state higher education institutions;

    c.   never violated the rule of the campus in a university or faculty life or other similar reasons, which is stated by a certificate from the institution of origin;

<div align="right">d. the reasons for transfer...</div>

     d.   the reasons for transfer is due to following a husband / wife (confirmed by a certificate from the competent authority);

     e.   as a regional representative / state higher education institutions (strengthened by a letter of proposal from the Regional Government or the relevant Rector).

(3)   The length of study obtained at the original higher education institutions is at least 2 (two) semesters and / or a maximum of 8 (eight) semesters with the following conditions:

Length of Study	Number of credits	GPA
2 (two) semesters	36	≥ 3.00
4 (four) semesters	72	≥ 3.00
6 (six) semesters	108	≥ 3.00
8 (eight) semesters	135	≥ 3.00

(4)   The length of study that has been taken, is still taken into account during the study period at the intended faculty / department / study program.

(5)   Applications for study transfer program are submitted no later than 4 (four) weeks before the odd semester starts.

(6)   Approval of moving studies needs to consider the capacity of the faculty / department / study program at Undip, course conversion, and the remaining study period.

(7)   Student transfer study is determined by the Rector Decree after obtaining approval from the intended faculty / department / study program.

(8)   The Rector may enact other than the aforementioned provisions with special considerations, including:

     a.   political case;

     b.   riot;

     c.   security.

(9)   The procedure for submitting a study transfer application from another higher education institutions is regulated in the Appendix to this regulation.

Section Three
Study Transfer from Overseas Higher Education Institutions

Article 46

(1)   Undip can accept transfer students from overseas higher education institutions at the beginning of every odd semester.

(2)   Undip accepts Indonesian / foreign transfer students from overseas higher education institutions recognized by the Directorate General of Higher Education, and has attended education for at least 2 (two) semesters, passed a placement test conducted by the intended study program and fulfilled the applicable regulations.

(3)   Applications for study transfer are submitted no later than 4 (four) weeks before the odd semester starts.

(4) For foreign students from overseas higher education institutions who will transfer their studies to become students at Undip, they must submit the following requirements:
   a. curriculum vitae;
   b. photocopies / copies of degree certificates and academic transcripts;
   c. a certificate of guarantee of financing while attending education in Indonesia in the form of a bank account;
   d. photocopy of a passport that is still valid for at least 1 (one) year;
   e. a statement letter that the person concerned will not work while studying in Indonesia;
   f. a statement letter that the person concerned will comply with the applicable laws and regulations in Indonesia;
   g. recent photograph;
   h. health certificate from the competent authority; and
   i. Permit from the Directorate General of Higher Education.
(5) For Indonesian students from overseas higher education institutions who will transfer their studies to become students at Undip, they must submit the following requirements:
   a. curriculum vitae;
   b. photocopies / copies of degree certificates and academic transcripts;
   c. a statement letter that the person concerned will comply with the applicable laws and regulations in Indonesia;
   d. recent photograph;
   e. health certificate from the competent authority.

CHAPTER XVII
DROP OUT

Article 47

(1) Students of bachelor's degree programs are declared to have dropped out of study if:
   a. unable to meet the requirements for the evaluation of learning outcomes as referred to in article 35;
   b. declared unfit for further study on the basis of consideration of medical examination (both physical and mental health) from a team of doctors appointed by the heads of university;
   c. receiving sanctions for serious academic violations; and / or
   d. obtaining a court decision that has permanent legal force with a sentence of at least 2 (two) semesters.
(2) Bachelor's degree program students who drop out of study as regulated in paragraph (1) letter a and b may:
   a. submitting a resignation letter approved by the parents, acknowledged by the academic advisor / head of the study program and addressed to the Dean;

B. The Dean submits a letter of request to the Rector to issue a Rector Decree regarding resignation;

c. The Rector, based on the recommendation of the Dean, issues a Rector Decree regarding resignation;

d. if within 2 (two) months since the student is declared not eligible for further study the student does not propose to resign, then the Rector issues a Rector Decree regarding termination of the study relationship.

