PEDOMAN PENYELENGGARAAN
PENDIDIKAN

UNIVERSITAS PENDIDIKAN INDONESIA
A Leading and Outstanding University

PREFACE

The advancement in science and technology in the global era has a veritable impact on campus life. Universitas Pendidikan Indonesia (UPI) always strives to respond to various challenges and demands of stakeholders through self-development towards a world class university in education. For this reason, the academic culture continues to be nurtured among the *civitas academica*, so that it is in line with UPI's motto as a scientific, educational, and religious campus.

UPI has undergone many changes along with the birth of various laws and regulations related to higher education institutions. This gives UPI experience to become a university that is increasingly stable in building and organizing an academic culture internally. Based on the support of experienced best practices and inputs and recommendations from various parties, the Guidelines for the Implementation of Education at UPI need to be continuously adjusted.

The Regulation of Rector concerning Guidelines for the Implementation of Education at UPI is in the form of a book. It contains various provisions in the academic field as an improvement to the old provisions listed in the Guidelines for the Implementation of Education at UPI of 2019. Furthermore, this guidebook can be used as one of the documents that serve as a guide for UPI's civitas academica in organizing the Tridharma of Higher Education.

Hopefully, this Book of Guidelines for the Implementation of Education at UPI can be appropriately implemented as a form of joint commitment in realizing UPI's vision as a Leading and Outstanding University.

Bandung,　August 2020
Rector,

Sig.

Prof. Dr. H. M. Solehuddin, M.Pd.,M.A.
NIP 196202081986011002

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REGULATION OF THE RECTOR OF UNIVERSITAS PENDIDIKAN INDONESIA NUMBER 052 OF 2020 CONCERNING GUIDELINES FOR THE IMPLEMENTATION OF EDUCATION AT UNIVERSITAS PENDIDIKAN INDONESIA

WITH THE BLESSING OF GOD ALMIGHTY, THE RECTOR OF INDONESIAN EDUCATION UNIVERSITY,

Considering : a. that in order to provide legal certainty in administering higher education programs, it is necessary to provide guidelines for the delivery of education at Universitas Pendidikan Indonesia;

b. that based on the considerations as referred to in letter a, it is necessary to stipulate a Rector Regulation concerning Guidelines for the Implementation of Education at Universitas Pendidikan Indonesia;

In view of : 1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

2. Government Regulation Number 19 of 2005 concerning National Education Standards (State Gazette of the Republic of Indonesia of 2005 Number 41, Supplement to State Gazette of the Republic of Indonesia Number 4496) as amended the second time by Government Regulation Number 13 of 2015 concerning the Second Amendment to Government Regulation Number 19 of 2005 concerning National Education Standards (State Gazette of the Republic of Indonesia Year 2015 Number 45, Supplement to State Gazette of the Republic of Indonesia Number 5670);

3. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette Number 5500);

4. Government Regulation Number 15 of 2014 concerning the Statute of Universitas Pendidikan Indonesia (State Gazette of the Republic of Indonesia of 2014 Number 41, Supplement to the State Gazette Number 5509);

5. Government Regulation Number 26 of 2015 concerning Funding Forms and Mechanisms for Legal Entity State Universities (State Gazette of the Republic of Indonesia of 2015 Number 110, Supplement to State Gazette of the Republic of Indonesia Number 5699);

6. Regulation of the Minister of Research, Technology, and Higher Education Number 55 of 2017 concerning Teacher Education Standards (State Gazette of the Republic of Indonesia of 2017 Number 576);

7. Regulation of the Minister of Education and Culture Number 2 of 2020 concerning Procedures for Implementing Student Competency Tests in the Health Sector (State Gazette of the Republic of Indonesia of 2020 Number 18);

8. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards (State Gazette of the Republic of Indonesia of 2020 Number 47);

9. Regulation of the Board of Trustees Number 03/PER/MWA UPI/2015 concerning the Implementation Regulations of Government Regulation Number 15 of 2014 concerning the Statute of Universitas Pendidikan Indonesia as amended several times, the latest by the Board of Trustees Regulation Number 04/PER/MWA

UPI/2019 concerning the Third Amendment on the Regulation of the Board of Trustees Number 03/PER/MWA UPI/2015 concerning the Implementation Regulations of Government Regulation Number 15 of 2014 concerning the Statute of Universitas Pendidikan Indonesia;

10. Regulation of the Board of Trustees Number 03/PER/MWA UPI/2017 concerning the Revision of the Strategic Plan of Universitas Pendidikan Indonesia for 2016-2020;

11. Regulation of the Board of Trustees Number 05/PER/MWA UPI/2019 concerning the Annual Work Plan and Budget of Universitas Pendidikan Indonesia in 2020;

12. Board of Trustees' Decree Number 13/UN40.MWA/KP/2020 concerning the Dismissal of the Rector of Universitas Pendidikan Indonesia as an Interim Service Period of 2015-2020 and the Appointment of the Rector of Universitas Pendidikan Indonesia for the Service Period of 2020-2025;

13. Regulation of the Academic Senate of Universitas Pendidikan Indonesia Number 002/SENAT AKD./UPI-HK/VI/2018 concerning the Guidelines for UPI Curriculum Development;

14. Regulation of the Rector of Universitas Pendidikan Indonesia Number 12372/UN40/HK/2018 concerning the Basic Provisions for UPI Curriculum Development in 2018;

15. Regulation of the Rector of Universitas Pendidikan Indonesia Number 7565/UN40/HK/2019 concerning the Quality Standards of Universitas Pendidikan Indonesia;

DECIDES:

To stipulate : RECTOR REGULATION CONCERNING THE
GUIDELINES FOR THE IMPLEMENTATION OF
EDUCATION AT UNIVERSITAS PENDIDIKAN
INDONESIA.

Article 1

With this regulation, the Rector establishes the
Guidelines for the Implementation of Education at
Universitas Pendidikan Indonesia.

Article 2

The Implementation of Education guidelines as referred
to in Article 1 is an academic document, which functions
as a guide and reference for the *civitas academica* in
organizing the tridharma of higher education within
Universitas Pendidikan Indonesia.

Article 3

(1) The guidelines for the implementation of education,
as referred to in Article 1, consists of the following
chapters:

CHAPTER I INTRODUCTION;
CHAPTER II EDUCATION PROGRAMS;
CHAPTER III ADMINISTRATIVE SYSTEM
AND IMPLEMENTATION OF
ACADEMIC ACTIVITIES; AND
CHAPTER IV CLOSING.

(2) The guidelines for the implementation of education
as referred to in Article 1 are listed in the
Appendix, which is an integral part of this Rector
Regulation.

Article 4

The Guidelines for the Implementation of Education at
Universitas Pendidikan Indonesia are valid as long as the

contents are not changed and do not conflict with the prevailing laws and regulations.

Article 5

At the time this Rector Regulation came into effect, all regulations relating to the guidelines for the implementation of education at Universitas Pendidikan Indonesia are declared still valid as long as they do not contradict this Rector Regulation.

Article 6

This Rector Regulation is effective starting September 1, 2020.

Stipulated in Bandung
on August 18, 2020

Rector,

Sig.

M. Solehuddin

CHAPTER I
INTRODUCTION

This Guidebook for the Implementation of Education is one of the documents that is used as a guide for the *civitas academica* of Universitas Pendidikan Indonesia (UPI) in organizing educational activities in UPI. This document was developed based on three main sources: government policies and regulations, UPI institutional policies and provisions, and the dynamics that occur in each work unit of UPI (academic and non-academic).

In its' development, UPI has stipulated the institution's vision, mission, and objectives as the basis for determining the direction of each of its policies. The existence of UPI is further supported by a governance system that functions to effectively realize the vision, mission, and objectives of the institution.

1.1 Vision

UPI's vision is **leading and outstanding**, as stated in the Government Regulation of the Republic of Indonesia Number 15 of 2014 concerning the Statute of Universitas Pendidikan Indonesia. UPI always strives to realize this vision by strengthening the institutional structure, increasing quality academic programs and services, and providing modern assets and facilities.

Given that at the time it was founded, UPI had an identity in the educational field. This pioneering and excellence was first directed at the education sector, which has so far been the specialty of UPI. In line with this, UPI also continues to promote the existence and quality of scientific discipline education programs. These two programs' efforts are to mutually enrich and advance each other with the concept of cross-fertilization.

Based on these mindsets, it is targeted that by 2025 UPI can become a university recognized for its pioneering and excellence in the field of education at the Asian level. Therefore, UPI is expected to become a higher education institution that is able to provide inspiration and become a reference for the formulation of various educational policies at multiple levels. These leading and outstanding

visions are supported by the creativity and productivity of the *civitas academica,* which is accompanied by high-quality behavior.

1.2 Missions
UPI's Missions are:

a. Carrying out education by fostering and developing educational science and science education, as well as religious, social, natural, formal, and proportionately applied sciences to strengthen educational science and science education;

b. Carrying out research to create and develop innovative educational theories and practices as well as other innovative sciences rooted in local wisdom

c. developing teacher professional education that is integrated into academic and professional education for all paths and levels of education; and

d. disseminating experiences and innovative findings in educational science, science education, religious sciences, humanities, social sciences, natural sciences, formal sciences, and applied sciences to better society.

1.3 Goals
UPI's goals are:

a. to produce educators, education staff, scientists, and experts in all types and programs of higher education, who are devoted to God Almighty and have competitive advantages as well as global comparatives; and

b. to produce, develop, and disseminate science and technology to improve the welfare of society.

CHAPTER II
EDUCATION PROGRAMS

UPI organizes various educational programs in order to participate in realizing the goals of national education. UPI's image as an educational institution is reflected, among others, in the competencies developed for its students. In addition to competencies that reflect UPI's image in general, each educational program offers its own distinctive competencies. All institutional elements generally manage the acquisition of this competency, and in particular, by the Study Program (*Program Studi,* abbreviated as *Prodi*) as a work unit with a curriculum.

2.1 Organized Education

As a higher education institution, UPI organizes academic, vocational, and professional education. Furthermore, these educational efforts are realized in various educational programs, which refer to qualifications and gradations.

As a long-standing university, UPI has implemented educational programs in various science branches, which are managed by a number of relevant academic units. UPI, which initially specialized in educational programs of scholarly disciplines, is in line with the development of national education policies. UPI also organizes science education (religious sciences, humanities, social sciences, natural sciences, formal sciences, and applied sciences).

2.2 Graduates Competencies

The formulation of competencies expected from UPI graduates is based on the values adopted by UPI, which include faith and piety; ultimate truth; scientific, educational, and religious; human rights; democracy; and *silih asah, silih asih, silih asuh* (hone, love, foster) (Article 3 of the UPI Statute).

Furthermore, the formulation of UPI graduate competencies refers to the Indonesian Qualification Framework (IQF). Within this framework, graduates of the Diploma 3 education program are equal to qualification level 5; graduates of the Undergraduate education

program are equal to qualification level 6; graduates of the Professional Education program are equal to qualification level 7; graduates of the Master's education program are equal to qualification level 8; and graduates of the Doctoral education program are equal to qualification level 9.

2.2.1 General Competences

Students are directed to develop various competencies in the process of completing their studies. Some of these competencies are generally applicable to all UPI graduates, and others are specific competencies that apply to certain educational programs.

The following are the competencies that all UPI students must develop.

a. Thinking logically, innovatively, and creatively to improve self-efficacy, smooth execution of work, as well as work quality and productivity;
b. Communicating ideas verbally and in writing;
c. Identifying, solving, and formulating solutions to problems faced in society;
d. Cooperating and adapting to individuals, groups, society, work environments, and new situations;
e. Utilizing information and communication technology to support task execution;
f. Behaving in accordance with science, education, and religion;
g. Hone, love, and foster in work and social environment that has comparative advantages and globally competitive;
h. Being able to adapt to the dynamic changing of times;
i. Having an insight into nationality and be a good citizen;
j. Having the ability to integrate skills (1) learning and innovation skills, (2) information, media, and technology skills, and (3) life and career skills; and
k. Being life-long learners.

2.2.2 Diploma 3 Education Program Competences

Generally, graduates of the Diploma 3 education program are expected to have the following competencies.

a. Mastering scientific principles in certain fields of knowledge in general and applying them in solving procedural problems.
b. Completing work within a certain scope that is routine in nature, selecting and using both standard and non-standard methods based on data and information, and showing performance with measurable quality and quantity.
c. Managing working groups, working together in groups, and compiling written reports systematically and comprehensively.
d. Having responsibility for achieving personal and group work targets.

2.2.3 Undergraduate Education Program Competences
Graduates of the Undergraduate education program are expected to have the following competencies.

2.2.3.1 Undergraduate of Education Science and Science Education
a. Understanding the students' varied characteristics and potentials and facilitating their development on an ongoing basis.
b. Communicating knowledge, skills, and attitudes to students.
c. Mastering theories, principles, and procedures in designing educational learning programs.
d. Managing the learning and changing of the classroom and school culture to develop student learning processes and outcomes
e. Carrying out assessments to improve the process and learning outcomes of students in order to develop their potential.
f. Fostering academic and professional attitudes as well as set an example.
g. Mastering classroom action research approaches and methods that can be used to improve learning.
h. Publishing ideas and research results related to the field of education.
i. Understanding the application of an approach, model, method, and learning strategy as a teacher professional improvement on an ongoing basis.

2.2.3.2 Undergraduate of Science Discipline

a. Understanding and mastering the knowledge, skills, and attitudes related to their field of expertise in their work environment.
b. Researching, developing, and solving problems using an interdisciplinary approach.
c. Adopting a good attitude in applying knowledge and skills to carry out work as well as to improve work quality and productivity.
d. Being responsible for the work that is their task and the task of their group.
e. Publishing ideas and research results related to their area of expertise.

2.2.4 Professional Education Program Competences

The implementation of professional education programs includes the Teacher Education Program (PPG), the Counselor Education program (PPK), and other professional education programs. The following are the graduate competencies in each professional education program.

2.2.4.1 Teacher Education Program

a. Organizing educational learning based on an understanding of students, fields of study, and educational values.
b. Mastering the field of study, that is the students' expertise both scientifically and pedagogically, as a foundation of expertise in the teaching profession.
c. Mastering the knowledge about students in regards to the psycho-socio-physiological development and their individual differences.
d. Managing educational learning activities, which include planning, implementation, and evaluation of learning, as well as improving learning processes and learning outcomes on an ongoing basis.
e. Developing personality and professionalism in a sustainable manner based on scientific values, education, culture, religion, and professional ethics.
f. Planning and managing the resources that are their responsibility, as well as evaluating them comprehensively for the development of teacher professional organizations.

g. Addressing the problems of students, teachers, scientific fields, and other educational problems through monodisciplinary and transdisciplinary approaches.
h. Conducting research and taking strategic decisions with full accountability and responsibility for all aspects of teachers' responsibility.
i. Publishing ideas and research results related to the field of education for the benefit of science and society.
j. Understanding the application of an approach, model, method, and learning strategy as a professional improvement of teachers on an ongoing basis.

2.2.4.2 Counselor Education Program
a. Conducting an assessment or making use of the assessment results of various aspects and environment of the counselee's development to understand the counselee.
b. Developing a guidance and counseling program systematically, in accordance with the conditions of the working environment.
c. Providing personal, social, learning, and career counseling services using accountable principles, strategies, and methods.
d. Conducting research and taking strategic decisions with full accountability and responsibility for all aspects of professional services.
e. Supervising and evaluating the implementation of guidance and counseling services effectively.
f. Developing personality and professionalism in a sustainable manner based on scientific values, culture, religion, and professional ethics.
g. Publishing ideas and research results related to the field of guidance and counseling for the benefit of science and public life.

2.2.4.3 Other Professional Education
a. Understanding and mastering the knowledge, skills, and attitudes related to their field of expertise in their professional environment.

b. Researching, developing, and solving problems related to their profession as well as making strategic decisions with full accountability and responsibility for all aspects of their field of expertise.
c. Applying their knowledge and skills in carrying out their profession and improving work quality and productivity.
d. Planning and managing the resources that are their responsibility and evaluating them comprehensively for the development of professional organizations.
e. Cooperating and adapting to individuals, groups, other professional societies, the work environment, and new situations.
f. Developing personality and professionalism in a sustainable manner based on scientific values, culture, religion, and professional ethics.
g. Publishing ideas and research results related to their field of expertise for the benefit of science and public life.

2.2.5 Magister Education Program Competences

This educational program emphasizes the mastery of conceptual-theoretical knowledge and/or applied knowledge. This program provides education in the field of education, science education, and other scientific fields, which are expected to have the following competencies.
a. Developing science and insight in their respective fields and having a personality and competitiveness can be displayed at the national and international levels.
b. Applying their knowledge, skills, and expertise based on their respective scientific values.
c. Analyzing, synthesizing, and managing issues of science, technology, and/or art in their respective fields through an inter or multidisciplinary approach.
d. Managing research to improve the quality of the process and learning outcomes of students.
e. Publishing ideas and research results related to their respective fields for the benefit of science and public life, both in national and

international forums.

2.2.6 Doctoral Education Program Competences

This program provides education in the field of Educational Sciences, Science Education, and Vocational Education, as well as in certain scientific fields whose graduates are expected to have the following competencies

a. Developing new science, technology and/or art in their respective fields or professional practice through research in order to produce creative, original. and tested works.
b. Developing a research roadmap as a basis for conducting research in their respective fields.
c. Carrying out research and development related to science and/or applied science that shows novelty, innovation, and creativity.
d. Leading research and development in scientific fields that are beneficial to science and mankind as well as receiving national and international recognition.
e. Applying insight, knowledge, and expertise based on their respective scientific values.
f. Managing issues of science, technology, and/or art in their respective scientific fields and formulate solutions through inter, multi, and transdisciplinary approaches.
g. Publishing ideas and research results verbally or in writing, both at the national and global levels, for the benefit of science and public life.

2.3 Study Program (*Program Studi -Prodi*)

UPI has a number of study programs spread across the Faculties, Postgraduate Schools (SPs), and UPI Campuses in the Regions, as detailed in Table 1.

