



ACADEMIC HANDBOOK



**AGRICULTURAL EXTENSION AND COMMUNICATION
STUDY PROGRAMME**

**FACULTY OF AGRICULTURE
UNIVERSITAS SEBELAS MARET**

2021

ACADEMIC HANDBOOK

AGRICULTURAL EXTENSION AND COMMUNICATION



AGRICULTURAL EXTENSION AND COMMUNICATION STUDY PROGRAMME

FACULTY OF AGRICULTURE

UNIVERSITAS SEBELAS MARET

SURAKARTA

2021

PREFACE

Alhamdulillah, by the mercy and grace of God the Almighty, the Academic Handbook of Agricultural Extension and Communication Study Programme, Universitas Sebelas Maret (AEC SP, UNS) of Academic Year 2021/2022 can be completed to meet the need for academic guidelines for new students of AEC SP, UNS. This book is aimed at providing initial information about education implementation in AEC SP, UNS specifically and in UNS in general. Although it is primarily intended for new students of Academic Year 2021–2022, the lecturers, education staff, and students of previous batches of AEC SP, UNS must also be informed of it because it contains the most recent regulations and provisions that must be followed by all of students.

The contents of this Academic Handbook must be taken into account and *adhered* to the students of AEC SP, UNS. Additionally, professors and other educational professionals can use this book as a reference in providing students with relevant services. This Academic Handbook is presented as a soft file and can be downloaded via <https://pkp.fp.uns.ac.id/>. We realise that this academic handbook still has many shortcomings, and therefore for future improvement of a higher service quality, we sincerely hope that all users would offer criticism and suggestions, both from internal and external parties of AEC SP, UNS and from general public.

Surakarta, December 2021

Authors

FOREWORD BY HEAD OF AEC SP, UNS

Assalamu'alaikumwarahmatullahiwabarakatuh,

Praise to God the Almighty for all of the blessings and directions that enabled us to complete this Academic Handbook. It is intended as a source of information of AEC SP, UNS for students, instructors, and educational staff, and external parties. We are honoured to *meet* the information needs of the entire academic society members. This handbook is prepared sincerely that it will be beneficial for the entire academic community. AEC SP, Faculty of Agriculture, UNS, is accredited "A" by the National Accreditation Board of Higher Education and is doing all possible to implement the *Tri Dharma* of Higher Education. Moreover, its "BRIGHT" (Bravery, Responsibility, Integrity, Genuineness, Honesty, Trust) work culture will inspire the academic society members to participate in all of its activities. Bravery implies having the courage to confront the challenges of agricultural transformation. Responsibility indicates that in carrying out our activities it is always based on a culture of responsibility, which entails fulfilling tasks sincerely, thoroughly, and with quality. Additionally, one needs a culture of integrity to complete work, which entails working in harmony based on moral principles and wholeness, genuineness which maintains authenticity in work, honesty which implies saying and doing things according to the truth, and trust, which calls for mutual belief in order to complete work (can trust and be trusted). With the BRIGHT work culture, hopefully, all academic society members of AEC SP, UNS will be enthusiastic in carrying out life-long learning and in making improvements to be better on an ongoing basis (continuous improvement), and that they can achieve the objectives of AEC SP, UNS, namely graduates who:

1. Have knowledge in the field of agricultural extension and communication for community empowerment in achieving sustainable agricultural development.
2. Able to apply knowledge and technology in agricultural extension and communication for community empowerment in realising sustainable social change in terms of social economy and environment.
3. Have the attitude and commitment to respect others and are professionally responsible in their field of expertise with an entrepreneurial spirit, as well as the will and ability to learn throughout life.

Hopefully, agriculture's human resource development will continue to grow through time and prove to be helpful. Thank you.

Wassalamualaikumwarahmatullahiwabarakatuh.

Head of AEC SP, UNS

Dr. Suminah, M.Si

NIP.196610012000032001

CONTENTS

COVER	i
PREFACE	ii
FOREWORD BY HEAD OF AEC SP, UNS	iii
CONTENTS	iv
CHAPTER I INTRODUCTION	1
A. Description/Profile of AEC SP, UNS	1
B. Vision, Missions, and Objectives of AEC SP, UNS	1
C. BRIGHT Work Culture of AEC SP, UNS	2
D. SIAP Work Culture of Faculty of Agriculture, UNS	2
E. UNS Work Culture	3
CHAPTER II ORGANISATIONAL STRUCTURE	5
A. Organisational Structure	5
B. Lecturers of AEC SP, UNS	6
CHAPTER III EDUCATIONAL SYSTEM	7
A. General Provisions	7
B. Graduate Competencies	10
C. New Student Admission	11
D. Registration and Study Plan	11
1. Registration	11
2. Study Plan	12
E. Study Load, Study Period, and Language Mastery	12
1. Study Load	12
2. Study Period	13
3. Language Mastery	14
F. Learning Management	15
G. Forms of Independent Learning at AEC SP, UNS	17
1. Learning Forms and Processes	17
2. Student Exchange	18
3. Internship Programme	19

4. Research Programme	19
5. Entrepreneurship Programme	20
6. Village Development Programme	20
H. Student Community Service and Internship	21
I. <i>Skripsi</i> and Final Project	21
J. Learning Assessment	22
K. Graduation Criteria and Honour	24
1. Graduation Criteria	2
2. Graduation Honour	25
L. Graduation Ceremony	25
M. Diploma, Academic Transcript, and Diploma Supplement	26
N. Academic Supervisor	26
O. Study Extension, Study Leave, Inactive Study, and Resignation	27
1. Study Extension	27
2. Study Leave/Intermission	27
3. Inactive Students	27
4. Resignation	28
P. Transfer Students	28
Q. Affirmation and Foreign Students and Their Credits Acceptance	30
CHAPTER IV ACADEMIC ADMINISTRATION SERVICES	31
A. Registration Service	31
1. Single Tuition Fee (UKT) Payment	31
2. Re-registration	31
B. Completion of KRS	32
C. Lecture Administration	33
1. Student Attendance List and Official Report	33
2. Mid-term Assessment and Final Assessment	33
D. Congregation	33
E. Extention of Study	33

F. Study Leave (Intermission) Permit	34
G. Inactive Study	35
H. Student Resignation	35
I. Transfer of Students	36
J. UKT Payment Delay	36
K. UKT Payment Waiver	37
L. Taking 50% Payment of UKT	38
M. Off-Schedule Payment for UKT	38
N. Observations, Surveys, Field Lectures and Research	39
O. Active Lecture Information Letter	40
P. Graduation Declaration Letter	40
Q. Graduation Registration and Diploma (Graduation Certificate) Administration	40
R. Legalisation of Diploma (Graduation Certificate) and or Academic Transcripts	41
S. Request for a Copy of Diploma (Graduation Certificate) and/or Academic Transcript	41
CHAPTER V COURSE ORGANISATION	42
A. Semester 1	42
B. Semester 2	43
C. Semester 3	43
D. Semester 4	44
E. Semester 5	44
F. Semester 6	45
G. Semester 7	45
H. Semester 8	46
CHAPTER VI STUDENT AND ALUMNI	47
A. Student Organisation (ORMAWA)	47
B. Student Activity Unit (UKM)	48
C. Student Welfare (KESMA)	49

D. Student Reasoning and Creativity	50
E. Development of Character Education through Student Achievement (MAWAPRES)	50
F. Alumni	51
CHAPTER VII REGULATION OF STUDENT LIFE	51
A. Student's Rights, Obligations, and Prohibitions	51
1. Student's Rights	51
2. Student's Obligations	52
3. Student's Prohibitions	52
B. Facilities and Infrastructures	53
C. Activities and Licensing	53
D. Posters, Pennant Flag, and Banners	54
E. Dress	55
F. Penalties	55
G. Awards	56
H. Discipline Commission	56
I. Advocacy Commission	57
J. Foreign Students	57

**Appendix 1:REGULATION OF RECTOR OF UNIVERSITAS SEBELAS MARET NUMBER:
582/UN27/PP/2016 CONCERNING THE ADMINISTRATION AND MANAGEMENT OF
EDUCATION IN BACHELOR'S DEGREE PROGRAMMES**

CHAPTER I INTRODUCTION

A. Description/Profile of AEC SP, UNS

Institution Name	:	Agricultural Extension and Communication Study Programme Universitas Sebelas Maret (AEC SP, UNS)
Faculty	:	Agriculture
University	:	Universitas SebelasMaret (UNS)
Education Level	:	Bachelor's Degree/ Level 6
Academic Degree Awarded	:	<i>S.P. (Sarjana Pertanian/Bachelor's Degree in Agriculture)</i>
Address	:	Jl. Ir. Sutami 36 Kentingan, Jebres, Surakarta, Central Java, Indonesia (57126); Phone: 0271637457 ext. 170; Email: pkp@uns.ac.id ; Website: https://pkp.fp.uns.ac.id/
Accreditation Status	:	Accredited "A" pursuant to Decision of the National Accreditation Board of Higher Education, Number 2683/SK/BAN-PT/Akred/S/VII/2021

B. Vision, Missions, and Objectives of AEC SP, UNS

Vision

Becoming a superior study programme at the international level in the field of Agricultural Extension and Communication with an emphasis on Sustainable Agricultural Development".

Missions

1. To organise education in the field of Agricultural Extension and Communication to facilitate students in achieving competency,

- professionalism, creativity, tenacity, and high integrity.
2. To conduct research to develop science and technology in the field of Agricultural Extension and Communication that supports sustainable agricultural development.
 3. To organise community service to help solve Agricultural Extension and Communication problems faced by the community.

Objectives

1. To have knowledge in Agricultural Extension and Communication for empowering community to achieve sustainable agricultural development.
2. To be able to apply knowledge and technology on Agricultural Extension and Communication to empower community to realise sustainable social changes in the fields of social economics and the environment.
3. To possess an attitude of respect for others, a commitment to professionalism in their field of expertise, an entrepreneurial spirit, and a willingness and ability to learn throughout life.

C. BRIGHT Work Culture of AEC SP, UNS

UNS establishes six work cultures under the abbreviation "BRIGHT" as a foundation for work and motivation to work as optimally as possible for its academic society members. It is elaborated as follows:

1. **Bravery:** Have the courage to face the challenges of change
2. **Responsibility:** Complete tasks sincerely, thoroughly, and with quality
3. **Integrity:** Work in harmony based on moral principles and wholeness
4. **Genuineness:** Maintaining authenticity in work
5. **Honesty:** Say and do things according to the truth
6. **Trust:** Have mutual trust (can trust and can be trusted)

D. SIAP Work Culture of Faculty of Agriculture, UNS

The work culture of Faculty of Agriculture is SIAP ((*Sinergi/Synergy*, *Internasionalisasi/Internasionalisation*, *Akselerasi/Acceleration*, and *Prestasi/Achievement*), which is elaborated as follows:

1. *Sinergi/Synergy:* Collaboration, communication, and coordination with all

elements of Faculty of Agriculture, UNS.

2. *Internasionalisasi/Internasionalisation*: Internationalisation program activities carried out within the framework of collaboration in a synergistic and sustainable manner.
3. *Akselerasi/Acceleration*: Acceleration and innovation in the scope of sustainable integrated agriculture which can initiate self-reliance efforts in the transformation of PTN-BH including the development of entrepreneurship
4. *Prestasi/Achievement*: Performance achievements and superior achievements of the academic society members of Faculty of Agriculture, UNS.

E. UNS Work Culture

As a basis for work and motivation to work optimally for its academic society members, UNS stipulates six work cultures with the acronym "ACTIVE":

1. **Achievement Orientation**; - Ability to work well, beyond established performance standards, and on result-oriented and to continuously make efforts to achieve excellence. Aspects: excellence, result orientation, perfection, achievement standards, initiative, organisation, learning, and being experts in their fields.
2. **Customer Satisfaction**; - The ability to help and serve others or meet the needs of service users, both internal and external. Aspects: Fast, responsive, focused on the needs of service users, empathetic, active, attentive, interactive, open, and positive.
3. **Team Work**; - The ability to work with others, both in large and small teams, within the institution's scope. Aspects: participation, contribution, cooperation, focus on team performance, tolerance.
4. **Integrity**; - Ability to communicate intentions, ideas, and feelings openly and directly, and to accept openness and honesty, even in difficult negotiations with other parties. Aspects: trustworthy, honest, responsible, reliable, consistent, disciplined, and committed.
5. **Visionary**; - Ability to set new goals when the targets set have been achieved and long-term orientation. Ability to adapt to environmental changes and easily

accept changes in institutions. Aspects: continuous improvement, translation of new ideas into actions, innovations, reputations, and change management.

6. **Entrepreneurship;** - Ability to process existing resources into products and services that have added value and seek advantages/benefits from opportunities that others have not exploited. Aspects: independence, shared prosperity, creativity, added value, social entrepreneurship, education, technology, and economy.

CHAPTER II
ORGANISATIONAL STRUCTURE OF AEC SP, UNS

A. Organisational Structure

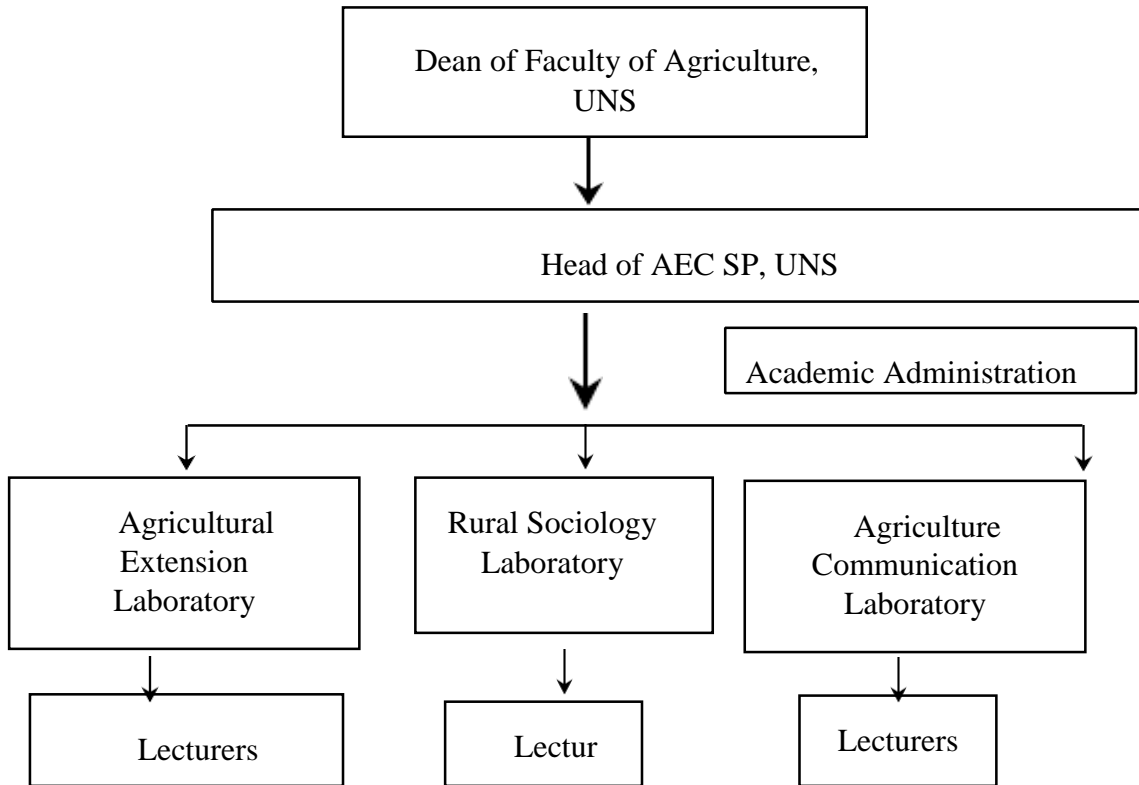


Figure 2.1 Organisational Structure of AEC SP, UNS

There are 16 lecturers at AEC SP, UNS: 1 Full Professor, 9 Associate Proffesors, 4 (Senior) Assistant Professors, and 2 (Junior) Assistant Professors. The lecturer names are presented in Table 2.1.

