COPY

RECTOR'S DECREE OF UNIVERSITAS DIPONEGORO

NUMBER 4 OF 2020

ON

ACADEMIC REGULATION ON EDUCATION PROGRAM
UNDERGRADUATE PROGRAM, UNIVERSITAS
DIPONEGORO

RECTOR OF UNIVERSITAS DIPONEGORO,

Considering: a. that in the context of realizing the vision of Universitas Diponegoro to be a superior research university and capable of competing globally, the undergraduate program of academic education must be able to become the basis for the development of science and technology to produce superior research in the national scope and gain international recognition;

b. that in its development, Universitas Diponegoro Rector's Decree Number 15 of 2017 concerning Universitas Diponegoro Undergraduate Program Academic Regulations as amended by Universitas Diponegoro Rector's Decree Number 7 of 2018 concerning Amendments to Universitas Diponegoro Rector's Regulation Number 15 of 2017 concerning Universitas Diponegoro Undergraduate Program Academic Regulations need to adjust prevailing laws and regulations;

c. that based on the provisions of Article 46 of Government Regulation No. 52 of 2015 concerning the Statute of Universitas Diponegoro that the Academic Senate has the authority to consider the academic provisions proposed by the Rector;

d. that as an embodiment, it is necessary to stipulate a Rector's Regulation concerning Academic Regulations in the Education Sector for the Universitas Diponegoro Undergraduate Program;

Whereas :1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);

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

3. Government Regulation of the Republic of Indonesia Number 7 of 1961 concerning 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 concerning National Education Standards as last amended by Government Regulation Number 13 of 2013 concerning Second Amendment to Government Regulation of the Republic of Indonesia Number 19 of 2005 concerning 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 concerning Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);

6. Government Regulation of the Republic of Indonesia Number 81 of 2014 concerning the Designation 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 concerning the Statute of Universitas Diponegoro (State Gazette of the Republic of Indonesia of 2015 Number 170, Supplement to State Gazette of the Republic of Indonesia Number 5721);

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

9. Regulation of the Minister of Education and Culture Number 73 of 2013 concerning Application of the Indonesian National Qualifications Framework in the Field of Higher Education (State 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 concerning 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 concerning Degree Certificates, Competency Certificates, Professional Certificates, Titles and Procedures for Writing Titles in Higher Education;

12. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards (State 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 concerning Accreditation of Study Programs and Higher Education (State 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 concerning Admission of New Undergraduate Students at State Universities (State 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 concerning Establishment, Amendment, Dissolution of State Universities, and Establishment, Amendment, Revocation of Private Higher Education Permits (State 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 concerning the Appointment of the Rector of Universitas Diponegoro for the 2019-2024 Period;

17. Universitas Diponegoro Rector's Regulation Number 178 / PER / UN7 / 2012 concerning the Implementation of Prominent Scholarships for the Acceleration Program (Fast Track) at Universitas Diponegoro;

18. Universitas Diponegoro Rector's Regulation Number 2 of 2019 concerning the Organization and Work Procedure of the Elements Under the Universitas Diponegoro Rector.

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

HAS DECIDED:

To enact : RECTOR'S DECREE OF UNIVERSITAS DIPONEGORO CONCERNING THE ACADEMIC REGULATION ON EDUCATION OF UNDERGRADUATE PROGRAM UNIVERSITAS DIPONEGORO.

CHAPTER I
GENERAL PROVISIONS
Article 1

In this Rector's Regulation, what is meant by:

1. The ministry is a 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. The 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, is a legal entity state university.
5. The 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 determines policies, provides considerations, and carries out supervision in the academic field.
7. The Dean is the head of the faculty who is authorized and responsible for the implementation of education in each faculty.
8. Faculty is a set of supporting resources that organize and manage academic and professional education in one scientific and technological discipline.
9. The faculty senate is an organ at the faculty level that is authorized to formulate policies, provide considerations, and supervise academics at the faculty level.
10. Department is an element of a faculty/school that supports the implementation of academic activities in one or several branches of science, technology, and arts in the type of academic education or professional education.
11. A study program is a unit of educational and learning activities that have a specific curriculum and learning methods in one type of academic education 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 under the applicable regulations, as well as following the development of student studies which are the responsibility of their guidance.
14. The final assignment supervisor is a lecturer who is appointed by the head of the study program to guide the preparation of students' final paper.

15. Students…

15. Students are learners at the higher education level at Undip.
16. Foreign students are students at the higher education level at Undip who are foreign citizens (WNA).
17. The academicians is an academic community consisting of Undip lecturers and students.
18. Educational personnel are members of the community who are devoted and appointed with the main task of supporting the implementation of higher education at Undip.
19. Academic education is education that is directed primarily at the mastery of science, technology and/or arts organized by high schools, institutes and/or universities.
20. An undergraduate program is an academic education intended for graduates of secondary education or equivalent so that they can practice science and technology through scientific reasoning.
21. The cross-track program is an undergraduate equivalent education program whose participants come from three-year diploma program graduates and are organized with special consideration through the bridging process.
22. The Fast track program is an accelerated study program that allows students to complete their undergraduate and master's degree programs within 5 (five) years.
23. A final project is a form of scientific work in the form of a thesis or other forms under applicable regulations, which is one of the requirements for graduation of a student which is determined based on the curriculum of the study program.
24. The Indonesian National Qualification Framework, hereinafter abbreviated as KKNI, is a competency qualification framework that can balance, equalize and integrate the education and job training fields as well as work experience to recognize work competencies under the job structure in various sectors.
25. The curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes and assessments that are used as guidelines for the implementation of 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. Double status is the position of a student within a certain period, having registered status as a student in two or more regular study programs at State Universities (PTN).
28. Administrative registration is an activity carried out by students to obtain registered status at the university.
29. Academic registration is an activity to register as a participant in lectures, practicum, exams and/or other academic activities in a study program by taking the courses offered in the semester concerned by filling out the Online Study Plan (IRS).
30. Study Plan Entry, hereinafter abbreviated as IRS (*Isian Rencana Studi)*, 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 that becomes the database for Academic Education, Research and Community Service activities.
32. A semester is a unit of time for academic activities starting from administrative registration to determination of graduation.
33. Semester Credit Units, hereinafter abbreviated as credits, are the amount of activity time that is borne by students per week per semester in the learning process through various forms of activity or the amount of recognition for the success of students' efforts in participating in activities within or outside the study program regulated in the curriculum.
34. Semester Credit Units, hereinafter abbreviated as *SKS* (credits), are the amount of time for learning activities that are charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts 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. The study load is the number of credits that students must take to meet the requirements for obtaining a degree.
37. The study period is the limit for completing the study load in following the educational process in the study program.
38. Semester Achievement Index, hereinafter abbreviated as IPS (*Indeks Prestasi Semester)*, 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 up to a certain period obtained by the student.
40. Community Service, hereinafter abbreviated to as KKN *(Kuliah Kerja Nyata)*, is an academic activity in undergraduate education programs that is curricular and interdisciplinary to identify and help to solve community problems by prioritizing community empowerment, and its activities must comply with the competence of the study program graduates, and its implementation shall be regulated by a Rector's Decree;
41. Study Result Card, hereinafter abbreviated as KHS *(Kartu Hasil Studi)*, is a card that contains the grades of the course, the grade point average in the current semester and all credits that have been collected 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. A graduation ceremony is a form of an academic ceremony held in an open forum for the university academic senate to inaugurate graduates.
44. A degree certificate is a document recognizing learning achievement and/or completion of a higher education level after passing an exam administered by a higher education institution.