Table 1
Study Programs in the Faculties, Regional Campuses, and Postgraduate Schools of UPI

NO.	FAC./ REGIONAL CAMPUSES/ POSTGRAD.	STUDY PROGRAMS	EDUCATION PROGRAM/PRODI CODE				PROF. EDU.
			D-3	S-1	S-2	S-3	
1	FIP/SPs	Educational Administration		A015	P016	P017	
2	FIP	Guidance and Counseling		A025	P026	P027	
3	FIP	Community Education		A035	P056	P057	
4	FIP	Special Education		A045	P156	P157	
5	FIP	Educational Technology		A055			
6	FIP	Primary Teacher Education		A065			
7	FIP/SPs	Teacher education for early childhood education		A075	P306		
8	FIP	Library and Information Science		A085			
9	FIP	Psychology		A505			
10	FPIPS/	Civic Education		B015	P176	P177	
11	FPIPS/SPs	History Education		B025	P216	P217	
12	FPIPS/SPs	Geography Education		B035	P226	P227	
13	FPIPS	Islamic Religious Education		B085	P296		
14	FPIPS/SPs	Social Sciences Education		B095	P116	P117	
15	FPIPS	Sociology Education		B105	P346		
16	FPIPS	Resort and Leisure Management		B525			
17	FPIPS	Tourism Marketing Management		B535			

NO.	FAC./ REGIONAL CAMPUSES/ POSTGRAD.	STUDY PROGRAMS	EDUCATION PROGRAM/PRODI CODE				PROF. EDU.
			D-3	S-1	S-2	S-3	
18	FPIPS	Tourism Education		B115			
19	FPIPS	Catering Industry Management		B545			
20	FPIPS	Mapping Survey and Geological Infomration	B553				
21	FPIPS	Geography Information Science		B555			
22	FPIPS	Communication Science		B565			
23	FPBS/SPs	Indonesian Literature Education/Indonesian Education		C015	P066	P067	
24	FPBS	Sundanese Education		C025			
25	FPBS	English Education		C035	P076	P077	
26	FPBS	Arabic Education		C045	P266		
27	FPBS	Japanese Education		C055	P086		
28	FPBS	German Education		C065			
29	FPBS	French Education		C075	P096		
30	FPBS	Korean Education		C115			
31	FPBS	English Language and Literature		C505			
32	FPBS	Indonesian Language and Literature		C515			
33	FPMIPA	Mathematics Education		D015	P126	P127	
34	FPMIPA	Physics Education		D025	P276		
35	FPMIPA	Biology Education		D035	P246		
36	FPMIPA	Chemistry Education		D045	P286		
37	FPMIPA	Computer Science Education		D055			

NO.	FAC./ REGIONAL CAMPUSES/ POSTGRAD.	STUDY PROGRAMS	EDUCATION PROGRAM/PRODI CODE				PROF. EDU.
			D-3	S-1	S-2	S-3	
38	FPMIPA	Natural Science Education/ International Program on Science Education (IPSE)		D405			
39	FPMIPA	Mathematics		D505			
40	FPMIPA	Physics		D515			
41	FPMIPA	Biology		D525			
42	FPMIPA	Chemistry		D535	D536		
43	FPMIPA	Computer Science		D545			
44	FPTK	Architectural Engineering Education		E015			
45	FPTK	Building Engineering Education		E025			
46	FPTK	Electrical Engineering Education		E045			
47	FPTK	Machine Engineering Education		E055			
48	FPTK	Family Welfare Education		E065			
49	FPTK	Catering Education		E075			
50	FPTK	Fashion Education		E085			
51	FPTK	Agro-industry Education		E095			
52	FPTK	Electrical Engineering		E505			
53	FPTK	Architecture		E515	E516		
54	FPTK	Civil Engineering		E545			
55	FPTK	Logistics Engineering		E555			
56	FPTK	Industrial Automation Engineering &		E565			

NO.	FAC./ REGIONAL CAMPUSES/ POSTGRAD.	STUDY PROGRAMS	EDUCATION PROGRAM/PRODI CODE				PROF. EDU.
			D-3	S-1	S-2	S-3	
		Robotics Education					
57	FPTK	Electrical Engineering	E523				
58	FPTK	Machine Engineering	E533				
59	FPTK	Automotive Engineering Education		E105			
60	FPOK	Sports Coaching Education		F015			
61	FPOK	Physical, Health, Recreational Education		F025			
62	FPOK	Primary School Physical Education Teacher		F085			
63	FPOK	Sports Science		F505			
64	FPOK	Nursing	F513				
65	FPOK	Sports Physical Training		F525			
66	FPEB	Accounting Education		L015			
67	FPEB	Business Education		L025			
68	FPEB	Office Management Education		L035			
69	FPEB/SPs	Economics Education		L045	P236	P237	
70	FPEB/SPs	Management		L505	P516	P517	
71	FPEB	Accounting Science			P526		
72	FPEB	Accounting		L515			
73	FPEB	Islamic Economics and Finance		L525			
74	FPSD	Fine Arts Education		M015			
75	FPSD	Dance Education		M025			

NO.	FAC./ REGIONAL CAMPUSES/ POSTGRAD.	STUDY PROGRAMS	EDUCATION PROGRAM/PRODI CODE				PROF. EDU.
			D-3	S-1	S-2	S-3	
76	FPSD	Music Education		M035			
77	FPSD	Visual Communication Design		M505			
78	FPSD	Film and Television		M515			
79	FPSD	Music		M525			
80	Cibiru	Primary School Teacher Education		G065			
81	Cibiru	Teacher education for early childhood education		G075			
82	Cibiru	Multimedia Education		G095			
83	Cibiru	Software Engineering		G505			
84	Cibiru	Computer Engineering		G515			
85	Sumedang	Primary School Teacher Education		H065			
86	Sumedang	Primary School Physical Education Teacher		H085			
87	Sumedang	Nursing	H513	H515			
88	Sumedang	Physical Education			P366		
89	Sumedang	Tourism Industry		H525			
90	Purwakarta	Primary School Teacher Education		I065			
91	Purwakarta	Teacher education for early childhood education		I075			
92	Purwakarta	Information Systems and		I095			

NO.	FAC./ REGIONAL CAMPUSES/ POSTGRAD.	STUDY PROGRAMS	EDUCATION PROGRAM/PRODI CODE				PROF. EDU.
			D-3	S-1	S-2	S-3	
		Technology Education					
93	Purwakarta	Telecommunication System		I505			
94	Tasikmalaya	Primary School Teacher Education		J065			
95	Tasikmalaya	Teacher education for early childhood education		J075			
96	Tasikmalaya	Entrepreneurship		J505			
97	Tasikmalaya	Digital Business		J515			
98	Serang	Primary School Teacher Education		K065			
99	Serang	Teacher education for early childhood education		K075			
100	Serang	Marine and Fisheries Education		K095			
101	Serang	Marine Information System		K505			
102	Serang	Marine Logistics		K515			
103	SPs	Curriculum Development			P036	P037	
104	SPs	General and Character Education			P046	P047	
105	SPs	Natural Science Education			P106	P107	
106	SPs	Sports Education			P136	P137	
107	SPs	Arts Education			P146	P147	
108	SPs	Technology and Vocational Education			P166	P167	
109	SPs	Primary Education			P186	P187	

NO.	FAC./ REGIONAL CAMPUSES/ POSTGRAD.	STUDY PROGRAMS	EDUCATION PROGRAM/PRODI CODE				PROF. EDU.
			D-3	S-1	S-2	S-3	
110	SPs	Sundanese Language and Culture Education			P206		
111	FIP	Pedagogic			P316		
112	SPs	Psychology Education			P326		
113	SPs	Linguistics			P506	P507	
114	SPs	Tourism			P536		
115	SPs	Office Management			P546		
116	SPs	Indonesian for Foreign Speakers			P556		
117	SPs	Teacher Professional Education (PPG)					P358
	Number of Non-Edu D3 Study Programs = 5						
	Number of Edu S1 Study Programs = 62						
	Number of Non-Edu S1 Study Programs = 34						
	Number of Edu S2 Study Programs = 32						
	Number of Non-Edu S2Study Programs = 8						
	Number of Edu S3 Study Programs = 19						
	Number of Non-Edu S3 Study Programs = 2						
	Number of PPG Study Programs = 1						
	Study Programs Total = 163		5	96	40	21	1

2.4 Curriculum Structure

The curriculum structure and study load for each educational program are described as follows.

2.4.1 Diploma 3 Education Program

The study load for the Diploma 3 education program is between 108-116 credits. The curriculum structure for Diploma 3

consists of a core curriculum that all students must follow and an elective curriculum. The curriculum structure for the Diploma 3 education program is shown in the following table.

Table 2
Curriculum Structure and Study Load for the Diploma 3 Education Program

Curriculum Structure	Credits
A. General Courses (MKU):	
1. Religious Education	2
2. Pancasila Education	2
3. Civic Education	2
4. Indonesian Language Education	2
5. Religious Education Seminar	2
Total	10
B. University Specific Courses (MKKU):	
Introduction to Education	2
C. Faculty Skills and Expertise Courses (MKKF)	4-6
D. Study Program Core Expertise Courses (MKKIPS)	72-77
E. Study Program Elective Expertise Courses (MKKPPS) **	12
F. Practical Field Experience Course (MKPPL)	4
G. Final Assignment	4
Total	108-116

Note:
** students outside of the study program can take a maximum of 4 credits of elective courses for the study program.

2.4.2 Undergraduate Education Program

The study load for the undergraduate education program is between 144–152 credits. Broadly speaking, the structure of the undergraduate curriculum consists of a core curriculum which is intended to develop the main graduate competencies (about 85% of the

total credits to be taken by students) and an elective curriculum which is designed to strengthen the main competencies (approximately 15% of the total credits to be taken by students). The structure of the undergraduate education program curriculum is as shown in the following table.

Table 3
Curriculum Structure and Study Load of Undergraduate Education Program

Undergraduate of Education Science		Undergraduate of Science Education		Undergraduate of Other Sciences	
Curriculum Structure	credits	Curriculum Structure	credits	Curriculum Structure	credits
Mata Kuliah Umum (MKU):	-	Mata Kuliah Umum (MKU):	-	Mata Kuliah Umum (MKU):	-
• Religious Education	2	• Religious Education	2	• Religious Education	2
• Pancasila Education	2	• Pancasila Education	2	• Pancasila Education	2
• Civic Education	2	• Civic Education	2	• Civic Education	2
• Indonesian Language Education	2	• Indonesian Language Education	2	• Indonesian Language Education	2
• Physical and Sports Education *	2	• Physical and Sports Education *	2	• Physical and Sports Education *	2
• Arts Education *	2	• Arts Education *	2	• Arts Education *	2
• Religious Education Seminar	2	• Religious Education Seminar	2	• Religious Education Seminar	2
• KKN	2	• KKN	2	• KKN	2
Total	14	Total	14	Total	14
-	-	-	-	University Specific Courses (MKKU): Introduction to Education	2
Educational Primary Courses (MKDK):		Educational Primary Course Groups (MKDK):	-	-	-
• Educational Foundation	2	• Educational Foundation	2	-	-
• Educational Psychology and Counseling	2	• Educational Psychology and Counseling	2	-	-
• Curriculum and Learning	2	• Curriculum and Learning	2	-	-

Undergraduate of Education Science		Undergraduate of Science Education		Undergraduate of Other Sciences	
Curriculum Structure	**credits**	**Curriculum Structure**	**credits**	**Curriculum Structure**	**credits**
• Education Management	2	• Education Management	2	-	-
Total	**8**	**Total**	**8**	**Total**	**2**
Faculty Expertise Course Group (MKKF)	4-6	Faculty Skills and Expertise Courses (MKKF)	4-6	Faculty Skills and Expertise Courses (MKKF)	4-6
Total	**4-6**	**Total**	**4-6**	**Total**	**4-6**
-		**Field of Study Learning Expertise Courses (MKKPBS) Department/Study Program:**	**-**	**-**	**-**
-		• Study Program Learning Strategy	3	-	-
-		• ICT Literacy and Learning Media	3	-	-
-		• Study Program Learning Evaluation	3	-	-
-		• Study Program Learning Planning	3	-	-
-	**-**	**Total**	**12**	-	-
Study Program Core Expertise Courses (MKKIPS)	92-96	**Study Program Core Expertise Courses** (MKKIPS)	80-84	**Study Program Core Expertise Courses** (MKKIPS)	98-102
Total	**92-96**		**80-84**		98-102
Study Program Elective Expertise Courses (MKKPPS) **	16-18	**Study Program Elective Expertise Courses (MKKPPS)** **	16-18	**Study Program Elective Expertise Courses (MKKPPS)** **	16-18
Total	**16-18**	Total	**16-18**	Total	16-18
Education Field Unit Introduction Course (MKPLSP)	4	Education Field Unit Introduction Course (MKPLSP)	4	Practical Field Experience Course (MKPPL)	4
Total	4	Total	4	Total	4

Undergraduate of Education Science		Undergraduate of Science Education		Undergraduate of Other Sciences	
Curriculum Structure	credits	Curriculum Structure	credits	Curriculum Structure	credits
• Skripsi	6	• Skripsi	6	6	6
Study Load Total	144-152	Study Load Total	144-152	Study Load Total	144-152

Notes:
* Physical and Sports Education courses and Arts Education courses are elective courses.

** Students outside of the study program can take a maximum of 4 credits of elective courses for the study program.

Special learning activities must be designed for departments/study programs that prepare prospective class teachers or field teachers, the MKDK and MKKPBS course groups, in the form of earlier exposure, as seen in the following table.

Table 4
Mapping of Earlier Exposure Activities for Prospective Classroom Teachers or Field Teachers

Year	Smt.	*Earlier exposure **)*	Educational Primary Courses	Study Program Learning	PPL***)
1	1				
	2	5 -10 days *)	X		
2	1	5-10 days	X		
	2	5-10 days	X		
3	1	10-15 days		X	
	2	10-15 days		X	
4	1	10-15 days		X	
	2				X

Notes:
*)   The number of school visitation days can be adjusted according to the need to introduce students to learning

practices and the development of learning devices earlier in a real school environment (earlier exposure). The number of days in the table above is a reference so that the intensity of school visits is more maintained. The number of hours per day in the earlier exposure activities is adjusted to the effective school hours concerning the observed and studied aspects covered in the syllabus of the courses (MKDK and MKKPBS)

**) Earlier exposure to the learning situation in the classroom is related to the two groups of subjects above (MKDK and MKKPBS) and is carried out through (1) observation of classroom learning practices and aspects related to the management and implementation of the school curriculum; (2) examination of practical aspects of the school curriculum and their application in the classroom associated with the lectures in the two groups of subjects; (3) preparation of learning designs and their implementation based on the connection between what is learned in lectures and what is learned in school; and (4) implementation of classroom learning practices (internship or practicum).

The group of special pedagogy courses (Study Program Learning Courses) is directed in stages according to the distribution of these courses in the curriculum structure of the Department/Study Program at the initial introduction of students to (1) the practice of developing learning tools in schools (syllabus; lesson plans; teaching materials; learning approaches, methods, and techniques; instructional media; and assessment tools) are in line with the principles, concepts, and theories discussed in lectures; (2) learning interactions in class; and (3) other learning activities, such as remedial tests and tutorials. For lecturers in the pedagogy subject group, it can enrich classroom learning with authentic learning experience and data, providing evidence-based learning or lectures (visible teaching or evidence-based teaching).

***) PPL is developed in real teaching form with a block system that is placed in both odd and even semesters. PPL focuses on a reflective

model through clinical supervision and not microteaching so that the graduates of education study programs have more pedagogical knowledge, skills, and attitudes.

2.4.3 Professional Teaching Education Program and Other Professional Education Programs

The professional education programs administered by UPI comprise two models; integrated and unintegrated.

The aforementioned professional education programs are organized as advanced programs that are either **integrated** or **non-integrated** into bachelor's degrees or *Diploma 4* bachelor of applied science degrees with a maximum study duration of 6 semesters.

At present, UPI administers only Professional Teaching Education (PPG) programs. There are two PPG models, namely integrated PPG and non-integrated PPG (*PPG Model Terintegrasi* and *PPG Model Terpisah*).

2.4.3.1 Non-integrated Professional Teaching Education Program
2.4.3.1.1 Course Group

The course groups for the non-integrated model of PPG are as follows:

a. In-depth pedagogic competency courses, which include learning strategies, media use, and student evaluation.
b. In-depth expertise competency courses, which include course content in accordance with the area of expertise.
c. Workshops on course design, peer teaching, and Classroom Action Research (*Penelitian Tindakan Kelas* - PTK) preparation.
e. Field Experience Program (PPL) which comprises real teaching, Classroom Action Research, and educational unit management courses, including Industry or Business Practices for vocational PPGs.

2.4.3.1.2 Study Duration and Hour of Credit

a. The duration of study and hours of credit for the non-integrated model of PPG programs are three academic years at the maximum

(6 semesters) with 24 hours of credit at the minimum for in-service PPG and 38 hours of credit at the minimum for pre-service PPG with a 60:40 ratio of workshops and PPL.

b. 1 hour of credit for in-depth pedagogic competency courses comprises the following:
   1) Face-to-face activities: 50 minutes per week per semester.
   2) Structured tasks: 60 minutes per week per semester.
   3) Self-learning: 60 minutes per week per semester.

c. 1 hour of credit for workshops on course design and PPL is 170 minutes per week per semester or the equivalent.

2.4.3.1.3 Non-Integrated PPG Curriculum Structure

The structure of curriculum and hours of credit for the non-integrated in-service PPG can be seen in the table below.

Table 5
Curriculum Structure and Hour of Credit for Non-integrated In-Service PPG.

No.	Course	Regular School Teacher (Hour of Credit)	Vocational School Teacher (Hour of Credit)
1.	In-depth Pedagogic Competency Courses	4	4
2.	In-depth Expertise Competency Courses	6	6
3.	Workshops on Course Design, Peer Teaching, and Classroom Action Research Preparation	8	8
4.	Pre-service teaching program (PPL): Classroom Teaching, Classroom Action Research, and School Management	6	6
	Industry/Business practices	0	
Total		**24**	**24**

The structure of curriculum and credits for the non-integrated pre-service PPG can be seen in the table below.