(3) Bachelor's degree program students who drop out of study as regulated in paragraph (1) letter c and d can:

a. within 1 (one) month at the latest after the decision of the Undip legal team as outlined in the Rector Decree or the issuance of a court decision, the Dean submits an application letter to the Rector to issue a Rector Decree regarding termination of the study relationship;

b. The Rector, based on the recommendation of the Dean, issues a Rector Decree regarding termination of the study.

CHAPTER XVIII
CLASSES FOR CREDIT TRANSFER STUDENTS

Section One
Implementation of Twinning Program, Joint Degree, Double Degree and Credit Transfer

Article 48

(1) Bachelor's degree program can be held through joint degrees, double degrees, and / or credit transfers with study programs in the country and abroad.

(2) Joint degree and double degree programs are implemented by:

a. mutually acknowledging the student's graduations in a number of similar courses from Undip and partner higher education institutions;

b. taking and passing the courses, other than the courses as referred to in letter a required by Undip and partner higher education institutions;

c. held with partner higher education institutions on the same discipline of study programs;

d. students who will take the joint degree and double degree programs must have a GPA of more than 3.50 (three point five zero) and a minimum TOEFL score of 500 (five hundred) or an IELTS / TOEIC score according to the requirements of the Partner Higher Education Institutions;

e. the number of credits that must be taken at Undip is at least 50 (fifty) percent of the total study load;

f. study program...

    f.   study program that organizes joint degree or double degree at Undip must be accredited at least B (Very Good);

    g.   partner study programs in the country must have at least the same accreditation as the study program at Undip.

(3) Joint degree, double degree and / or credit transfer programs are carried out based on a Memorandum of Understanding (MoU) between Undip and partner higher education institutions.

(4) Partner higher education institutions in the country that can carry out educational cooperation must be accredited A (Excellent) and overseas higher education institutions must have a good reputation in their countries.

(5) The cooperation agreement for the implementation of joint degree, double degree and / or credit transfer is carried out by the faculty.

Section Two
Implementation at Undip

Article 49

(1) Students can apply to obtain credit transfers for courses obtained in other study programs, both study programs at Undip and other higher education institutions with the provisions as stated in Article 18 paragraph (4) letter b.

(2) Payment of tuition fees for Undip students and students from other higher education institutions participating in joint degree, double degree and / or credit transfer programs is regulated in accordance with the cooperation agreement signed by both parties.

(3) Students from other higher education institutions both from inside and outside the country who take part in the program joint degree, double degree and / or credit transfer or other similar programs must be registered as Undip students.

(4) Credit transfer students from other higher education institutions both from within and outside the country can take several courses in the same study program.

(5) At the end of the program, students who take part in the program as referred to in paragraph (2) above are required to submit a study report with the passing grade obtained, to be recognized as a course that has been taken and passed.

(6) Course recognition for credit transfer students would be as follows:

    a.   proof of completing the student exchange program and credit transfer is a certificate signed by;

    b.   proof of completing the joint degree program is a degree certificate signed by the Rector of the University where students complete their studies;

    c.   proof of completing the Double Degree program are two degree certificates issued by each higher education institution.

(9) The study period...

(7) The study period of credit transfer students is fully counted as the active student study period.

(8) Students who take part in the credit transfer program have an active academic status and continue to carry out their registration.

CHAPTER XIX
STUDENT ACADEMIC ACHIEVEMENTS

Section One
Awarding Student Academic Achievement

Article 50

(1) Students who get academic achievements both under the management of the Directorate General of Learning and Student Affairs (Belmawa) and outside the Director General of Belmawa at the national and international levels will be awarded special academic awards.

(2) Special academic awards related to paragraph (1) will be regulated by a Rector Regulation.

CHAPTER XX
GRADUATION

Article 51

(1) Students are declared to have passed their studies based on the determination of graduation at the faculty.

(2) The determination of graduation can be carried out through the judicium at the study program level.