45. Degree Certificate number ...

45. The National Degree Certificate Number hereinafter referred to as NINA, is a 15 (fifteen) digit numeric, which applies nationally, issued through the National Certificate Numbering system (PIN).

46. Academic transcripts are a collection of cumulative course scores that have been taken.

47. Diploma Supplement, hereinafter abbreviated as SKPI, is a document containing information on the fulfilment of graduate competencies in a higher education program.

48. A 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 college 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 listed in the curriculum of the study program, which can be taken both inside and outside Undip.

51. Student Exchange is an Undip student exchange activity with other universities both at domestic and abroad including academic and/or artistic activities based on an agreement of both parties.

52. Twinning Program is the development of the same study program between Undip and universities from within and outside the country by synchronizing the curricula 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 universities. The Joint Program can produce a double degree or joint degree;

54. Double Degree is a double degree obtained from Undip and partner universities in the context of cooperation in the development of a study program and awarded 2 (two) certificates;

55. Joint Degree is a degree obtained from Undip or partner universities in the context of cooperation in the development of a study program and is awarded 1 (one) diploma;

56. Study Program Outside Undip Main Campus, hereinafter abbreviated to Undip PSDKU *(Program Studi Di Luar Kampus Utama Undip)*, is a study program held in a district/city/administrative city which is not directly adjacent to the Undip main campus;

57. Sanctions are acts of imposing academic penalties for both academic and non-academic breach;

58. LP2MP is an academic element under the Rector who has the task of carrying out the development and quality assurance of education in the Undip environment, taking part in endeavouring and controlling the administration of necessary resources and other tasks set by the Rector.

59. Distance Education, hereinafter referred to as PJJ *(Pendidikan Jarak Jauh)*, is a program held without a direct meeting, using Information and Communication Technology (ICT) as a means of supporting the learning process.
60. An 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 UNDERGRADUATE PROGRAMS

Article 2

The undergraduate 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

The undergraduate program is directed to produce graduates with key competencies under the respective study program profiles approved by the faculty senate.

Article 4

The undergraduate program is directed to produce graduates with competencies under the 6 (six) levels in the KKNI:
a. able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science and technology that pays attention to and applies humanities values under their field of expertise;
b. able to demonstrate independent, quality, and measurable performance;
c. able to study the implications of the development or implementation of science, technology that pays attention to and applies humanities values according to their expertise based on scientific principles, procedures and ethics to produce solutions, ideas, designs or art criticism, compile scientific descriptions of the results of their studies in the form of a thesis or assignment report end, and upload it on the college page;
d. compile a scientific description of the results of the study mentioned above in the form of a thesis or final project report, and upload it on the college page;

e. able to make ...

e. able to make decisions appropriately in the context of problem-solving in their area of expertise, based on the results of information and data analysis;

f. able to maintain and develop a network with supervisors, colleagues, peers both inside and outside the institution;

g. able to be responsible for the achievement of group work results and to supervise and evaluate the completion of work assigned to workers under their responsibility;

h. able to carry out the self-evaluation process of the workgroup under his / her responsibility, and able to manage to learn independently; and

i. able to document, store, secure, and recover data to ensure validity and prevent plagiarism.

CHAPTER III

IMPLEMENTATION OF UNDERGRADUATE PROGRAMS

Part One
Undergraduate program
Article 5

(1) The undergraduate program is organized by the faculty in the form of a study program which must:
   a. have a valid accreditation;
   b. meet quality standards according to the academic quality assurance system;
   c. have at least 5 (five) permanent lecturers under the applicable regulations;

(2) New study programs must apply for accreditation under applicable regulations.

(3) Undergraduate programs can be held in the form of regular classes, cooperation classes, international classes, and PSDKU.

(4) Opening, closing, merging, and changing the name of the study program follows the applicable regulations.

(5) In the implementation of learning, the faculty is obliged to provide facilities and provide good services for all students, including students with disabilities.

Part Two…

Part Two
Regular Class

Article 6

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

Part Three
Cooperation Class

Article 7

(1) The cooperation class is an educational program held based on a Memorandum of Understanding (MoU) or a cooperation agreement between Undip and other agencies or companies to meet the needs of Human Resources (HR) under the specifications of the relevant agencies.
(2) Cooperation class curriculum is designed specifically according to the needs without leaving the provisions required by the Government / Ministry.

Part Four

International Class

Article 8

(1) An international class of undergraduate program can only be held in a study program that organizes a regular class A accredited undergraduate program.
(2) International class is an undergraduate program conducted using English as the language of instruction.
(3) International classes 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 country.
(4) International classes organized entirely by Undip, awarding a single degree from the university.
(5) International classes organized in cooperation with partner universities abroad can provide double degrees from Undip and partner universities abroad.

(6) International class...

(6) International classes, whether that award single or double degrees, must use the same curriculum as regular classes and produce graduates with the same learning outcomes.

(7) The number of participants in the international class must not be greater than the number of participants in the regular class undergraduate program.

Part Five
Study Program Classes Outside the Main Campus (PSDKU)

Article 9

(1) The opening of the PSDKU class is an increase in the number of study programs in the same fields/disciplines of science and technology as the existing study programs on the main Undip campus.

(2) The study program that will open the PSDKU class has organized the same study program at the Undip Main Campus with an accredited A or excellent rating.

(3) The opening, amendment, and closing of the PSDKU class are carried out under the applicable laws.

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

Part Six
Distance Education Class (PJJ)

Article 10

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

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

(3) The opening, changing, and closing of PJJ classes are carried out under applicable laws.

(4) Provisions related to PJJ are further regulated in the Rector's Regulation.

Part Seven
Fast Track Program

Article 11

(1) The study program can organize a Fast Track program.

(2) Undergraduate students can take the Fast Track program to take a *by research* of master program 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) The final project or thesis must be completed in semester 8 (eight).

(4) Student Identification Number (NIM) of the master program is obtained after students are declared to have passed the undergraduate program.

(5) Students who do not meet the criteria in paragraph (2) and paragraph (3) are declared unable to continue the Fast Track program.

CHAPTER IV

ACCEPTANCE OF BACHELOR PROGRAM STUDENTS

Article 12

(1) The admission of new undergraduate student candidates is carried out through the selection route at the national level and other channels recognized by the university.