Table2.1Organisational Structure of AEC SP, UNS

No.	Position	Full Name
1.	Dean of Faculty of Agriculture, UNS	Prof.Dr.Ir. Samanhudi, S.P., M.Si., IPM, ASEAN Eng.
2.	Head of AEC SP, UNS	Dr. Suminah, M.Si.
3.	Quality Control Team	Dr. Emi Widiyanti, S. P., M. Si. Putri Permatasari, S.P., M.Si.
4.	Bachelor Commission	Dr. Ir. Sugihardjo, M. S. Prof. Dr. Ir. Suwarto, M. S. Dr. Joko Winarno, M. Si.

		Dr. Suminah, M. Si.
		Dr. Dwiningtyas Padmaningrum, S. P. M. Si.
5.	Academic Administration	Achmad Mustajid, AM.d.
6.	Head of Rural Sociology Laboratory	Dr. Ir. Sugihardjo, M. S.
7.	Head of Agricultural Communication Laboratory	Dr DwiningtyasPadmaningrum, S. P., M. Si
8.	Head of Agricultural Extension Laboratory	Prof. Dr. Ir. Suwanto, M. Si.

B. Lecturers of AEC SP, UNS

No.	Full Name	Employee Identification Number	Field of Expertise
1.	Prof. Dr. Ir. Suwanto, M.Si.	195611191983031002	Agriculture Economics
2.	Dr. Sapja Anantanyu, S.P., M.Si.	196812271994031002	Development Extension
3.	Dr. Ir. Joko Winarno, M.Si.	195905211986031002	Development Extension
4.	Dr. Agung Wibowo, S.P., M.Si.	197602262005011003.	Agricultural Extension
5.	AripWijianto, S.P., M.Si.	197712262005011002	Agricultural Extension
6.	Putri Permatasari, S.P., M.Si.	198611012019032017	Development Extension and Communication
7.	Dr. Dwiningtyas Padamaningrum, S.P., M.Si.	197209151997022001	Development Extension and Communication
8.	Dr. Suminah, M.Si.	196806101995031003	Development Extension and Communication
9.	Bekti Wahyu Utami, S.P., M.Si.	197807152001122001	Communication Science
10.	Dr. Emi Widiyanti, S.P., M.Si.	197803252001122001	Communication Science
11.	HanifahIhsaniyati, SP., M.Si.	198003022005012001	Agricultural Development Communication
12.	Dr. Ir. Sugihardjo, M.S.	195903051985031004	Environmental Science
13.	Dr.Ir. Eny Lestari, M.Si.	196012261986012001	Rural Sociology
14.	Dr. Ir. RetnoSetyowati, M.S.	1956101220211101	Sociology of Development
15.	Widiyanto, S.P., M.Si., Ph.D.	198102212005011003	Rural Sociology
16.	EksaRusdiyana, S.P., M.Sc.	1985101920161001	Development Extension and Communication

CHAPTER III

EDUCATION SYSTEM

A. General Provisions

Education is organised by implementing a semester credit system in which the weight of learning is expressed in semester credit units (*SatuanKredit Semester* - SKS). The academic year is divided into 2 (two) semesters; Odd Semester (*Semester Gasal*) (August – January) and Even Semester (*Semester Genap*) (February – July), each of which consists of 16 (sixteen) to 19 (nineteen) weeks of lectures. The development and the implementation of the curriculum are based on Presidential Regulation Number 8 Year 2012 concerning on KKNI and UNS Rector’s Regulation Number 31 Year 2020 concerning on Administration and Management of Bachelor’s Degree Programmes.

The following are elaborations of academic terms in UNS Rector’s Regulation, Number: 31 Year 2020:

1. Administrative registration is an activity process to obtain status of registration as a student.
2. Academic registration is an activity to enable a student to take courses in the relevant semester by filling in the Course Selection Sheet (KRS) according to the prevailing rules.
3. Course Selection Sheet (*KRS*) Filling is a process of registration of courses which will be taken in the relevant semester.
4. Learning is an interaction process between students with the lecturers and learning resources in a learning environment.
5. National Standard of Higher Education, hereinafter referred to as SN-Dikti, is a unit of standards consisting of national standards of education, research, and community service.
6. National Education Standard is a minimum set of criteria for higher education learning in universities all over the territory/jurisdiction of the Republic of Indonesia.
7. Indonesian National Qualification Framework, hereinafter referred to as KKNI, is a framework of tiered competency qualifications which can juxtapose,

equalise, and integrate the field of education and job training programmes, and working experiences to get competency recognition according to the job structure in various sectors.

8. Educational administration is a management on planning, supervising, observing, evaluating, coaching, and organising the education administration to achieve the purpose of education in a university.
9. Education management is an activity of implementing the empowerment of educational resources to achieve educational goals at the university.
10. Education is a conscious and planned effort to create a learning atmosphere and learning process so that students actively develop their potential to own religious spiritual strength, self-control, personality, intelligence, noble character, and skills needed by themselves, society, nation and state.
11. Credit recognition programme is a programme of enrolment to certain courses by students between Study Programmes/Faculty within the University, or students from outside the University both domestic and overseas, or the University students with other higher education institutions both domestic and overseas, and attending lectures and assessment in accordance with the rules and mechanisms established by the Study Programme/Faculty/University organiser, which is regulated through the institutional cooperation of the Study Programme/Faculty/University.
12. The higher education curriculum is a set of plans and arrangements regarding graduate learning outcomes, body of knowledge, processes, and assessments used as guidelines for the implementation of study programmes.
13. Semester Credit Unit (SatuanKredit Semester – SKS), hereinafter referred to as Credits, is the amount of time for learning activities taken by the students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a study programme.
14. Semester is a unit of time for an effective learning process for at least 16 (sixteen) weeks; including midterm and final tests.
15. Guidance is guidance activities for students in lectures, thesis preparation, final assignments, and other forms that can facilitate their learning.

16. Learning assessment is the process of collecting, analysing, and interpreting academic information to measure the achievement of student learning outcomes.
17. Score is the number used for assessment results that indicate the level of success of students in a learning assessment.
18. Grade is a measure of learning achievement given by the lecturer based on the score of the assessment results, which shows the level of student competence in a particular subject by using certain rules.
19. Grade Point Index (GPI)/(*Indeks Prestasi Semester - IPS*), is the level of student learning achievement in semester units which is calculated by adding up the multiplication between the grade of the courses taken and the credit weight of each course divided by the total or total credits taken in semester units.
20. Cumulative GPA (*Indeks Prestasi Kumulatif, IPK*) is the level of student learning achievement at the end of the study programme stated in the scale of grades calculated by adding up the multiplication between the grade of each course taken with the credits of the relevant course divided by the number of credits or total credits taken in the Bachelor's degree programme.
21. Learning outcome (*Capaian Pembelajaran – CP*) is the expected graduate competences after students complete their study that describe specifically the knowledge, skills, values and attitudes as well as realistic and measurable performance.
22. Syllabus (*Rencana Pembelajaran Semester - RPS*) is the planning of the learning process for a course written by the lecturer independently or in a group of the same subject course to meet the standard of the learning process in accordance with the SN-Dikti.
23. Diploma Supplement (*Surat Pendamping Ijazah–SKPL*) is the document containing information about the academic achievement or qualifications of a graduate with a higher education degree.
24. International class is a class that is attended by national and/or international students which is conducted in international standards.
25. Distance Lecture, hereinafter called as online, is the implementation of distance

learning to UNS Students that aims to improve access to quality learning.

26. Remedial learning is a process of improving grades for students who have not reached the passing grade, carried out by the lecturer in charge of the relevant subject at the end of the semester before the graduation time through a process of re-learning, assignment, practicum test, and/or other relevant assignments
27. Semester is a unit of time for an effective learning process for at least 16 (sixteen) weeks; including midterm and final tests.

B. Graduate Competencies

AEC SP, UNS is a Bachelor's Degree Programme (Strata 1) whose graduates are awarded with academic degree of *Sarjana Pertanian (S.P.)*/Bachelor's Degree in Agriculture. The graduates of this level must comply with KKNi and SN-Dikti graduation competency criteria, which cover attitudes, knowledge, and skills. Its graduates are qualified to work as community empowerment consultants, field extension officers, research assistants, functional government staff, and community facilitators. Therefore, they must have the qualifications that are reflected in the learning outcomes of graduates as follows:

1. Have a commitment to ethics and professional responsibility, high integrity, a democratic attitude, able to work together and have the will and ability to learn throughout life as well.
2. Master the knowledge and technology in agriculture in general (technical, economic, and social) and able to formulate procedural and comprehensive solutions to agricultural development problems.
3. Master particular skills and technologies in agricultural extension and communication for community empowerment based on their roles as organisers, innovators, facilitators, motivators, and catalysts, as well as dynamists, creators, and catalysts.
4. Able to synergise stakeholders and various interests in decision making to make agricultural extension and community empowerment effective.
5. Able to properly organise, carry out, and evaluate agricultural development and community empowerment programmes professionally in the context of

fostering sustainable community participation.

6. Able to master and implement the theory of communication and information technology in planning and developing innovation efforts.
7. Able to analyse, manage and communicate innovations in agriculture to stakeholders and generate synergy in order to build progressive agriculture.
8. Able to analyse the ecological, social, cultural and economic conditions of a particular community, and initiate opportunities for change based on justice and sustainability while taking the local, regional, national, and international contexts into account.
9. Able to conduct research in community change, agricultural extension and communication as well as community empowerment according to the principles of the scientific method.

C. New Student Admission

Admission to Bachelor's Degree Programmes follows the conditions set by the relevant Ministry. The university oversees and controls the student admission system (SPMB Web). Faculties can submit suggestions regarding the large number of new students to be admitted to each study programme in accordance with available resources. The university can organise admissions of new students through independent selection.

D. Registration and Study Plan

1. Registration

- a. Students are required to register in the beginning of the semester following the academic calendar.
- b. Registration should be directly proposed by the students after having fulfilled the predetermined conditions.
- c. Students who fail to register until the specified date within the academic calendar are deemed inactive with 0 (zero) credits.
- d. Conditions and registration including exchange students are regulated in Rector's Decision.

2. Study Plan

- a. Students are required to carry out a study plan through courses in a semester by filling out a Course Selection Sheet (KRS) according to the applicable regulations.
- b. KRS Completion is conducted in the beginning of each semester by the student after obtaining verification and approval from the academic supervisor.
- c. Student course plans should regard and consider Grade Point Index (GPI) in the previous semester.
- d. Student course plans for the implementation of independence-to-learn program (Merdeka Belajar) should be consulted to and approved by academic supervisor.

E. Study Load, Study Period, and Language Mastery

1. Study Load

- a. The study load for students of Bachelor's Degree Program is determined by the respective Study Programme according to the applicable curriculum.
- b. To meet the learning outcomes of graduates of FST SP, UNS, students should take at least 144 credits, consisting of 130 credits of compulsory courses and 14 credits of elective courses at minimum.
- c. One academic year consists of 2 (two) semesters following the regulations of the SN-Dikti
- d. Further regulations regarding the semester terms are regulated in Rector's Decision.
- e. Student study loads in semesters one and two are bundled and adjusted to the applicable curriculum of FST SP, UNS.
- f. After the first two semesters of the first year, students can take a study load based on Grade Point Index (GPI), with the following conditions:

GPI < 1.50 maximum : 12 credits

GPI 1.50 - 1.99 maximum : 16 credits

GPI 2.00 - 2.49 maximum : 18 credits

GPI 2.50 - 2.75 maximum : 20 credits

GPI 2.76 - 3.00 maximum : 22 credits

GPI > 3.00 maximum : 24 credits

- g. One credit in the form of lecture, post-practicum test, and tutorial learning, consists of:
 - 1. face-to-face learning of 50 (fifty) minutes per week per semester;
 - 2. learning activities with structured assignments of 60 (sixty) minutes per week per semester;
 - 3. independent study of 60 (sixty) minutes per week per semester.
- h. One credit of seminar or other similar forms of learning consists of:
 - 1) face-to-face learning of 100 (one hundred) minutes per week per semester;
 - 2) independent study of 70 (seventy) minutes per week per semester.
- i. One credit of practical learning, studio practice, workshop practice, field practice, research, community service, and/or other equivalent forms of learning, is 170 (one hundred and seventy) minutes per week per semester.

2. Study Period

- a. The study period for Bachelor's Degree Programme is 4 (four) years or 8 (eight) semesters and can be taken for a maximum of 7 (seven) years or 14 (fourteen) semesters. However, students can complete the study period in less than 4 years or less than 8 semesters.
- b. Students who have not been able to complete their studies within 4 years or 8 semesters can extend their studies in accordance with applicable regulations.
- c. Study programmes are obliged to monitor and evaluate student academic activities and take the necessary steps to assist students to complete the learning process within the specified period. Monitoring and evaluation of academic activities are regulated as follows:
 - 1) At the end of the first year (semester II), students receive a warning through the academic information system (SIKAD) if they are unable to achieve a learning load of at least 36 credits with a minimum average grade of 2.00 or C.
 - 2) At the end of the second year (semester IV), students receive a warning through SIKAD if they are unable to achieve a learning load of at least 72 credits with a minimum average grade of 2.00 or C.

- 3) At the end of the third year (semester VI), students receive a warning through SIAKAD if they are unable to achieve a study load of at least 108 credits with a minimum average grade of 2.00 or C.
 - 4) At the end of the fourth year (semester VIII), students receive a warning through SIAKAD if they are unable to achieve a study load of at least 144 credits with a minimum average grade of 2.00 or C
- d. At the end of the fourth year (semester VIII) students' study success is assessed to determine their study completion.
- 1) Study completion can be done if students have accumulated a number of credits, a minimum of 144 credits or according to the study programme curriculum, including thesis or final project and meet the conditions: **GPA > 2.00 and no grade D and/or E.**
 - 2) Students who do not meet condition (1) can be given a study period extension if they can fulfil the conditions.
- e. At the end of the seventh year (semester XIV), students' study success is assessed to determine the completion or termination of the study (drop out).
- 1) Study completion can be done if students **meet** the requirements listed in point d number (1)
 - 2) Study termination or drop out can be done if students **do not meet** the requirements in point d number (1)
- f. Students who submit their resignation are given a determination letter stipulating their resignation from UNS based on the proposal from the faculty and are given a list of courses that have been taken according to the applicable mechanism.

3. Language Mastery

- a. Students are required to master English as a means of facilitating and improving the quality of their studies.
- b. English Mastery is indicated by the achievement of an English for Academic Purposes (EAP) score of 60 (sixty) or Test of English as a Foreign Language (TOEFL ITP) score of 450 (four hundred and fifty) or its equivalent.