(3) Students are declared to have passed if they meet the following requirements:
a. have passed the final project/undergraduate thesis examination in front of examiners or board of examiners;
b. have submitted a revised version of final project/undergraduate thesis that passes the detection of anti-plagiarism with certain applications;
c. have the status of active student in that semester and does not exceed the maximum study period set by the university;
d. complete all administrative obligations including returning all borrowed library / laboratory collections;
e. have completed all obligations during the study period and / or assigned tasks in accordance with the curriculum set for the study program (including the final project that has been revised);
f. have uploaded a summary of the final project/undergraduate thesis on the Undip repository;
g. have English proficiency as evidenced by a TOEFL certificate with a score of 400 or equivalent.

(4) Students...

(4) Students who do not submit the revision within 1 (one) month from the implementation of the final / thesis examination, are obliged to take another thesis exam.

(5) Graduation after completing the bachelor's degree program can be awarded with or without predicates consisting of:
  a. Satisfactory;
  b. Very Satisfactory;
  c. Cumlaude;

(6) The graduation predicate "Satisfactory" is given if a student gets a GPA of 2.76 (two point seven six) up to 3.00 (three point zero zero).

(7) The graduation predicate "Very Satisfactory" is given if a student gets a GPA of 3.01 (three point zero one) up to 3.50 (three point five zero).

(8) The predicate "With Honor" (Cumlaude) is given if a student gets a GPA of 3.51 (three point five one) up to 4.00 (four point zero zero).

(9) The Rector gives a certificate of appreciation to graduates with the Cumlaude predicate "with honor".

Section One
Graduation ceremony

Article 52

(1) Students who have been declared to have graduated from bachelor's degree program at Undip are entitled to attend the graduation ceremony in the graduation period, or at the latest 1 (one) period of graduation since they are declared graduated.

(2) Students who have been declared to have graduated from the bachelor's degree program will receive an education degree certificate, academic transcript, Degree Certificate Accompaniment Letter (SKPI).

(5) Procedures and requirements for attending graduation are listed in the Appendix to this rule.

Section Two
Degree

Article 53

(1) Bachelor's degree is a title given to Undip graduates who have passed the academic education of a bachelor's degree program.

(2) The title and its abbreviation are further regulated in the Rector Decree of Undip.

CHAPTER XXI
ADMINISTRATION OF LEARNING OUTCOMES

Section One
Study Record (KHS)

Article 54

(1)	Study Record contains information about:
	a.	Undip logo;
	b.	name of Universitas Diponegoro;
	c.	full name of the KHS owner;
	d.	Student Identification Number (NIM);
	e.	study program name;
	f.	name of faculty;
	g.	place, date, month and year of issuance of KHS;
	h.	name, Employee Identification Number (NIP) and signature of the Vice Dean for Academic and Student Affairs;
	i.	faculty stamp;
	j.	all courses taken, credit weights and scores;
	k.	Semester Grade Point Average
	l.	GPA.
(2)	KHS is published in 4 (four) copies, each of which is given to students, academic advisors, parents / guardians and academic administration archives.
(3)	A valid KHS is the one that has been signed by the Academic Advisor.

Section Two
Academic record

Article 55

(1)	Academic record is to record chronologically all the academic activities of a student since first enrolled as a university student until the end of study relations, whether due to graduation, drop out, or resign.
(2)	The academic status of students in each semester is recorded in the academic record.
(3)	Academic record is used as a source of information for students, academic advisors, and study programs about the success of student studies.
(4)	Academic record can be published for specific purposes at the request of students.
(5)	Academic record that will be used as referred to in paragraph (4) above is approved by the Vice Dean for Academic and Student Affairs.