(2) The selection system in paragraph (1) can be in the form of a Written Test (Utul) or a 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.

Part One

Registration Requirements

Article 13

Prospective undergraduate students who will register to take part in the selection process must meet the following requirements:

a. Indonesian citizens (WNI) or foreign citizens (WNA) who obtained a study permit from the Ministry, and master the language of instruction used in the classroom;

b. graduated from high school or equivalent, including the homeschooling program, or the package C program as evidenced by a certificate recognized by Undip;

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 diploma age is not more than 3 (three) years.

(2) Prospective students for the cooperation class are determined based on a Memorandum of Understanding (MoU) and a Cooperation Agreement (PKS).

The second part…

Part Two

Capacity

Article 15

(1) The capacity of each study program is stipulated in a Rector's Decree by taking into account the capabilities of the facilities, infrastructure and human resources it has.

(2) The number of students accepted in each study program follows the provisions stipulated in the Rector's Decree regarding capacity.

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

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

(5) Implementation of new student admissions for undergraduate programs 1 (one) time in 1 (one) academic year under the coordination of LP2MP.

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

Part Three

Pass The 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 must do administrative registration 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) Recognition of courses that have been taken by transfer students and cross-track / program transfer programs is determined by the Dean's Decree.

(6) A prospective student has an official status as an Undip student after being inaugurated at the New Student Admission ceremony (PMB).

(7) The procedure for admission of an undergraduate program is regulated in a Rector's Regulation, and the tuition fee for an undergraduate program is regulated in a Rector's Decree.

Part Four…

Part Four

Double Status

Article 17

(1) Students are not allowed to be registered in 2 (two) or more study programs at State Universities (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 regarding the student's choice as referred to in paragraph (2) above is conveyed 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 date the written warning letter is issued.

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

(5) If the choice of the study program is not submitted within the specified time limit, the university will issue a Rector's 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 undergraduate program is designed to produce graduates with competencies that are under the formulation of minimum learning outcomes, which is equivalent to 6 (six) qualifications in the KKNI.

(2) The curriculum of the undergraduate 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 for 3 (three) to 5 (five) years by the study program.

(4) The curriculum is stipulated in a Rector's 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 carried out into courses according to the number of credits

Article 19

(1) The curriculum structure of the study program at the undergraduate level consists of:

a. Compulsory courses are courses that must be included in a study program formulated to achieve key competencies;

b. Elective courses are courses that students choose from within 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;

b. Pancasila and Citizenship

c. Indonesian;

(3) University Compulsory Courses consist of:

a. English;

b. Sports;

c. Entrepreneurship;

d. Real Work Lecture (KKN);

e. Thesis;

f. Internet of Things (IoT).

(4) The elective courses as referred to in paragraph (1) point b can be in the form of:

a. a set of courses contained in a group of other specialization courses;

b. a set of subjects selected from various study programs within Undip. If needed, elective courses can be taken from study programs at universities outside Undip that are accredited A (superior), both accreditation of 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 internships, student exchanges, village projects, entrepreneurship, research, or community service which are carried out under the guidance of a lecturer appointed by the study program.

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

(6) Every undergraduate student is required to 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 courses and elective courses in the study program; or

b. compulsory courses and selected courses from various study programs/faculties / other universities.

(8) Whatever combination the student chooses, the number of credits that may be taken must be within the study load limit for the undergraduate program.

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

(10) Course…

(10) Courses that can be taken in the short term include re-courses, remedial courses, new courses that do not have major practical / assignments, and/or courses outside of the higher education institutions/internships and have met the prerequisite requirements for courses set by the faculty.

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

(12) To fulfil the period and study load, students can follow:

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

    b.   learning in the form of lectures at the same or different study programs in higher education institution 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 Undip must be based on cooperation and have A (Excellent) accreditation, both study programs and universities;

    d.   the learning process in other study programs at different universities 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's decree.

CHAPTER VI

ENGLISH SKILL

Article 20

Undergraduate students are required to have English proficiency as evidenced by a Test of English as a Foreign Language (TOEFL) certificate with a score of at least 400 (four hundred), or the equivalent, issued by an official institution recognized by the university.

CHAPTER VII

COMMUNITY SERVICE (KKN)

Article 21

(1) Undergraduate students are required to take part in KKN activities.

(2) The requirements for KKN participants are students who have passed the course and have accumulated 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 stipulated by a Rector's Decree.

(5) The Rector can determine certain activities that are recognized and equalized with KKN, which are outlined in the Rector's 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 undergraduate education program from SMA (High School) / SMK (Vocational School) / MA 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 thesis.

(2) The cross-track undergraduate 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 triple diploma program.

(3) Undergraduate students 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 activities / a number of activities that can be compared with the final project or thesis, which is outlined in the Rector's Decree.

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

CHAPTER IX

LECTURERS, ACADEMIC SUPERVISORS, AND FINAL PROJECT SUPERVISORS

Part One

Lecturer

Article 23

Lecturer duties in the academic field include:

a. planning lessons;

b. carrying out lectures;

c. carrying out ...

c. carrying out the assessment of learning outcomes and enter the value of courses into 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 to obtain valid test materials under the learning objectives;

e. carrying out management functions which include:
    1) set the time allocation for lectures;
    2) enforce lecture discipline; and
    3) inform the test / exam / assignment scores to students.

Part Two

Academic Advisor

Article 24

(1) Every student has an academic advisor that determined by the faculty/study program.

(2) Academic advisers for undergraduate students are permanent lecturers with a minimum Masters degree.

(3) Academic supervisors have the following duties:
    a. directing students to prepare study plans and giving consideration to choose the 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. following the development of supervised student studies.

(4) If the academic supervisor is unable to carry out his duties, the Head of the study program temporarily takes over the academic supervisor's duties, but for IRS approval it is carried out by the Vice Dean of Academic and Student Affairs.

(5) The implementation of the academic supervisor's duties is one component of the lecturer performance evaluation.

Part Three

Final Project / Thesis Advisor

Article 25

(1) Preparation of student final project/thesis under the supervision and evaluation of the final assignment supervisor.

(2) The number of supervisors for the final project/thesis for 1 (one) student is 2 (two) people.

(3) Requirements…

(3) Requirements for the Main supervisor:

a. permanent lecturers with a minimum functional position as a lecturer with a master's degree or expert assistant with a Doctorate or equivalent according to national education standards;

b. have a field of expertise relevant to the final project.

(4) Second supervisor requirements:

a. permanent university 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 supervisor of the final assignment/thesis for a student based on the expertise and workload of the lecturer concerned.

(6) The assignment of the final assignment/thesis supervisor is determined by the Rector's Decree according to the Dean's proposal.

(7) To ensure the quality of guidance, the workload of the lecturer in guiding the preparation of the final project/thesis is a maximum of 10 (ten) students per semester.