Table 6

Curriculum Structure and Hour of Credit for Non-integrated Pre-Service PPG

No.	Course	Regular Teacher (Hour of Credit)		Vocational Teacher (Hour of Credit)	
		Graduated from Education Majors	Graduated from Other Majors *)	Graduated from Education Majors	Graduated from Other Majors *)
1.	In-depth Pedagogic Competency Courses	4	10	4	10
2.	In-depth Expertise Competency Courses	10	4	10	4
3.	Workshops on Course Design, Peer Teaching, and Classroom Action Research Preparation	8	8	8	8
4.	Pre-service teaching program (PPL): Classroom Teaching, Classroom Action Research, and School Management	16	16	14	14
	Industry/Business practices	0	0	2	2
	Total	**38**	**38**	**38**	**38**

*) Other majors include religion, humanities, social science, natural science, formal science, and applied science majors.

Notes:

☐ The curriculum structure and contents for the Professional Teaching Education Program (PPG) for certain types of teachers are adjusted to the Ministry of Education and Culture's most recent policies.

☐ The structure and contents of the curriculum for other Professional Programs are in accordance with the policies applicable to their respective profession.

2.4.3.2 Integrated Professional Teaching Education Program

Integrated Professional Teaching Education Programs are administered only by education and education personnel institutes (LPTK) experienced in administering the program. The requirements are as follows:

a. Is an LPTK holding the status of a PTN Bh;
b. Is holding an AIPT (Higher Education Accreditation) with the rank of an A;
c. Has an accredited Professional Teaching Education Program; and
d. Has a Professional Teaching Education Program in an accredited A bachelor's degree.

2.4.3.2.1 Course Group

The course groups for the integrated model of PPG are as follows:

a. In-depth pedagogic competency courses, which include learning strategies, media use, and student evaluation.
b. In-depth expertise competency courses, which include course content in accordance with the area of expertise.
c. Workshops on course design, peer teaching, and Classroom Action Research (PTK) preparation.
d. Field Experience Program (PPL), which comprises actual teaching, Classroom Action Research, and educational unit management classes, including Industry or Business practices for vocational PPGs.

2.4.3.2.2 Study Duration and Hour of Credit

a. The duration of study for the Professional Program is 3 (three) semesters with 24 hours of credit at the minimum for in-service PPG and 38 hours of credit at the minimum for pre-service PPG with a 60:40 ratio of workshops and PPL.
b. 1 hour of credit for   in-depth pedagogic competency courses comprises the following:
    1) Face-to-face activities: 50 minutes per week per semester.
    2) Structured tasks: 60 minutes per week per semester.
    3) Self-learning: 60 minutes per week per semester.

4) One hour of credit for workshops on course design and PPL is 170 minutes per week per semester or the equivalent.
5) Participants of Integrated PPG programs who do not hold a Bachelor of Education degree are obliged to undergo *Aanvullen*, pass Basic Teaching (MKDK), and Course Matter (MKKPBS) in accordance with the field of study in the Professional Teaching Education Program they participate.

2.4.3.2.3 Integrated PPG Curriculum Structure

The curriculum structure and hour of credit for the integrated PPG can be seen in the table below.

Table 7
Curriculum Structure and Hour of Credit for Integrated PPG

No.	Course	Regular Teacher (Hour of Credit)		Vocational Teacher (Hour of Credit)	
		Graduated from Education Majors	Graduated from Other Majors *)	Graduated from Education Majors	Graduated from Other Majors *)
1	In-depth Pedagogic Competency Courses	4	10	4	10
2	In-depth Expertise Competency Courses	10	4	10	4
3	Workshops on Course Design, Peer Teaching, and Classroom Action Research Preparation	8	8	8	8
4	Pre-service teaching program (PPL): Classroom Teaching, Classroom Action Research, and School Management	16	16	14	14
	Industry/Business practices	0	0	2	2
Total		**38**	**38**	**38**	**38**

*) Other majors include religion, humanities, social science, natural science, formal science, and applied science majors.

Notes:
☐ The curriculum structure and contents for the Professional Teaching Education Program (PPG) for certain types of teachers are adjusted to the Ministry of Education and Culture's most recent policies.
☐ The structure and contents of the curriculum for other Professional Programs are in accordance with the policies applicable to their respective profession.

The structure of curriculum and hours of credit for the non-teacher professional education programs such as counselor and accountant professional education programs are to be developed per field requirements.

2.4.4 Master's Degree

A master's degree is a postgraduate program with a study duration of 4-8 semesters (including *Aanvullen* courses). A master's degree emphasizes the ability to develop and solve knowledge, technological, and/or artistic problems through an interdisciplinary approach and the ability to conduct research that are beneficial for the development of society. Master's degrees are offered in both applied and theoretical fields.

The structure of the curriculum and hours of credit for master's degrees can be seen in the table below.

Table 8
Curriculum Structure and Hour of Credit for Master's Degrees

Course Group	Hour of Credit
A. *Aanvullen* (MKAv) courses*****	12
B. Postgraduate Subject Matters (MKKPs)	
1. Science Philosophy	2

Course Group	Hour of Credit
2. Applied Statistics	3
3. Pedagogic Studies	2
C. Core Subject Matters (MKKIPS)	14-15
D. Elective Subject Matters (MKKPPS)	6-8
E. Thesis	8
Total Hours of Credit	36-38/48-50

* *Aanvullen* courses are to be taken only by students who graduated with a bachelor's degree in a different field from his/her current master's degree.

2.4.5 Doctorate Degree

A doctorate is a postgraduate program with a study duration of 6-14 semesters. A doctorate emphasizes the ability to develop and solve knowledge, technological, and/or artistic problems creatively, innovatively, and tested through an inter-, multi-, or trans-disciplinary approach and the ability to organize, lead, and conduct research beneficial for humanity. Doctorate degrees are offered in both applied and philosophical (*Doctor of Philosophy*) fields. Doctorate programs are available both by coursework and by research.

2.4.5.1 Doctorate by Coursework

The structure of curriculum and hours of credit for doctorate degrees by coursework is presented in the following table.

Table 9
Curriculum Structure and Hours of Credit for Doctorate Degrees by Coursework.

Course Group	Hour of Credit
A. *Aanvullen* (MKAv) courses***	12
B. Postgraduate Subject Matters (MKKPs)	
1. Science Philosophy	2

Course Group	Hour of Credit
2. Applied Statistics	3
3. Pedagogic Studies	2
C. Core Subject Matters (MKKIPS)	14-15
D. Elective Subject Matters (MKKPPS)	6-8/10
E. Dissertation	15
Total Hours of Credit	42-44/54-56

** *Aanvullen* courses are to be taken only by students who graduated with a master's degree in a different field from his/her current doctorate degree.

2.4.5.2 Doctorate by Research

Students eligible to take the program are those who hold a master's degree with a linear field of study. The main content of the program is conducting research. However, the students are still required to pass select courses, which are Advanced Research Method, Basics of Pedagogy, and Individual Research 1 and 2 with his/her Promotor and Co-promotor (first semester). Other courses include dissertation proposal defense and dissertation publication. The promotor team may also require their students to sit-in additional courses. Applied Statistics is recommended for students whose research is quantitative in nature. Therefore, students' curricular activities and hours of credit are self-managed in their probationary stages for 1-2 semesters and candidacy stages for five until 12 semesters (for those who complete the probationary stages in 2 semesters) or until 13 semesters (for those who complete the probationary stages in 1 semester). Students may take other courses per his/her promotor's recommendation. However, the aforementioned additional courses are not included in his/her total hours of credit. Curricular activities and evaluation for doctoral students by research are regulated in a separate technical guide.

Table 10

Curriculum Structure and Hour of Credit for Doctorate Degrees by Research

No.	Code	Course	Hour of Credit
1	PS703	Pedagogic Studies	2
2	PS802	Statistics for Scientific Data	3
3	PS805	Literature Review	3
4	PS806	Field Studies	3
5	PS807	Dissertation Proposal Defense	1
6	PS808	Writing for Scientific Publication Purposes -1	4
7	PS809	Writing for Scientific Publication Purposes -2	4
8	PS810	Writing for Scientific Publication Purposes -3	4
9	PS811	Writing for Scientific Publication Purposes -4	4
10	PS899	Dissertation	15
		Total Hours of Credit	43

2.1 Semester Credit Hour System

UPI organizes its educational system using the Semester Credit Hour (SCH) system. Using this system, students can arrange their study plans flexibly.

2.5.1 Semester Credit Hour System Definition

In the Semester Credit Hour (SCH) system, students' study load, lecturers' workload, and program administrators' workload are expressed in the unit of the credit hour, which is a unit used to define the amount of students' study load, programs' cumulative success, and seats of learning's course duration.

A semester is a unit of duration equals 16 working weeks. Since

the academic year 1998/1999, UPI has recognized odd, even, and gap semesters.

2.5.2 Characteristic Features of the Semester Credit Hour System

The Semester Credit Hour System is an academic credit hour system characterized by:

a. flexible and variative programs which allow students to arrange their study plans in accordance with their skills, interest, and activities;

b. flexible and variative programs which allow students to arrange a cross-program combination in their study plans; and

c. the fact that students are allowed to keep their earned credit hours to reach the final stage of their studies.

2.5.3 Hour of Credit

One hour of credit for different courses is made differently in accordance with the type of the course.

Courses' loads in one hour of credit are as follows.

a. 1 (one) hour of credit in activities such as lectures, review sessions, and tutorials comprises of:
   1) face to face activities for 50 (fifty) minutes per week per semester;
   2) structured tasks for 60 (sixty) minutes per week per semester; dan
   3) self-study 60 (sixty) minutes per week per semester.

b. 1 (one) hour of credit in activities such as seminars or the equivalent comprises of:
   1) face to face activities for 100 (one hundred) minutes per week per semester; dan
   2) self-study 70 (seventy) minutes per week per semester.

c. 1 (one) hour of credit in activities such as practicums, studio activities, workshop activities, field activities, research, community services, and/or the equivalent is 170 (one hundred and seventy) minutes per week per semester.

Lecturers' workload per hour of credit is as follows.

a. for lectures, review sessions, or tutorials, 1 (one) credit hour comprises 50 (fifty) minutes of face-to-face activities per week per semester;

b. for seminars or the equivalent, 1 (one) credit hour comprises 100 (one hundred) minutes of face-to-face activities per week per semester;

c. for practicums, studio activities, workshop activities, field activities, research, community services, and/or the equivalent, 1 (one) credit hour comprises 170 (one hundred and seventy) minutes.

2.5.4 Study Load (Per Semester)
2.5.4.1 Bachelor's Degree and *Diploma 3* Associate Degree (D3)

a. Students' study load (per semester) is decided based on their academic achievements and time availability. In general, a student is given 18-21 hours of credit per semester. Supervisors and the Head of Department/Study Program use semester Grade Point Average (IPS) to determine a student's maximum hours of credit based on the following guide:

$$GPA < 2,50 \qquad \text{16 hours of credit}$$
$$2,50 \leq GPA < 3.00 \quad \text{21 hours of credit}$$
$$3.00 \leq GPA < 3,50 \quad \text{23 hours of credit}$$
$$GPA \geq 3,50 \qquad \text{24 hours of credit}$$

b. In their first semester, students are not allowed to take more than the offered hours of credit.

2.5.4.2 Doctorate and Master's Degrees

Master's and doctoral students may take up to 20 hours of credit per semester. The courses are to be determined after consulting their supervisors.

2.5.5 Transitional Student

Students who hold an associate degree and wish to study for a bachelor's degree must have graduated from a linear field of study (an education major to an education major, and a non-education major to

a non-education major). The total hours of credit the student has taken during his/her associate studies can be converted in accordance with the implemented curriculum at the time of enrollment. The courses that have to be taken in accordance with points a, b, and c below are regulated by the Departments/Study Programs in accordance with the implemented curriculum at the time of the study.

a. Students who graduated with a *Diploma 3* associate degree are obliged to take between 35–50 hours of credit.
b. Students who graduated with a *Diploma 2* associate degree are obliged to take between 75–90 hours of credit.
c. Students who graduated with a *Diploma 1* associate degree are obliged to take between 115–130 hours of credit.

2.5.6 Credit Transfer

Credit transfer is the conversion of the total hours of credit a transfer student has taken from receiving training or taking courses that are relevant to the courses offered in the Department/Study Program he/she applied to at UPI. Credit transfer can be done by active students that are enrolled in courses. Students who have studied for at least 1 (one) semester prior to their transfer are eligible for the credit transfer.

Credit transfers are to be approved by the Rector. Credit transfers at UPI are in the form of:

a. Credit transfer from other Departments/Study Programs at UPI, and
b. Credit transfer from Departments/Study Programs at other higher education institutions both domestic and overseas.
c. Transferred credits are either converted into their equivalent courses at the student's current study program or written in the academic transcript as their original courses.

2.5.7 Double Degree

The double degree program is an educational program administered by UPI in cooperation with other universities both domestic and overseas. The program is organized using the structure of curriculum agreed by both parties on the same and different courses.

Likewise, the duration of study at each university is determined by the agreement of both parties. Students taking the program will receive two academic titles upon graduation. The students that are eligible for the program are the ones that are approved by the Rector.

2.5.8 Joint Degree

The joint degree program is an educational program administered by UPI in cooperation with other universities both domestic and overseas. The program is organized using the structure of the curriculum agreed by both parties on different courses. The total duration of the study is in accordance with that of the parent study program. Students study for 1-2 semesters (by agreement) at the external study program. Students taking the program will receive one academic title from the parent study program upon graduation. The students that are eligible for the program are the ones that are approved by the Rector.

CHAPTER III
ADMINISTRATIVE SYSTEM AND ACADEMIC ACTIVITIES ADMINISTRATION

As a higher education institution, UPI administers a number of academic activities as its primary activities. The academic activities organization at UPI is supported by an administrative system through the use of information and communication technology.

3.1 Purpose
The academic administration system is developed to provide organized, effective, and efficient services to support UPI's academic activities in general.

3.2 Academic administration Process
The academic administration process is the entirety of administrative activities that support academic services, starting from selecting prospective students until their graduation. The process is as follows.

a. Selection and admission of new students through various channels.
b. Administrative registration, which comprises the payment of tuition fees through the bank.
c. Course preparations, which include:
    1) Preparation of course schedules;
    2) Online academic advising by the supervisors or advisers (PA);
    3) Course enrolment, with the following provisions:
        a) New students make their course planning online; and
        b) Second-year students and above make their course planning online, with the exception of dual-mode and corporate students; and
    4) Students can have their Study Plan Card (IRS/KRS) printed if needed, which can be retrieved at the Faculties/Postgraduate School/Regional Campuses.
d. Academic activities and academic advising include:

1) academic advising by academic supervisors or advisers;
2) lectures and practicums;
3) mid-term final examinations
4) remedial lectures and examinations;
5) student study evaluation;
6) first academic warning
7) community service;
8) field experience program (PPL);
9) *skripsi*/Thesis/Dissertation;
10) final academic warning; and
11) program's final examination.
e. Graduation ceremony.

Administrative processes are carried out at the Directorate of Education, and Academic activities occur at the Study Programs. The whole process follows the scheme illustrated in Picture 1.
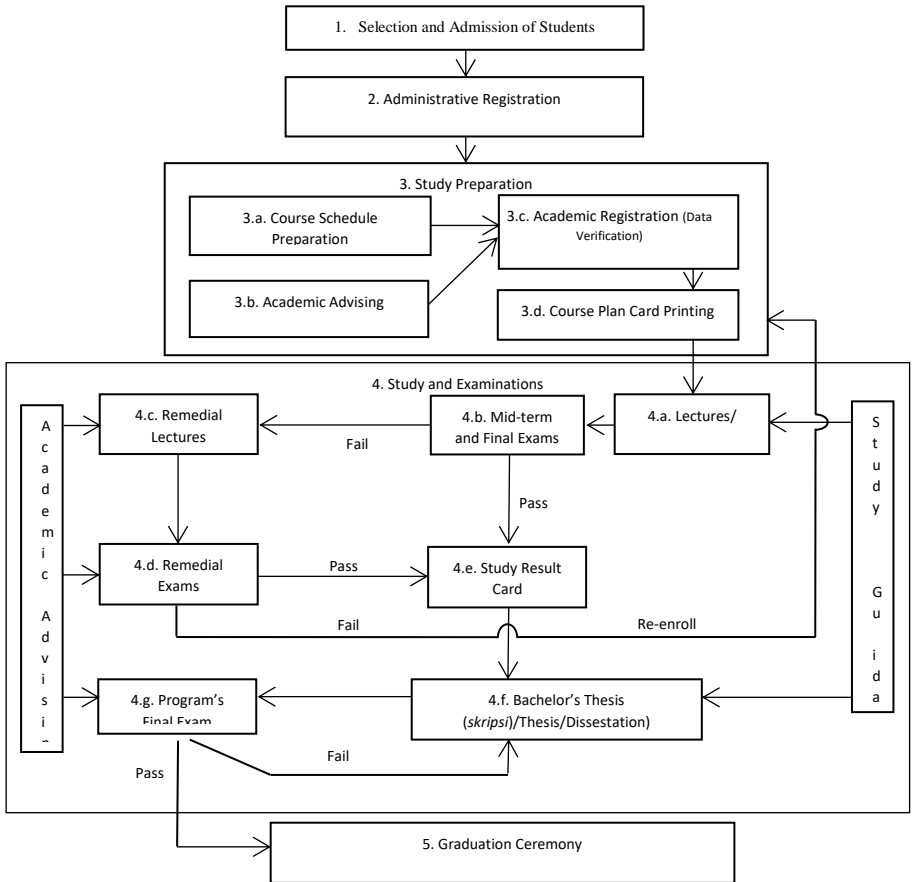
Figure 1 Academic Administration Process

3.3 Duties and Obligations of Academic Operator
3.3.1 Study Program

At the Study Program level, the parties in charge of administering and conducting academic activities are the Head of Study Program and the lecturers.