Section Three
Degree Certificate

Article 56

(1) Degree certificate are given to students who have graduated from a study program after decided on the implementation of the graduation determination.
(2) Degree Certificate contains information about:
   a. National Degree Certificate Number (NINA);
   b. Undip logo;
   c. Undip name;
   d. number of accreditation decision for higher education;
   e. number of accreditation decision for study program;
   f. full name of certificate holder;
   g. place and date of birth of certificate holder;
   h. Identity Number (NIK) or passport number for foreign students;
   i. Student Identification Number;
   j. higher education programs;
   k. study program name;
   l. awarded titles and their abbreviations;
   m. graduation date, month and year;
   n. place, date, month and year of issuance of certificate;
   o. name, Employee Identification Number (NIP) and signature of the Rector and the Dean;
   p. university stamp;
   q. photo of the certificate holder in black and white sized 3 x 4.
(3) Certificate are written in letters and sizes standardized by Undip.
(4) The date of issuance of the certificate uses the date after the student has passed and met the graduation requirements as referred to in article 50.
(5) The certificate is signed by the Rector and Dean.
(6) Certificates are issued in Indonesian and can be translated into English on separete sheets, and signed by the Dean or the official who is appointed and authorized to translate.
(7) Degree Certificate is issued once for each graduate.
(8) If the certificate is lost or damaged, the certificate holder can request a Substitute certificate to replace the Degree Certificate.
(9) Degree Certificate will be given if the students have fulfilled all administrative requirements at the faculty / study program level and / or at the university level.
(10) The procedure, for issuing a Degree Certificate and its substitute certificate, is regulated in the Rector Regulation of Undip.

Section Four
Academic Transcript

Article 57

(1) Academic transcripts are given to students who have graduated from a study program after being decided in a graduation determination forum.

(2) Academic transcripts contain information about:
   a. Undip name;
   b. Undip logo;
   c. academic transcript number;
   d. name of faculty;
   e. full name of the academic transcript holder;
   f. place and date of birth of the academic transcript holder;
   g. Identity Number (NIK);
   h. Student Identification Number (NIM);
   i. National Degree Certificate Number (NINA);
   j. higher education programs;
   k. study program name;
   l. date, month and year of entry;
   m. graduation date, month and year;
   n. list of courses taken and passed, credit weight, and grades obtained since the first semester to the final semester;
   o. Grade Point Average (GPA);
   p. graduation predicate;
   q. title of undergraduate thesis;
   r. place, date, month and year of publication of the academic transcript;
   s. name, Employee Identification Number (NIP) and signature of the Dean; and
   t. faculty stamp;
   u. photo of the transcript holder in black and white sized 3x4.

(3) All courses taken by students, including repeated ones and those obtained via credit transfer, are included in the academic transcript.

(4) Academic transcripts are written in letters and sizes standardized by Undip.

(5) Academic transcripts are published in Indonesian and can be translated into English.

(6) Academic transcripts are signed by the Dean or Vice Dean for Academic and Student Affairs.

(7) Academic transcripts are published once for each graduate.

(8) If the academic transcript is lost or damaged, the academic transcript holder can ask for a certificate to replace the academic transcript.

(9) Academic transcripts will be given if students have fulfilled all administrative requirements at the faculty / school / study program level and / or at the university level.

(10) The procedure for publishing academic transcripts is regulated in the Rector Regulation of Undip.

Section Five
Degree Certificate Accompaniment Letter (SKPI)

Article 58

(1) Degree Certificate Accompaniment Letter (SKPI) are given to students who have graduated from a study program after being decided in a graduation determination forum.

(2) SKPI contains information about:
   a. Undip logo;
   b. Undip name;
   c. name of faculty;
   d. study program;
   e. SKPI number;
   f. full name of the SKPI holder;
   g. place and date of birth of the SKPI holder;
   h. National Identity Number (NIK);
   i. Student Identification Number (NIM);
   j. date, month and year of entry;
   k. graduation date, month and year;
   l. National Degree Certificate Number (NINA);
   m. awarded titles and their abbreviations;
   n. Length of Study
   o. total credits;
   p. Grade Point Average (GPA);
   q. Undip establishment decree;
   r. Undip accreditation status and study programs accreditation status;
   s. Academic education;
   t. Bachelor's Degree Program;
   u. Indonesian Qualifications Framework (KKNI) level;
   v. admission requirements;
   w. language of instruction;
   x. scoring system;
   y. type and further higher education;
   z. learning outcomes of the study program graduates according to the graduate competence in a narrative manner;
   aa. Competency certificates and / or soft skills;
   bb. work competency ranking according to KKNI;
   cc. schemes concerning higher education system;
   dd. place, date, month and year of issuance of SKPI;
   ee. name, Employee Identification Number (NIP) and signature of the Dean;
   ff. faculty stamp.

(3) SKPI issuance date is the date of issuance of the certificate.