(8) The head of the study program periodically monitors and evaluates the mentoring process and if the mentoring process does not go well, the head of the study program can propose a replacement for the supervisor.

(9) Mentoring is carried out in a structured campus environment, at least 8 (eight) times in one semester, and must be recorded in a guidance book.

(10) The final project/thesis supervisor is obliged to make an effort to complete the final project/thesis guidance in a maximum of 1 (one) semester.

CHAPTER X

ADMINISTRATIVE REGISTRATION AND ACADEMIC REGISTRATION

Article 26

(1) Students must do administrative registration and academic registration to take part in academic activities in a semester.

(2) Students have an active status if they have made administrative registration and academic registration.

Part One

Administrative Registration

Article 27

(1) Administrative registration is carried out at the beginning of the semester, by paying multi-bank tuition fees through a bank that collaborates with Undip and registering online.

(2) Registration…

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

Part Two

Academic Registration

Article 28

(1) Academic registration is carried out by filling in the IRS via online SIAP according to the curriculum applicable to these 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 an academic supervisor if the student:

a. take courses whose 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 exceeds the capacity provided.

(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 courses, exams and other activities in that course.

(10) Change of courses can be made by students no later than 2 (two) weeks after lecture activities have started.

(11) Course cancellations can be made by students no later than the end of the 4th (fourth) week after lecture activities have started.

(12) Changes or cancellations of courses must obtain PA approval.

Part Three

Academic Calendar

Article 29

(1) The academic calendar is a guidance that must be adhered to by faculties/study programs and academicians in the Undip environment in implementing the *Tri Dharma* of Higher Education.

(2) The academic calendar as referred to in paragraph (1) above is published 1 (once) a year in the form of a Rector's Decree, and at least contains:

    a. schedule of initial activities for new students;

    b. schedule of administrative and academic registration of old students;

    c. lecture period;

    d. KKN schedule;

    e. exam period and announcement of exam results;

    f. semester internal evaluation schedule;

    g. graduation schedule.

CHAPTER XI
LECTURES

Part One Lecture
System

Article 30

(1) Lectures can be held face-to-face and online
(2) Online lectures as referred to in paragraph 1 can be carried out at a maximum of 50 (fifty) per cent of the total face-to-face lectures for courses in the regular study program and 100 (one hundred) per cent for PJJ program courses
(3) For university compulsory courses, online lectures can also be held 100 (one hundred) per cent of the total face-to-face.
(4) Every possible course can be converted into a course
online (MOOC) that can be followed by the general public.
(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) Provisions related to paragraphs (1), (2), (3), and (4) will be further regulated by a Rector's Decree.

Part Two

Semester Lecture

Article 31

(1) Lectures in the undergraduate program are divided into 2 (two) semesters as stated in the university's academic calendar each year and short term lecture can be held between the 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) (2) Short term as referred to in paragraph (1) is held:

a.   for at least 8 (eight) weeks;

b.   the student study load is not more than 9 (nine) credits;

c.   according to the student's learning load to meet the predetermined learning outcomes.

(4) If the short term is held in the form of lectures, face to face lectures should be carried out at least 16 (sixteen) times including the midterm exam and the final exam.

(5) The provisions related to the short term are further regulated in the Rector's Regulation.

Part Three

Lecture Schedule

Article 32

(1) Towards the end of each semester, the faculty/study program sets a class schedule to run a curriculum.

(2) Class schedule as referred to in paragraph (1) above includes at least:

a.   name of course and class;

b.   course coordinator and class person in charge;

c.   lecture days and time;

d.   place/lecture hall;

e.   supporting lecturer.

(3) A course can be held in several classes.

Part Four

Semester Credit Units (credits)

Article 33

(1) 1 (one) credit in the learning process in the form of lectures, responses, or tutorials, consisting of:

 a. face-to-face or online activities for 50 (fifty) minutes per week per semester;

 b. 60 (sixty) minutes of structured assignment activities per week per semester; and

 c. independent activity 60 (sixty) minutes per week per semester.

(2) 1 (one) credit on the learning process in the form of seminars or other similar form of activities, consisting of:

 a. face-to-face or online activities for 100 (one hundred) minutes per week per semester; and

 b. 70 (seventy) minutes of independent activities per week per semester.

(3) The calculation of the study load in the block, module, or other form system is determined according to the needs in complying with the learning outcomes.

(4) 1 (one) credit for the learning process in the form of practicum, studio practice, workshop practice, field practice, research, community service, and/or other similar forms of learning, 170 (one hundred and seventy) minutes per week per semester.

(5) Course material in education and training organized by an institution 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.

Part Five

Student Obligations

Article 34

(1) Students are required to dress and behave politely while on campus.

(2) Students are prohibited from engaging in activities that interfere with, hinder, or demean the dignity of other academicians.

(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 lectures for at least 75 (seventy-five) per cent of scheduled academic activities (fourteen face-to-face), including remedial courses.

(5) Absence…

(5) Student absence that is not caused by an assignment from the faculty/school leader will be considered as an absence.

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

CHAPTER XII
ASSESSMENT AND EVALUATION OF LEARNING OUTCOMES

Part 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 which can be carried out in the form of:

    a. written examinations, oral examinations and/or practical / skills exams, as well as portfolios;

    b. the final project can be in the form of a thesis or other equivalent forms;

    c. based on certain reasons that can be obtained accounted for, the assessment of learning outcomes can be carried out in other forms.

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

(4) Scoring system

    a. assessment of learning outcomes expressed in letters, namely using letters A, B, C, D, and E;

    b. The minimum passing grade for the final project/thesis is B;

    c. To convert numeric values   into letter values   and weighted letter values, the following guidelines are used:

Number Value Range	Letter Value	Letter Grade Weights
≥ 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 score of C;

    e. students who get the E score are required to repeat the learning program and exams in the regular semester or short term;

f. student ...

f.　students who get D, C and B score can make an improvement in the regular semester, or remedies in the current semester, or improvements in the short term, and the score used is the best scores;

g.　students who have repeated 3 (three) times and fulfilled the obligations as referred to in Article 33 paragraph (2) and 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 value cannot be determined, then the TL value is given which means "Incomplete" with a zero weight value (0). If until the IRS registration in the following semester the score is still TL, the student is deemed not to have passed (E);

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

j.　level of success:

1)　the level of student to succeed in one semester is stated by IPS;

2)　in the calculation of IPS, the credit weight for each course is only used once as a divider and the score used is the highest one;

3)　IPS calculations use the following formula:

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

where K is the number of credits for each course, and N is the score of each course;

4)　GPA calculation using the formula as mentioned above where K is the total number of credits of courses 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 principle of conformity, accountability, transparency, honesty and equity.