- c. International students are required to master Indonesian for academic purposes by participating in Indonesian Language training for Foreign Speakers (BIPA) until they are declared passed or by taking Indonesian Language Proficiency Test (UKBI) with an Intermediate Level with a minimum score of 482
- d. The activity is carried out by the Technical Implementation Unit for Language Services and Development, UNS (UPT Bahasa UNS).
- e. The mastery of English and Indonesian is one of the requirements for students to be able to take the final project (*skripsi*) examination.

F. Learning Management

1. Learning management is carried out each Study Programme based on the curriculum stipulated in Rector's Decision.
2. UNS and its faculties determine courses with a number of credits that are obligatory to be included in each Study Programme curriculum as a basis for university or faculty characteristics.
3. UNS characteristic courses are community service programme (KKN), internship, and entrepreneurship.
4. Faculty characteristic courses are determined by each faculty.
5. Each class in science and technology has at least 5 students while in social sciences and humanities class, it has at least 10 students to be recognised as lecturer performance.
6. Each Study Programme is obliged to:
 - a. arrange its curriculum based on KKNI and SN-Dikti;
 - b. arrange syllabus (RPS) for each course;
 - c. organise learning programmes according to content standards, process standards, and assessment standards that have been set in order to achieve LOs;
 - d. carry out systematic activities that create an academic atmosphere and good quality culture;
 - e. perform PLO measurements based on the course learning achievement (CPMK) and CPMK weights of supporting courses in each LO in each semester, which is listed in the diploma supplement;

- f. carry out periodic monitoring and evaluation activities in order to maintain and improve the quality of the learning process; and
 - g. report the results of learning programmes periodically as a source of data and information in making decisions to improve and develop the quality of learning according to applicable regulations.
7. Students are required to participate in learning and other academic activities in an orderly and regular manner with applicable regulations.
 8. Learning activities are interactive, holistic, integrated, scientific, contextual, thematic, effective, collaborative, and student-centred.
 9. The learning process have to use effective learning methods in accordance with the characteristics of the course to achieve certain competencies specified in the course in the PLO fulfilment series
 10. Learning methods include group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, journal review, or other learning methods, which can effectively facilitate PLO fulfilment
 11. Each course may use one or a combination of several learning methods and be accommodated in a form of learning.
 12. Learning forms can be lectures, post-practicum test and tutorials, seminars, practicum, studio practice, workshop practice, field practice, work practice, research, design or development, military training, student exchange, internship, entrepreneurship, and/or other forms community service
 13. Learning forms have to include or accommodate the form of research of at least 4 credits and community service of at least 2 credits.
 14. Learning activities can be conducted offline, online and blended.
 15. Learning activities are carried out for a minimum of 16 (sixteen) weeks or 16 meetings in one semester, including learning assessment activities.
 16. In the learning process lecturers pay attention to and accommodate the special needs, limitations, and/or obstacles experienced by students with special needs/disabilities

17. Before carrying out learning activities for each subject, lecturers independently or jointly in a group of expertise in a field of science and/or technology in the respective Study Programme, are required to prepare RPS.
18. Regulations regarding RPS are further regulated in the guidelines
19. One academic year consists of 2 (two) semesters and university can administer inter semester
20. Inter semester is conducted:
 - a. At least in 8 weeks period
 - b. Maximum 9 credits
 - c. In accordance to the LO
21. If the inter semester is held in the form of lectures, the learning process is at least 16 (sixteen) meetings including midterm exams and final semester exams
22. The official language of instruction used in education and learning activities is Indonesian, or English for international classes.
23. Certain local languages and/or certain foreign languages may be used as languages of instruction in education and learning activities as a complement to the use of Bahasa Indonesia.

G. Forms of Independent Learning at AEC SP, UNS

1. Learning Forms and Processes

Fulfillment of learning outside study programme at the same tertiary institution within one semester or the equivalent of 20 (twenty) credits, may be completed in the same study programme or in multiple study programmes.

- a. Learning outside of tertiary institutions is limited to 2 (two) semesters or 40 (fourty) credits.
- b. The learning process is carried out in accordance with agreements between tertiary institutions or other related institutions, and course outcomes are recognised through the credit transfer mechanism.
- c. Beginning in semester five, universities/faculties/study programmes facilitate independent learning.
- d. The learning process outside of study programme is conducted under the guidance of the lecturer.

- e. Implementation of memorandums of understanding (MoU), cooperation agreements (SPK), and memorandums of agreement (MoAd) prepared in accordance with UNS Rector's Regulations.
- f. The implementation of independent learning forms is in accordance to the University's handbook.

2. Student Exchange

- a. Student exchange is a programme that provides opportunities for students to take courses outside the Study Programme;
- b. Other Study Programmes that are the same or different outside the university, within the territory of Indonesia, and
- c. Other study programmes that are the same or different at universities abroad.
- d. The study programmes referred are the study programmes that already have MoA.
- e. The maximum number of credits that students can take in student exchange programmes is 20 credits.
- f. PA approves the taking of courses in the student exchange programme as evidenced through KRS.
- g. Taking courses in student exchange can be taken starting from semester 5 (five).
- h. The selected courses should be able to enrich and provide benefits in realising the graduate profile of the Study Programme or increasing student competencies.
- i. The implementation of student exchange refers to the University guidelines.
- j. The implementation of student exchange refers to the university guidelines.

3. Internship Programme

- a. The internship programme aims to provide students with contextual experiences and direct learning in the workplace (experiential learning)

so that students can gain theoretical and practical abilities, solve complex problems, develop analytical skills, and develop interpersonal and intrapersonal skills such as professional/work ethics, communication, and teamwork.

- b. Students who have earned at least 110 (hundred and ten) credits can enroll in the internship programme.
- c. Lecturers and supervisors from internship institutions guide and assess internship activities.
- d. 1 (one) internship credit is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of activity.
- e. Internship activities are conducted in accordance with the MoU/SPK documents agreed upon by both parties.
- f. The internship implementation/practice is in accordance with the university guidelines.

4. Research Programme

- a. The student research programme aims to build critical thinking in various scientific groups, so that students have a better research knowledge and skills.
- b. 1 (one) research programme credit is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of activity.
- c. Students are guided and evaluated in their research activities by supervisors and coordinators appointed by the UNS Agricultural Extension and Communication Study Programme Student Commission.
- d. University guidelines govern research implementation.

5. Entrepreneurship Programme

- a. The objectives of the entrepreneurship programme are as follows:
 - 1) increase entrepreneurship interest to develop their business earlier and guided

- 2) facilitate student business ventures to reduce unemployment.
- b. 1 (one) entrepreneurship programme credit is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of activity.
- c. Students are guided and evaluated in their research activities by supervisor lecturer and entrepreneurship mentor, or competent entrepreneur.
- d. The implementation of entrepreneurship programme follows the guidelines established by the university.

6. Village Development Programme

- a. The activity to construct a village/thematic work college (KKNT) has the following goals:
 - 1) provide opportunities for them to put their knowledge, technology, and skills to use in collaboration with a wide range of stakeholders in the field, and
 - 2) assist the acceleration of development in rural areas together with the Ministry of Village PDTT.
- b. The goal of village building activities and thematic work lectures (KKNT) is to support programme planning by starting with village potential studies, village development problems and challenges, setting development priorities, designing programmes, designing facilities and infrastructure, and empowering communities. Other objectives include managing BUMDes, supervising development, and monitoring and evaluating.
- c. Students who have completed at least 84 credits can participate in the village building activities /KKNT.
- d. The intended village radius with the campus is designed to be around 200 km
- e. 1 (one) village development programme/KKNT credit is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of activity
- f. The programme outcomes can be equivalent to a skripsi (final project).

- g. Village development activities/KKNT are guided and assessed by supervisor lecturer and village supervisors where students conducting project activities.
- h. Village development activities/KKNT are conducted in accordance with university guidelines.

H. Student Community Service and Internship

Bachelor programme students are required to participate in Student Community Service (KKN) and Internship (KMM) in accordance to the study programme's curriculum. KKN and KMM can be recognised as independent learning referring to university policies. After completing at least 100 credit hours, bachelor programme students can enroll in KKN. The Quality and Education Assurance Institute, Faculties, and/or Study Programmes further regulate the KKN's requirements, methods, and execution.

I. Skripsi and Final Project

1. Students should complete a skripsi or final assignment worth 5 (five) credits at the end of the study period, according to the study programme curriculum.
2. *Skripsi* can be recognised as independent learning referring to the university guidelines.
3. Students who have completed a minimum of 100 credits of study, can begin working on skripsi.
4. *Skripsi* can be written based on the results of field research, laboratory research, or other research accordingly to scientific characteristics and study programmes.
5. Students are supervised by 1 (one) main supervisor and 1 (one) assistant supervisor in the process of completing the skripsi or final assignment. This is in accordance with the provisions of the faculty.
6. The maximum period of conducting skripsi is 12 (twelve) months, with progress monitoring every six months after the submission of the course selection sheet.
7. Faculties and Study Programmes form Bachelor Commissions to ensure the quality of the process and the quality of students' skripsi.

8. Additional mentoring and skripsi writing time can be granted only with the approval of the Bachelor Commissions and Head of study programme, as well as a statement of willingness and/or approval from the supervising lecturers.
9. Students have to take skripsi exam in order to be held accountable for the *Skripsi* they have prepared.
10. Prior to taking the exam, students are required to write a scientific article based on the skripsi and submit it to the university repository page or publish it in a national or international scientific publication.
11. Students who successfully publish scientific articles as first authors in at least Sinta 2 indexed national journals or indexed international journals that are not classified as predatory are exempt from skripsi exam and receive a grade of 4.00. (A).
12. The procedures, thesis coordinator formation, quality standards for writing and examinations, and writing scientific articles are further regulated in the study programme or faculty guidelines.

J. Learning Assessment

1. The student learning assessment includes the PLOs and additional competencies.
2. Students must participate in the learning assessment process under the study programme curriculum standards.
3. The learning assessment is performed out to identify the CPMK in accordance with the student's attitude, knowledge, general skills, and particular skills as specified by the study programme curriculum.
4. The learning assessment comprises of process and outcome evaluations of each level of the skills outlined in the RPS as prepared by the course lecturer or lecturer team.
5. The learning process assessment is described by the lecturer or lecturer team in the form of a rubric and/or outcome assessment as a portfolio or design work, depending on the class contract negotiated with the students.
6. The learning assessment can be completed using a variety of techniques, including written examinations, oral tests, performances, interviews, questionnaires, projects, assignments, and other applicable methods.

7. A team of lecturers manages the learning assessment in parallel classes in order to establish an agreement on reaching standardised graduate competencies.
8. The learning assessment is the basis of integrated educational, authentic, objective, accountable, and transparent concepts.
9. The learning assessment can be completed by lecturers or a lecturer team, with or without the participation of students and/or other stakeholders.
10. CPMK assessments are reported at least 2 (two) times each semester, comprising midterm and final assessments.
11. Students can take the exams to receive assessments if their attendance rate is at least 75%.
12. The learning assessment employs a scale of 5 (five) with a range of 0 – 4 (zero to four).
13. Students with special needs/disabilities are assessed in a flexible way, taking their limitations or obstacles into account.
14. The flexible assessment may include adding extra time to the exam, changing the test location, reducing material, selecting strategies or methods, utilising instruments or other assessment types, or other methods in accordance with the lecturer's policy.
15. Students are considered completing a course if their final grade is at least 2.00 (two point zero) or a C.
16. Students who do not achieve the minimum passing grade (C) have an opportunity to get an improvement through a remedial teaching from the lecturer before the assessment results are announced (judicium).
17. Students who have completed certain courses but still wish to improve their grades must enrol in the courses for the following semester by inputting them on the KRS.
18. The latest grade of those who enroll in a remedial class is published as their final grade.
19. The technical rules of remedial teaching are further defined in a separate Rector's Decree.

20. Benchmark Reference Assessment (*PenilaianAcuanPatokan* - PAP) is employed to determine if a student succeeds or fails a course.

21. The final grade of a course is obtained from score conversion as presented in Table 1

Table1.Sore Ranges for Final Assessments

No.	Score Ranges (Scale of 100)	Grade Ranges	
		In Numbers	In Letters
1.	$S \geq 85$	4.00	A
2.	$80 \leq S < 85$	3.70	A -
3.	$75 \leq S < 80$	3.30	B+
4.	$70 \leq S < 75$	3.00	B
5.	$65 \leq S < 70$	2.70	B -
6.	$60 \leq S < 65$	2.30	C+
7.	$55 \leq S < 60$	2.00	C
8.	$S < 55$	1.00	D

K. Graduation Criteria and Honour

1. Graduation Criteria

- a. Students are considered to have finished a Bachelor's Degree Programme if they have taken the entire course loads, completed the PLOs defined by the Study Programme with the GPA of at least 2.00 (two point zero), and have not failed any courses.
- b. Students may take the final examination if they have successfully completed all courses.
- c. The completion or graduation date of the Bachelor's Degree Programme is the thesis examination date or that of article validation for students who do not take the thesis examination.

- d. Students must be retested if they cannot revise their theses before the deadline.
- e. Regulations on thesis examinations or final projects, as well as the validation of student scientific publications are further defined by the faculty.
- f. Students participating in the independence to learn (MB) programme must comply with the requirements and standards set for each MB activity.
- g. Credits earned through MB activities can be acknowledged following the criteria outlined in the guide.
- h. Assessment in MB activities is based on each activity's guidelines.
- i. Each MB activity's graduation requirements are based on the guideline.

2. Graduation Honour

- a. The graduation honours consist of three levels: satisfactory, very satisfactory, and cum laude mentioned on the academic transcript.
- b. The following principles define the graduation honours of students:
 - 1) Those having a GPA between 2.76 and 3.00 are considered to have graduated with a satisfactory honour;
 - 2) Those having a GPA between 3.01 and 3.50 are considered to have graduated with a very satisfactory honour;
 - 3) Those having a GPA between 3.01 and 3.50 with the study period exceeding 4 years or 8 semesters are considered to have graduated with a very satisfactory honour if they have.
 - 4) Those achieving a GPA of 3.50 or higher over a maximum of 4 years or 8 semesters are regarded as having graduated with *cum laude* honour;
 - 5) Those with a GPA below 2.76 are considered to have graduated without a graduation honour.

L. Graduation Ceremony

- 1. Students who have completed their Bachelor's Degree Programme attend the University's graduation ceremony.

2. To participate in graduation, they have completed the administrative conditions listed.
3. Regulations on the graduation of students from a Bachelor's Degree Programme are further outlined in Rector's Decision.

M. Diploma, Academic Transcript, and Diploma Supplement

1. Students who have finished the Bachelor's Degree Programme are eligible to receive a diploma, an academic transcript, and a diploma supplement following the applicable regulations.
2. The diploma is signed by Dean and Rector.
3. The academic transcript is signed by Dean.
4. Dean signs diploma supplement, which contains the result of PLO assessments, additional competencies, and achievements attained by students.
5. If the diploma, academic transcript, or diploma supplement contains a typing error, a letter of correction will be issued.
6. Rector issues the correction letter at the request of Dean.