(4) SKPI are published in Indonesian and can be translated into English.

(5) SKPI is signed by...

(5) SKPI is signed by the Dean or Vice Dean for Academic and Student Affairs.
(6) SKPI is issued once for each graduate.
(7) If the SKPI is lost or damaged, the SKPI holder can request a duplicate of SKPI.
(8) SKPI will be given if the student has fulfilled all administrative requirements both at the faculty level and at the university level.
(9) Provisions related to SKPI and SKPI replacement certificates are further regulated in the Rector Regulation.

CHAPTER XXII
ACADEMIC DATA MANAGEMENT

Article 59

(1) Management of academic data includes issuance, validation, announcement, storage, confidentiality and all matters related to archive management of all academic documents.
(2) The Rector or the assigned official is responsible for managing academic data at the university level.
(3) The dean or assigned official is responsible for managing academic data at the faculty level.
(4) The head of the study program or the assigned official is responsible for managing academic data at the study program level.
(5) Arrangement of academic data management will be further regulated by the Rector Regulation.

CHAPTER XXIII
GUIDANCE AND COUNSELING

Article 60

(1) For the students who have academic problems, the implementation of guidance and counseling is carried out at the faculty / study program level.
(2) The implementation of guidance and counseling at the faculty / study program level is carried out by academic advisors, counselors or those appointed by the faculty, in the form of Faculty Student Consultation Agency (BKMF).
(3) The implementation of guidance and counseling at the university level is carried out by counselors or those appointed by Undip in the University Student Consultation Agency (BKMU).
(4) If the guidance and counseling at the faculty are not sufficient to solve the problem, it can be recommended / referred to BKMU.

CHAPTER XXIV
ACADEMIC VIOLATIONS

Section One
Types of Academic Violations

Article 61

(1) Minor academic violations include:
   a. cheating and / or fraudulent acts:
      is an act intentionally or unintentionally, using or trying to use information materials or other study aids without any permission from the lecturer concerned in academic activities.
   b. assistance or attempted assistance for minor academic violations: is an act intentionally or unintentionally, assisting or trying to help provide facilities or infrastructure that may lead to minor academic violations.
   c. inclusion in minor academic violations:
      is an act intentionally or unintentionally, cooperating with or participating in committing or ordering actions that cause minor academic violations.
(2) Moderate academic violations are in the form of:
   a. contract cheating:
      is an act intentionally or unintentionally, replacing position or carrying out tasks or activities for the benefit of others, at the request of others or of their own will, in academic activities.
   b. repetition of minor academic violations
   c. assistance or attempted assistance for moderate academic violations: is an act intentionally or not, assisting or trying to help provide facilities or infrastructure that can lead to medium academic violations.
   d. inclusion in moderate academic violations is:
      is an act intentionally or not, cooperating or participating in committing or ordering actions that cause moderate academic violations.
(3) Serious academic violations include:
   a. plagiarism:
      is an act intentionally or unintentionally in obtaining or trying to obtain credit or value for a scientific work, by quoting part or all of the work and / or scientific work of another party which is recognized as scientific work, without stating the source accurately and adequately.

b. forgery...

b. forgery:
   is an act intentionally or unintentionally, without the authorized permission to replace or modify / falsify symbols (stamps), letterheads and / or instruments in correspondence in academic administration, names, signatures, grades or academic transcripts, certificates, student identification cards, assignments, practicum reports, information, or reports within the scope of academic activities.

c. gratification:
   is giving a gift or promise, while it is known or it can be reasonably presumed that the gift or promise is given to motivate a lecturer or educational staff to do or not do something in his / her position, which is contrary to their obligations.

d. bribery;
   is an act intentionally or unintentionally, influencing or trying to influence others by means of cajoling, giving gifts or threats with the intention of influencing the assessment of their academic performance.

e. insult / harassment:
   is any kind of act that intentionally or unintentionally disturbs, hinders, or demeans the Republic of Indonesia, Pancasila, the 1945 Constitution, the Government, other academicians and officials within Undip;

f. a criminal act punishable by imprisonment of 1 (one) year or more based on the prevailing laws and regulations.