3.3.1.1 Head of Study Program

The Head of Study Program (assisted by the Secretary of Study Program) holds the functions of conducting educational programs and/or the Indonesian Higher Education Institution Principle (*Tridharma Perguruan Tinggi*) activities at the level of Study Program and is responsible for the following duties:

a. Arranging plans and work plans for the study program on academic, research, community service, scientific publication, cooperative affairs, and academic advising at the study program level;
b. Improving the quality of education, researches, community services, scientific publications, cooperation, and academic advising at the study program level;
c. Conducting academic development activities;
d. Conducting academic quality assurance activities at the study program level;
e. Overseeing and evaluating academic activities, researches, community services, scientific publications, international cooperation, and academic advising at the study program level; and
f. Compiling reports of academic activities, researches, community services, scientific publications, international cooperation, and academic advising at the study program level;

3.3.1.2 Supervising/Advising Lecturer

A supervising/advising lecturer (PA) is a lecturer that is assigned to provide students with academic advising. The functions of a supervising/advising lecturer (PA) are as follows:

a. Compiling academic advising programs for students assigned to him/her;
b. Communicating academic advising programs to students assigned

to him/her and instilling academic culture commitment;

c. Providing students with academic advising in accordance with the program agreed by the supervising/advising lecturer and the students assigned to him/her;

d. Approving students' course enrollment online every semester;

e. Monitoring and evaluating student academic activities, which includes study progress, study period, student status, and other academic matters;

f. Reporting and giving recommendations to the Head of Department/Study Program;

g. Referring students to the Guidance and Counseling and Career Development Unit if needed;

h. With the Head of Department/Study Program, compiling student academic report to be given to their parents/guardian; and

i. Giving recommendations in terms of paid leave, transfer, and the facilitation of successful learning.

3.3.1.3 Lecturer

A lecturer is responsible for the following duties.

a. Designing learning activities, which include
1) Designing courses;
2) Compiling Semester Study Plans (RPS);
3) Determining course ethics/rules and maps; and
4) Compiling teaching materials, including information and communication technology-based materials, is uploaded to UPI's server before a term begins.

b. Conducting courses, which include
1) Checking student list validity at the first meeting (should a student's name is not on the list, the student is to check his/her student status at the Academic and Student Affairs Sub-division at the Faculty/Postgraduate School/Regional Campus);
2) Explaining the Semester Study Plans;
3) Checking student attendance;
4) Filling the minutes of lecture;
5) Giving lectures in accordance with the given schedules;

6) Using the available teaching media/technologies
7) Designing, managing, and checking academic assignments given to students and providing them with feedback;
8) Compiling examination materials in accordance with the objectives and scope of learning;
9) Compiling and maintaining academic administration documents; and
10) Conducting student academic assessment and inputting the assessment to SInNDo (Student Score Input System for Lecturers) under the given schedule.

c. Conducting self-evaluation in terms of lectures and striving to improve based on the evaluation, students' input, and the institution's input.
d. Improving professional qualities sustainably can be achieved through further studies, training, research, and community services.
e. Conducting managerial functions such as managing lecture time allocations, enforcing lecture policies, and informing students about their scores.
f. Providing students with academic advising.
g. conducting research structurally every semester.
h. carrying out community services structurally every semester.
i. In doing their duties, lecturers must meet the following qualifications and workload.
1) Main lecturers of a course must be qualified for the following criteria.
a) To give lectures for bachelor's and *Diploma 3* associate degrees, the lecturer must hold an Assistant Professor's academic rank - Lower and hold a compatible master's degree.
b) To give lectures for master's degrees, the lecturer must hold an Assistant Professor - Upper's academic rank and hold a compatible doctorate degree.
c) To give lectures for doctorate degrees, the lecturer must hold an Associate Professor's academic rank and have a compatible doctorate degree.

2) In cases where a Study Program lacks qualified lecturers as given in point 1), the Study Program may employ a lecturer from other Study Programs at UPI, from other higher education institutions, employ another lecturer from the said Study Program, or file a request to the University to appoint a temporary lecturer.
3) Temporary lecturers have to meet the following criteria:
   a) holding a master's degree to give lectures for bachelor's and *Diploma 3* associate degrees;
   b) holding a doctorate to give lectures for Master's and doctorate degrees;
   c) holding an Educator Serial number (NUP)/Special Lecturer Registration Number (NIDK)/National Lecturer Registration Number (NIDN); and
   d) being appointed by the Rector's Decree.
4) Every lecturer has an amount of workload equals to 12 to 16 hours of credit for academic activities, research, and community services unless if assigned additional tasks.
5) Every lecturer is obliged to conduct educational activities for 8 to 15 hours of credit unless if assigned additional tasks.
6) Every lecturer who holds a NIDN is to request a UPI lecturer code for administrative purposes such as course scheduling, online student advising, bachelor's thesis (*skripsi*)/ thesis/dissertation supervision/advising, online assessment input system (SINnDO), and reporting to Directorate General of Higher Education's Higher Education Database Report Forum (Forlap PDDikti).
7) Temporary lecturer may request a UPI lecturer code for administrative purposes such as course scheduling, online student advising, bachelor's thesis (*skripsi*)/thesis/dissertation supervision/advising, online assessment input system (SINnDO).
8) To be granted a UPI lecturer code, the temporary lecturer must fill a form and hand a copy of his/her certificate and the Rector's Decree of his/her appointment to the Directorate of Educational Affairs.

9) The UPI lecturer code is given by the Educational Services Division of the Directorate of Educational Affairs.

3.3.2. Faculty

A faculty is an administrator and coordinator of the academic, vocational, and/or professional education programs within one scientific and technological area and research and community services at the faculty level. A Dean heads a faculty. In terms of providing academic services, the Dean is assisted by Vice Dean for Academic Affairs.

3.3.2.1 Dean

The dean holds the functions of administering and coordinating educational, vocational, and/or professional programs within one scientific and technological area as well as research and community services at the faculty level and is responsible for the following duties:

a. planning, conducting, and coordinating educational, research, community service, scientific publication, and cooperative activities at the faculty level;
b. planning, conducting, and coordinating monetary, human resource, welfare, and empowerment of expertise-based business and faculty infrastructure management.
c. planning, conducting, and coordinating student development, faculty relationship with alumni, as well as religious, social, cultural harmony, and communication at the faculty level;
d. planning, conducting, and coordinating quality assurance activities at the faculty level;
e. planning, conducting, and coordinating partnership network development for the improvement of the faculty;
f. planning, conducting, and coordinating monitoring and evaluation at the faculty level; and
g. reporting academic, research, and community service programs to the Rector periodically.

3.3.2.2 Vice Dean for Academic Affairs

The Vice Dean for Academic Affairs provides assistance for the

Dean in administering and coordinating academic, vocational, and/or professional programs within one subject and technological area as well as research and community services at faculty level and is responsible for the following duties:

a. Arranging faculty work plan in educational, research, community service, scientific publication, and cooperation matters at the faculty level;
b. Coordinating academic, research, community service, scientific publication, and cooperation activities at the faculty level;
c. Coordinating quality assurance activities in academic, research, community service, scientific publication, and cooperation matters at the faculty level;
d. Monitoring and evaluating academic, research, community service, scientific publication, and cooperation activities at the faculty level;
e. Conducting lecturer competency development activities in academic, research, community service, scientific publication, and cooperation matters at the faculty level; and
f. Compiling reports on educational, research, community service, scientific publication, and cooperation matters periodically.

3.3.2.3 Head of Academic and Student Affairs Section

The Head of Academic and Student Affairs Section holds the function of a technical implementer of the academic and student administrative services at the faculty level and is responsible for the following duties:

a. Arranging Faculty Academic and Student Affairs Section work plan;
b. Providing academic administration services at the faculty level;
c. Providing student administrative services at the faculty level;
d. Monitoring and evaluating the performance of the Faculty Academic and Student Affairs Section;
e. Reporting the activities of the Academic and Student Affairs Section to the Vice Dean for Academic Affairs and the Vice Dean for Student Affairs

3.3.3. Directorate of Education

The Directorate of Education is headed by a Director assisted by the Heads of Division and Heads of Section.

3.3.3.1 Director

The director holds the function of administering new student recruitment affairs development, curriculum development, learning process services, and professional teaching education and professional services and is responsible for the following duties:

a. Arranging plans and work plans of the Directorate of Education;
b. Documenting, analyzing, and socializing the government's policies on new student recruitment, curriculum development, learning process services, and professional teaching education and professional services;
c. Documenting, analyzing, and introducing the government policies on students' enrollment, curriculum development, learning process services, and professional teaching education and professional services;
d. Developing new student recruitment affairs development, curriculum development, learning process services, and professional teaching education and professional services;
e. Coordinating the implementation of new student recruitment affairs development, curriculum development, learning process services, and professional teaching education and professional services;
f. Monitoring new student recruitment affairs development, curriculum development, learning process services, and professional teaching education and professional services;
g. Compiling, processing, and analyzing new student recruitment affairs development, curriculum development, learning process services, and professional teaching education and professional services;
h. Conducting quality assurance of new student recruitment affairs development, curriculum development, learning process services, and professional teaching education and professional services;

i. Reporting activities on new student recruitment affairs development, curriculum development, learning process services, and professional teaching education and professional services to the Deputy Rector for Education and Student Affairs; and

j. Fulfilling the duties given by the Deputy Rector for Education and Student Affairs periodically.

3.3.3.2 Head of Educational Services Division

The Head of Educational Services Division holds the function as an executioner of the development and administrative affairs of the Educational Services and is responsible for the following duties:

a. arranging plan and programs for the Educational Services Division;

b. documenting and socializing legislations on education;

c. compiling, documenting, and introducing regulation related to the UPI Educational Services documents;

d. providing educational services;

e. arranging academic calendars and UPI Guidelines for the Implementation of Education;

f. conducting coordinative activities regarding course schedule and General Course (MKDU) and Basic Professional Course (MKDP) examinations;

g. conducting certificate draft, score transcript, and certificate verification;

h. conducting verification for a research permit, temporary withdrawal permit, provisional certificate, resignation letter, and other similar letters;

i. performing the processing of Student ID Card (KTM);

j. conducting academic registration activities;

k. organizing graduation ceremonies;

l. compiling, processing, and analyzing data on educational services;

m. conducting educational services quality assurance; and

n. reporting educational services activities to the Director of Educational Directorate periodically.

3.3.3.3 Head of Students' Enrollment Division

The Head of Students Enrollment Division holds the functions of developing and administering new student recruitment and is responsible for the following duties:

a. arranging plan and program of the New Student Recruitment Division plan;
b. documenting and socializing legislations on new student recruitment affairs;
c. compiling, documenting, and introducing regulations to the new students;
d. administering new student recruitments;
e. collecting, processing, and documenting data on new student recruitment;
f. conducting quality assurance on new student recruitments; and
g. reporting new student recruitment activities to the Director of Educational Directorate periodically.

3.3.3.4 Head of Curriculum Development Division

The Head of Curriculum Development Division holds the functions of developing and administering curriculum development and is responsible for the following duties;

a. arranging plan and programs of the Curriculum Development Division;
b. documenting and socializing legislations on curriculum development;
c. compiling, documenting, and introducing the regulations and policy on curriculum development;
d. conducting curriculum development;
e. collecting, processing, and documenting data on curriculum development;
f. conducting quality assurance on curriculum development; and
g. reporting curriculum development activities to the Director of Educational Directorate periodically.

3.3.3.5 Head of Teacher Professional Education and Professional Services

The Head of Teacher Professional Education and Professional Services holds the functions of developing and administering teacher professional education, professional education, and professional services and is responsible for the following duties:

a. arranging plans and work plans of the Curriculum Development Division;

b. documenting and introducing legislation on professional teacher education, professional education, and professional services;

c. compiling, documenting, and introducing the UPI policy documents on professional teacher education, professional education, and professional services;

d. conducting teacher professional education, professional education, and professional services;

e. conducting pre-service and in-service teacher professional education for all levels of education;

f. conducting trainings and competency development activities for PPG lecturers and tutoring teachers in conducting professional practice supervisions;

g. conducting field experience programs for education and non-education majors;

h. conducting training, preparatory, upgrading, and developmental services on teaching competencies for particular environments;

i. conducting academic studies on new professional and vocational education study program proposals;

j. conducting studies on and developing the quality standards of professional teacher education, professional education, and professional services;

k. collecting, processing, and documenting data on teacher professional education, professional education, and professional services;

l. conducting quality assurance on teacher professional education, professional education, and professional services; and

m. reporting teacher professional education, professional education, and professional service activities to the Director of Educational Directorate periodically.

3.3.4 Regional Campuses
UPI regional campuses are headed by a Director assisted by a vice director.

3.3.4.1 Director
The Director holds the functions of conducting and coordinating academic educational, vocational, and/or professional programs in various scientific or technological field as well as researches and community services at UPI regional campuses and is responsible for the following duties:

a. planning, conducting, and coordinating academic, research, community service, scientific publication, and cooperation activities at UPI Regional Campuses;
b. planning, conducting, and coordinating, monetary, human resource, welfare, and empowerment of expertise-based businesses and educational facility management at UPI Regional Campuses;
c. planning, conducting, and coordinating student development, regional campus relationship with alumni, as well as religious, social, cultural harmony, and communication at UPI Regional Campuses;
d. planning, conducting, and coordinating quality assurance activities at UPI Regional Campuses;
e. planning, conducting, and coordinating partnership network development for the improvement of UPI Regional Campuses;
f. planning, conducting, and coordinating monitoring and evaluation at UPI Regional Campuses; and
g. reporting academic, research, and community service activities to the Rector periodically.

3.3.4.2 Vice Director
The Vice Director holds the functions of assisting the Director of

UPI Regional Campus in conducting and coordinating educational programs and/or the Indonesian Higher Education Institution Principle (*Tridharma Perguruan Tinggi*) activities at UPI Regional Campuses and is responsible for the following duties:

a. arranging plans for educational, research, community service institutional cooperation, student affairs, human resource activities, and infrastructure maintenance at UPI Regional Campuses;

b. conducting activities in the field of education, teaching, research, community service, institutional cooperation, student affairs, human resource, and infrastructure maintenance at UPI Regional Campuses;

c. conducting quality assurance in the field of education, teaching, research, community service, institutional cooperation, student affairs, human resource, and infrastructure maintenance at UPI Regional Campuses; and

d. conducting monitoring, evaluation, and reports on education, teaching, research, community service, institutional cooperation, student affairs, human resource, and infrastructure maintenance at UPI Regional Campuses periodically.

3.4 New Student Recruitment

New student recruitments at UPI are conducted following regulations issued by the Directorate General of Higher Education, the Ministry of Education and Culture, and UPI. Students are recruited through various channels, namely SNMPTN, SBMPTN, and Independent Selection (*Seleksi Mandiri*).

3.4.1 SNMPTN

SNMPTN is a new student recruitment channel that is held nationally for bachelor's degrees where students are selected based on their academic achievements and non-academic achievements (for arts and sports majors) at the high school level (SMA – High School, MA – Islamic High School, SMK – Vocational High School).

3.4.2 SBMPTN

SNMPTN is a new student recruitment channel co-organized by universities for bachelor's degrees. Students are recruited based on their Computer-Based Written Test scores (UTBK) and based on their artistic and sports achievement (for arts and sports majors).

3.4.3 Independent Admission Test

UPI organizes its independent admission tests through the following routes:

a. *Seleksi Mandiri* UPI (SM-UPI) (Independent Admission Test) is designed for Diploma 3 (associate degree) and bachelor's programs through a selection of tests developed by UPI. Prospective students for the *dual-mode* and graduate programs are selected via portfolio assessment.

b. Cooperation line, which is coordinated by the Direktorat Pendidikan (Directorate of Education) and Badan Pengelola dan Pengembangan Usaha (BPPU) (Business Management and Development Agency). Cooperation can be made with the central and local governments. The Rector determines the conditions for this admission test.

c. Jalur Prestasi Istimewa (PI UPI) (Special Achievement route) is an admission route designed for prospective students of the graduate school program. This admission route aims to reward high-achievement students with works in art or technology that have received public recognition or in the form of academic and non-academic achievements at national and international competitions. Through this route, student candidates are expected to boost UPI's excellence at national and international levels.

d. *Pendidikan Profesi Guru* (PPG) (Professional Teacher Education), *Pendidikan Profesi Guru Bimbingan dan Konseling/Konselor* (PPGBK/K) (Professional Counseling Teacher/Counselor Education), and other professions in positions admission tests are regulated through the following conditions:

   1. Prospective students in PPG, PPGBK/K, and other professions in positions programs are graduates of

bachelor's programs from state universities or equivalent with the following requirements:

a) Obtain a study permit from the school principal and local Dinas Pendidikan/Kemenag (Education Board/Ministry of Religion)

b) Select a PPG, PPGBK/K, and other professions in positions programs following the previously finished bachelor's program.

2. Admission mechanisms:

a) Requirements

1. Have a Bachelor's/Diploma IV diploma from an at least B-accredited study program and/or higher education institution.

2. Have at least a 2.50 cumulative grade point average (GPA).

3. Have a N*omor Unik Pendidik dan Tenaga Kependidikan* (NUPTK) (Educator and Education Personnel Unique ID).

4. Have a minimum of 2 years of work experience as a teacher in their field of study.

b) Admission Procedure:

1. Apply the programs' admissions tests.

2. Follow the tests accordingly.

3. Pass the following tests:

a) psychology test;

b) academic aptitude test;

c) education and field study test;

d) medical test; and

e) interviews and/or skills tests.

3.4.4 PPPG and PPGBK/K Pre-service Route

UPI accepts students for Pre-service PPG, PPGBK/K, and other professions programs with the following conditions:

a. Prospective students are graduates of state universities or equivalent with the chosen PPG, PPGBK/K, and other

professions programs that are the same or related to their previous degrees.

    b.   Admission mechanism:
1. Requirements
    a) Have a Bachelor's/Diploma III diploma from an at least B-accredited study program and/or higher education institution.
    b) Have a minimum cumulative grade point average of 2.75.
    c) Students with prior experience as teachers in their respective fields are more preferred.
2. Admission procedure
    a) Apply for the programs' admission tests.
    b) Follow the tests accordingly.
    c) Pass the following tests:
        1. psychology test;
        2. academic aptitude test;
        3. education and field study test;
        4. medical test; and
        5. interviews and/or skills tests

The PPG program is currently organized based on the Ministry of Research, Technology, and Higher Education assignment.