N. Academic Supervisor

1. Dean, through Head of Study Programme, selects lecturers as academic supervisors for these students in order to assist them in developing their potential, so that they may complete their studies on schedule and achieve the best academic accomplishment possible.
2. Academic Supervisors, along with Head of Study Programme, are responsible, to monitor and evaluate the academic activities of the students they supervise periodically, and to take the necessary actions to help the students.
3. Students receive academic counselling at least four times every semester, comprising once at the beginning of the semester, twice in the middle, and once at the end of the semester.
4. The regulations and procedures for counselling are specified in a Rector's Decision.

O. Study Extension, Study Leave, Inactive Study, and Resignation

1. Study Extension

- a. Study extension is provided to students who are unable to finish their studies within the allotted time.
- b. Students submit the request in writing through Dean in accordance with the approved procedure and timeline.
- c. The extension is available for one semester. It can be provided no more than six times.
- d. The fifth and sixth extensions are only available to students who have finished all courses but have a thesis or final project to complete.

2. Study Leave/Intermission

- a. Students on study leave are those who stop participating in academic activities prior to the completion of their studies, but then return with the approval of Rector and Dean's recommendation.
- b. Study leave time does not qualify as a study period and can only be allowed a maximum of two times for a single semester each time, and not in sequential semesters.
- c. Students on study leave must have completed at least two (two) semesters of study before submitting a study leave request.
- d. Students on study leave are exempt from the obligation to pay the Single Tuition Fee that applies to the corresponding study program.
- e. The students who return to being active are permitted to resume their studies in the following semester, provided they have completed all administrative obligations.

3. Inactive Students

- a. Inactive students are those who register but do not attend university during the semester.
- b. Inactive students are obligated to pay UKT fully.
- c. Students who do not register receive a warning in the academic information system.

- d. Students who do not register for three sequential semesters are no longer permitted to participate in academic activities and are presumed to have resigned as students.

4. Resignation

- a. Students assume the rights to resign provided they meet the requirements and have no administrative obligations.
- b. Students submit a formal request to Rector through Dean by completing the required documents.
- c. Rector issues and signs the resignation letter.

P. Transfer Students

UNS can accept transfer students from any other colleges with the following conditions:

1. The students' original study programme is in accordance with the intended one;
2. The accreditation rating of their original study programme is equal to or better than that of the intended one;
3. There is available capacity in the intended study programme;
4. Transfer students shall have completed the study load in the original study programme for a minimum of 40 credits and a maximum of 84 credits with a minimum GPA of 3.00 (three point zero);
5. Their study period that has been taken at the college of origin is considered based on the provisions applied at UNS;
6. Transfer students shall pass a competency test in the field of study held by the intended study programme;
7. Students shall still take the courses required by the study programme based on the applied curriculum;
8. Students shall have written transfer letter from Rector of their original college,
9. The reasons for their transfer shall be reasonable; and
10. Transfer students shall be accepted by Rector based on the consideration given by Dean of the intended faculty and Head of the intended study programme at UNS;

Students may change their study programme within UNS with the following conditions:

1. The intended study programme has a lower stringency score than the original one,
2. The accreditation rating of their original study programme is equal to or better than that of the intended one,
3. There is available capacity in the intended study programme,
4. The transfer students shall have completed the study load in the original study programme for a minimum of 40 credits with a minimum GPA of 2.50 (two point five) with a maximum number of credits of 40 that will be accepted,
5. Their study period that has been taken at the original college is considered based on the provisions applied at UNS
6. Students shall propose an application letter to transfer to another study programme, that is agreed by their academic supervisor and approved by Head of the original study programme and Dean of the original faculty;
7. The application letter shall be in written form and submitted to Rector with a copy to Dean of the intended faculty and/or Head of the intended study programme,
8. The intended study programme shall consider the recommendation from the Career Development Centre;
9. Rector may decide to approve or reject the application.

Q. Affirmation and Foreign Students and Their Credits Acceptance

1. Affirmation and foreign students shall follow all the learning and assessment processes stated in the curriculum of the study programme,
2. Provisions on affirmation and foreign students are further regulated in Rector's Regulation
3. On behalf of its faculty, a study programme may organise special courses for affirmation and foreign students and/or students from other study programmes/faculties/universities inside or outside UNS to obtain accepted credits,
4. On behalf of its faculty, a study programme shall set specific criteria.
5. The accepted credits for courses or researches conducted with partner universities/institutions may be in the forms of *credit transfer*, *credit earning*, *twinning*, and *joint supervision*,

6. Students to take credits acceptance programmes shall register to the Academic and Administration Bureau of Cooperation of UNS based on the applied provisions,
7. All costs resulting from the credits acceptance courses shall be the responsibility of the students or other sources,
8. Further provisions on the technical instructions/implementation of credits acceptance are regulated in Rector's Decision.

CHAPTER IV

ACADEMIC ADMINISTRATION SERVICES

A. Registration Service

1. Single Tuition Fee (UKT) Payment

UNS Single Tuition Fee (UKT) was officially regulated since the academic year of 2012. The regulation made by the Ministry of Research, Technology and Higher Education No 22 of 2015 concerning on BKT and UKT in higher education was the basis to regulate the tuition fee of UNS. The UKT details of each study programme can be downloaded on <http://www.spmb.uns.ac.id>.

2. Re-registration

The re-registration must be done by the freshmen after they are accepted as candidates of AEC SP while re-registration should also be done by the students (excluding freshmen) in every beginning of the semester based on the academic calendar. The re-registration is related with the students' status in a certain semester. The re-registration can be done online through academic administration system (Siakad) on <http://siakad.uns.ac.id>, The students fill out as well as renew their academic data and active status in the beginning of each semester as scheduled. The students then pay the UKT through banks appointed by the university so that they are allowed to continue doing academic or non-academic programmes based on the provisions. The detailed procedures of the re-registration are as follows:

- a. **New Students** are applicants accepted as the candidates of AEC SP, UNS. The first thing to do is register themselves online on the academic administration system based on a certain schedule through the following procedures:
 1. Pay the tuition fee to the appointed banks with the settled amount and register online on <http://siakad.uns.ac.id> by using PIN (Personal Identity Number) stated on the bank payment receipt;
 2. Register offline in AEC SP, UNS to have the freshmen's documents checked so that they fulfil the requirements and then do a medical test.

3. Each new student receives an alma mater jacket and follows the mandatory activities such as PPKMB (Campus Introduction Programme), Emotional Spiritual Quotient(ESQ) Training, and English for Academic Purposes(EAP). Meanwhile, for the foreign freshmen, they must master Indonesian language for academic purposes through Indonesian Language Proficiency Test (UKBI).
- b. **Old Students**, early in each semester, do online registration based on the academic calendar. The procedures are as follows;
1. Pay the tuition fee to the appointed banks with the settled amount and register online on <http://siakad.uns.ac.id> by using PIN (Personal Identity Number)stated on the bank payment receipt as a password; (The tuition fee payment is carried out through auto-debet so that having a bank account on the appointed banks and having sufficient savings for the scheduled debiting are mandatory);
 2. Fill in the KRS on <http://siakad.uns.ac.id>
 3. Participate in lectures, final assignment consultations, skripsi, thesis, dissertation, and other academic programmes.

B. Completion of KRS

All of the students independently fill in the KRS after successfully do re-registration by carrying out study planning through taking courses (PMK) done online on <http://siakad.uns.ac.id>; by using the PIN stated in the bank payment receipt. For the first semester, the freshmen receive the credits (SKS) in certain packages based on the regulation made by the study programme. The KRS then can be printed in advance and consulted with the Academic Supervisor (PA) to be validated. The undergraduates must fill in the KRS in the beginning of each semester with the academic supervisor's guidance and validation.

After being validated and signed by the PA, the KRS is legalised with a faculty stamp, 1 (one) sheet for the lectures, 1 (one) sheet for the PA, and another 1 (one) sheet for study programme administration. The students are allowed to participate in the lectures based on the schedule determined by the study programme by bringing the KRS to mark their attendance.

C. Lecture Administration

1. Student Attendance List and Official Report

To participate in the study programme lectures, besides bringing the KRS to be signed by the lecturer, the students must fill in the attendance list administered by the academic administration of the study programme. In line, the lecturer must fill in the official report as well as the student attendance list on the form administered by the academic administration of the study programme. The lectures are conducted at least 16 times within a semester including the Mid-term (UTS) and Final Assessment (UAS).

2. Mid-term Assessment and Final Assessment

The learning assessment can be done by the lecturer or the team of lecturers of a certain course. The assessment must be done at least twice in a semester, mid-term and final assessment. Both assessments are scheduled based on the UNS academic calendar. The students are allowed to take the tests only if the percentage of their attendance is more than 75%.

D. Congregation

Congregation is the academic process that deals with the students' grades during the entire academic processes. Congregation also means the announcement to the students as a final assessment process of all courses learnt in a semester, the declaration of the grades in the academic transcript, and the decision whether the students pass the courses in a certain period of time or not. The decision is made by the authorised official through judiciary meeting. Semester congregation, scheduled in the academic calendar, must be adhered. The course lecturer finishes the evaluation and assessment done through UTS and UAS and then uploads the grades to the online system <http://siakad.uns.ac.id> on time so that the undergraduates can check their grades.

E. Extension of the Study

Based on the Rector Regulation Number 31 Year 2020, the students' study period is 4 (four) years or 8 (eight) semesters. The students who have not finished the study within 4 years or 8 semesters can extend the study based on

the following procedures:

1. The extension of the study must be submitted in a form written by the students to <http://siakad.uns.ac.id> via SSO dengan (Single Sign On) login and addressed to the rector by attaching academic transcript, UKT payment receipt, and the approval of the head of the study programme.
2. The extension of the study documents is first verified by the Faculty Academic Subdivision.
3. The first and the second extension of the study are possible when the students still take theoretical courses or have not passed the courses while the third and the fourth extension of the study are provided only for those who already take all of the theoretical courses so that they just need to finish the skripsi or final assignment.

F. Study Leave (Intermission) Permit

1. Study leave permit can be submitted if students have taken at least 2 semesters of lectures.
2. Study leave is not counted as a study period and can only be given for a maximum of 2 (two) times, one semester each and not in consecutive semesters.
3. Students are required to pay 50% of the tuition fees.
4. Before the semester ends, students are required to report for active study again in the following semester to the University Academic Section to unblock the system and re-register for the current semester online at <http://siakad.uns.ac.id> according to the academic calendar schedule.
5. Application for a study leave permit can be done via <http://siakad.uns.ac.id> using the SSO (Single Sign On) login.
6. The application letter is accompanied by the completeness of the required documents, which are the application for a study intermission permit from the student concerned known by the academic supervisor and the head of the study programme, a copy of proof of payment of tuition fees up to the last semester, a copy of Study report card, and a copy of the previous study intermission permit, submitted through the Academic Sub-Section of Faculty of Agriculture, UNS in accordance with the established flow and procedures.

7. After going through officer verification and approval from leadership of the faculty, the application letter can be processed further to the university through the UNS Academic Section.

G. Inactive Study

Based on Rector's Regulation Number 31 of 2020, the requirements regarding inactive students are as follows:

1. Students who inactively study are those who fulfil the registration but do not actively participate in the learning process in the related semester.
2. Students who inactively study are required to pay tuition fees fully according to UKT.
3. Students who do not register are given a warning in the academic information system.
4. Students who do not register for 3 (three) consecutive semesters are not allowed to take part in academic activities again and are declared to have resigned from their status as students.
5. Students submit a written application to Rector through Leadership of the faculty by completing the required documents. To get an academic transcript of the courses taken, students must apply for resignation, attach the necessary documents according to the regulations, and be free from administrative obligations. The resignation letter, which has been verified by the Academic Sub-Division of Agriculture Faculty, UNS via <http://siakad.uns.ac.id>, is then submitted to Rector through Dean of the Faculty.
6. The Rector issues and signs student resignation letter.

H. Student Resignation

Students have the rights to resign if they fulfil the conditions and are free from administrative obligations. Students submit their resignation through <http://siakad.uns.ac.id> using the SSO (Single Sign On) Login. There are some requirements needed to be completed by the students for resignation. Students need to submit a resignation letter that is approved and known by the academic advisor and Head of Study Programme, a letter of free books borrowing from UNS

Central Library, a letter of free equipment borrowing from UNS laboratories, proof of tuition fee payments, and a free pass letter from Student Cooperative Association (KOPMA). Students who have met the requirements are entitled to receive higher education achievement record (*Kartu Hasil Studi–KHS*).

I. Transfer of Students

Transfer of students is possible externally and internally. Transfer of external students is the transfer of students from other State Universities (PTN) to UNS or the transfer of UNS students to other state universities. Internal transfers are student transfers between Faculties and Study Programmes within UNS. The terms and conditions for transferring students are explained in the previous chapter while the transfer procedure is regulated as follows:

1. The student submits a written transfer application (external or internal) to UNS Rector stating the reasons for the transfer.
2. Students apply for a study transfer through <http://siakad.uns.ac.id> by using the SSO (Single Sign On) Login. The Academic Subdivision of Faculty of Agriculture, UNS previously verified the letter of resignation submitted to Rector through Vice-Dean.

J. UKT Payment Delay

The delay in UKT payment is possible for students who are experiencing economic difficulties to fulfil their obligation to pay tuition fees according to the specified re-registration schedule, with the following procedure:

1. The application is submitted to Rector through the Vice Dean before the re-registration schedule ends.
2. The Academic Sub-Section verifies administrative service for delaying the payment of UKT by submitting an application letter and completing the requirements according to the provisions, which can be downloaded from the <http://siakad.uns.ac.id> page—using SSO (Single Sign On) Login.
3. The postponement of UKT payment can be given to a maximum of 50% of the total settlement.
4. If the application is approved by Rector, students can postpone payment of

UKT for up to 2 (two) months.

5. The students immediately register online at <http://siakad.uns.ac.id>, take courses using the PIN provided by the UNS Academic Division, and print KRS to be consulted to the Academic Supervisor, and then obtain validation and faculty stamp.
6. Students can participate in learning activities according to the study programme schedule. Before the deadline for tuition fee payment delay and receiving a faculty billing warning, students should immediately fulfil their obligation to pay the tuition fee by applying out of the schedule to the Academic Subdivision of Faculty of Agriculture, UNS.
7. The students who are negligent in not paying tuition fee off schedule on time are not able to access <http://siakad.uns.ac.id> as a result they cannot receive their study results at the end of the semester, and thereby they are unable both to print their KHS and to register for the semester next.

K. UKT Payment Waiver

A tuition fee waiver is possible for students who meet the condition for waivers and/or exemption from tuition fees. These regulations are contained in UNS Rector's Decision, Number: 610A/UN27/KM/2013 concerning Guidelines for Granting Dispensation for Payment of Adjusted Single Tuition Fee (UKT) for Students of UNS. These regulations include:

1. Reduction/remission or exemption from UKT payment is possible for students in the category of orphans or those who live in orphanages and are economically disadvantaged.
2. Request for remission and/or exemption from tuition fee is submitted to Rector through Dean, which is verified in advance by the Student Affairs and Alumni Sub-Division of Agriculture Faculty of UNS.
3. Application files that need to be attached include: a letter of approval/statement of the student's parents explaining occupation and monthly incomes as well as family responsibilities, a copy of the parent's ID card and Family Register, active learning certificate, available (unmarried) status certificate, payment proof of electricity and telephone bills, et cetera.