(8)　Aspects that are measured in the evaluation of learning outcomes are:

a.　academic skills that include cognitive, affective, and psychomotor aspects, which are adjusted to the type and purpose of learning in each subject; and

b.　behavioural skills, including academic honesty, discipline, politeness, ability to interact, and work together.

(9)　Exam Requirements

a.　semester exam requirements

1.　registered as participants in lectures/learning activities. Such as, listed in the List of Class Participants (DPK);

2.　has attended lectures/learning activities at least 75 (seventy-five) sper cent.

b.exam requirements...

    b.   final project/thesis defence requirements

        1.   has met the credit load required by the faculty/study program;

        2.   has been declared free from plagiarism in the final project/thesis through certain applications;

        3.   has met all administrative requirements both at the faculty level and at the university level.

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

(11)   The test result scores are announced under the applicable regulations.

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

Part Two

Evaluation of Learning Outcomes

Article 36

(1)   Evaluation of Learning Outcomes is an assessment criterion 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 done through observation, giving assignments, written examinations and/or oral examinations.

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

(5)   Evaluation of the learning outcomes of undergraduate students from high school or equivalent:

    a.   Phase I is carried out at the end of semester 3 (three) with the following conditions:

        1.   able to collect at least 35 (thirty-five) credits with a GPA ≥ 2.50 (two-point five-zero);

        2.   if able to collect> 35 (thirty five) credits, but GPA

            <2.50 (two-point five-zero) then the highest value 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 able to collect > 85 (eighty-five) credits, but with GPA <2.75 (two point seven five) then the highest score is taken up to a total of 85 (eighty-five) credits with a GPA ≥ 2.75 (two point seven five)).

   c.   Stage III is carried out at the end of the program

      At the latest at the end of semester 14 (fourteen), students must have collected and passed all the credits set for the undergraduate program and a GPA ≥ 2.00 (two-point zero zero).

(6)   Evaluation of cross-track undergraduate student learning outcomes:

   a.   Phase I is carried out at the end of semester 2 (two) with the following conditions:

      1.   able to collect at least 20 (twenty) credits with GPA ≥ 2.50 (two-point five-zero);

      2.   if able to collect more than 20 (twenty) credits, but GPA <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 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 least in semester 6 (six), students must have accumulated (passed) all the credits set for the tiered undergraduate 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's Decree regarding student resignation from one of the study programs.

(10)   If a student does not apply for resignation, the university will issue a Rector's Decree regarding termination of study relations.

(11)   Procedures for resigning are listed in the Attachment to this Regulation.

Part Three

Final Project / Thesis

Article 37

(1)   The final project/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) Final project exam ...

(2) The final project/ thesis defence 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 lecturers for final project/thesis examiners is 3 (three) persons.

(4) In special circumstances, examiners who are not academicians may be invited but have expertise in related fields.

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

CHAPTER XIII
STUDENT STATUS

Article 38

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

a. Active is if students carry out the administrative registration and academic registration as well as actively join lecture activities;

b. Inactive (absent) is if they do not carry out administrative registration and/or academic registration;

c. Academic leave is if students do not carry 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 wishes of the students;

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

e. transfer of study is a change in the status of a student from one study program to another within Undip, as well as a move from domestic or foreign universities 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. Passed is a condition when the students have 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 Decree of the Undip Rector after the person concerned submits a written application to the Dean;

i. Died, that is, students do not continue his studies because they die, 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 counted as a period of study.

(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) per cent of the tuition fee per semester.

(7) For academic leave that is submitted after the lecture period, the tuition fee that must be paid is 100 (one hundred) per cent of the tuition fee per semester.

Article 40

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

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

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

(4) Students who are serving prison sentences/suspension 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 department and attach:

a. academic transcript;

b. proof of latest tuition payment;

c. copy of Student Identity Card (KTM); and

d. supporting documents.

(2) Based on ...

(2) Based on the leave permit letter from the Dean, the faculty/school 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) per cent 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 cancelled 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 taken into account.

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

(3) Students who are inactive (absent) for 2 (two) consecutive semesters or 4 (four) inconsecutively semesters declared as having lost their status as students.

CHAPTER XVI

STUDY TRANSFER

Article 43

Students can apply for a study transfer to obtain credit transfer for courses that have been obtained in other study programs, both study programs at the university or other colleges.

Part One

Transferring Studies in the Undip Environment

Article 44

(1) Students can transfer studies in Undip if:

a. have completed academic activities for at least 2 (two) consecutive semesters;

b. come from ...

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

c. not because they violate the discipline 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 remainder of the study period;

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

(2) Transferring studies is only permitted once.

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

a. has material content that is 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) Transferring student studies is determined by the Rector's Decree after obtaining approval from the intended faculty/department/study program.

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

Part Two

Transferring Studies from Other Universities

Article 45

(1) Undip accepts transfer students from other state universities at the beginning of the odd semester.

(2) Undip accepts transfer students from other state universities if:

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

b. not in the status of being issued/dropped out of a study from other universities;

c. have never violated the discipline of life on campus or faculty or other similar reasons, which is stated by a statement letter from the institution of origin;

d. reasons for moving ...

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d. reasons for moving because of following a husband/wife (confirmed by a certificate from the competent authority);

e. as a regional delegation/university (strengthened by a letter of proposal from the Regional Government or the relevant Rector).

(3) The length of study obtained at the original university 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 calculated during the study period at the intended Undip faculty/department/study program.

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

(6) Approval of the transfer study needs to consider the capacity of the faculty/department/study program in the Undip environment, course conversion, and the remaining study period.

(7) Students transfer studies are determined by the Rector's Decree after obtaining approval from the intended faculty/department/study program.

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

a. political case;

b. unrest;

c. security.

(9) The procedure for submitting a study transfer application from another university is regulated in the Attachment to this regulation.

Part Three

Transferring Studies from Foreign Universities

Article 46

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

(2) Undip accepts moving Indonesian / foreign students from overseas universities 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 fulfils the applicable regulations.

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

(4) For foreign students ...

(4) For foreign students from foreign universities who will move their studies to become students at Undip, they must submit the following requirements:

a. Curriculum Vitae;

b. Copy of degree certificate and academic transcripts;

c. a certificate of guarantee of financing while attending education in Indonesia in the form of a bank account;

d. Copy of a passport that is still valid for at least 1 (one) year;

e. a statement that the person concerned will not work while studying in Indonesia;

f. the statements concerned will comply with the law in force in Indonesia;

g. recent photograph;

h. health certificate from the competent authority; and

i. license from the Directorate General of Higher Education.

(5) For Indonesian citizens from overseas universities who are about to transfer their studies to become students at Undip, they must submit the following requirements:

a. Curriculum Vitae;

b. Copy of degree certificate and academic transcripts;

c. the statement letter by the person concerned that he/she will comply with all laws and regulations in force in Indonesia;

d. recent photograph;

e. health certificate from the competent authority.