3.4.5 Postgraduate School Admission
UPI accepts new students for the postgraduate programs through various admission routes, including regular, cooperative, and international students' admission routes. The general provisions are as follows.

3.4.5.1 Requirements
a. Masters Education
1. Certified with a bachelor's degree or equivalent from an accredited study program and/or higher education institution with a cumulative grade point average (GPA) of at least 3.00 in the range of 0.00 - 4.00 or deemed equivalent. Diplomas

from foreign universities must be accredited by the *Kemendikbud* (Ministry of Education and Culture).
2. Pass the admission test.
3. Meet other requirements.
b. Doctoral Education
1. Certified with a master's degree or equivalent from an accredited study program and/or tertiary institution with a cumulative grade point average (GPA) of at least 3.00 in the range of 0.00 - 4.00 or deemed equivalent. Diplomas from foreign universities must be accredited by the *Kemendikbud* (Ministry of Education and Culture).
2. Pass the admission test.
3. Possess a similar background to that of the selected program for Doctoral by research applicants.
4. Meet other requirements.

3.4.5.2 Selection Process and Time
a. Admission tests are carried out twice a year.
b. Applicants must follow the regulated schedule following the applicable academic calendar.
c. The selection results are processed by the *Divisi Rekrutmen Mahasiswa Baru* (RMB) (New Students Recruitment Division) of the *Direktorat Pendidikan UPI* (UPI Education Directorate).
d. A meeting will be organized to determine the results of the postgraduate admissions based on the results published by the *Divisi Rekrutmen Mahasiswa Baru* (Divisi RMB), the head of the study program, together with the deans/vice deans of the Faculty Academic Affairs, the director/deputy director of UPI region campuses and the director/deputy director of *Direktur Akademik dan Kemahasiswaan SPs* (Academic and Student Affairs of the Graduate School).
e. A decree will be issued by the rector based on the results of the meeting.
f. The selection results consist of 2 categories, namely (1) passed or (2) failed.
    g. The admission status applies to the current school year.

3.4.5.3 Admission Materials

The materials for the postgraduate students' admission tests include:

a) academic aptitude test;
b) English language test;
c) specific material test based on the selected study program (required by particular program studies);
d) research proposal reviews (for Doctoral by Research education program); and
e) interviews for Masters and Doctoral program applicants (required by specific study programs).

3.4.5.4 Requirements for Masters to Doctor Education Program

Students enrolled in the master's education program can immediately participate in the doctoral program (masters leading to Ph.D.) without having to complete the master's program once the student meets the specified requirements. Different conditions regarding the program are regulated by the *Peraturan Direktur Sekolah Pascasarjana* (Regulation of the Postgraduate School Director).

3.5 Degree Advancement and Transfer Students Admission

Admission of degree advancement and transfer students is organized through the *Seleksi Masuk Mahasiswa Lanjutan/SMMLP* (Degree Advancement/Transfer Student Admission Test) and is based on the following conditions.

a. Applicants for the education degree advancement program are graduates of A-accredited educational study programs and/or state universities, with the following requirements:
   1. Select study programs that are the same or related to their original degree; and
   2. Obtain a study permit from their local *Dinas Pendidikan/Kementrian Agama* (Education Board/Ministry of Religion) or the head of the work unit they are working for (required for working applicants).

b. Applicants for disciplinary degree advancement programs are graduates of A-accredited study programs and/or state universities, with the following requirements:
    1. Select study programs that are the same or related to their original degree; and
    2. Obtain a study permit from their local *Dinas Pendidikan/Kementrian Agama* (Education Board/Ministry of Religion) or the head of the work unit they are working for (required for working students).
c. Transfers refer to students who are enrolled in an A-accredited study program and/or state university, and
    1. have completed at least two years of study with 60 credit hours in their previous universities;
    2. still have sufficient study period to complete the program that will be undertaken;
    3. have a grade point average (GPA) of at least 3.00 as calculated from previously taken courses;
    4. select similar program as the previous one; and
    5. have a rational and justifiable reason for the transfer.
d. Applicants must follow the following procedure:
    1. apply for the correct admission tests (degree advancement/transfer);
    2. take part in the selection process through the written, oral, and/or skills tests according to their field of study;
    3. register themselves according to the applicable schedule and conditions once deemed pass; and
    4. equalize/convert their credits/courses under the study program's considerations.
e. Transfer students will obtain a new *Nomor Induk Mahasiswa* (NIM) (identification number).
f. Courses can be equalized/converted by the following conditions:
    1. courses are converted by the head of the department/study program according to the applicable curriculum.
    2. conversions are processed before the semester commences.
    3. conversions results are submitted by the department/study program to the faculties/postgraduate school/region

campuses and to be forwarded to the Directorate of Education.

4. The Directorate of Education submits the results of the equivalence to the rector to be finalized.

5. converted and newly taken courses are entered into SIAK by the Directorate of Education to meet the minimum number of credits specified in the curriculum.

g. For masters and doctoral advancement or transfers, students are required to:

1. Originate from a relevant study program with the same level of accreditation as the graduate program or higher.

2. Pass the entrance test.
   Further operational conditions are regulated in the *Ketetapan Direktur Sekolah Pascasarjana* (Decree of the Postgraduate School Director)

h. Transfers with other conditions that are not specified in this document are considered and authorized only by the rector.

3.6 Foreign Students Admission

a. Admission of international students is whether based on institutional and individual cooperation are both coordinated by the Office of International Education and Relations (OIER) and *Direktorat Pendidikan* (Education Directorate) based on the rector's policy through the *Wakil Rektor Bidang Akademik dan Kemahasiswaan* (Vice Chancellor for Academic and Student Affairs).

b. Regulations related to the organizing of education programs for international students are further regulated in separate guidelines.

3.7 Student Registrations
3.7.1 New Student Registrations

a. Newly accepted students must complete the administration process (which includes tuition payment), verify and validate data, and contract the courses at the specified time.

b. Students complete the administrative registration by making payments directly to the designated bank.

c. Students fill out the *Isian Rencana Studi* (IRS) (Study Plan Entry) and *Perubahan Rencana Studi* (PRS) (Study Plan Change) online through the Integrated UPI Student SIAK portal (SIAKKu) on the https://student.upi.edu/ page.

d. Students can access other online academic services through the Integrated UPI Student SIAK portal (SIAKKu) on the https://student.upi.edu/ page.

e. Prior to contracting courses, new students must verify and validate the master data at the Directorate of Education with the following steps:
   1. filling out the attendance list.
   2. attending academic and ICT briefings before the verification and validation process.
   3. verifying and validating master data under officers' guidance from the Education Service Division of the Directorate of Education.
   4. submitting the required documents.
   5. receiving an internet account to access the SIAK UPI application at the Directorate of Education.
   6. filling out the application for making a student savings account book.
   7. participating in the photo session for the student's identity cards.
   8. receiving their student's cards.
   9. for the *Bidikmisi* awardees, printing student's cards at the Directorate of Education.

f. Academic registration services are given to new students who have completed their tuition payments under regulations.

g. For advancement and/or transfer students, academic registration and data verification/validation can only be completed after the courses are converted by the department/study program equalization team under the responsibility of the head of the department/study program.

h. Academic registration cannot be represented.

i. Candidates who do not complete the administrative and academic registration at the scheduled time are considered to be resigned.

3.7.2 Enrolled Student Registration

a. Already-enrolled students are required to register themselves at the beginning of each new semester by completing the administration (pay tuition fees) and academic registration (filling the IRS) according to the schedule set in the academic calendar.

b. Payments can be made at a designated bank, via ATM, Internet Banking, or Mobile Banking.

c. Students must verify the payment transactions either through banks, ATM counters, or the *Sistem Informasi Akademik* (SIAK) (Academic Information System) at the *Subbagian Akademik dan Kemahasiswaan* (Academic and Student Affairs Subdivision) at the faculties/postgraduate school/regional campuses or through the Online Study Plan system.

d. Students then fill out the IRS and PRS online through the UPI's Integrated Student SIAK Portal (SIAKKu) on the https://student.upi.edu/ page.

e. Students can access other online academic services through the UPI's Integrated Student SIAK Portal (SIAKKu) on the https://student.upi.edu/ page.

f. Students who have completed the payments but fail to complete the IRS form on time are allowed to make a follow-up study contract no later than the PRS period's end. There are no out-of-schedule PRS services.

g. Students who do not perform administrative registration according to schedule but still have the right to take an academic leave are declared to do so in that semester. They are obliged to apply for academic leave and pay an administrative fee of IDR 250,000.00 for a predetermined period, as stated in Section 3.12 regarding permission to take an academic leave.

3.8 Lectures

UPI applies *Sistem Kredit Semester* (SKS) (credits) in its lectures program. At the beginning of the semester, each student has

the opportunity to plan their study load in consultation with their academic supervisor.

3.8.1 General Requirements
a. The academic calendar is set before the academic year.
b. The lecture schedule is arranged for one year by the study program in coordination with the faculties/postgraduate school/regional campuses, the Directorate of Education, and the Directorate of ICT.
c. *Kartu Tanda Mahasiswa* (KTM) (Student Identity Card) is a valid identification for participating in all academic activities and for using the available facilities and infrastructure.
d. Students can attend a course so long their names are listed in the course participants list. If the student's name is absent, the student must carry out the PRS process. PRS can be done to replace, cancel, or increase the number of courses or credits as long as it does not exceed the limit of the number of allowed credits.
e. Students and lecturers are required to fill in the lecture form.
f. Students with less than 80% attendance are not allowed to take any tests and are considered to have failed the class.
g. Lectures are monitored by the departments/study programs and faculties/graduate school/regional campuses. A recap of the monitoring results is submitted to the Directorate of Education at the end of each semester.
h. Lectures are given by a lecturer or a team of lecturers (team-teaching) that are assigned to the courses listed in the schedule at the specified time and place. Changes of schedule must be directed to the unit concerned.
i. Theoretical and practical-based lectures with a team of lecturers (team teaching) are conducted by a maximum of two (2) lecturers by taking the course's characteristics and the lecturers' scientific skills into account.
j. The teaching workload is divided by 50%: 50% as regulated in the *Serdos*, BKD, and Forlap PDDikti applications.
k. Team-teaching is designed by the UPI departments/study programs and faculties/graduate school/region campuses.

l.   Specific regulations regarding PPG and PPGBK/K lectures are regulated in separate guidelines.

3.8.2 Study Deadlines

Study deadline refers to the maximum time a student is allowed to complete the study.

a.   The study period for each educational program is as follows:

1.   The Diploma 3 education program (associate degree) study period is 6-10 semesters, including the academic leave period. Students with superior academic ability are allowed to complete their studies early (5 semesters).

2.   The bachelor's education program's study period is 8-14 semesters, including the academic leave period. Students with superior academic ability are allowed to complete their studies earlier (7 semesters).

3.   The study period for students who advance their studies from Diploma 2 (associate degree) to bachelor's education program is a maximum of 7 semesters, including the academic leave period.

4.   The study period for students who advance their studies from Diploma 3 (associate degree) to bachelor's education program is a maximum of 5 semesters, including the academic leave period.

5.   The study period for Masters education program students is 4-8 semesters (including *aanvullen*), including the academic leave period. Students with superior academic ability are allowed to complete their studies early (3 semesters).

6.   The study period for Doctoral education program students is 6-14 semesters (including *aanvullen*), including the academic leave period. Students with superior academic ability are allowed to complete their studies early (five semesters).

7.   The maximum period of study for the professional education program is six semesters and does not have an academic leave period.

8. The study period of transfer students is the same as the remaining study period that is still held at their original universities.
9. The regulations in point a apply to:
   a. bachelor and doctoral education program students enrolled in the academic year 2015/2016.
   b. master's education program students enrolled in the academic year 2018/2019.
   c. diploma 3 education program students enrolled in the academic year 2017/2018
b. Students who have exceeded the time limit of their study period are deemed to have dropped out (DO) or resigned with the rector's decision with transcripts of completed courses and a description of their previous studies attached.
c. Student resignations are carried out by submitting a resignation letter with sufficient duty stamp to the rector, by also attaching:
   1. A recommendation for resignation letter from the academic advisor lecturer and acknowledged by the head of the department/study program;
   2. Resignation approval letter from the Vice Dean for Academic Affairs of the Faculty/Deputy Director for Academic and Student Affairs of the Postgraduate School / Director of the regional campus;
   3. Student ID card; and
   4. proof of payment of tuition fees for the last semester.

3.8.3 Lecture Forms
a. Lectures in Universitas Pendidikan Indonesia consist of 4 various forms, namely;
   1. Lectures, responses, and/or tutorials;
   2. Seminars or other similar forms;
   3. practicum, studio practices, workshop practices, field practices, research, community services, and/or similar learning processes; and
   4. other forms of learning that are considered sufficient to fulfill the needs of meeting learning outcomes, such as block

system learning, modules, dual-mode, hybrid learning, ICT / LMS-based learning, and others
b. Lectures with a Learning Management System (LMS) can be conducted with the following conditions:
   1. Theoretical classes can be organized online with a maximum of 60%, with the rest done face-to-face.
   2. Practical and applicative classes can be organized online up to 40%, with the rest done face-to-face.
   3. Online classes are equivalent to face-to-face meetings and are recognized as a lecturer workload.
c. Lectures can be conducted in other forms at home or abroad partner universities. Students who take this form of lectures must be registered as active students at UPI and undertake a course contract. Credits obtained from the partner university are recognized as valid UPI credits.

3.8.4 Lectures Frequency
a. The number of classes held in 1 semester is at least 16 meetings, including the midterm and final semester tests with the following details:
   1. face to face classes: 14 meetings
   2. midterm test: 1 meeting
   3. final test: 1 meeting
b. Lecturers must complete at least 14 meetings before holding the final examination.
c. The number of hours of practicum and fieldwork is determined according to the needs of the fieldwork.

3.8.5 Academic Guidance
   a. Academic guidance consists of several activities that help students in completing their studies, which include:
   1. guidance to work out an effective study plan from the beginning to the end of the study;
   2. guidance to determine the semester study plan (tuition contract) at the beginning of each semester;

3. study guidance (course contract) is carried out online through the Integrated UPI Student SIAK portal (SIAKKu) on the https://student.upi.edu/ page, and face-to-face meetings are scheduled by the department/study program;
4. guidance to solve various academic and non-academic problems faced by students; and
5. guidance in other activities deemed necessary.

b. Advisors provide academic guidance to enrolled students.
c. Academic advisors are assigned by the dean/Postgraduate School director/Regional Campus director at the suggestion of the department/study program head.
d. Advisors are responsible to the head of the department/study program.
e. Academic guidance is carried out under the Vice Dean's coordination for Academic Affairs/Deputy Director for Academic and Student Affairs/Director of Regional Campuses, and UPT BKPK.

3.8.6 Intermediate Semesters

Intermediate semesters are designed to provide undergraduate (S1) opportunities and Diploma 3 students to complete their studies on time or early. Department/study program offers several courses to be held in the Intermediate Semester, except for students of the dual-mode program, postgraduate program, and *Pembelajaran Jarak Jauh* (PJJ) (online learning class). The regulations for the Intermediate Semester are as follows:

a. Intermediate Semesters are held during the break between even and odd semesters.
b. The courses offered in the Intermediate Semester do not contain practical and practicum components.
c. The number of meetings or face-to-face meetings for each course in the semester is equivalent to regular lectures, which is at least 16 times.
d. Departments/study programs compile class schedules through SIAK schedules to reach the required number of meetings.

e. The number of courses to take is 2-4 courses with a maximum load of 9 credits.
f. The number of courses offered in the Intermediate Semester must exceed the number of courses that students will take.
g. The number of study participants is 20-40 students per course. With the head of the study program's permission, the number of participants can be less than 20 or more than 40 students by opening new/parallel classes.
h. The lecture registration procedure and the entry of Intermediate Semester scores are as follows:
   1. Students register themselves as Intermediate Semester participants in the Study Program according to the schedule.
   2. Courses are contracted in consultation with the academic supervisor.
   3. The study program submits a list of participants (name of the student, NIM, number of credits to be taken) to the Finance Directorate.
   4. The Directorate of Finance submits the list of Intermediate Semester participants to the designated bank. Only registered students can pay the Intermediate Semester fee.
   5. Students pay the registration fee at the designated bank by applicable regulations.
   6. Students who have a leave status in the even semester can take part in the Intermediate Semester by first paying the tuition fee for the following academic year's odd semester and activating their status at the Directorate of Education.
   7. Students complete the IRS online.
   8. Students complete the PRS online.
   9. Students get a *Kartu Rencana Studi* (KRS) (Study Plan Card) through the *Kontrak* page, SINO page, or the Directorate of Education counter officers.
   10. Students can withdraw the Intermediate Semester payment money if they reduce the number of credits in PRS.
   11. Students take lectures and tests under regulations.
   12. Lecturers submit the scores through *Sistem Input Nilai Dosen* (SInNDo) (Lectures' Online Grade Input System).

13. Remedials are not available.
14. The Directorate of Education counter clerk prints the attendance list for the lectures.
15. Students obtain *Kartu Hasil Studi* (KHS) (Study Results Cards) through the SINO page or the counter officers at the Directorate of Education.

3.8.7 Lectures in Postgraduate School

a. The maximum load is 20 credits per semester.
b. Lectures are held in various forms of face-to-face in class, laboratory practice, field practice, independent study, field surveys, seminars, and workshops.
c. Lectures can be fully organized in the postgraduate school or collaboration with certain universities (at home or abroad) such as through the *sandwich* or *double degree* program. Further regulations regarding this matter are regulated by the Decree of the Postgraduate School Director.
d. Students contract the courses offered by the Study Program every semester. For MKK *Keahlian Khusus* (expertise courses), students can take courses from other study programs according to their needs on the academic advisor's recommendation and acknowledged by the head of the relevant study programs.
e. Further regulations regarding the study load are regulated by the Decree of the Postgraduate School Director.