g. repetition of moderate academic violations.

h. serious administrative and disciple violations:
   is an act intentionally or unintentionally, either alone or in collaboration, committing an act that is contrary to the rules of order and administration issued by the Ministry of Research, Technology and Higher Education of the Republic of Indonesia.

i. assistance or attempted assistance for minor academic violations: is an act intentionally or not, assisting or trying to help provide facilities or infrastructure that can lead to serious academic violations.

j. inclusion in serious academic violations:
   is an act intentionally or not, cooperating or participating in committing or ordering actions that cause serious academic violations.

k. profanation of name:
   is an act of using another person's name without permission for academic purposes;

l. opposing or not supporting the ideology of Pancasila, the 1945 Constitution and NKRI.

m. support and / or spread ideology other than Pancasila.

Section Two
Sanctions for Academic Violations

Article 62

(1) Sanctions against students
   a. sanctions for minor academic violations:
      1. stern warning orally by the lecturer / exam committee or in writing by the head of the faculty / school / department / study program.
      2. reduction in test scores and / or statements of failing in courses or academic activities carried out by the relevant lecturers, whether at the request of the faculty / school leaders / department heads / study program heads or not.
   b. Sanctions for Moderate Academic Violations
      The right / permit to participate in academic activities is temporarily revoked by the Undip leadership for a maximum of 2 (two) semesters.
   c. Sanctions for Serious Academic Violations
      as high as dismissal or expelled (permanently revoked student status) by the heads of Undip.
(2) sanctions for alumni who are proven to have committed serious academic violations while studying at Undip
   a. revocation of certificate, transcripts, and SKPI;
   b. lost his right to continue his studies at Undip.
(3) sanctions against lecturers or administrative staff who are involved in academic violations are determined based on the applicable laws and regulations.

Section Three
Procedure for Determination of Sanctions

Article 63

(1) The procedure for determining sanctions against students who are later found to have committed minor academic violations is as follows:
   a. determination of evidence of violation;
   b. confirmation of evidence and violations by the lecturer / head of department / head of study program;
   c. stipulation of sanctions by the lecturer / head of the department / head of the study program.
(2) The procedure for imposing sanctions on students or alumni who are then suspected of committing moderate and serious academic violations is as follows:
   a. The Dean appoints an investigation team to investigate and collect facts / data / information on the suspicion of moderate and / or serious academic violations;

b. the investigation team
...

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b. the investigation team is led by the Dean with the Vice Dean for Academic and Student Affairs as the secretary and the Head of the study program as the member;

c. the investigation team in order to investigate and collect facts / data / information has the authority to summon the related parties and ask for data, evidence of the alleged occurrence of moderate and / or serious academic violations;

d. The investigation results by the investigation team on the suspicion of moderate and / or serious academic violations are submitted to the Dean to be submitted to the heads of university;

e. after observing and considering the minutes of investigation report and collection of facts / data / information on the case, the heads of university and the law firm form a team to resolve the academic violations;

f. the academic violation settlement team consists of:
   1. heads of University
   2. 3 (three) legal experts appointed by the heads of the university upon the recommendation of the law firm
   3. the head of the reporting faculty
   4. administrative staff as registrar of the proceedings

g. during the trial process, students who are suspected of committing moderate and / or serious academic violations are given the right to defend themselves;

h. based on the results of a special session, the heads of leadership may decide on the imposition of sanctions against the student concerned by taking into account the weight or type of academic violation and the sanctions to be imposed.

(3) The imposition of serious academic sanctions in the form of permanent termination of status as Undip students is as referred to in article 61 paragraph (1) letter c, especially for students who commit serious academic violations.

(4) If the serious academic violations as referred to in article 60 paragraph (3) above are not processed in court, then the imposition of the serious academic sanctions can still be enforced.

(5) In the event that a student who is suspected of committing a criminal offense as referred to in article 60 paragraph (3) letter f is serving a period of detention and/or has received a District Court ruling which states that the student is guilty, the heads of university may impose a temporary suspension for a maximum of 2 (two) semester and it counts as the study period.