CHAPTER XVII

DROP OUT (DO)

Article 47

(1) Undergraduate students are declared to have dropped out of the study if:

a. failed to meet the requirements for the evaluation of learning outcomes as referred to in article 35;

b. declared unfit for further study based on consideration of health tests (both physical and mental health) from a team of doctors appointed by the university leadership;

c. receive sanctions for serious academic breach;

d. obtains a court decision that has permanent legal force with a sentence of at least 2 (two) semesters.

(2) Undergraduate students who are dropped out of the study as regulated in paragraph (1) letters a and b can:

a. submit a resignation letter approved by the parents known by the academic advisor/head of the study program and is addressed to the Dean;

b. The Dean proposed ...

b. The Dean submits an application letter to the Rector for the issuance of a Rector's Decree regarding resignation;

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

d. if within 2 (two) months from when it 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) Undergraduate students who drop out of the study as regulated in paragraph (1) letters c and d then:

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

b. Based on the recommendation of the Dean, the Rector issued a Rector Decree regarding termination of study relations.

CHAPTER XVIII

TRANSFER CREDIT STUDENTS' LECTURE

Part One

Implementation of Twinning Program Education Programs, Joint Degree, Double Degree and Credit Transfer

Article 48

(1) The undergraduate program can be held through joint degrees, double degrees, and/or credit transfers with domestic/study programs abroad

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

a. mutually acknowledge the students' achievements for passing similar courses from Undip and partner universities;

b. take and pass courses, other than the courses as referred to in letter a required by Undip and partner universities;

c. held with partner universities in allied 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 College;

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

f. study program ...

f. Study programs that carry out joint degrees or double degrees at Undip must be accredited at least B (Very Good);

g. Domestic partner study programs must have accreditation at least the same 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 universities.

(4) Domestic partner universities that can carry out educational cooperation must be accredited A (Excellent) and foreign universities must have a good reputation in the country.

(5) Cooperation agreement for the implementation of a joint degree, double degree and/or

credit transfer conducted by the faculty.

Part Two

Implementation at Undip

Article 49

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

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

(3) Students from other universities both from within and outside the country who participate in joint degree, double degree and/or credit transfer programs or other similar programs must be registered as Undip credit transfer students.

(4) Credits transfer Student from other universities 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 is as follows:

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

b. proof of having completed the joint degree program is a certificate signed by the Rector of the University where the student completes his studies;

c. proof of having completed the Double Degree program are two certificates issued by each university.

(9) 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 ACHIEVEMENT AWARD

Part One

Awarding Student Academic Achievement

Article 50

(1) Students who get academic achievements both under the management of the Director-General of Belmawa and those 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's 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 judiciary at the study program level.

(3) Students are declared to have passed if they meet the following requirements:

a. has passed the final / thesis defence in front of examiners or a team of examiners;

b. has submitted a revised final project/thesis that passed the detection of anti-plagiarism with certain applications;

c. has the status of an 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. has completed all obligations during the study period and/or assigned tasks under the curriculum set for the study program (including the final project that has been revised);

f. has uploaded a summary of the final project/thesis in the repository Undip;

g. have proven English skills with a TOEFL certificate with a score of 400 or its equivalent.

(4) Students...

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

(5) Graduation after completing the undergraduate program can be awarded with or without a predicate consisting of:

   a. Satisfactory;

   b. Very satisfactory;

   c. Praise (Cumlaude);

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

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

(8) The graduation predicate "Praise" (cum laude) is given if you get 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 predicate of "praise".

Part One

Graduation Ceremony

Article 52

(1) Students who have graduated from undergraduate education at Undip are required 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 passed the undergraduate program will receive a degree certificate, academic transcript, SKPI (Diploma Supplement).

(3) The procedures and conditions for attending graduation are listed in the Attachment to this regulation.

Part Two

Title

Article 53

(1) Bachelor is a title given to Undip graduates who have passed the academic education of an undergraduate program.

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

CHAPTER XXI ...

CHAPTER XXI

ADMINISTRATION OF LEARNING OUTCOMES

Part One

Study Result Card (KHS)

Article 54

(1)   KHS contains information about:
   a.   Undip logo;
   b.   name of Universitas Diponegoro;
   c.   full name of the KHS owner;
   d.   Student Identification Number (NIM);
   e.   name of the study program;
   f.   faculty name;
   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 seal;
   j.   all names of courses taken, credit scores and grades;
   k.   IPS;
   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 Adviser.

Part Two

Academic History

Article 55

(1)   Academic history records chronologically all academic activities of a student from when he first entered as a university student until he quit, whether due to graduation, dropping out of the study, or resigning.

(2)   The academic status of students in each semester is recorded in the academic history.

(3)   Academic history is used as a source of information for students, academic advisers, and study programs about the success of student studies.

(4)   Academic history can be published for specific purposes at the request of students.

(5)   The academic history that will be used as referred to in paragraph (4) above was approved by the Vice Dean for Academic and Student Affairs.

Part Three

Degree Certificate

Article 56

(1) Degree certificate is given to students who have graduated from a study program, after having decided on the implementation of the graduation determination.

(2) The degree certificate contains information about:
   a. National Degree Certificate Number (NINA);
   b. Undip logo;
   c. Undip name;
   d. higher education accreditation decree number;
   e. study program accreditation decree number;
   f. full name of the certificate owner;
   g. place and date of birth of the certificate owner;
   h. Identity Number (NIK) or passport number for students who are foreign nationals;
   i. Student ID Number;
   j. higher education programs;
   k. name of the study program;
   l. awarded titles and their abbreviations;
   m. graduation date, month and year;
   n. place, date, month and year of issuance of the certificate;
   o. name, Employee Identification Number (NIP) and signature of the Rector and Dean;
   p. university stamp;
   q. photo of the certificate owner in black and white size 3 x 4 print.

(3) The degree certificate is written in letters and sizes standardized by Undip.

(4) The date of issuance of the certificate uses the date after the student is declared to have graduated and meets the graduation requirements as referred to in article 50.

(5) The degree certificate is signed by the Rector and Dean.

(6) Certificates are issued in Indonesian and can be translated into English on different sheets, and signed by the Dean or official officer who is appointed and authorized to translate.

(7) A degree certificate is issued once for each graduate.

(8) If the certificate is lost or damaged, the certificate owner can request a certificate to replace the certificate.

(9) The degree certificate will be submitted when students have met all administrative requirements at the faculty/school level and/or at the university level.

(10) The procedure for issuing a diploma and a certificate replacement certificate is regulated in the Undip Rector's Regulation.

Part 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. faculty name;
   e. full name of the academic transcript owner;
   f. place and date of birth of the owner of the academic transcript;
   g. Identity Number (NIK);
   h. Student Identification Number (NIM);
   i. National Degree Certificate Number (NINA);
   j. higher education programs;
   k. name of the study program;
   l. date, month and year of entry;
   m. graduation date, month and year;
   n. list of courses taken and passed, credit scores, and grades obtained, from the first semester to the final semester;
   o. Grade Point Average (GPA);
   p. the predicate of graduation;
   q. title of thesis;
   r. place, date, month and year of publication of the academic transcript;
   s. name, Employee Identification Number (NIP) and signature of the Dean;
   t. faculty seal;
   u. photo of the owner of a 3x4 academic transcript in black and white print.