3.8.8 End of Study Period Warning

a. End of study warnings is issued at the end of the 6th semester and each semester for the Diploma 3 students.
b. End of study warnings is issued at the end of the 8th semester and each semester for the bachelor's degree.
c. End of study warnings is issued at the end of the 4th semester and each semester for the Master's degree.
d. End of study warnings is issued at the end of the 6th semester and each semester for the Doctorate students.

e. Warnings are issued by the head of the department/study program and acknowledged by deans/Postgraduate school director/Regional campus director.
f. Online warnings can be issued through the online grade information (SINO)

3.8.9 Studies Monitor and Evaluation
a. Various aspects of study progress, study period, student status, and students' academic problems are taken into study monitor and evaluation.
b. Studies are monitored and evaluated by the academic advisors and the head of departments/study programs at the end of each semester.
c. Academic advisors are required to report the results and provide recommendations on monitoring and evaluating students to the head of departments/study program.
d. Academic advisors can recommend students under their guidance to continue their studies in the same department/study program, change departments/study programs, or make other necessary recommendations.

3.8.10 Conversion of PKM into Courses
a. Declared passed and funded by the Ministry of Education and Culture, *Program Kreativitas Mahasiswa* (PKM) *Bidang Penelitian* (Students Creativity Program – Research Field) projects can be converted into a Research Methodology course with the approval of its lecturer and the head of the study program.
b. Declared passed and funded by the Ministry of Education and Culture, *Program Kreativitas Mahasiswa* (PKM) *Bidang Karsa Cipta dan Teknologi* (Students Creativity Program - Creative and Technology Initiatives Field) projects can be converted into a Final Project course with the approval of its lecturer and the head of the study program.
c. Declared passed and funded by the Ministry of Education and Culture, *Program Kreativitas Mahasiswa* (PKM) *Bidang*

Kewirausahaan (Students Creativity Program – Entrepreneurship Field) projects can be converted into an Entrepreneurship course with the approval of its lecturer and the head of the study program.

d. Declared passed and funded by the Ministry of Education and Culture, *Program Kreativitas Mahasiswa* (PKM) *Bidang Artikel Ilmiah, Gagasan Tertulis, dan Gagasan Futuristik Konstruktif* (Students Creativity Program – Scientific Articles, Written Ideas, and Constructive Futuristic Ideas Field) projects can be converted into the related course with the approval of its lecturer and the head of the study program.

3.8.11 Program Pengalaman Lapangan (PPL) (Internship Program) and Kuliah Kerja Nyata (KKN) (Community Service Program)

a. PPL and KKN can be organized in schools or institutions at home or abroad.

b. Community service programs performed by students both domestically and abroad can be converted to KKN courses with the approval of the head of the study program and the head of *Pusat Pemberdayaan Masyarakat, Kewirausahaan, dan Pengembangan KKN LPPM* (LPPM's Center for Community Empowerment, Entrepreneurship, and Development of Community Services).

c. Teaching programs in schools or other educational institutions performed by students both domestically and abroad can be converted to PPL courses with the head of the study program and the head of the PPGJK Division's approval.

d. Declared passed and funded by the Ministry of Education and Culture, *Program Kreativitas Mahasiswa* (PKM) *Bidang Pengabdian kepada Masyarakat* (Students Creativity Program – Community Services Field) projects can be converted into KKN course with the approval of the head of the study program and the head of Center for Community Empowerment, Entrepreneurship, and Development KKN LPPM.

3.9 Skripsi, Thesis and Dissertation Guidance

In preparing their *skripsi*, thesis, or dissertation, students are guided by supervisor(s) under the applicable regulations. *Skripsi* preparation is an alternative completion of the bachelor's program. On the other hand, thesis preparation is a requirement for a student to complete a master's program and dissertation preparation for the doctoral education program.

3.9.1 Skripsi Guidance

a. *Skripsi* preparation is carried out by fully upholding academic ethics, such as preventing plagiarism.
b. A maximum of 2 lecturers carries out guidance and supervision.
c. A primary supervisor/advisor is a lecturer with a functional position, at least as a Lector or a lecturer with a functional expert assistant position but has Doctoral academic qualifications.
d. A co-supervisor/co-advisor is a lecturer with a minimum functional position as an expert assistant.
e. Guidance is handled by a supervisor with a minimum functional position as Lector and Doctoral academic qualification.
f. *Skripsi* research is guided by lecturers who have relevant expertise to the topic/title.
g. Thesis supervisors can take a maximum of 10 students under their guidance in one semester, either as the primary supervisor or as a co-advisor.
h. Students are allowed to propose a name to be their supervisors. Departments/study programs then consider the proportion of proposed lecturers' workload, their field of expertise, and other factors that can affect the mentoring process's truth and fairness.
i. Students are allowed to propose a name for their primary or co-supervisor department/study program, whether inside or outside the university, if the field's scientific expert for their work is not available.
j. Department/study programs recommend supervisors to the faculties /region campuses.
k. Faculties /region campuses issue a decree related to thesis guidance.

l.   Supervisor positions are prioritized for lecturers who have participated in the thesis guidance training program.
m.   To maintain guidance quality standards, minimize differences of opinion, and improve services during the mentoring process, all supervisors must meet the Directorate General of Higher Education's requirements.
n.   Before scheduling a thesis guidance program, the department/study program can prepare a thesis proposal guidance program that is regulated by the respective department/study program.

3.9.2 Thesis/Dissertation Guidance
a.   Thesis/dissertation preparation is carried out by fully upholding academic ethics, such as preventing plagiarism.
b.   The field of study of the thesis/dissertation must be relevant to the study program's scientific area.
c.   The weight and depth of the thesis/dissertation study are adjusted to the educational program.
d.   A maximum of 2 lecturers carries out guidance for the preparation of a thesis.
e.   The primary advisor/supervisor is a lecturer with a minimum functional position as Head Lector and Doctoral academic qualification.
f.   Co-advisors/co-supervisors are lecturers with minimum functional positions as Lector and have Doctoral academic qualifications.
g.   A thesis supervisor can guide a maximum of five students per semester as the primary supervisor and five students as co-supervisor (a maximum of 10 students).
h.   Guidance for the dissertation's preparation is carried out by the Promoter Team, which consists of the Promoter and Co-promoter. If needed, the promoter team can add one Member.
i.   The promoter is required to have a functional position as Professor or Head Lector and an academic qualification of Doctor who has scientific publications as the first author in reputable international journals in the relevant field.

j. The co-promotor is required to have a functional position of at least Head Lector and a Doctoral academic qualification in the relevant field.
k. A dissertation supervisor can guide four students as a promoter and another four as co-promoter/member (a maximum of eight students).
l. Advisors may be invited from institutions outside UPI with equivalent qualifications.
m. In general, the thesis/dissertation preparation process is regulated as follows.
   1. Thesis preparation is carried out in the following stages.
      i. Students propose the preparation of a thesis proposal after passing the qualification exam.
      ii. Students compile a thesis proposal guided by one academic supervisor appointed by the head of the study program based on the possibility of becoming a thesis supervisor with the same vision/research roadmap.
      iii. Students take the thesis proposal test with three examiners (including supervisors).
      iv. Students who are declared to have passed continue the thesis's preparation under the guidance of two advisors.
      v. Students and thesis supervisors report the monitoring results at the end of each semester to the study program.
   2. Dissertation preparation for the doctoral by coursework program is carried out in the following stages.
      i. Students propose the preparation of a dissertation proposal after passing the qualification exam.
      ii. Students prepare a dissertation proposal guided by one academic supervisor who can become a prospective promoter or co-promoter.
      iii. Students take the dissertation proposal exam with three examiners (including prospective supervisors).
      iv. Students who are considered eligible for the proposal exam continue to prepare the dissertation guided by at least two supervisors.

   v. Students and promoters report the results of monitoring at the end of each semester to the study program.

 3. For doctoral by research programs, students develop a dissertation proposal with the direct guidance of 2 promoters and co-promoters once entering the probation stage. Students can continue the dissertation preparation process to the next step (candidature) after passing the examination/seminar proposal conducted by three examiners (including supervisors). If needed, the promoter team can propose additional members (the lecturer, who is also an examiner in the seminar proposal).

n. General regulations for preparing a thesis and dissertation are regulated in the UPI Guidelines for Writing Scientific Papers.

o. More operational provisions regarding preparing a thesis and dissertation are regulated in the Decree of the Postgraduate School Director.

3.10 Assessments
3.10.1 Assessment System

   The assessment system includes both student's learning processes and outcomes. This system implements formative assessment to obtain information that is used to improve the learning process (program delivery) and summative evaluation to assess the student learning outcomes. The effectiveness of learning can be seen by comparing students' initial abilities (entry-level) with the end of the learning program abilities (exit level). Furthermore, these results can be used as the basis for mapping the qualifications of department/study program graduates.

   Based on these mapping results, the study program can provide assistance or guidance programs if needed. The students who fail to reach the standard criteria must take the tutorial and remedial programs.

   Operationally, the assessment consists of courses, semester, study feasibility, and final program assessments, which equals one integrated unit.

3.10.2 Course Completion Assessment

The following conditions determine the completion of courses.

3.10.2.1 Assessment reference

Course completion is based on benchmark assessments. With this reference, the value of student achievement for goals/competencies is determined based on predetermined criteria.

3.10.2.2 Assessment Components

The final grade for each subject is the cumulative result of the following components: assignments, midterm, and final tests, and others.

Academic assessments for PPG students include group discussions, group and/or individual assignments, and peer/micro teachings. Product appraisal refers to a portfolio containing a curriculum, *Rencana Pelaksanaan Pembelajaraan* (RPP) (Learning Implementation Plan)/*Satuan Kegiatan Mingguan/Satuan Kegiatan Harian* (SKM/KH) (Weekly/Daily Work Unit) learning materials, learning media, assessment instruments, and learning environment organization.

In general, the assessments consist of the ability for personal and social aspects as well as the ability to deliver learning practices and devices and take reflective action.

3.10.2.3 Final grades

a. Courses are considered to be completed as stated by the final score with the following standards.

Grades categories			Range of proficiency	Notes
Grade Letter	Grade Point	Degree of Quality		
A	4,0	Exceptional	92-100	
A-	3,7	Outstanding	86-91	
B+	3,4	Very Good	81-85	
B	3,0	Good	76-80	Minimum grade point average for passing the Doctoral education program.

Grades categories			Range of proficiency	Notes
Grade Letter	Grade Point	Degree of Quality		
B-	2,7	Fairly Good	71-75	Minimum grade point average for passing the Master's education program.
C+	2,4	Fair	66-70	
C	2,0	Satisfactory	60-65	
D	1,0	Less Satisfactory	55-59	Minimum grade point average for passing the Bachelor's and Diploma 3 programs.
E	<1,0	Failed	Less than 55	Retake the course

b. Thesis defense seminars are graded by using the same scale (0-4 scale)

3.10.2.4 Passing Grade

a. The minimum grade point for Diploma 3 and Bachelor's education programs is a D (1.0).
b. The minimum grade point for passing Master's courses is a B- (2.70) and a B (3.0) for the Doctorate program.
c. The minimum grade point for passing courses that are considered decisive for a program's professional competence is C (2.0) for Diploma 3 and Bachelor education programs and B (3.0) for Masters and Doctoral education programs.
d. The minimum grade point for the PPL course is B (3.0).
e. The minimum grade point for passing professional education courses in workshops and PPL is B (3.0).

3.10.2.5 Grade Cancellation

Grades in required and elective courses cannot be canceled under any circumstances. However, students who changed their study program/department can cancel previous program expertise courses. The same also applies to students who contract courses that exceed the maximum amount of study load specified in the structured curriculum.

3.10.2.6Course Failure

a. E points (failed) are given to students if:
   1. the students fail to meet the predetermined minimum level of lecture comprehension; and/or
   2. the students fail to meet the requirements of the lecture without acceptable reasons.
b. E point is taken into the cumulative grade point average at the end of the semester.
c. E point can be improved by retaking the course in the future semester.
d. Grade improvements can only be made through online course contracts, and lecturers input them through the online grading system (SInNDo).

3.10.2.7 Course Withdrawal

a. Students can legally withdraw from a course through the use of FKK-B.
b. Furthermore, the student's name will not be listed in the permanent attendance list.

3.10.1.8 Final Exams

A student will only be permitted to undertake final exams if:
a. The student is registered as a participant of relevant courses;
b. The student has attended at least 80% of the total sessions of the relevant courses; and
c. The student is not serving any academic penalties.

The PPG students will receive a workshop evaluation as the final test in the first semester is and a PPL evaluation in the following semester. The conditions are as follows:
   a. Workshop evaluation includes process and output components explained in the following table.

Table 11

Details of Workshop Evaluation Indicators

No.	Aspect	Subskill	Indicator	Grade
1	Process	Pedagogical academic abilities	- Mastery in learning theories and educational learning - Mastery in learning strategies - Students understanding skill - Lesson planning skill - Evaluating skill - Activeness in the workshop scored by participation and peer assessment	60
		Field of study's academic abilities	- The substance of the field of study in accordance with workshop materials developed by the study program.	
		Peer/microteaching	Developed by the study program	
2	Output	Workshop results' learning tools	- Syllabus - Scenarios - Students' worksheets - Assessment sheet - Learning media	40

No.	Aspect	Subskill	Indicator	Grade
		Penelitian Tindakan Kelas (PTK) (Classroom Action Research) proposal	Developed by the study program	

b. PPL evaluation includes process and final assessments. Generally, assessment components have (1) personal and social skills and (2) the ability to present learning tools, implement teaching practices, and take reflective actions. The process and final of PPL will be assessed by the university's supervisor and the school's supervisor. The following table explains aspects to be the assessed and final grade of PPL

Tabel 12

Rincian Indikator Evaluasi Kegiatan PPL

No.	Aspect	Subskill	Indicator	Grade
1	Process	Teaching practices	In accordance with the guideline	75
		- School-based management activities - extracurricular	In accordance with the guideline	
		Social and personality competence	In accordance with the regulation of the Minister of National Education on Teacher Competency Standard (*SKG*)	
2	Output	Portfolio	Learning tools and their enhancement during the program	25
		The program report report	- Observation report - Teaching practice report	

No.	Aspect	Subskill	Indicator	Grade
		PTK report	In accordance with the guideline	

3.10.2.9 Examination Materials

a. The courses' lecturers prepare test questions (midterm and final tests).

b. Test questions are to be submitted no later than two weeks before the designated exam period with the following details.
   1. The final test questions Educational Courses and General Courses (MKDK) (MKU) are submitted to the system provided by the ICT Directorate and coordinated by the *Divisi Pengembangan Kurikulum* (Curriculum Development Division) and *Program Pendidikan Direktorat Pendidikan* (Education Program of the Education Directorate).
   2. The midterm test questions for Educational Courses and General Courses (MKDK) (MKU) are coordinated by each coordinator and the *Divisi Layanan Pendidikan Direktorat Pendidikan* (Education Service Division of the Education Directorate).
   3. The midterm and final tests for Faculties' Competency Courses (MKKF), Concentration Competency Courses (MKKIPS), Professional Competency Courses (MKPBS) are submitted to the department/study program.
   4. The study programs coordinate the midterm and final test questions for Postgraduate school programs.

c. Multiplication of exam questions is implemented for Computer Based Tests (CBT) and Paper Based Tests (PBT) with the following conditions.
   1. Question multiplication (in the sense of shuffling questions' order) for MKDK and MKU CBT tests is executed after the lecturers of relevant courses input the questions based on the developed types and models.
   2. Lecturers of each course carry out question multiplication for MKDK and MKU PBT tests.

3. Stationery for the MKDK and MKU midterm tests' question multiplication is distributed by the Education Services Division, Directorate of Education.
4. Deputy Dean for Academic Affairs is responsible for the question multiplication for MKKF, MKKIPS, and MKKPBS tests, except for lecturers who carry out exams using a learning management system (e.g., SPOT).
5. Questions multiplication for graduate students is managed by the study programs.

3.10.2.10 Course Tests/Examinations

a. There are at least two tests in one semester: midterm and final tests, which assignments could replace.
b. Examinations are under the responsibility of the lecturers of relevant courses.
c. Midterm test and/or final exam of MKKF, MKKIPS, and MKKPBS can be done using Paper Based Test (PBT) system or using a learning management system (e.g., SPOT).
d. Final exams of *MKDK* and *MKU* using Computer Based Test system are under the vice-Rector for Academic and Student Affair coordinated by Directorate of Education, Directorate of Information System and Technology and Deputy Dean for Academic Affair/Director for UPI regional campuses.
e. MKDK and MKU midterm tests can be organized paper-based or online through SPOT.
f. The Education Services Division coordinates test scheduling, Directorate of Education according to the academic calendar.
g. MKDK and MKU final tests' scheduling is organized by the Education Services Division, Directorate of Education.
h. Thesis defense seminars can be organized every month.

3.10.2.11 Tests Results

a. Lectures submit tests results as scheduled with the following conditions:
   1. web-based inputting is done in Sistem Input Nilai Dosen (SInNDo).

2. PPGJK officers input PPL scores, meanwhile, KKN scores are submitted by LPPM officers, and lastly, internships and final assignments scores are inputted by the Education Services Division, Directorate of Education.

b. The KHS is printed by the Subdivision of Academic and Student Affairs in the faculties/postgraduate school/regional campuses through the SIAK database if needed.

3.10.2.12 Remedial
a. Remedial can be conducted in the form of remedial lectures or assignments.
b. The maximum score for remedial is B

3.10.2.13 Retaking the course
a. Students who fail (or want to improve their score) are required to retake the intended course.
b. As mentioned in point (a) above, students are required to follow every academic activity that is applied to the course.
c. As stated in point (a) above, students' score set is the final score they achieve in that semester.

3.10.3 Assessment of Successful Semester Study
a. The assessment of successful semester study is conducted at the end of the semester. It includes every subject that is taken by students on that semester with Semester Achievement Index or IPS (*Indeks Prestasi Semester*) calculation formula as follows:

$$IPS = \frac{xy}{y}$$

Information:
IPS = *Indeks Prestasi Semester* (Semester Achievement Index)
x = the score of the course
y = course credit units (sks) for the course

b. IPS is calculated until decimal two and used to determine the amount, of course, that can be taken for the next semester.

c.   Students who have IPS less than 2.50 on three first semester (for Diploma 3 and Bachelor degree), less than 2.75 on the first semester (for Master degree), and less than 3.00 (for Doctoral degree) are required to have specific counseling from academic counselor coordinated by the head of the study program.