(6) In the event that after the temporary suspension, it turns out that the student concerned is still in detention, the study period of the student concerned is neglected (temporarily not counted) until a court decision is issued which has permanent legal force.

(7) The imposition of serious academic sanctions in the form of permanent dismissal of the status as Undip students, especially for students who commit criminal acts as referred to in article 60 paragraph (3) letter f can only be imposed after a court decision has permanent legal force in which states that the student is guilty and is subject to criminal sanctions.

(8) In the event that a student who is suspected of committing a criminal offense as referred to in article 60 paragraph (3) letter f in a legally binding court decision is still found guilty and subject to criminal sanctions, the study period during which the student concerned is detained and / or temporarily suspended, is counted as the study period.

(9) Students who are subject to sanctions for committing academic violations at all levels, have the right to submit objections and / or administrative appeals with a period of 14 (fourteen) days since the notification of the academic sanction decision is received.

CHAPTER XXV
DISCRETION

Article 64

The Rector of Undip may take certain policies outside the applicable provisions as long as they do not conflict with academic objectives.

CHAPTER XXVI
TRANSITIONAL PROVISIONS

Article 65

(1) The provisions contained in this regulation apply to all students of bachelor's degree program.

(2) With the enactment of this Rector Regulation, the Rector Regulation Number 15 of 2017 on Academic Regulations for the Bachelor's Degree Program and Rector Regulation Number 7 of 2018 on Amendments to the Regulation of the Rector of Universitas Diponegoro Number 15 of 2017 on Academic Regulations in Education of Bachelor's Degree Program of Universitas Diponegoro are revoked and declared invalid.

CHAPTER XXVII
CLOSING

Article 66

(1) This academic regulation is used as the basis for preparing academic guidelines at the faculty level.
(2) This regulation shall be effective since the date of enactment.

Enacted in Semarang
March 11, 2020

THE RECTOR OF UNIVERSITAS DIPONEGORO,

signed

PROF. DR. YOS JOHAN UTAMA, S.H., M.HUM.
NIP 196211101987031004

This Copy Conforms to the Original
Secretary of the University

signed

Prof. Dr. dr. Anies, M.Kes., PKK
NIP 195407221985011001

COPIES are submitted to:
1. Vice Rectors of Undip;
2. Deans of Faculty/School of Undip;
3. Heads of Institutions of Undip;
4. Heads of Bureau of Undip;
5. Head of Division of Education Affairs of Undip; and
6. The relevant parties.

APPENDIX
REGULATION OF THE RECTOR OF UNIVERSITAS
DIPONEGORO NUMBER 4 OF 2020
ON
ACADEMIC REGULATION IN EDUCATION FIELD
FOR BACHELOR'S DEGREE PROGRAM OF
UNIVERSITAS DIPONEGORO

A. PROCEDURES FOR RESIGNATION
   1. Students submit for resignation in writing to the Dean of the Faculty and acknowledged by the Head of the Study Program by attaching the following files:
      - Copy of proof of payment for the last semester
      - Original Student Identity Card (KTM)
      - Temporary academic transcripts
      - Clearance letter of borrowing books from faculty and university libraries
   2. Of the application for resignation approved by the Dean, it is made a recommendation / cover letter to the University to be processed by the Rector Decree, attached with a resignation application signed by the student and a copy of proof of payment of the last semester / recap of the history of tuition payments;
   3. Academic and Student Affairs Administration Bureau (BAA) processes the Rector Decree on the resignation of the student;
   4. The student is revoked his status as Undip student;
   5. Completed.

B. PROCEDURES FOR STUDY TRANSFER AT UNDIP
   1. Students apply for a transfer in writing to the Dean of the origin faculty by attaching:
      - Letter of consent from the parents / guardians / bearers of education fees and costs;
      - Letter of approval from the head of the intuition / office (for students in study assignments);
      - KHS (Study Record) per semester which contains grades, credits and GPA that were approved by the Vice Dean I.
   2. If the faculty permits, the faculty makes a study transfer approval letter as well as an application for the issuance of a Rector Decree addressed to the university;
   3. BAA checks the completeness of the application;
   4. Applications that are in accordance with the Academic Regulations of Undip require consideration from the intended faculty;
   5. The intended faculty will conduct a placement test and interview;
   6. The intended faculty submits approval or refusal to study transfer to the university;
   7. If the application for study transfer is not approved by the intended faculty, BAA makes an answer to the origin faculty;
   8. If the application for study transfer is approved by the intended faculty:
      - BAA makes a Rector Decree on Transfer of Studies for the relevant student;
      - Students get a new NIM and report to the intended faculty;
      - The student's status is updated in the Academic Information System (SIAP) of Undip;