(3) All courses taken by students, including repeat 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 of Academic and Student Affairs.

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

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

(9) Academic transcripts will be submitted if students have met 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 Undip Rector's Regulation.

Part Five

Diploma Supplement (SKPI)

Article 58

(1) SKPI is given to students who have been declared to have graduated from a study program after it has been decided in graduation determination.

(2) SKPI contains information about:
   a. Undip logo;
   b. Undip name;
   c. faculty name;
   d. name of the study program;
   e. SKPI number;
   f. full name of the SKPI owner;
   g. place and date of birth of the SKPI owner;
   h. Identity Number (NIK);
   i. Student Identification Number (NIM);
   j. date, month and year of entry;
   k. graduation date, month and year;
   l. National Diploma Number (NINA);
   m. awarded titles and their abbreviations;
   n. length of study;
   o. the number of credits earned;
   p. Grade Point Average (GPA);
   q. Undip establishment decision;
   r. Undip accreditation status and study programs;
   s. academic education;
   t. degree program;
   u. KKNI level;
   v. admission requirements;
   w. the language of instruction for lectures;
   x. scoring system;
   y. type and further higher education;
   z. the learning outcomes of the study program graduates according to the competence of graduates in a narrative manner;
   aa. Competency certificates and/or soft skills;
   ab. work competency rank according to KKNI;
   ac. schemes concerning the higher education system;
   ad. place, date, month and year of issuance of the SKPI;
   ae. name, Employee Identification Number (NIP) and signature of the Dean;
   af. the faculty stamp.

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

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

(5) SKPI signed ...

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

CHAPTER XXII

ACADEMIC DATA MANAGEMENT

Article 59

(1) Management of academic data includes publishing, endorsements, announcements, storage, confidentiality and all matters relating to archival management of all academic documents.

(2) The Rector or 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) Academic data management arrangements will be further regulated by the Rector's Regulation.

CHAPTER XXIII

MENTORING AND COUNSELING

Article 60

(1) For students who have academic problems, the implementation of mentoring and counselling is carried out at the faculty/study program level.

(2) Implementation of mentoring and counselling at the faculty/study program level is carried out by academic advisers, counsellors or those appointed by the faculty, in the Faculty Student Consultation Body (BKMF).

(3) Implementation of mentoring and counselling at the university level is carried out by counsellors or those appointed by Undip in the University Student Consultation Body (BKMU).

(4) If the mentoring and counselling at the faculty are not sufficient to solve the problem, it can be recommended/referred to BKMU.

CHAPTER XXIV
ACADEMIC BREACH
Part One
Types of Academic Breach
Article 61

(1) The minor academic breach includes:

a. cheating and/or cheating:

    is an act intentionally or not, using or trying to use information materials or other study aids without permission from the lecturer concerned in academic activities.

b. assistance or attempted assistance for minor academic offences: is the act of deliberately or not, helping or trying to help provide means or suggestions that could cause a minor academic breach.

c. inclusion in the minor academic breach:

    is an act intentionally or not, cooperating with or participating in committing or ordering actions that cause a minor academic breach.

(2) The academic breach is in the form of:

a. jockey:

    is an act intentionally or not, replacing position or carrying out tasks or activities for the benefit of others, at the request of others or their own will, in academic activities.

b. repetition of minor academic breach

c. moderate academic breach assistance or attempted assistance: is an act intentionally or not, aiding or trying to help provide the means or suggestions that are could causing a moderate academic breach.

d. inclusion in academic breach is:

    is an act intentionally or not, cooperating or participating in committing or ordering actions that cause a moderate academic breach.

(3) The serious academic breach includes:

a. plagiarism:

    is an act intentionally or unintentionally in obtaining or trying to obtain credit or value for 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, diplomas, 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 their position, which is contrary to their obligations.

d. bribery:

is an act intentionally or unintentionally, influencing or trying to influence others through cajoling, giving gifts or threats to influence the assessment of academic achievement.

e. insult / harassment:

is an act of any kind 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 a moderate academic breach.

h. serious administrative and administrative breach:

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 serious academic breach: is an act intentionally or unintentionally, assisting or trying to help provide facilities or infrastructure that can lead to a serious academic breach.

j. inclusion in the serious academic breach:

is an act intentionally or unintentionally, cooperating or participating in committing or ordering actions that cause the serious academic breach.

k. profanation of name:

is an act of using another person's name without the permission concerned for academic purposes;

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

m. support and/or spread ideology outside Pancasila.

Part Two…

Part Two

Sanctions for Academic Breaches

Article 62

(1) Sanctions for students

    a. sanctions for minor academic breach:

        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 breach:

    The right/permission to participate in academic activities is temporarily revoked by the Undip leadership for a maximum of 2 (two) semesters.

    c. sanctions for serious academic breach:

    as high as dismissal or expelled (permanently revoked student status) by Undip leadership.

(2) sanctions for alumni who are proven to have committed serious academic breach while studying at Undip

    a. revocation of degree certificate, transcripts, and SKPI;

    b. lost his right to continue his studies at Undip.

(3) sanctions for lecturers or administrative staff who are involved in academic breach are determined based on the applicable laws and regulations.

Part Three

Procedure for Sanctions Determination

Article 63

(1) The procedure for determining sanctions against students who are later found to have committed minor academic breach is as follows:

    a. determination of evidence of breach;

    b. confirmation of evidence and a breach by the lecturer/head of department/head of study program;

    c. stipulation of sanctions by the lecturer/head of department/head of study program.

(2) The procedure for imposing sanctions on students or alumni who are then suspected of committing moderate and serious academic breach is as follows:

    a. The Dean appoints a team of examiners to examine and collect facts/data/information on the suspicion of moderate and/or serious academic breach;

b.examination team ...

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b. the examination 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 members;

c. the examination team in examining and collecting facts/data/information has the authority to summon the related parties and ask for data, evidence of the alleged moderate and/or serious academic breach;

d. The results of the examination by the examination team on the suspicion of moderate and/or serious academic breach are submitted to the Dean for later submission to the university leaders;

e. after paying attention and considering the minutes on the results of the examination and collection of facts/data/information on the case, the university leaders and the law office form a team to resolve academic breach;

f. the academic breach settlement team consists of:

    1. leader of University

    2. 3 (three) legal experts appointed by the leadership of the university upon the recommendation of the law office

    3. the head of the reporting faculty

    4. the administrative staff as registrar of the proceedings

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

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

(3) The imposition of heavy academic sanctions in the form of permanently terminating their status as Undip students as referred to in article 61 paragraph (1) letter c, especially for students who commit a serious academic breach.