L. Taking 50% Payment of UKT

Based on the Rector Regulation Number 28/UN27/HK/2017 on the second change of the Rector Regulation Number 26/UN27/HK/2017 on the amount of UKT for the bachelor degree students is 50% if the date of the graduation certificate does not exceed the last date of October for those who graduate in semester 9 and does not exceed the last date of April for those who graduate in semester 10. The students can download the letter for UKT refund on <http://akademik.fp.uns.ac.id/form> and enclose it with some requirements including the copy of legalised graduation certificate, congregation, the UKT payment receipt, and the students' bank account.

M. Off-Schedule Payment for UKT

Off-schedule payment of UKT is UKT payment made outside the specified re-registration schedule. Because it is related to the academic system (SIAKAD), the university blocks the system for students who do not re-register and pay tuition fees on time according to schedule. In addition, this service is also used for students who wish to fulfil their obligation to pay tuition fees after the delay period for payment of tuition fees ends or those who need to re-register and pay tuition fees according to the schedule. It is possible to reactivate their academic status by paying fees beyond the academic schedule. The procedures for submitting this service are as follows:

1. An application letter for off-scheduled payment is submitted to Rector through Dean and verified in advance by the Academic Sub-division, Faculty of Agriculture, UNS.
2. An application letter is sent to Rector through the UNS Academic Division.
3. The UNS Academic Division will unblock the SIAKAD system and recommend the payment of UKT in accordance with the provisions on behalf of students to the perception bank.
4. Next, students make payment for UKT in the amount according to the billing requirement.

5. Students register and access <http://siakad.uns.ac.id>. for taking courses to be attempted, and completing KRS as well as accessing other academic activities.
6. The consequences for students who fail to re-register and pay tuition fees outside the schedule for more than 3 (three) consecutive semesters or are inactive for more than 3 (three) consecutive semesters without clear and accountable explanation are no longer allowed to take part in academic activities and are declared out of their status as UNS students.

N. Observations, Surveys, Field Lectures and Research

To conduct a literature review or research in order to obtain data for compiling a thesis, students need a permit to retrieve study data or research data from the intended institution they have chosen by sending an application for a research permit through the Academic Subdivision, Faculty of Agriculture, UNS:

1. The format for a research request and for thesis/final project permission letter can be obtained from the Administration Division of FST SP, UNS.
2. A request letter with the specified requirements is submitted to Rector through Dean, which will be processed by the UNS Academic Division.
3. After the application process is complete, students will get a permission letter from the intended institution, and a permission letter or notification for the provincial Regional Development Planning, Research and Development Agency (Bappeda), local regent, and related agencies. The letters are to be sent or submitted to the intended institution. Students can immediately conduct research.
4. Aside from obtaining research permits, students receive a Dean's Decision regarding permission to complete their thesis/finala project. The Decision is needed for evidence of data collection/literature review for research and thesis preparation, so it needs to be attached to the thesis document.
5. To monitor supervision activities, students are required to bring a thesis monitoring logbook to record the supervision process. The logbook can be obtained from the administration department of FST SP, UNS.
6. After getting the academic supervisors' schedule for the thesis or final project examination, students register the schedule in the administration section of

FST SP, UNS, and print the documents required for the completeness of the exam. Requirements regarding procedures and quality standards for thesis or final project examination are further regulated by FST SP, UNS.

O. Active Lecture Information Letter

For various purposes, students can submit a statement from Dean regarding the status of their academic activity. The letter can be downloaded from the page <https://fp.uns.ac.id>. Applications are submitted to the Academic Subdivision of Faculty of Agriculture, UNS along with the respective supplementary documents as specified in the requirements to be verified and validated by Vice Dean of Academic Affairs on behalf of Dean of Faculty of Agriculture, UNS.

P. Graduation Declaration Letter

Students who have obtained final exam score (thesis/final project exam) are declared to have passed the education programme. A graduation declaration letter is one of the requirements for students to register for Graduation ceremony. The procedure for applying for a graduation declaration letter to the Vice-Dean of Academic Affairs is through the Academic Subdivision of Faculty of Agriculture, UNS. Application for a graduation declaration letter is carried out via <http://siakad.uns.ac.id> using the SSO (Single Sign On) Login by attaching Decision on Congregation.

Q. Graduation Registration and Diploma (Graduation Certificate)

Administration

Graduation registration for graduates of Bachelor's Degree Programmes of Faculty of Agriculture is carried out with the following procedure:

1. Students are declared passed from the study programme by Head of the respective study programme.
2. Students obtain a thesis exam result from the study programme.
3. Students make a report to the study programme administration staff to get a graduation PIN to register for graduation at <http://wisuda.fp.uns.ac.id>.

4. Students submit the graduation registration form with the required documents according to the provisions to the Academic Subdivision of Faculty of Agriculture, UNS for verification and validation.
5. Students pay the graduation fee according to university regulations at the perception bank.
6. Students log in to the graduation online registration using the access code provided by the Faculty on the website at <https://wisuda.uns.ac.id/>.

R. Legalisation of Diploma (Graduation Certificate) and or Academic Transcripts

1. Fill in the data at <http://legalisir.fp.uns.ac.id> to apply for the the legalisation service and get the PIN.
2. After that, the PIN and copy of diploma and/or academic transcript are submitted to officer of the Student and Alumni Affairs Sub-Division for further process.
3. The copy of diploma and/or academic transcript that has been legalised by the Dean of Faculty of Agriculture, UNS can be collected at a specified service appointment time.

S. Request for a Copy of Diploma (Graduation Certificate) and/or Academic Transcript

Lost/damaged academic certificate and/or transcripts can be copied by submitting an application to Rector through Dean in the following procedures:

1. Alumni propose a letter of request for the issuance of an official copy of Diploma to Rector through Dean along with the appropriate submission documents, including reports of loss from the police, photocopies of diplomas/academic transcripts, ID cards, and self-portraits.,
2. After the relevant documents have been checked and verified with the archives, the application letter for an official copy of Diploma can be forwarded to Rector to issue the copy.

CHAPTER V

CURRICULUM AND COURSE

A. Semester 1

NO	CODE	COMPULSORY COURSE	CREDIT	
1	07023112002	Civics/Citizenship	2	0
2	07023112001	Indonesian Philosophy (<i>Pancasila</i>)	2	0
3	07023132001	Introduction to Precision Agriculture	2	0
4	07023143003	Introduction to Agricultural Science	2	0
5	070231430007	Botany	2	1
6	07023143004	Agricultural Economics	2	1
7	070231430006	Basics of Soil Science	2	1
8	07023142001	Scientific Methods	2	0
9	07023143005	Rural Sociology	2	1
TOTAL			18	4
			22	

B. Semester 2

NO	CODE	COMPULSORY COURSE	CREDIT	
1	07023212001	Buddhist Religious Education	2	0
	07023212002	Hinduism Religious Education		
	07023212003	Islamic Religious Education		
	07023212004	Catholicism Religious Education		
	07023212005	Confucianism		
	07023212006	Protestantism Religious Education		
	07023212007	Other Religious Education		
2	07023212010	Indonesian Language	2	0
3	070232430064	Agrotechnology	2	1
4	070232430062	Agroclimatology	2	1
5	07023243003	Agricultural Extension	2	1
6	07023243004	Statistics	2	1
7	07023243005	Demography and Development	2	1
8	07023242006	Agrarian Study	2	0

9	07023242007	KomunikasiPersonal	2	0
TOTAL			18	5
			23	

C. Semester 3

NO	CODE	COMPULSORY COURSE	CREDIT	
1	07023132002	Sustainable Agricultural System	2	0
2	07023143008	Extension Methods and Techniques	2	1
3	07023142009	Community Development	2	0
4	07023142010	Extension Learning Process	2	0
5	07023143011	Information Technology and Multimedia	2	1
6	07023144012	Applied Statistics	3	1
7	07023143013	Planning and Evaluation of Agricultural Extension and Training Programme	2	1
8	07023143009	Farm Management	2	1
TOTAL			17	5
			22	

D. Semester 4

NO	CODE	COMPULSORY COURSE	CREDIT	
1	07023243014	Social Science Research Methods	2	1
2	07023242015	Human Ecology	2	0
3	07023243016	Mass Communication	2	1
4	07043243007	Crop Protection	2	1
5	07023242017	Organisation and Leadership	2	0
6	07023243018	Training Management	2	1
7	07023242019	Cross-cultural Communication	2	0
8	07023242020	Rural Development Dynamics	2	0
9	07023242021	Innovation Communication	2	0
TOTAL			18	4
			22	

NO	CODE	ELECTIVE COURSE	CREDIT	
1	07023252022	Economic Sociology	2	0
2	07023252023	Agricultural Sociology	2	0
3	07053253025	Agricultural Resources Economics	2	1
4	07053242018	Agricultural Commerce	2	0
5	07043252042	Vegetable Crop Production Technology	2	0
6	07023243010	Horticultural Crop Production Technology	2	1
7	07023243023	Food and Nutrition	2	1
8	07023243006	Soil Fertility	2	1
9	07023243015	Macro-economics	2	1

E. Semester 5

NO	CODE	COMPULSORY COURSE	CREDIT	
1	07023143026	Business Communication	2	1
2	07023142027	Agricultural Development	2	0
3	07023142028	Social Changes	2	0
4	07023142029	Social Psychology	2	0
TOTAL			8	1
			9	

NO	CODE	ELECTIVE COURSE	CREDIT	
1	07023152030	Industrial Sociology	2	0
2	07023152031	Organisational Communication	2	0
3	07023152032	Personality Development	2	0
4	070231430048	Micro-Economics	3	0
5	070231430050	Tissue Culture Technology	2	1
6	070232420055	Plant Breeding Technology	1	1
7	070231430049	Poultry Science	2	1
8	070231420044	Introduction to Animal Science and Industry	2	0

F. Semester 6

NO	CODE	COMPULSORY COURSE	CREDIT	
1	07023223033	Entrepreneurship	2	1
2	07023243034	Agricultural Communication	2	1
3	07023243035	Community Participation Development	2	1
TOTAL			6	3
			9	

NO	CODE	ELECTIVE COURSE	CREDIT	
1	07023252009	Social Forestry	2	0
2	07023252010	Agricultural Journalistic	2	0
3	07023252011	Empowerment Economics	2	0
4	07023252012	Corporate Social Responsibility (CSR)	2	0
5	07022352005	Plantation Product Technology	2	1
6	07023242028	Food Processing Technology	2	0
7	070232430059	Geographical Information System	2	1
8	070232430060	Agribusiness Investment Feasibility Study	2	1
9	070232600067	Livestock Product Management	2	1
10	07023353001	Digital Literacy	3	0
11	07023353002	Financial Literasi	3	0
12	07023353003	Physical and Mental Health	3	0
13	07023353004	Personal Branding	3	0
14	07023353005	Ecological and Enviromental Literacy	3	0
15	07023353006	Design Thingking	3	0
16	07023353007	Social and Cultural Literacy	3	0
17	07023354008	Archipelagic Module	2	2

G. Semester 7

NO	CODE	COMPULSORY COURSE	CREDIT	
1	07023122001	Community Service Program	0	2
2	07023123002	Internship	0	3
3	07023125004	<i>Skripsi</i> (Final Project)	0	5

4	07023141028	Seminar	0	1
TOTAL			0	11
			11	

NO	CODE	ELECTIVE COURSE	CREDIT	
1	07023152008	Agro-ecotourism	2	0
2	07023152004	Change Management and Conflict Resolution	2	0
3	070231430072	Agribusiness Cooperatives and Partnerships	2	1
4	070231430073	Meat and Draft Cattle Science	2	1
5	07023152005	Environmental Sociology	2	0
6	07023152006	Gender and Development	2	0
7	07023152007	Rural Community Local Wisdom	2	0

H. Semester 8

NO	CODE	COMPULSORY COURSE	CREDIT	
1	07023122001	Community Service	0	2
2	07023123002	Internship	0	3
3	07023125004	<i>Skripsi</i> (Final Project)	0	5
4	07023141028	Seminar	0	1
TOTAL			0	11
			11	

BAB VI

STUDENT AND ALUMNI

A. Student Organisation (ORMAWA)

The objectives of the AEC SP student organisations are to guide, direct, nurture, and evaluate every students' activities to make them optimal. Once the optimisation is achieved, the students' potential can be developed optimally as well. To realise this goal, it is necessary to have a comprehensive arrangement so that all student activities can benefit themselves and community.

This student organisation functions as a forum for developing students' reasoning ability and scientific attitude. Study Programme Student Assosiation (HMP) is a student organisation at the study programme level in which all students must join to their respective study programe. Each study programme has their own HMP, and HMP in AEC SP, UNS is called HM Pelita.

HM Pelita is an association that accomodates AEC SP students which aims to develop a good character and intellectual manifested in numerous work programmes. HM Pelita also aims to be strong, innovative, creative, adaptive, contributive to its own members and the society, and impressive by getting achievements be it from UNS or from other universities. The missions of HM Pelita are:

1. Preserving moral, cultural, and family values for AEC students
2. Developing AEC students' interests and talents
3. Maintaining a good relationship with the society, academic community, and other institutions not only within but also outside UNS agriculture faculty
4. Transforming the poor work ethics towards the better good ethics through board meeting evaluation.

HM Pelita has nine divisions and work programmes along with each of its own responsibilities.

1. General Secretary Division

The general secretary division of HM Pelita as one of the most pivotal divisions has internal responsibility on administration, inventory, and appreciation.

2. General Treasurer Division

The general treasurer division of HM Pelita is responsible for bookkeeping and accounting that deal with reporting income and outcome, reporting spending for facilities and infrastructure, and reporting monthly spending.

3. Advocacy Division

Advocacy division or Advokesma (Advokasi Kesejahteraan Mahasiswa) of HM Pelita as one of the most pivotal divisions offers several work programmes on spreading information related to scholarship and lecture and providing access for AEC students in arts and sports.

4. Research and Education Division

The research and education division of HM Pelita is responsible for facilitating AEC students in research-based and scientific-based professional development as well as broadcasting information on competition and managing the data of outstanding students.

5. Professional Division

The professional division of HM Pelita focuses on enhancing both the members' and the boards' soft skills in terms of communication, extension, and entrepreneurship.

6. Development and Regeneration Division

The development and regeneration division aims to regenerate the members from the new students of AEC SP.

7. Community Development Division

The community development division facilitates AEC SP students to do social activities and community services as well as foster villages. There are 5 (five) fostered villages in Karanganyar regency. They are Kragan in Gondangrejo district, Gentungan in Mojogedang district, Karangturi in Gondangrejo district, Gondangmanis in Karangpandan district, and Berjo in Ngargoyoso district. Meanwhile, the other fostered villages are Wonoharjo in Kemusu District, Boyolali Regency; Ketos in Paranggupito District, Wonogiri Regency, and Miri in Kismantoro, Wonogiri Regency. The fostered villages play the role as the students' lab.

8. Public Relations Division

The public relations division's role is to connect the internal and external

parties of HM Pelita as well as to be a media for AEC SP students to develop their communication skill.

9. Communication Media Division

The communication media division of HM Pelita is responsible for broadcasting the information through social media both from the internal of HM Pelita, the students and the families of AEC SP, UNS, and the external parties either the academic or non-academic parties. The communication media division work programme is handling the social media, conducting design training, and appreciating students and graduates.