9. Completed.

C. PROCEDURES FOR STUDY TRANSFER FROM OTHER HIGHER EDUCATION INSTITUTIONS (PTN)
1. Students apply for a transfer in writing to the Rector with a copy of the intended Faculty Dean, enclosing:
   - Academic transcripts validated by the head of the origin Higher Education Institutions (PTN)
   - A statement letter from the origin PTN stating that the student is still active and registered as a student and is intended to transfer to Undip
   - Letter of consent from the parents / guardians / bearers of education fees and costs
   - Letter of approval from the head of the institution / office (for students who have worked)
2. BAA checks the completeness of the application;
3. Applications that are in accordance with the Academic Regulations of Undip require consideration from the intended faculty;
4. The intended faculty will conduct a placement test and interview;
5. The intended faculty submits approval or refusal to study transfer to the university;
   - If the application is approved, the faculty submits a letter of approval to the Vice Rector I
   - If the application is rejected, the Vice Rector I notifies the applicant
6. The application approved by the intended faculty is made a draft of the Rector Decree for Study Transfer by BAA;
7. Students get a new NIM and report to the intended faculty;
8. The student's status is updated in the Academic Information System (SIAP) of Undip;
9. Completed.

D. PROCEDURES AND CONDITIONS FOR ATTENDING GRADUATION
1. Registration of participants for graduation ceremony is carried out at the faculty;
2. The list of graduates (participants) names is received by the Academic and Student Affairs Administration Bureau at the latest 3 (three) weeks before the graduation ceremony day;
3. Registration of participants for the graduation ceremony shall be accompanied by 1 (one) colored photo with the following conditions:
   a. The background color is red;
   b. Photo sized 3 x 4 cm. Male graduate candidates should wear a tie.
   c. Facing straight ahead
   d. Not wearing black sunglasses
   e. Both ears must be visible
   f. Wearing the alma mater jacket
   g. Not allowed to wear headgear
   h. Photo for female students who wear a hijab/headscarf on official document / degree certificate, etc., in accordance with the circular letter of the Chief of General Staff of the Indonesian Armed Force number B/678.01/30/05/SET dated March 8, 1991 and Circular of the Director General of Higher Education, Department of Education and Culture addressed to the Leadership Council of Indonesian Ulema Council No. 4277 / D / T / 91 dated 1 October 1991 stated that:

h.1.　According to the instructions of the Ministry of Education and Culture, a female student, if she wishes, she can wear a headscarf that covers her ears in the photo.

h.2.　If in the future, for a purpose, a photo in which the person concerned is required not to wear a hijab/headscarf and/or show her ears, Universitas Diponegoro cannot replace the document and/or provide other information related to the identity of the person concerned because of the difficulty in ensuring it.

Academic attire at the graduation ceremony:

a. Male:
- Top: long sleeved white shirt
- Bottom: black trousers with non-jeans material
- Hair neatly styled
- Footwear: formal shoes (not sports shoes)
- Wearing a toga

b. Female
- Wearing a *kebaya* or national dress
- Not allowed to wear trousers
- The slit in the skirt should not be above the knee
- For graduates who do not wear a headscarf, their hair must be tied in a bun (untied)
- Footwear: flat shoes or high heels not more than 5 cm
- Wearing a toga

Enacted in Semarang
March 11, 2020

RECTOR OF UNIVERSITAS DIPONEGORO,

signed

PROF. DR. YOS JOHAN UTAMA, S.H., M.HUM.
NIP 196211101987031004

This Copy Conforms to the Original
Secretary of the University

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Prof. Dr. dr. Anies, M.Kes., PKK
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