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

(5) If a student who is suspected of committing a criminal offence 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 university leadership may suspend 2 (two) semester and counts as the study period.

(6) If after the temporary dismissal sanction has been carried out 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.

<div align="right">(7) Imposition of sanctions ...</div>

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

(8) If a student who is suspected of committing a criminal offence 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 concerned is detained and/or temporarily suspended, is counted as studies.

(9) Students who are subject to sanctions for committing academic breach 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 Undip Rector can take certain policies outside the applicable provisions as long as they do not conflict with academic goals.

CHAPTER XXVI

TRANSITIONAL PROVISIONS

Article 65

(1) The provisions contained in this regulation are applied to all undergraduate students.

(2) By the enactment of this Rector Regulation, Rector Regulation Number 15 of 2017 concerning Academic Regulations for the Undergraduate Program and Rector Regulation Number 7 of 2018 concerning Amendments to the Regulation of the Rector of Universitas Diponegoro Number 15 of 2017 concerning Academic Regulations in the Education Sector of the Universitas Diponegoro Undergraduate Program are revoked and declared invalid.

CHAPTER XXVII ...

CHAPTER XXVII
CLOSING
Article 66

(1) This academic regulation is used as the basis for preparing academic guidance at the faculty level.

(2) The rules will be applied on the set date.

Stipulated in Semarang On March 11, 2020

DIRECTOR OF UNIVERSITAS DIPONEGORO,

sgd.

PROF. DR. YOS JOHAN UTAMA, SH, M.HUM. NIP 196211101987031004

This Copy Is In Accordance With The Original

Secretary of the University

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

COPIES are submitted to:

1. Undip Vice-Rectors;

2. Deans of Faculties / Schools at Undip;

3. Head of Institution at Undip;

4. Head of Bureau at Undip;

5. Head of Division. Undip Education; and

6. Concerned.

ATTACHMENT
REGULATION OF THE RECTOR OF UNIVERSITAS DIPONEGORO NUMBER 4 OF 2020
ON
ACADEMIC REGULATION ON EDUCATION UNDERGRADUATE PRORAM UNIVERSITAS DIPONEGORO

A. PROCEDURES OF APPLYING FOR RESIGNATION

1. Students apply for resignation in writing to the Dean of the Faculty with the knowledge of the Head of the Study Program along with the following files:

    − Copy of payment slip for the last semester

    − Original KTM

    − Temporary academic transcripts

    − Statement letter that proves the students are free from borrowing books from faculty and university libraries

2. Application for resignation approved by the Dean is made a recommendation/cover letter to the University to be processed by the Rector's 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. BAA processes the Rector's Decree on the resignation of the student;

4. The student is removed from his status as an Undip student;

5. Done.

B. PROCEDURES OF APPLYING FOR STUDY TRANSFER IN UNDIP

1. Students apply for a study transfer in writing to the Dean of the original faculty by attaching:

    − Letter of approval from parents/guardians/insurers cost education;

    − Letter of approval from the head of the agency/office (for students studying assignments);

    − KHS (Study Result Card) per semester which contains scores, credits and GPA approved by the Vice Dean I.

2. If the faculty agrees, they will issue a letter of approval for the study transfer as well as an application for the issuance of a Rector's Decree addressed to the university;

3. BAA examines the completeness of the application;

4. The applications by those who are under the Undip Academic Regulations are asked for consideration from the intended faculty;

5. The intended faculty will conduct a placement test and interview for the students;

6. The intended faculty submits approval or refusal for the transfer study application to the university;

7. If the study transfer application is not approved by the intended faculty, BAA will make an answer to the original faculty;

8. If the application for a study transfer is approved by the intended faculty:

    − BAA will issue a Rector's Decree of the Study Transfer for the student;

    − Students get a new NIM and make a report to the intended faculty;

– The student's status is updated in the Undip Academic Information System (SIAP);

9. Done.

C. PROCEDURES OF APPLYING FOR STUDY TRANSFER FROM OTHER UNIVERSITY

1. Students apply for a transfer study in writing to the Rector with the copy files to the Dean of the target faculty along with the following files:
   - Academic transcripts legalized by the leaders of the original university
   - A certificate from the original university stating that the student is still active and registered as a student and intends to move to Undip
   - Letter of consent from parents/guardians/bearers of the education costs
   - Letter of approval from the head of the agency/office (for students who have worked)

2. BAA examines the completeness of the application;

3. The application which has already met the Silver Undip is requested for consideration of the intended faculty;

4. The intended faculty will conduct a placement test and interview for the students;

5. The intended faculty conveyed the approval or refusal for the study transfer;
   - 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 will notify the applicant

6. The application approved by the intended faculty will be followed by the issuance of the concept of Rector's Decree for Transfer of Studies by BAA;

7. Students get a new NIM and make a report to the intended faculty;

8. The student's status is updated in the Academic Information System (SIAP) Undip;

9. Done.

D. PROCEDURES AND CONDITIONS FOR JOINING GRADUATION

1. Registration of participants in the graduation ceremony is carried out at the faculty;

2. The list of names of the graduates (participants) who will be graduated should have been received by the Academic Administration Bureau no later than 3 (three) weeks before the day of the graduation ceremony;

3. Registration of participants for the graduation ceremony shall be attached by 1 (one) colour photo, with the provisions as follows:
   a. with red background;
   b. Photo size 3 x 4 cm. For male graduates are required to wear a tie.
   c. Facing straight ahead
   d. Shall not wear sunglasses
   e. Both ears must be visible
   f. Wearing the alma mater jacket
   g. Headgear is not allowed
   h. Pas photo for students wearing a veil/headscarf on official documents/degree certificate, etc., according to the circular letter of the Head of General Staff of ABRI number B / 678.01 / 30/05 / SET dated March 8, 1991, and Circular Letter of the Director-General of Higher Education, Ministry of Education and Culture addressed

to the Leadership Council of the Indonesian Council of Religious Scholars No. 4277 / D / T / 91 dated October 1, 1991, stated that:

h.1.   According to the instructions of the Minister 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 there may be any provision in the future that requires the students not to wear headscarf/veil and/or require them to make their ears visible on their photo, then Universitas Diponegoro cannot replace the document and/or give other information related to the identity of the students concerned for the difficulty to determine it.

5.   Academic attire at the graduation ceremony:

a.   Male

- Top: long sleeve white shirt
- Bottom: non-jeans black trousers
- 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 those who do not wear any headscarf, their hair should be styled in a bun (not unravelled)
- Footwear: casual shoes or shoes with a heel not more than 5 cm
- Wearing a toga

Stipulated in Semarang On March 11, 2020

RECTOR OF UNIVERSITAS DIPONEGORO,

sgd.

PROF. DR. YOS JOHAN UTAMA, SH, M.HUM. NIP 196211101987031004

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