3.10.4 Qualification Assessment to Continue the Study
3.10.4.1 Diploma 3 Education Program
Students can continue their studies if, after four semesters, they have achieved a minimum of 60-course credits (SKS) and reach $\geq$ a 2.50 GPA. Students who have conducted 48-59 course credits (SKS) and reach a 2.00 – 2.49 GPA can continue their study with guidance from an academic counselor (s). Students who achieved less than 48-course credits (SKS) and/or have a < 2.00 GPA must resign from the department. The head of the faculty files a proposal to Rector to set the decree.

3.10.4.2 Bachelor Education Program
Students can continue their studies if, after conducting four semesters, they achieved 60 (minimum) course credits (SKS) and reach $\geq$ a 2.50 GPA. Students who have collected 48 – 59 course credits (SKS) and reach a 2.00 – 2.49 GPA can continue their study with guidance from an academic counselor. Students who managed less than 48-course credits and/or achieved < 2.00 GPA must resign from the department or assign to another department/ study program. The head of the Faculty or regional campus files a proposal to Rector to set the decree.

3.10.4.3 Master Education Program
Students can continue their studies if they have passed the qualification test. Qualification test information is arranged in detail in guidelines that are published by SPs (*Sekolah Pascasarjana)*. Students can take a qualification test if after two semesters they have taken 24-course credits (for those who take similar material with their undergraduate degree) or 36-course credits for three semesters (includes *aanvullen* for those who take different material with their

undergraduate degree) and reach ≥ 3.00 GPA. Students who cannot fulfill the GPA requirement and/or fail a qualification test must resign from the department or assign to another department/study program. SPs (*Sekolah Pascasarjana)* Director files a proposal to Rector to set the decree.

3.10.4.4 Doctoral Education Program by Coursework

Students can continue their studies if they pass the qualification test. The qualification test information is arranged in detail in guidelines that are published by SPs (*Sekolah Pascasarjana)*. Students can apply for qualification tests if they have done a minimum of 24-course credits (outside of matriculation) and achieve ≥ a 3.00 GPA in 2 semesters. Students that cannot fulfill the GPA requirement and/or failed the qualification test must resign from the department or assign to another department/study program. SPs (*Sekolah Pascasarjana)* Director files a proposal to Rector to set the decree.

3.10.4.5 Doctoral Education Program by Research

a. Students can pass the probation period if:
   1) They pass the Pedagogic Foundation course, Advanced Research Methodology, and two other courses recommended by the dissertation supervisor.
   2) They have done the dissertation research proposal test; and
   3) They are declared eligible to take part in the candidature stage by the dissertation research proposal exam results.
b. Students that cannot fulfill the requirements above must resign from the department or be assigned to a regular doctoral program. The head of the study program files a proposal to SPs UPI Director to set the decree.

3.10.5 Final Study Completion Pathways
3.10.5.1 Bachelor Education Program

The final study completion in bachelor education degree can be done in undergraduate thesis path or undergraduate non-thesis path. Bachelor's education study program load with or without undergraduate thesis ranged between 144 – 152 course credits,

including an undergraduate thesis (6 SKS/ course credits) or undergraduate thesis substitute course (6 SKS/ course credits).

1) Final study completion with undergraduate thesis path can be conducted by students that have passed undergraduate prerequisites course, achieved 105 (minimum) credit score (SKS) with GPA minimum of 2.50, and have the recommendation from an academic supervisor. Undergraduate thesis prerequisite courses are decided by the department or study program.

2) Final study completion without an undergraduate thesis path is only for students who have achieved a minimum of 105 credit scores with a GPA around 2.00 – 2.49. The students must take credit scores of undergraduate thesis substitute courses that are provided by the Department/Study Program and conduct an essay/final assignment. The completion of the substitute undergraduate course will be issued along with the approval of essay/final assignment completion.

3) Students who fulfill the requirements to conduct the undergraduate thesis (has achieved a minimum of 105 credit scores with ≥ 2.50 GPA) can also choose a non-thesis path by taking six credit courses of undergraduate thesis substitute course provided by the Department/Study Program.

4) The drafting of the undergraduate thesis is based on the following points:
    1) Purpose
       The drafting of the undergraduate thesis is purposed to give students a learning experience in implementing their knowledge in designing, conducting, and reporting scientific research in their field of study.
    2) Contents and systematics
       a) The undergraduate thesis contains a study of scientific problems following their respective fields of study, which are useful both for developing science and solving real problems faced.
       b) Student research results through the Student Creativity Program (PKM) can be used as thesis material for the student concerned.

c) The lecturer's research results with students approved by LPPM UPI can be used as thesis material for the student concerned.

d) The decision of the research result as referred to in points b) and c) is set by the head of the Department/ Study program with the undergraduate thesis consideration team.

e) The systematics and procedures of drafting an undergraduate thesis are further regulated in *Pedoman Penulisan Karya Ilmiah* UPI (Scientific Writing Guidelines).

3) Submission Procedure

a) Students submit an undergraduate thesis proposal to the head of the Department/Study Program.

b) The undergraduate thesis proposal is arranged based on the format that UPI determines.

c) The head of the Department/Study Program conveys the undergraduate thesis proposal to Thesis Consideration Team to consider its properness.

d) Suppose the Thesis Consideration Team approves the proposal that the student proposes. In that case, the Department/Study Program will offer a thesis supervisor's appointment to the Faculty/ Regional Campus to set the decree.

4) Supervising

a) The maximum number of thesis supervisors is two people.

b) Supervisor changing, if needed, is set through Dean/Regional Campus decree with the head of Department/ Study Program proposal.

c) The undergraduate thesis supervising period is one semester, and if needed, it can be extended as long as it does not exceed the stipulated study period.

d) In the Study Program that provides undergraduate thesis substitute courses (6-course credits), students that are

unable to accomplish their undergraduate thesis within the appointed time can move to a non-thesis path.

Undergraduate thesis assessment is based on the following points as stated below:

1) The undergraduate thesis fulfills the requirement for Thesis defense if it refers to journals minimum of 25% from the number of referred references.
2) The requirements mentioned in point 1) can be less than 25% for unique and rare fields of study based on the head of the Department/Study Program.
3) The thesis is defended during the thesis defense
4) The examiner team consists of 3 lecturers
5) The examiner must meet the requirements for the minimum functional position of Expert Assistant.
6) The supervisor cannot examine the students but may attend the test.
7) The examiner team provides an assessment to undergraduate thesis documents, including content, methodology, presentation systematics, and language rules.
8) The undergraduate thesis assessment is given to contents mastery, having the ability to defend the thesis scientifically, and communicating with Bahasa Indonesia or the language of the field of study correctly and adequately.
9) The results of the thesis can be categorized as follows:
   a) Passed without improvement
   b) Passed with minor improvement. Students are given time maximum of two weeks to improve their thesis starting from the test's date. This minor improvement includes title improvement, abstract, bibliography, and language.
   c) Passed with major/substantial improvement. Students are given time maximum of 30 days to improve their thesis starting from the test's date. This major/significant improvement includes the change of research orientation, data analysis, and research framework.
   d) Failed

e) Related to b) and c) category above, students must retake the test if they are unable to finish the improvement at the appointed time.
f) Related to d) category above, students are given time to conduct a re-exam until next semester, but sooner after three months since the testing date.
g) Students passing on category b) and c) are postponed until the revision is accepted by the supervisor, examiners, and the head of the Department/Study program.

3.10.5.2 Master Education and Doctoral Education Program

a. Master students must arrange a thesis, and Doctoral students must arrange a dissertation as the final work in their lectures process.
b. The thesis/Dissertation is arranged based on the provisions that are provided in UPI's Scientific Writing Guidelines (*Pedoman Penulisan Karya Ilmiah* UPI) and particular guidelines that are published by SPs (*Sekolah Pascasarjana)*
c. The assessment of the Thesis/Dissertation based on the following points:
  1) Thesis/Dissertation is defended during Phase 1 and Phase 2 exams (Promotion exam for doctoral education program).
  2) The thesis will meet the requirements to be filed for the Phase 1 Exam if it has a journal reference minimum of 50% from the number of referenced references.
  3) Dissertation meets the requirement for Phase 1 Exam if it has a journal reference a minimum of 60% from the number of referenced references.
  4) Requirements, as mentioned in point 2,) for a thesis can be less than 50%, and point 3) for a dissertation can be less than 60% for unique and rare fields of study based on the consideration of the head of the Study Program.
  5) The number of references in the Thesis and Dissertation must be in accordance with UPI's Scientific Writing Guidelines (*Pedoman Penulisan Karya Ilmiah UPI*).
  6) In the exam process, the supervisor must be able to give initiation/motivation through feed questions to help students

show their best performance. The supervisor also gives supervising scores includes contents, methodology, presentation systematics, language rules, and supervising process.

7) The examiner team assesses Thesis/Dissertation documents, including contents, methodology, presentation systematics, and language rules.

8) Thesis/Dissertation Exam assessments are given to contents mastery, the ability to defend Thesis/Dissertation scientifically, and the ability to use Bahasa Indonesia or the language of the field of study correctly and adequately.

9) The results of the Thesis/Dissertation Exam are categorized as follow:

a) Passed without improvement

b) Passed with minor improvement. Students are given time maximum of two weeks to improve their Thesis/Dissertation started from the exam date. This minor improvement includes title improvement, abstract, bibliography, and language.

c) Passed with major/substantial improvement. Students are given time maximum of 30 days to improve their Thesis/Dissertation started from the exam date. This substantial improvement includes the change of research orientation, data analysis, and framework.

d) Failed

e) Related to b) and c) category above, students must retake the exam if they cannot finish the improvement at the appointed time.

f) Related to d) category above, students are given time to retake the exam until next semester but sooner after three months since the exam date.

g) Students' graduation in the b) and c) category is postponed until the revision is accepted by the supervisor, examiners, and the head of the study program.

3.10.6 Final Program Success Assessment
3.10.6.1 Diploma 3 Education Program
a. Students of the Diploma 3 Education program can follow the final exam on graduation trial if they have passed all courses according to the demands of the curriculum with ≥ 2.00 GPA.
b. GPA determination for Diploma 3 Education program.
  1) GPA is determined by the formula:

$$GPA = \frac{xy}{y}$$

      Information :
      GPA= Grade Point Average
      x = Courses score
      y = Course Semester Credit units
  2) The minimum GPA limit for the Diploma 3 Education program is 2.00.
  3) The predicate of graduation for the Diploma 3 Education program is defined as follows:

Graduation predicate	Grade-point Average
Cum laude	3.51 - 4.00
Highly Satisfactory	3.01 - 3.50
Satisfactory	2.00 - 3.00

  4) The *Cum Laude* graduation predicate is only awarded to:
      a) Non-advanced students;
      b) Students who complete their study on time, namely a maximum of 6 semesters;
      c) Students that have not retaken any course.
c. Announcements of students' graduation are carried out Department/Study Program session, which is specially held for that purpose. The session is led by the head of the Faculty/Department/Study Program.

d. As mentioned in point c), it is submitted by the Department/Study Program to Faculty/Regional Campus to set its graduation decree.
e. Limited to Diploma 3 Nursing study program, students who have completed all the courses and passed the test must follow the competence test.
f. The Procedure of competence test for Diploma 3 Nursing Education program graduates corresponds to Permendikbud No.2 of 2020 concerning Procedures for implementing students competence test in the health field of study.

3.10.6.2 Bachelor Education Program
a. Students who have taken the study load specified for the Bachelor Education Program with a GPA ≥ of 2.00 are allowed to take the final examination program.
b. Final examination program registration for students who choose the thesis path is carried out by students online via the SIAS website (*Sistem Informasi Administrasi Sidang)* and has approval from the supervisor and the head of the Department/Study Program via the same website.
c. Students who choose a non-thesis path are obliged to register via the SIAS website for graduation/*judicium* announcement by selecting the non-thesis column and having the approval from the head of the Department/Study program via the same website.
d. Validation of final examination program registration is carried out by supervisor and the head of Department/Study Program
e. The GPA is determined by the formula:

$$q = \frac{2r + s}{3}$$

Information:
q = Thesis score
r = Thesis defense exam score
s = Thesis drafting score
f. The score from thesis defense *(r)* from each examiner is at least 2.00
g. The thesis score is treated the same as other courses

h. GPA is determined by the formula:

$$GPA = \frac{xy}{y}$$

Information:
GPA= Grade-point Average
x = course score
y= Course semester credit units

i. The minimum limit for graduation in the Bachelor Education program is 2.00.
j. The predicate for the graduation of Bachelor Education program is regulated as follows:

Graduation Predicate	Grade-point Average
Cum Laude	3.51 - 4.00
Highly Satisfactory	3.01 - 3.50
Satisfactory	2.00 - 3.00

k. *Cum Laude* graduate predicate is awarded to:
   1) Non-advanced students;
   2) Students who complete the study on time, with a maximum of 8 semesters;
   3) Students who have not repeated any course;
   4) Students who are not in dual-mode; and
   5) Students who complete a *skripsi*.
l. Announcement of students who select a thesis or non-thesis pathway is carried out in a Department/Study Program session specially held for that purpose and led by the head of Faculty/Regional Campus/Department/Study Program. The date of that announcement is set as the graduation date.
m. As mentioned in point l) is submitted by the Department/Study Program to the Faculty/Regional Campus to set its graduation decree.

n. Other provisions:
1) Participants in Bachelor final exam are required to:

    a) Have the status of an active student;
    b) Submit the thesis that has been signed by the supervisor (if taking thesis pathway); and
    c) Fulfill all the academic and administrative requirements.
2) The exam committee consists of:
    Head of Committee: Dean/Director of Regional Campuses;
    Secretary: Head of Department/Study Program;
    Members: Vice Dean of Academic Fields/Vice Director of Regional Campuses, Department/Study Program Secretary, and Examiner.
3) Exam committees are appointed by a Dean/Regional Campus Director decree from the head of the Department/Study Program's proposal.

3.10.6.3 Teacher Professional Education Program

a. The final exam component or competence test consists of a written exam and a performance exam. The written exam is held by PPG (Teacher Professional Education) Study Program. Performance exam is held by the PPG (Teacher Professional Education) Study Program that is coordinated by the Division of Teacher Professional Education and Professional Services (PPGJK) by involving professional organizations and/or external parties that are professional and relevant.
b. Students of the Teacher Professional Education program can be declared to have passed the program if they meet the following criteria:
1) Having good records of discipline, ethics, and personality in participating workshops, PPL (field education program), and other academic activities, including dormitory activities.
2) Achieve the passing score required for the workshop, PPL (field education program), and competency tests.
c. Written exams are held using a set of essay tests in the form of problem-solving. The signs for the written exam can be seen in

the following table.

Table 13
Written Exam Signs

No.	Exam aspects	Description
1	Exam material	Exam materials are related to portfolio material of workshop results, PPL (Field Education Program), and Subject-Specific Pedagogy (SSP). SSP teaching materials can be in the form of modules, textbooks, media, and others.
2	Question form	Questions are in the form of case-based description are oriented towards the achievement of SKL PPG
3	Question Quality	The Questions reveal cognitive ability at least at the analysis level (C4)

d. Performance exam is in the form of examining the ability to make a teaching plan and managing teaching in class (actual teaching). Performance exam is conducted at least in a one-time session. Signs of the performance exam can be seen in the following table.

Table 14
Performance Exam Signs

No.	Exam Aspects	Description
a.	Exam Material	Exam material is chosen from one of the devices in the participants' portfolio.
b.	Exam form	Performance exam for PPG participants is conducted by implementing actual teaching using the lesson plans selected from participants' portfolios.
c.	Instrument	The assessment instrument uses the Learning Implementation Assessment Sheet that is in PPG Guidelines.
d.	Exam period	1 session minimum (2 lesson hours)

e.	Minimum Competency Standard	Minimum Competency Standard is achieved if the participant gets a B score.
f.	Requirements and the number of Examiner	Examiner consists of 3 people: supervisor, tutor teacher, and representatives from professional organizations or external parties that are professional and relevant. Supervisor at least has a functional position of Lector and has an academic qualification of a master academic qualification. Tutor teachers must have NUPTK, have at least five years of teaching experience, and already have an educator certificate.
g.	Lecturer Qualification	Lecturers in PPG Program have at least a master academic qualification. At least one of the educational strata is related to the field of education in accordance with the level and field of expertise they teach. Lecturers in vocational PPG programs are prioritized to have a certificate of expertise related to the level and field of expertise, besides having at least a master academic qualification and at least one of the educational strata related to the field of education. Lecturers in the PPG program must have passed the equalization program.

e. The final grade achieved by participants of a professional program is determined by referring to the component and weight of assessment as shown in Table 14. Participants are declared passed if they reach the competency standard of at least 80.

Table 15

Final Grade Weighting

No.	Evaluation Components	Symbol	Weight
1	*Workshop*	N1	30
2	PPL	N2	40
3	Written Exam	N3	10
4	Performance Exam	N4	20

The formula to acquire the final grade is:

$$NA = \frac{N1 \times 30 + N2 \times 40 + N3 \times 10 + N4 \times 20}{100}$$

3.10.6.4 Master and Doctoral Education Program

a. The final exam on the Master Education and Doctoral Education program is in the form of a Thesis/Dissertation exam to examine students' ability to defend their Thesis/Dissertation they have written on various questions rebuttal from the examiner. The exam is conducted with implementation signs as follows:

1) A committee formed by SPs hold the thesis/Dissertation exam.