B. Student Activity Unit (UKM)

The roles of UKM cover interests, talents, reasonings, careers, welfare, organisation, and community service development. The aim of developing extracurricular activities is to balance the students' hardskills and softskills. The programmes of AEC SP, UNS students are intended to foster the pedagogical, professional, social, and personal competence so that they become a generation that has not only cognitive competence but also some other beneficial competences. UKMs that AEC students may follow are: Islamic Activity Centre (*Sentra Kegiatan Islam-SKI*), Catholic Student Family (*Keluarga Mahasiswa Katholik-KMK*), Christian Student Union (*Persatuan Mahasiswa Kristen-PMK*)

C. Student Welfare (KESMA)

One form of the student welfare services is student scholarship. The government through Ministry of Research, Technology and Higher Education of the Republic of Indonesia provides educational scholarship for outstanding student students through Bidikmisi tuition fee assistance, Academic Achievement Improvement Tuition Fee Assistance (BBP-PPA), GPA-based Scholarship (PPA), non-government scholarship, Supersemar Foundation scholarship, Beasiswa Unggulan Supersemar, Bank Indonesia scholarship, Salim Foundation scholarship, scholarship from various companies such as PT Djarum, PT Toyota Astra, Bank Mandiri, PT Wijaya Karya, etc.

For students of the Master's Degree Programmes and Doctorates Programme, especially lecturers, the government provides BPPDN scholarship

which can be obtained by submitting an application through the home university or the postgraduate programme. The scholarship application, along with the required documents, is submitted to the Head of Faculty, which is then forwarded to the Rector. Complete information about scholarships can be viewed at <http://mawa.fp.uns.ac.id>.

D. Student Reasoning and Creativity

UNS has developed 7 types of Student Creativity Programmes (PKM) which all UNS students can participate in, along with their supporting units such as Student Development Unit (UPK) and Center for Counseling Guidance and Student Career Development (PKPPK). PKM consists of:

1. PKM-P (Research)
2. PKM-T (Technology Application)
3. PKM-K (Entrepreneurship)
4. PKM-M (Community Service)
5. PKM-KC (Copyright)
6. PKM-AI (Scientific Article)
7. PKM-GT (Written Idea)

Each PKM is grouped according to the field of science, namely: Health Sector (Pharmacy, Nutrition, Midwifery, Medicine, Dentistry, Nursing, Public Health and Psychology), Agriculture (Veterinary Medicine, Forestry, Maritime Affairs, Fisheries, Agriculture, Animal Husbandry, and Agricultural Technology), MIPA (Astronomy, Biology, Geography, Physics, Chemistry, and Mathematics), Technology and Engineering (Informatics, Engineering, and Agricultural Technology), Social Economics (Agribusiness, Economics, Social Sciences and Political Sciences), Humanities (Religion, Language, Culture, Philosophy, Law, Literature and Arts), Education (Educational Sciences of study programmes under the Education and Teacher Training Faculty).

E. Development of Character Education through Student Achievement (MAWAPRES)

Selection of outstanding students at the national level as well as at the faculty and university level is held every year. The criteria, procedures and

candidacy procedures are regulated separately. The nomination by study programme is for the selection at faculty level. In this selection, 3 (three) outstanding students at the faculty level will be selected, but only the first rank student will be sent for the university level Mawapres selection to compete nationally. In 2021, AEC student won the 1st place in Student Achievement at the faculty level and 2nd place at the university level.

F. Alumni

Alumni are part of the educational output in AEC SP, UNS. Prior to graduation, coaching and guidance are essential to prepare graduates in the job market so that they can get a job according to their education background. In order to develop network and provide jobs in accordance with the objectives of AEC SP, UNS and the respective study programmes (reflected in the vision, mission, and main duties of the study programme), AEC SP, UNS organises an annual alumnus gathering (TEMU ALUMNI) where alumni can meet and socialise.

Apart from establishing network and collaboration to develop professional careers, through this alumnus gathering AEC SP, UNS receives input and suggestions to reflect and improve the institution, services, and management. To develop communication and networking among alumni, an Alumni Association of AEC SP, UNS (IKATAN ALUMNI PKP UNS) is established.

CHAPTER VII

REGULATION OF STUDENT LIFE

A. Student's Rights, Obligations, and Prohibitions

UNS campus is not just a building for teaching and learning process between lecturers and students but also takes on a role as a moral and intellectual force that has the credibility to participate in creating a strong nation with high competitiveness. Faculty of Agriculture, UNS is obligated to work on shaping students' attitudes and behaviours so that they have strong, intelligent personalities and are equipped to handle the difficulties of the day. It requires a joint commitment between lecturers, students, and UNS academic society members in ensuring the comfort and safety of life on UNS campus which needs to be known, obeyed and implemented along with the provisions of the UNS Rector's Regulation Number: 828/H27/KM/2007 concerning Rules of Student Life at UNS which covers the rights, obligations and prohibitions of UNS students.

1. Student's Rights

Students are entitled to:

- a. employ their academic freedom responsibly to study science, technology, and arts in accordance with the norms and morals applied in society;
- b. receive the best possible teaching and services in the academic field in accordance with interests/talents, hobbies, and, abilities;
- c. utilise university resources to make the learning process easier;
- d. receive guidance from the lecturer who is responsible for the study programme in completing their studies;
- e. receive services that provide information on the study programme they selected and the outcomes of their learning;
- f. finish their studies ahead of time in accordance with the necessary requirements;
- g. receive welfare services in accordance with applicable laws and regulations.
- h. Utilise university resources through student representatives/organisations to manage welfare, interests, talents, reasoning, and social life;

- i. transfer to different study programmes within the university and other higher institutions whenever it is possible to meet the student admission requirements at the concerned college or study programme;
- j. participate in university student organisation activities in accordance with applicable regulations; and
- k. receive special services if they have a disability, according to campus's abilities.

2. Student's Obligations

UNS students are required to:

- a. have faith in God the Almighty.
- b. contribute to the costs of organising education except for students who are exempt from this obligation in accordance with applicable regulations;
- c. make the best use of their time at university;
- d. be obedient, truthful, passionate, and avoid detestable behaviour;
- e. maintain the university's credibility and reputation;
- f. respect and appreciate all parties in order to promote a family atmosphere in accordance with Pancasila and UUD 1945 practice;
- g. be considerate and respect the other people's opinions;
- h. behave honourably in accordance with their dignity;
- i. appreciate and respect the academic staffs;
- j. make an effort to improve all of their abilities in order to work as effectively as possible;
- k. keep their own health and environmental balance;
- l. obey all applicable regulations and provisions at the university;
- m. maintain and improve the quality of the environment on campus;
- n. appreciate and uphold science, technology, and/or arts; and
- o. appreciate and uphold the national culture, and dress politely and appropriately in accordance with the provisions at the university.

3. Student's Prohibitions

Students' are prohibited to:

- a. neglect their obligations as UNS students;

- b. disturb the implementation of education, reasoning, interests, talents, careers, and student welfare;
- c. violate academic ethics such as plagiarism, cheating, falsifying grades, falsifying signatures, falsifying stamps, falsifying diplomas and/or other actions that violate the provisions of the applicable laws and regulations;
- d. commit unethical behaviour that can threaten the university's credibility and reputation;
- e. act on behalf of the university without the rector's or another authorised official's mandate or approval;
- f. make the university a battle field for ethnicity, religion, race, and inter-group relation, political interests, or other conflicts of interest;
- g. stay on campus unless the university or faculty has given authorisation related to teaching or learning activities;
- h. Smoke in classroom, libraries, laboratories, offices, and other places during the teaching and learning process;
- i. enter, attempt to enter, utilise, or transfer ownership of any rooms, buildings, or other facilities owned by or under the control of the university without a valid licence;
- j. refuse to leave or relinquish premises or other facilities belonging to or under the supervision of the university that is used unlawfully;
- k. defile or destroy any rooms, buildings, and other facilities owned or under the control of the university;
- l. use facilities and funds owned or under the supervision of the university in an irresponsible manner;
- m. possess, carry, store, trade, or distribute, and produce or consume liquor in campus;
- n. possess, carry, store, trade, or distribute and produce or consume drug or psychoactive substances in campus;
- o. carry out activities that can be categorised as gambling in campus.
- p. Bring, store, produce, trade, or distribute and use weapons without proper permission in campus;

- q. bring, store, produce, trade, or distribute and use explosives without proper permission in campus; and
- r. commit sexual offenses, harassment, or immoral acts including rape, adultery, using abusive language, verbal abuse, or other sexual offenses.

Parties directly impacted or victims may report the mentioned actions. Anyone who has a direct connection to the victim, a witness who witnessed immoral behaviour, harassment, or sexual assault, a victim, or a witness may report the incident verbally or in writing to the Student Discipline Committee or to officials in the field of student affairs.

B. Facilities and Infrastructures

Every student is required to maintain and preserve university and faculty facilities and infrastructure in order to ensure the efficiency and continuity of teaching and learning activities. University and faculty property cannot be changed, transferred, or removed without the authorised official's approval.

C. Activities and Licensing

Students can engage in a variety of curricular and extracurricular activities at both the university and faculty levels. Separate regulations will oversee other activities.

D. Posters, Pennant Flag, and Banners

Banners, pennant flags, posters, and other advertising materials can be installed or distributed only in approved locations. The display of posters and similar items must get authorities' approval. Posters, pennant flags, and banners' graphics and displays must follow to all norms and moral standards.

E. Dress

Students must follow to a dress code while in campus that represents the look of a student, which includes dressing properly and neatly in accordance with accepted standards. Despite the fact that clothing is chosen according to the activities being engaged in, i.e.,

1. Dress code for attending theory lectures in the lecture hall;
 - a. Male students: wear shirts with a collar and tucked in trousers (no jeans), neat, polite and not tight (clothing), wear shoes and socks. Monday and Tuesday; wear a white collared shirt, tucked into dark trousers. Friday: wear a batik or striated shirt, wear shoes and socks.
 - b. Female students: dress neatly, politely, not tight, and wear shoes. Monday and Tuesday; wear a white shirt/ blouse and a dark skirt/pants, and shoes. For those who wear the headscarf, clothes and headscarves adjust. Friday: wear a batik or striated shirt and shoes.

1. Dress code for practical courses, practicums, or sports should be in accordance with the provisions of each study programme.

2. Dress code for *Skripsi* Examination
 - a. Male students: wear a white, collared shirt neatly, formally, but not too tight tucked into black or dark coloured pants. Put on a tie, shoes, and socks.
 - b. Female students: wear a tie, a black or dark-coloured skirt or pair of slacks, a loose, white, collared shirt or blouse, and shoes. Clothes and head cover must be adjusted for those who wear *hijab*.

3. Dress code for the Flag Ceremony
 - a. Male students: wear white, collared shirt and black/dark trousers, which is not tight, an alma mater jacket, shoes, and socks.
 - b. Female students: wear white, collared shirts, alma mater jackets, and black skirts/trousers, shoes, and socks.

4. Graduation Dress
 - a. Male students: wear a white, collared shirt tucked into black or dark coloured pants which is not too tight, a bow tie, a designated toga, shoes, and socks.
 - b. Female students: wear national dress/*kebaya*, a designated toga, and appropriate shoes. Clothes and head cover must be adjusted for those who wear *hijab*.

5. Dress for other activities (seminars, meetings, training courses, etc.)

Dress neatly, and politely, and wear shoes (according to the applicable provisions).

F. Penalties

Any violation of this code of conduct will be subject to sanctions according to the severity of the violation, in the form of verbal warnings, written warnings, temporary revocation of their right to use university or faculty facilities, prohibition from carrying out academic activities for a certain period of time (suspension), or revocation of their status as a student. Separate act regulates the determination and imposition of the severity of the sanctions.

G. Awards

The university shall give rewards on students who achieve and/or accomplish excellent feats both on and off campus, in their fields of study or elsewhere. The University Senate must provide its advice before the rector can give awards to students who have excelled in their studies. This award's format and content will be overseen by separate regulations.

H. Discipline Commission

To streamline the implementation of student life regulation at UNS, a Student Disciplinary Commission is established. The form of organisation, membership composition, duties, authorities, and responsibilities are regulated in separate regulations.

I. Advocacy Commission

An Advocacy Commission is established to aid students who are struggling and offers help in the form of advice, coaching, and/or legal support. The form of organisation, the composition of membership, duties, authorities and responsibilities are regulated in separate regulations.

J. Foreign Students

Every foreign student at UNS is required to comply with all applicable regulations. Services provided to assist with their studies and permits are managed by the UNS International Office and the Collaboration Section according to their objectives and authorities.

Appendix 1

**REGULATION OF RECTOR OF UNIVERSITAS SEBELAS MARET
NUMBER: 582/UN27/PP/2016**

**CONCERNING
THE ADMINISTRATION AND MANAGEMENT OF EDUCATION IN BACHELOR'S DEGREE PROGRAMMES**

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF UNIVERSITAS SEBELAS MARET,

- Considering : a. whereas in order to improve the quality of Bachelor's degree programmes at Universitas Sebelas Maret that gives wide opportunities to students to reach high academic achievement, on-time study completion, and high competitiveness and to have competencies according to their discipline at their level of education, integral and comprehensive education administration is needed;
- b. whereas UNS Rector's Regulation No. 644/UN27/PP/2015 on the Administration and Management of Education in Bachelor's Degree Programmes needs reviews and adjustments.
- c. whereas based on considerations as aforementioned in Points a and b, it is necessary to stipulate Regulation of Rector of Universitas Sebelas Maret on the Administration and Management of Education in Bachelor's Degree Programmes at Universitas Sebelas Maret.
- Bearing in mind : 1. Law of the Republic of Indonesia No. 20 of 2003 on the National Education System (State Gazette of the Republic of Indonesia of 2003 No. 78, Addendum to the State Gazette of the Republic of Indonesia No. 4301);
2. Law of the Republic of Indonesia No. 14 of 2005 on Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 No. 14, Addendum to the State Gazette of the Republic of Indonesia No. 4586);
3. Law of the Republic of Indonesia No. 12 of 2011 on the Formation of Legislations (State Gazette of the Republic of Indonesia of 2011 No. 82, Addendum to the State Gazette of the Republic of Indonesia No. 5234);

4. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia of 2012 No. 158, Addendum to the State Gazette of the Republic of Indonesia No. 5336);
5. Regulation of the Government of the Republic of Indonesia No. 37 of 2009 on Lecturers (State Gazette of the Republic of Indonesia of 2009 No. 76, Addendum to the State Gazette of the Republic of Indonesia No. 5007);
6. Regulation of the Government of the Republic of Indonesia No. 4 of 2014 on the Administration of Higher Education and the Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 No. 16);
7. Regulation of President of the Republic of Indonesia No. 8 of 2012 on Indonesian National Qualification Framework (State Gazette of the Republic of Indonesia of 2012 No. 24);
8. Decree of President of the Republic of Indonesia No. 10 of 1976 on the Establishment of Universitas Negeri Surakarta Sebelas Maret, as amended by Decree of President of the Republic of Indonesia No. 55 of 1982 on Organisation Structure of Universitas Sebelas Maret (UNS);
9. Regulation of Minister of Education and Culture of the Republic of Indonesia No. 73 of 2012 on the Implementation of Indonesian National Qualification Framework in Higher Education (State Gazette of the Republic of Indonesia of 2014 No. 831);
10. Decision of Minister of Education and Culture of the Republic of Indonesia No. 112/0/2004 on the Statutes of Universitas Sebelas Maret;
11. Decision of Minister of Education and Culture of the Republic of Indonesia No. 28 of 2014 on the Organisation and Management of Universitas Sebelas Maret (State Gazette of the Republic of Indonesia of 2014 No. 1180);
12. Regulation of Minister of Research, Technology, and Higher Education No. 44/2015 on the National Standards of Higher Education (State Gazette of the Republic of Indonesia of 2015 No. 1952);
13. Regulation of Minister of Education and Culture No. 81 of 2014 on the Diploma, Certificate of Competencies, and Professional Certificate in Higher Education (State Gazette of the Republic of Indonesia of 2014 No. 1179);
14. Decision of Minister of Research, Technology, and Higher Education No. 135/M/Kp/IV/2015 on the Appointment of Prof. Dr. Ravik Karsidi, M.S. as the Rector of Universitas Sebelas Maret for 2015 – 2019;
15. Regulation of Rector No. 579/UN27/HK/2011 on the Fundamentals of Higher Education Administration and Management Policies at Universitas Sebelas Maret;
16. Regulation of Rector No. 311/UN27/PP/2012 on Management of Education and Administration of Learning;
17. Decision of Rector No. 373/J27/PP/2005 on the Guidelines of Implementation of Internship Course;
18. Decision of Rector No. 491/UN27/PP/2011 on the Administration of Community Service Programme (KKN).

DECIDES

To stipulate : **REGULATION OF RECTOR OF UNIVERSITAS SEBELAS MARET ON THE ADMINISTRATION AND MANAGEMENT OF EDUCATION IN BACHELOR'S DEGREE PROGRAMMES**

CHAPTER I GENERAL PROVISIONS

Article 1

Hereby in this Regulation of Rector, the terms referred to as:

1. University is Universitas Sebelas Maret.
2. Rector is Rector of Universitas Sebelas Maret.
3. Faculty is a set of resources which can be categorised based on study programmes, which administer and manage academic, vocational, or professional education in one body of knowledge of science, technology, art, and/or sports.
4. Dean is the highest leadership of a faculty and is the primary person in charge of the management and administration of education of study programmes in the faculty.
5. Study Programme is the unity of education and learning activities that has certain curriculum and learning methods with one type of academic, vocational, or professional education.
6. Head of Study Programme is the highest leadership in the level of study programme that is responsible for the administration of academic activities in the study programmes that he/she leads.
7. Bachelor's Degree Programme is an academic education for high school graduates or equivalents so that they can practice science and technology through scientific reasoning.
8. Lecturer is a professional educator and scientist whose main duties are to transform, develop, and disseminate science, technology, and art through education, research, and community service.
9. Education staff is personnel who dedicates his/herself and is appointed to support the administration of higher education, such as librarian, administration staff, laboratory staff and technician, Educational Laboratory technician, and Information Engineering technician.
10. Academic advisor, hereinafter referred to as PA, is a lecturer who is appointed by Rector to guide students in the academic and other fields which can accelerate their study.
11. Student is a learner of Bachelor's Degree Programme who is registered and studies in the University.
12. New student is the student who is registered for the first time at a study programme in the University.
13. Transfer student (same level of education) is a student from another university who moves to the University or a University student who conducts inter-study programme move in the same level of education.
14. Transfer (different level of education) student is a student who registers his/herself for one higher level of education either from a Study Programme within or outside the University after taking a specific test.
15. International student is a student from abroad who takes courses or a course credit recognition of the Bachelor's Degree Programme in the University.
16. Administrative registration is an activity process to obtain status of registration as a Student.
17. Academic registration is an activity to enable a Student to take courses in the relevant semester by filling in the Course Selection Sheet (KRS) according to the prevailing rules.
18. Course Selection Sheet (KRS) Filling is a process of registration of courses which will be taken in the relevant semester.
19. Learning is an interaction process between students with the lecturers and learning resources in a learning environment.
20. National Standard of Higher Education, hereinafter referred to as SN Dikti, is a unit of standards consisting of national standards of education, research, and community service.
21. National Education Standard is a minimum set of criteria for higher education learning in universities all over the territory/jurisdiction of the Republic of Indonesia.
22. Indonesian National Qualification Framework, hereinafter referred to as KKNI, is a framework of tiered competency qualifications which can juxtapose, equalise, and integrate the field of education and job training programmes, and working experiences to get competency recognition according to the job structure in various sectors.
23. Educational administration is a management on planning, supervising, observing, evaluating, coaching, and organising the education administration to achieve the purpose of education in a university.
24. Education management is an activity of implementing the empowerment of educational resources to achieve educational goals at the university.
25. Education is a conscious and planned effort to create a learning atmosphere and learning process so that students actively develop their potential to own religious spiritual strength, self-control, personality, intelligence, noble character, and skills needed by themselves, society, nation and state.
26. Credit recognition programme is a programme of enrolment to certain courses by students between Study Programmes/Faculty within the University, or students from outside the University both domestic and overseas, or the University students with other higher education institutions both domestic and overseas, and attending lectures and assessment in accordance with the rules and mechanisms established by the Study Programme/Faculty/University organiser, which is regulated through the institutional cooperation

- of the Study Programme/Faculty/University.
27. The higher education curriculum is a set of plans and arrangements regarding graduate learning outcomes, body of knowledge, processes, and assessments used as guidelines for the implementation of study programmes.
 28. Semester Credit Unit (Satuan Kredit Semester – SKS), hereinafter referred to as Credits, is the amount of time for learning activities taken by the students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a study programme.
 29. Semester is a unit of time for an effective learning process for at least 16 (sixteen) weeks; including midterm and final tests.
 30. Practicum is a form of learning that includes laboratory activities, field activities, and other structured practical activities, according to the nature of the field of study.
 31. Guidance is guidance activities for students in lectures, thesis preparation, final assignments, and other forms that can facilitate their learning.
 32. Learning assessment is the process of collecting, analysing, and interpreting academic information to measure the achievement of student learning outcomes.
 33. Score is the number used for assessment results that indicate the level of success of students in a learning assessment.
 34. Grade is a measure of learning achievement given by the lecturer based on the score of the assessment results, which shows the level of student competence in a particular subject by using certain rules.
 35. Grade Point Index (GPI) (*Indeks Prestasi Semester - IPS*), is the level of student learning achievement in semester units which is calculated by adding up the multiplication between the grade of the courses taken and the credit weight of each course divided by the total or total credits taken in semester units.
 36. Cumulative GPA (*Indeks Prestasi Kumulatif, IPK*) is the level of student learning achievement at the end of the study programme stated in the scale of grades calculated by adding up the multiplication between the grade of each course taken with the credits of the relevant course divided by the number of credits or total credits taken in the Bachelor's degree programme.
 37. Skripsi or final project is a scientific work written by students through a process of mentoring by a supervisor using the rules and norms of writing scientific papers based on the results of field studies, laboratories, libraries, and or other studies in accordance with their scientific fields, as the final requirement for obtaining a bachelor's degree..
 38. Learning outcome (*Capaian Pembelajaran – CP*) is the expected graduate competences after students complete their study that describe specifically the knowledge, skills, values and attitudes as well as realistic and measurable performance.
 39. Syllabus (*Rencana Pembelajaran Semester - RPS*) is the planning of the learning process for a course written by the lecturer independently or in a group of the same subject course to meet the standard of the learning process in accordance with the SN Dikti.
 40. Lesson Plan (*Rencana Pelaksanaan Pembelajaran – RPP*) is a face-to-face learning activity plan for one session or more which is developed in detail from the RPS to give direction in the learning process as an effort to achieve basic competencies.
 41. International class is a class that is attended by national and/or international students which is conducted in international standards.
 42. Remedial learning is a process of improving grades for students who have not reached the passing grade, carried out by the lecturer in charge of the relevant subject at the end of the semester before the graduation time through a process of re-learning, assignment, practicum test, and/or other relevant assignments.

CHAPTER II GRADUATES COMPETENCIES

Article 2

- (1) The graduates of Bachelor's degree programme are required to meet graduate competency standards which include attitudes, knowledge, and skills (both general and special skills) which are stated in the formulation of learning outcomes as outlined in the KKNi for the Bachelor's degree programme and SN Dikti.
- (2) The formulation of graduate learning outcomes as referred to in Paragraph (1) is used as the main reference for developing learning contents, learning processes, learning assessments, lecturers and teaching staff, learning facilities and infrastructure, learning management, and learning financing.

- (3) The graduate competencies as referred to in Paragraphs (1) and (2) are used as the basis for the preparation of the study programme curriculum.
- (4) Study Programmes are required to formulate graduate competency standards based on KKNI and SN Dikti in accordance with the characteristics of related study programme.
- (5) The preparation of the curriculum and the formulation of graduate competency standards as mentioned in Paragraph (3) refers to the Higher Education Curriculum Preparation Guidelines referring to the guidelines set by the University.

CHAPTER III POSITION AND GOVERNANCE

Article 3

- (1) Bachelor's degree programme education is domiciled and managed by faculties that have scientific relevance to the bachelor's degree education, both within and outside the main campus.
- (2) Faculties can propose the establishment of a new study programme to the university in accordance with the prevailing requirements and mechanisms.
- (3) The opening or closing of a Bachelor's degree programme is regulated in separate provisions in accordance with the prevailing regulations.
- (4) The opening or closing of a Faculty is regulated in separate provisions in accordance with the prevailing regulations.

CHAPTER IV FUNDS AND INFRASTRUCTURE MANAGEMENT

Article 4

- (1) The University provides and manages funds and infrastructure for educational activities in Bachelor's degree programmes, including for students with special needs/disability.
- (2) The Faculty manages funds in accordance with the Business and Budget Plan (RBA) and/or funds from other legitimate sources according to the prevailing provisions and mechanisms for the implementation of education at the Faculty and Study Programme levels.
- (3) The Faculty is responsible for managing the facilities and infrastructures that are used to reinforce the effective and efficient implementation of education at the Faculty and Study Programme levels.
- (4) Provisions regarding the management of funds and infrastructures as referred to in Paragraphs (2) and (3) refer to SN Dikti.
- (5) Students with special needs/disabilities receive special services in accordance with their needs and the ability of the institution.
- (6) Provisions regarding special services for students with special needs/disability as referred to in Paragraph (5) are regulated in separate provisions.
- (7) Provisions regarding education funding for underprivileged students are regulated in separate provisions.

CHAPTER V LECTURERS AND EDUCATION STAFF

Article 5

- (1) Lecturers of Bachelor's degree programmes must have the minimum academic qualifications of a Master's degree or an applied Master's degree relevant to the study programme.
- (2) Bachelor's degree programme lecturers can be certified lecturers relevant to the study programme and have the lowest qualification equivalent to Level 8 of KKNI.
- (3) The equalisation of Level 8 as referred to Paragraph (2) is carried out by Director General of Learning and Student Affairs through the mechanism of recognition of past learning in accordance with the prevailing regulations.
- (4) Calculation of the workload of lecturers is based on the main activities, additional tasks, and supporting activities in accordance with the SN Dikti and prevailing regulations.
- (5) Education staff who carry out their duties both in the Faculties and at the Central Office must meet the qualification standards for education staff in accordance with the SN Dikti, except for administration staff.
- (6) The provisions governing the criteria for education staff are further regulated in separate provisions.

**CHAPTER VI
STUDENT ADMISSION**

Article 6

- (1) Admission of new Bachelor's degree programme students follows the provisions set by the Ministry of Education.
- (2) The Bachelor's degree programme admission system is regulated and coordinated by the University.
- (3) Faculties can submit proposals regarding the capacity for new students to be accepted in each Study Programme in accordance with available resources.
- (4) The University can accept new Bachelor's degree programme students through independent admission (test-based University admission).
- (5) The University can accept students transferring from other higher educational institutions and students switching Associates degree for Bachelor's degree (Alih Jenjang) through independent admission.

**CHAPTER VII
REGISTRATION AND STUDY PLAN**

Article 7

- (1) Students are required to register at the beginning of the semester in accordance with the academic calendar.
- (2) Registration is carried out by the students themselves after they meet the prevailing regulations.
- (3) Students who do not register themselves by the time limit stipulated on the academic calendar are considered to be inactive students with the semester credit unit (SKS) of 0.
- (4) *Registration terms and procedures...* (incomplete)

Article 8

- (1) Students are required to plan their study through the course selection in the respective semester by completing Course Selection Sheet (KRS) in accordance with the prevailing regulations.
- (2) KRS completion is conducted in the beginning of each semester by students after they receive verification and approval from the Academic Advisor (PA).
- (3) Course selection plan should refer to and consider the previous Semester GPA (IPS).

**CHAPTER VIII
STUDY LOAD AND PERIOD**

Article 9

- (1) Bachelor's degree students' study load is determined by the study programme in accordance with the prevailing curriculum.
- (2) In order to achieve the learning outcomes of Bachelor's degree programme, students are required to take a minimum of 144 SKS study load.
- (3) An academic year consists of 2 semesters. Study programmes are able to conduct short semesters in accordance with the National Standards for Higher Education (SN Dikti).
- (4) Further regulations on short semester implementation are managed separately.
- (5) Students' study load in the first and second semesters is provided in the form of packages in accordance with the prevailing curriculum in the study programme.

- (6) After two semesters in the first year, students are able to take more study load in accordance with the achieved IPS with the following conditions:
 - a. GPI of < 1.50 maximum : 12 credits
 - b. GPI of 1.50 – 1.99 maximum : 16 credits
 - c. GPI of 2.00 – 2.49 maximum : 18 credits
 - d. GPI of 2.50 – 2.75 maximum : 20 credits
 - e. GPI of 2.76 – 3.00 maximum : 22 credits
 - f. GPI of > 3.00 maximum : 24 credits
- (7) One credit for lecturing, Post-Practicum test (*Responsi*), and tutorial learning includes:
 - a. face to face learning activities of 50 minutes per week per semester
 - b. structured assignments of 60 minutes per week per semester, and
 - c. self-directed learning of 60 minutes per week per semester.
- (8) One credit for seminar or other similar learning types includes:
 - a. face to face learning of 100 minutes per week per semester, and
 - b. self-directed learning of 70 minutes per week per semester.
- (9) One credit for practicum, studio practicum, workshop practice, field practice, researches, community service, and other similar learning types is equivalent to 170 minutes per week per semester.

Article 10

- (1) The study period of the Bachelor's degree programme is 5 years or 10 semesters.
- (2) Students may complete their study in less than 5 years or 10 semesters.
- (3) Students who have not been able to complete their study within 5 years can extend their study period in accordance with Article 28.
- (4) Study Programmes should monitor and evaluate students' academic activities, and do the required procedures to help students, so that they are able to complete their study in time.
- (5) The monitoring and evaluation activities mentioned in Article 4 include:
 - a. at the end of the first year (semester II), students receive verbal warnings when they are not able to achieve study load at a minimum of 28 credits with the score average at a minimum of 2.00 or C.
 - b. at the end of the second year (semester IV), students receive written warning when they are not able to achieve study load at a minimum of 56 credits with the score average at a minimum of 2.00 or C.
 - c. At the end of the third year (semester VI), students receive written warning when they are not able to achieve study load at a minimum of 84 credits with the score average at a minimum of 2.00 or C.
 - d. At the end of the fourth year (semester VIII), students receive written warning when they are not able to achieve study load at a minimum of 112 credits with the score average at a minimum of 2.00 or C.
- (6) At the fifth year (semester X), the students' study success is accessed to determine their study completion.
 - a. Study is completed when the students achieve a minimum of 144 credits in accordance with the study programme's curriculum, including Skripsi or final project report and meet the following conditions:
 - cumulative GPA > 2.00;
 - no D and E grades.
 - b. Students who do not meet the conditions mentioned in Point (a) can extend their study period if they are eligible for the regulations mentioned in Article 28.
- (7) At the end of the seventh year (semester XIV), students' study success is assessed to determine study completion or dropped out declaration.
 - a. When students meet the conditions mentioned in Paragraph 6 Point a, their study may be completed.
 - b. When students do not meet the conditions mentioned in Paragraph 6 Point a, they are declared dropped out.
- (8) Students who resign receive resignation acceptance letter from the University after it is proposed by the Faculty and the list of course taken in accordance with the prevailing mechanism.