2) Students are able to take the exam if they meet the following requirements:

   a. Master students have completed all required courses, completed the thesis (approved by supervisor), have gone through thesis commission, and meet scientific publication criteria (3.10.10).

   b. Doctoral Students by lectures have completed all required courses, passed the qualification exam, finished the Dissertation (approved by the supervisor and received a feasibility consideration from SPs Commission), attended the doctoral promotion exam at least five times, and met the provisions of scientific publication (3.10.10).

   c. Doctoral Students by research have completed all the lectures requirement, finished the Dissertation (approved by the supervisor and received a feasibility consideration

from SPs Commission), attended the doctoral promotion exam at least five times, and met the provisions of scientific publication (3.10.10)

3) The thesis/Dissertation exam is conducted in 2 phases, and application to take the exam follows the following conditions:

   a. For Thesis/Dissertation students proposing a request for taking an exam is sooner in 7 working days before the examination.

   b. Phase 1 exam is soon conducted in 7 days after submitting the registration.

   c. Phase 2 exam registration can only be conducted soon, seven working days after Phase 1 Exam, and the exam will be held no less than seven working days after the registration.

4) The examiner team complies with the following conditions:

   a) The thesis examiner team consists of 4 people (including the supervisor team), that is minimum qualified as Lector and have supervising experience of at least three undergraduate thesis students as the main supervisor.

   b) The dissertation examiner team consists of 5 people (including the supervisor team). One of them is an external examiner with relevant scholarship and good reputation background. The Dissertation examiner qualification at least Head Lecturer/Lecturer with scientific publication in a reputable journal and experience in supervising at least five thesis students as the main.

   c) In the promotion exam, the examiner consists of 6 people, including the chairman of the exam who takes the examiner role.

5) The supervisor team ensures that the questions asked are proposed to straighten or direct the students, so they can answer the examiner's question correctly and show students' appropriateness in holding doctoral degrees.

6) Completion of the exam follows the following provisions:

a) Master students are deemed to have passed the Thesis examination if they reach an average score of at least 3.00 .

b) Doctoral students are deemed to have passed the Dissertation exam if they reach an average score of at least 3.00 .

7) Students that have not passed the first exam attempt are given one more chance to retake the exam.

b. Further provisions about drafting and Thesis/Dissertation exams are regulated in UPI's Scientific Writing Guidelines and Thesis and Dissertation Writing Technical Instructions.

c. The GPA in SPs is determined as follows:

1) The assessment of Phase 1 and Phase 2 Exam is calculated with this formula:

$$q1,2 = \frac{2r + s}{3}$$

Information:

$q_{1,2}$ = Trial Exam score (Phase I atau Phase II)

r = Thesis/ Dissertation Trial Score

s = Thesis/Dissertation Drafting Score

2) Students' accomplishment qualification is determined by Thesis/Dissertation trial exam Phase II.

3) The following formula calculates the average score calculation of the Thesis/Dissertation trial exam:

$$q = \frac{q1 + q2}{2}$$

4) The score of the Thesis/Dissertation trial exam is treated equally with other courses' scores.

5) GPA is determined by the following formula:

$$GPA = \frac{xy}{y}$$

Information:
GPA = Grade-Point Average
x = Course score
y = Course semester credit units

6) The following formula calculates the GPA score for Doctoral students by research:

$$GPA \frac{The\ average\ score\ of\ Phase\ 1\ exam\ 1 + The\ average\ score\ of\ phase\ 2\ exam}{2}$$

7) The graduation predicate for the Master and Doctoral education program is as follows:

Graduation Predicate	Grade-point Average	
	Master	Doctoral
With Praise/*Cum Laude**)	3.76 - 4.00	3.76 - 4.00
Highly Satisfactory	3.51 - 3.75	3.51 - 3.75
Satisfactory	3.00 - 3.50	3.00 - 3.50

*) Terms and conditions apply.

8) Students of Master education program is declared graduated with Praise/*Cum Laude* if they:
   a) graduated with a GPA of at least 3.76;
   b) Achieved trial exam score average at least 3,70 and no examiners that give score less than 3.65 either in Phase I or Phase II trial exam;
   c) Able to complete the study no later than five semesters;
   d) Never retake any courses;
   e) Never retake the qualification exam; and
   f) Have completed an article(s) that has been accepted by the Editorial Board to be published in an accredited national scientific journal article or reputable international journal (*peer-reviewed or refereed*).

9) Students of Doctoral education program by coursework is declared graduated with Praise/*Cum Laude* if they:
   a) Graduated with a GPA of at least 3,76;
   b) Achieved trial exam score average at least 3,75 and no examiners that give score less than 3,70 either in Phase I or Phase II exam;

c) Able to complete the study no later than 7 or 8 semesters if they produce international scientific research with a reputation at least quartile two based on Scimago Journal Ranking version;

d) Never retake any courses;

e) Never retake the qualification exam; and

10) Have produced 4 (four) articles consisting of one article that at least has been accepted by the Editorial Board to be published in a reputable international scientific journal, one article that at least has been accepted in National Journal indexed by Sinta 3, and 2 articles in reputable international and national proceedings.

11) Students of Doctoral Education by research program is declared graduated with Praise/*Cum Laude* if they:

a) Achieved trial exam score average at least 3,75 and no examiners that give score less than 3,70 either in Phase I or Phase II trial exam;

b) Able to complete the study no later than 7 Semesters; and

c) Have produced two scientific publications in the form of an article that at least has been approved by the Editorial Board to be published in an international scientific journal equal to Q3 (Scopus) or one article equal to Q2 (Scopus). Obligations of article publication are in accordance with the provisions in the Doctoral by research curriculum.

3.10.7 Quality Assurance

Quality assurance is conducted in order to ensure and improve education delivery standards. Quality assurance includes the learning process and results. Quality assurance is conducted by every academic unit such as Study Program, Department, Faculty, or even University. Quality assurance is implemented in the form of students and lecturers monitoring, Students satisfaction survey, ensuring the availability of document/learning materials, monev for Undergraduate Thesis/Master Thesis/Dissertation, and the monitoring and evaluation of the learning process. The mechanism of this quality assurance is regulated according to rules or guidelines applicable in the University.

3.10.8 Provisions on the Indonesian Language Proficiency Test/ Uji Kemahiran Berbahasa Indonesia (UKBI)

a. To improve academic communication skills (written or oral) in Indonesian, students can follow UKBI held by an institution appointed by the Study Program/Department.
b. Students submit a UKBI certificate as one of the requirements when registering for the trial exam.
c. The provisions to follow UKBI are adjusted with the Faculty/SPs/Regional Campus/Department/Study Program policy.
d. The UKBI score required to achieve the minimum score is as follows:

Study Program	The minimum score
Bachelor	Medium (482-577)
Master	Superior (578-640)
Doctoral	Very Superior (641-724)
Bachelor, Master, & Doctoral from Indonesian Language and Literature Education Department/Study Program	Bachelor: Superior (578-640), Master: Very Superior (641-724), Doctoral: Excellent (725-800)

*Used standards can be adjusted with Faculty/SPs/Regional Campus/Department/Study Program policy.

3.10.9 Provisions of the UN Official Language

a. Related efforts to increase the competitiveness and quality of graduates require every student to have the ability to use one of the UN's official languages, which is proved by standardized tests.
b. Bachelor program students must submit their evidence of proficiency in one of the UN official languages along with trial exam requirements submission.

c. When submitting the trial exam requirements, if the participants are also unable to submit the official languages of UN proficiency evidence, they cannot conduct the trial exam.
    The minimum proficiency score of one of the UN official languages is determined by the Study Program who develops and examines that official language.
d. Only for English proficiency, it is required to achieve a score as follows:

Study Program	The minimum score (each)		
	UPI selection test	TOEFL	IELTS
Bachelor	-	400*	4,5*
Master	40	500*	5,5
Doctoral	45	525*	6
Master & Doctoral of English education study program	-	550*	6,5

*or its equivalence in accords to the standard used and adjusted by Department/Study Program policy.

e. Verification of the UN official language proficiency in Graduate School is implemented in the following way:
    1) Students submit their UN language proficiency evidence when conducting academic registration with a minimum score that SPs determine.
    2) If point 1) above cannot be conducted, students must submit their UN language proficiency evidence before the pre-lecturing begins.
    3) If point 2) cannot be fulfilled, students must follow a training program to an education institution recommended by SPs during the study process.

3.10.10 Provisions regarding Submission of Scientific Publication Evidence
a. To improve the guarantee of intellectual property, avoid

plagiarism, and enhance the quality of research, students must produce their research results in the form of a scientific article.

b. To conduct scientific publication, UPI's *civitas academica* is required to cite relevant/similar research proportionally.

c. Bachelor program students submit evidence of completed articles or published articles (print-out and soft file) to the study program and have been approved by the supervisor along with files of trial exam requirements. Master program students at least submit evidence of scientific articles publication or Editor approval for scientific articles publication in an accredited national Journal **or** indexed international journal **or** the evidence of attending an international seminar inside or outside the nation (certificate, presenting time, and article) before Phase 1 trial exam.

d. Students of the Doctoral program submit scientific publication proof with the provision:

No.	Students Batch	Requirements for evidence of scientific publication in reputable journals or proceedings
1.	2016/2017 and before	1) The accepted articles to be published in reputable international journal and/or 2) The articles are published in reputable international proceedings and their seminar certificate.
2.	2017/2018 and then	1) The evidence of accepted articles to be published in reputable international journal/book chapter/book report, and 2) The evidence of articles that have been published in reputable international proceedings, including its seminar certificate

f. Suppose students cannot submit the publication evidence as stated in points b, c, and d during submitting the requirements of

the trial exam for bachelor's degree and Phase I exam for Master and Doctoral degree. In that case, they will not be given permission to have the Phase I exam.

3.11 Students Transfer in UPI

Students transfer between Department/Study Program in UPI is possible with following provisions:

a. The transfer can only be conducted in the same educational program.
b. The transfer can only be allowed between similar Department/Study Program (cannot transfer from Education study program to non-education study program or otherwise).
c. Students have taken study at least four semesters with course credits at least 60 SKS (for bachelor education program, and one semester with at least 12 SKS (for Master and Doctoral study program) in their Department/Study Program.
d. Students are considered to have an interest and academic ability to complete the study in the new Department/Study Program, which are stated within a written statement based on the assessment from the head of the new Department/Study Program. They also have recommendations from UPT BKPK UPI based on the results of psychological tests.
e. Department/Study Program transfer is applied for academically unable to cope with lectures in the Department/Study Program currently being undertaken, which are proved by low GPA obtained during the first four semesters.
f. Department/Study Program transfers are not allowed from the Department/Study Program with a lower rigor level (on admission).
g. Department/Study Program transfer is only allowed if the desired Department/Study Program has a lesser student quota.
h. Previous Department/Study Program and New Department/Study Program must have the same characteristic in terms of entry selection path (Natural Science (IPA) to (IPA) Natural Science, Social Science (IPS) to Social Science (IPS)).

i.   Students are required to pay tuition fees according to the new study program.

j.   The procedures that students must take are as follows:
1) Students must learn about the new department/study program that is of interest.
2) Students consult with the academic supervisor and the Head of the previous Department/Study Program or the head of the Department/Study Program that are of interest.
3) Students submit a proposal to the new Department/Study Program with the academic supervisor's approval and the previous Department/Study Program's head.
4) Students follow the selection process conducted by the new Department/Study Program and UPT BKPK to see their academic potential and chance of success in the new Department/Study Program.
5) Students who are declared accepted by the new Department/Study Program are proposed by the previous Department/Study Program to the Faculty/SPs/Regional Campus to be forwarded to the Directorate of Education for further determination by the Rector.

k.   The study time that has been taken in the original Department/Study Program is taken into account in determining the maximum time limit for completing a study of an educational program.

l.   Under a certain condition, Rector can approve Students transfer proposal without taking account into provisions as mentioned in point c) that are recommended by the academic supervisor, The Head of The Department/Study Program, and The head of the Faculty/Regional Campus/SPs, and based on a psychological report done by UPT BKPK

m.   Under an exceptional condition (*Force Majeure*), Department/Study Program transfer is fully becoming the consideration and authorization of the Rector, which is determined by the decision of the Rector

3.12 Permission for Temporary Break from Studying (Academic Furlough)

To anticipate Students who have study barriers, so they have to take an Academic Furlough. For the time being, UPI is regulating Academic Furlough policy with the following provisions:

3.12.1 General Provisions

a. A temporary break from studying (Academic furlough) is a period of not participating in the academic activity for a specific time during the study period in accordance with the education program that the students are participating in.
b. The Permission for taking a break from studying is given for a period of two semesters, either consecutively or not.
c. Students can propose the academic furlough permission by paying a predetermined administration fee.
d. Students who propose Academic Furlough after the appointed schedule but have fulfilled the obligation to pay tuition fees for the current semester must pay an administration fee of Rp250.000.
e. Students who have not paid the tuition fees and have not proposed academic furlough permission according to the schedule are given time 60 days after the lecture to propose academic furlough permission. Students that cannot fulfill this provision are declared resigned from the university.
f. Academic Furlough plea is proposed with provisions that Students:
   1) Are still registered as UPI's Student that is proven by proof of payment of tuition fees in the current semester;
   2) Have no status of scholarship recipient students, official bond, or study assignment;
   3) Have Academic Supervisor's approval; and
   4) Have a study period.
g. The academic Furlough period is counted as a study period
h. Students that have met the requirements will receive Academic Furlough Permit from Rector through Vice-Rector for Academic and Student Affairs.

i. The Academic Furlough Permit will be used again to reactivate Students' status in the next semester.
j. During the Academic Furlough period, Students do not receive any academic service.

3.12.2 The procedure of Temporary Study Break Permission (Academic Furlough)

Permission to break from study temporarily is obtained by fulfilling the following procedures:

a. Students fill in the form of a temporary study break that is provided in the Education Directorate locket.
b. Temporary Study Break Permission is submitted on schedule.
c. Students handout one copy of the Student's ID Card, one copy of the proof of payment of current semester tuition fees, and one original proof of Academic Furlough payment. Students that propose the second Academic Furlough must provide one copy of the first Academic Furlough.
d. Students pay the administration fee of Temporary study break (Academic Furlough) in the Directorate of Finance as provisions below:

Payment time	Administration Fee
Administration Registration Period (Tuition fees payment and academic registration)(Trusteeship and College contract) in odd/even semester	Rp150.000,00
60 working days since the beginning of lecture(odd/even)	Rp250.000,00

e. Financial Directorate Officers input the data of academic furlough payment in the Academic Information System (SIAK).
f. Locket officers make the academic furlough permit.
g. Permit letters of academic furlough are verified and initialed consecutively by the Head of the Registration and Statistics section, Head of the Education Service Division, and Directorate of Education Directorate.

h. Vice-Rector for Academic and Student Affairs signs permit of academic leave
i. Locket officer gives academic furlough permit letter number.
j. The locket officers enter furlough status and permit letter number in SIAK.
k. Academic furlough permit letter is given to students and passed on to Faculty/SPs/Regional Campus/Department/Study Program, Students' Parents, and other related units.

3.12.3 The procedure of Active Status Cancellation

Students that have paid tuition fees and have made a college contract but for acceptable reasons must break from studying for the time being (academic leave) is required to cancel their active status with the following procedure:

a. Students take care of academic furlough permits to the Education Directorate.
b. Students conduct college contract cancellation in the Education Directorate.
c. Students withdraw the semester tuition fees by showing the permit to the officers of the Financial Directorate

3.12.4 Reactivating Student Status after Taking Academic Furlough

Students that have spent their Academic Furlough period are required to activate their status with the following provisions.

a. The reactivation period of Student status is in accord with the academic calendar before the next semester begins
b. The activation process is conducted in the Directorate of Education.
c. Students are required to show academic furlough permits to locket officers in the Directorate of Education.
d. Locket officers of the Directorate of Education reactivate the student status in SIAK and report it to the Directorate of Finance.
e. The Directorate of Finance delivers the students' data to the bank that receives the deposit.
f. Students conduct payment of tuition fees.

g. Students conduct academic guidance and college contracts.

3.13 Submission of Diplomas and/or certificate and graduation activities

After fulfilling all the graduation requirements, students engage in graduation with the following provisions:

a. Students that have done the trial exam program and declared passed will be engaging in Diplomas submission and/or certificate in graduation.
b. Students can graduate in an *in absentia* way (not present in the graduation place) by fulfilling the established procedure.
c. Students register to graduate after meeting all the academic criteria, such as completing the final assignment/undergraduate thesis/master thesis/Dissertation at the latest one month before graduation is held.
d. Registration and implementation of graduation are conducted according to the determined schedule.
e. Alumni are able to apply for a translated diploma, academic transcript, and/or certificate of competence (education/non-education) in English if needed by paying an administration fee in the Directorate of Education. Students fill the application form that is provided by the locket in the Directorate of Education by attaching a copy of the diploma, academic transcript, and/or certificate of competence (education/non-education) that has been legalized.

3.14 Cancellation of Students' Status and Degree

On a certain condition, students' status, graduation and degree can be canceled.

3.14.1 Student's Status Cancellation

The UPI students' status can be canceled if:

a. They do not do administrative registration at the appointed time; but even so, Students that still have the rights to take academic leave will be stated as taking academic furlough if they propose a furlough permit within the appointed time, according to the

provisions about temporary study break as mentioned in section 3.12;

b. They are committing a criminal act according to a court decision;
c. They are proven to be involved in terrorism activities based on the recommendation from the police;
d. They are proven to conduct academic violation (such as plagiarism) that has been appointed by the decision of Rector based on the recommendation of Student Discipline Commission;
e. They are proven to have committed the moral violation (such as free sex or drugs using) that Rector's Decree has set based on the recommendation of the Student Discipline Commission;
f. They are proven to have violated heavy students' rules of conduct in accordance with applicable regulations;
g. They are unable to reach the academic achievement required; or
h. Students who proposed resignation or declared drop out by the University can only re-apply to other study programs. Every course they have achieved is not recognized.

3.14.2 Cancellation of Academic Degrees

Academic Degrees of UPI graduates can be canceled if it is proven later the graduates have committed academic violations according to the provisions of the applicable laws, such as acts of plagiarism and falsification of academic achievement scores.

CHAPTER IV CLOSING

The successful implementation of this Education Implementation Guidelines depends on the knowledge, understanding, awareness, and sincere efforts of all parties within the Indonesia University of Education area. Regarding the implementation of education that has not been regulated in this guideline, it will be regulated later based on the Rector of the Indonesia University of Education policy.