Article 11

- (1) Students are required to be proficient in English as a means of accommodating and improving their study quality.
- (2) The English proficiency mentioned in Article (1) is signified by English for Academic Purposes (EAP) score of 60 or its equivalent, Institutional Test of English as a Foreign Language (Institutional TOEFL) score of 450.
- (3) In addition to being eligible for the conditions mentioned in Articles (1) and (2), foreign students have to be proficient in Indonesian for academic purposes by joining Indonesian for Speakers of Other Languages (BIPA) course until they are declared passed, or Indonesian Proficiency Test (UKBI) with the grade of

Madya and the minimum score of 482.

- (4) EAP and BIPA training and assessment or UKBI and TOEFL tests are provided by Technical Implementation Unit of Language Service and Development Center of UNS (UPT P3B UNS).
- (5) English and Indonesian proficiency as mentioned in Articles (1) and (3) is one of the prerequisites for students to have thesis or final project report examination.

CHAPTER IX MANAGEMENT OF LEARNING

Article 12

- (1) Learning is managed by Study Programmes in accordance with the prevailing curriculum.
- (2) The University stipulates curriculum development guidelines in accordance with SN Dikti.
- (3) The University and Faculties set certain courses and their credits to be written in the study programme curriculum as the founding characteristics of the university or faculty.
- (4) The Study Programmes mentioned in Article (1) have to:
 - a. arrange the study programme curriculum on the basis of Indonesia National Qualification Framework (KKNI);
 - b. arrange the syllabus and lesson plan of each course;
 - c. provide the learning programme in accordance with content, process, and grading standards set to achieve programme learning outcomes (PLOs);
 - d. conduct systematic activities which create acceptable academic situation and quality culture;
 - e. conduct periodic monitor and evaluation activities in maintaining and improving learning process quality;
 - f. report the results of learning programme periodically as data and information sources in making decision for learning quality improvement and development referring to the prevailing mechanism.

Article 13

- (1) Students have to take part in the learning and other academic activities orderly in accordance with the prevailing regulations.
- (2) The learning activities mentioned in Article (1) are interactive, holistic, integrated, scientific, contextual, thematic, effective, collaborative, and student-centered.
- (3) The learning process mentioned in Article (1) should employ effective learning methods in accordance with the course characteristics to achieve certain capabilities set in the course to reach the learning outcomes.
- (4) The learning methods stated in Article (3) involve group discussion, simulation, case study, collaborative learning, cooperative learning, project-based learning, problem-based learning, journal review, or other learning methods which are effective to facilitate learning outcome fulfillment.

- (5) Each course may use one or a combination of several learning methods as referred to in Article (4) and be accommodated in a form of learning.
- (6) The form of learning as referred to in Article (5) can be in the form of lectures, Responsi and tutorials, seminars and practicum, studio practice, workshop practice, or field practice.
- (7) The form of learning other than as referred to in Article (6), must be added to in the form of learning which can be in the form of research and community service.
- (8) Learning activities as described in Articles (1) to (7) may be carried out conventionally, on-line, or a combination of conventional and on-line models, known as blended learning.
- (9) The learning activities as stated in Article (6) shall be conducted as many as a minimum of 16 meetings in one semester, including learning assessment activities.
- (10) Before carrying out learning activities for each course, lecturers, independently or collectively in the expertise group of a field of science and/or technology in the study programme, must prepare a learning process planning and be presented in the form of a Syllabus (RPS) and Lesson Plan (RPP) or lecture event unit (SAP).
- (11) The provisions on RPS, RPP and/or SAP as referred to in Article (10) shall be further stipulated in separate provisions by the university.

Article 14

- (1) The official language of instruction used in educational and learning activities is Indonesian, or English for international classes.
- (2) Certain regional languages and/or certain foreign languages may be used as a language of instruction in educational and learning activities, as a complement to the use of Indonesian.

CHAPTER X COMMUNITY SERVICE AND INTERNSHIP

Article 15

- (1) Bachelor's degree students must attend a Community Service (KKN) course and an Internship course.
- (2) Bachelor's degree students can take Community Service course after achieving a minimum of 100 credits.
- (3) Bachelor's degree students can take Internship course in accordance with the curriculum of the Study Programme.
- (4) The provisions on the procedures, requirements, and legalisation of Community Service course as referred to in Articles (1) and (2) shall be further regulated by the University.
- (5) Provisions on the procedures, requirements, and implementation of the Internship course as referred to in Articles (1) and (3) shall be further regulated by the Faculty and/or Study Programme.

CHAPTER XI SKRIPSI (FINAL PROJECT) AND FINAL ASSIGNMENT

Article 16

- (1) At the end of the study period, students must write a Skripsi (final project) or prepare a final assignment weighing 4 to 6 credits in accordance with the demands of the Study Programme curriculum.
- (2) The preparation of the Skripsi or final assignment as stated in Article (1) may begin if the student has completed the study load of at least 100 credits.
- (3) The Skripsi as stated in Article (1) may be written based on the results of literature studies, field research results, or the results of research in the laboratory.
- (4) The final assignment as stated in Article (1) shall be adjusted to the characteristics of the study programme.
- (5) In the process of completing the Skripsi or final assignment, students are supervised by 1 or 2 supervisors in accordance with the provisions of the Faculty.
- (6) Supervision by Lecturers in the completion of Skripsi writing or final assignment preparation, is intended to ensure that the preparation of the Skripsi or final assignment runs smoothly and completed within the specified time and that the Skripsi or final assignment produced meets the established quality standards.
- (7) In the process of supervising the Skripsi or final assignment, students must bring a Skripsi guidance notebook or final assignment that must be filled and signed by the supervisor on each time supervising process is performed.

- (8) The period of the preparation of the Skripsi or final assignment shall be a maximum of 12 months.
- (9) If up to the first 6 months the students have not shown any significant progress in the writing of the Skripsi or final assignment, then the Skripsi commission and/or the Head of Study Programme must call the student concerned to know and help to overcome the problems encountered, including the possibility of replacing the supervisor.
- (10) If up to the deadline of second 6 months or 12 months the student have not been able to complete the writing of Skripsi or final assignment, the Skripsi Commission and/or the Head of Study Programme must request a written report to the student and/or supervisor, the addition of the completion time of Skripsi writing or final assignment accompanied by a statement letter, and/or replacement of the supervisor.
- (11) To account for the Skripsi or final assignment that has been prepared, students must take the Skripsi exam or final assignment stipulated in the faculty provisions.
- (12) Before taking the Skripsi exam or final assignment, students must write a scientific article sourced from the Skripsi or final assignment and must upload it on the University website or publish it in a national scientific journal.
- (13) Students who successfully submit scientific articles resulting from the writing of Skripsi or final assignments and are published in accredited national journals or indexed international journals as first author may be exempted from the Skripsi exam or final assignment with a score of 4.00 (A).
- (14) Provisions on the procedures and quality standards of writing and Skripsi exams or final assignments as well as the writing of scientific articles as referred to in Article 16 shall be further regulated by the Faculty.

CHAPTER XII LEARNING ASSESSMENT

Article 17

- (1) Students are required to follow the learning assessment process in accordance with the demands of the Study Programme curriculum.
- (2) The assessment of learning shall be conducted to determine the level of student learning achievement in the form of attitude, knowledge, general skills, and specific skills that have been set out in the study programme curriculum.
- (3) The learning assessment as stated in Article (1) consists of the assessment of the process in the form of rubrics and/or assessment of results in the form of portfolios or design works.
- (4) The learning assessment as stated in Article (1) may be done by written test techniques, oral tests, performances, observations, interviews, questionnaires, and other relevant techniques.
- (5) The learning assessment is based on educational, authentic, objective, accountable, and transparent principles conducted in an integrated manner.
- (6) The implementation of the learning assessment may be conducted by: lecturers or teams of lecturers with or without involving students and/or other stakeholders.
- (7) The learning assessment is conducted at least 2 (two) times in one semester, namely midterm and end of semester assessment.
- (8) Students may take the exam to get an assessment if the percentage of learning attendance is more than or equal to 75%.
- (9) The score of the learning assessment results has a scale of 4 (four), with a range of 0 - 4 (zero to four).
- (10) Students are considered passed in the assessment of a course if the final score in the course is at least 2.00 (two point zero) or C.

Article 18

- (1) Students who have not reached the minimum passing standard (C), may be given the opportunity to make score improvements through remedial teaching provided by the lecturer of the relevant course once before the announcement of the assessment results (*yudisium*).
- (2) Students who have passed certain courses but still want to improve their grades, must attend the course in the next semester by entering the course into the Course Selection Sheet (KRS).
- (3) The final grade for students who improve their grades is determined by using the last grade.
- (4) The technical provisions on remedial teaching as referred to in Articles (1), (2), and (3) shall be further stipulated in separate provisions.
- (5) The determination of the passing of a course is based on the criteria of grading criteria of assessment

benchmark.

- (6) The final grade of a course shall be obtained from the conversion of the score with the following conditions:

S-Scoring Range (Scale 100)	Grade (Scale 4)	
	In Numbers	In Letters
S ≥ 85	4.00	A
80 - 84	3.70	A-
75 - 79	3.30	B+
70 - 74	3.00	B
65 - 69	2.70	C+
60 - 64	2.00	C
55 - 59	1.00	D
< 55	0.00	E

**CHAPTER XIII
GRADUATION CRITERIA AND HONORS**

Article 19

- (1) The student is declared completed the Bachelor's degree education if he/she has completed all the specified study loads and has learning outcomes targeted by the study programme with a cumulative GPA greater than or equal to 2.00 (two point zero) and passes all the courses.
- (2) The completion date of Bachelor's degree programme education or graduation of Bachelor's degree programme as stated in Article (1) is the date of Skripsi or final assignment examination or article validation date for students who do not take Skripsi or final assignment examination.

- (3) Should the Skripsi or the final project cannot be completed within revision deadline, then the student must be re-examined.
- (4) Further provisions regarding Skripsi or final assignment examination and/or validation of student scientific articles is regulated by the faculty.

Article 20

- (1) Graduation honors consist of three levels, namely satisfactory, very satisfactory, and *cum laude* which is stated on the academic transcript.
- (2) Graduation honors referred to in Paragraph (1) is regulated by the following criteria.
 - a. Students are declared graduated with satisfactory honor if achieving a GPA of 2.76 (two point seven six) to 3.0 (three point zero);
 - b. Students are declared graduated with a very satisfactory honor if achieving a GPA of 3.01 (three point zero one) to 3.50 (three point five zero);
 - c. Students are declared graduated with *cum laude* honor if achieving a GPA greater than 3.50 (three point five zero).
- (3) Students with a GPA less than 2.76 is declared graduated with no honor.
- (4) *Cum laude* graduation honor is given to graduates with a maximum study period of 9 (nine) semesters or 4.5 (four and half) years.

CHAPTER XIV DEGREE AWARDED

Article 21

- (1) Students who are declared completed and passed the Bachelor's degree programme is entitled to hold a Bachelor's degree.
- (2) Name of the degree awarded and the procedure of its use are further regulated in a separate provision.

CHAPTER XV GRADUATION

Article 22

- (1) Students who are declared graduated from Bachelor's degree programme follow the graduation ceremony organised by the University.
- (2) In order to be able to take part in graduation ceremony at the university, the student must meet the administrative requirements specified.
- (3) Provisions regarding the graduation of Bachelor's degree programme are further regulated by the University.

BAB XVI DIPLOMA, ACADEMIC TRANSCRIPT, AND DIPLOMA SUPPLEMENT

Article 23

- (1) Students who have completed Bachelor's degree programme is entitled receive diploma, academic transcript, and diploma supplement (SKPI) in accordance with prevailing provisions.
- (2) Diploma and academic transcript referred to in Paragraph (1) are signed by Dean and Rector.
- (3) Diploma supplement (SKPI) referred to in Paragraph (1) is signed by Dean.
- (4) A certificate of revision of diploma or academic transcript is issued if errors are found in a diploma or academic transcript.
- (5) The certificate is issued by Rector at the request of Dean of the Faculty.

Article 24

- (1) Study Programmes, in accordance with the curriculum demands, may conduct competency certification.

- (2) The competency certification as referred to in Paragraph (1) is carried out by the study programme in collaboration with professional organisations, training institutions, or accredited certification institutions.
- (3) Competency certificate is given to graduates of educational programmes in accordance with their areas of expertise and/or given to graduates who have achievements outside their study programme organised by the study programme and based on the demands of study programme curriculum.
- (4) Competency certificate referred to in Paragraph (3) is issued and signed by the Dean and professional organisations, training institutions, or certification institution in partnership with the Study Programme.

Article 25

- (1) Faculties that organise professional education programmes (not equivalent to post-graduate programmes) as advanced programmes that are separate or inseparable from Bachelor's degree programmes follow the prevailing rules and mechanisms at the University.
- (2) Students who have completed the professional education programme are entitled to receive a professional certificate signed by the Dean and Rector.
- (3) The provisions regarding the implementation and management of professional programmes referred to in Paragraph (1) is regulated in separate provisions.

CHAPTER XVII ACADEMIC CONSULTATION

Article 26

- (1) Dean, through Head of the Study Programme, appoints a Lecturer as an Academic Advisor for students in order to help them develop their potential so that they can complete their study on time and obtain optimum academic achievements.
- (2) Academic Advisors together with the Study Programme are obligated to carry out periodic and continuous monitoring and evaluation of the academic activities of their students, as well as take the necessary steps to assist these students in completing their studies in time and obtaining optimal academic achievement.
- (3) Academic consultation for students is carried out at least 4 (four) times in one semester, namely at the beginning of the semester (once), mid-semester (twice), and the end of the semester (once).
- (4) The provisions and procedures for academic consultation is regulated by the University.

BAB XVIII ACADEMIC ETHICS

Article 27

- (1) Academic ethics includes a code of ethics for lecturers and student code of conduct.
- (2) The code of ethics of lecturer includes the lecturer's behavior in carrying out his duties and obligations in relation to the University, fellow lecturers, students, administrative staff, their family, themselves, the community, and the profession.
- (3) The code of conduct on campus life are the overall provision regulating campus life that aims to create a favorable atmosphere and assure that the teaching and learning process is well-directed and well-organised.
- (4) Academic ethics, as referred to in Paragraph (1) is regulated separately.
- (5) Lecturers, education staff, and students are required to comply with academic ethics that apply at the University including ethics in speech, attitude, dress, and behavior.
- (6) Lecturers who violate the code of ethics and students who violate the rules of campus life are subject to sanctions based on prevailing rules and provisions.

BAB XIX STUDY EXTENSION, SABBATICAL, INACTIVE STATUS, AND RESIGNATION

Article 28

- (1) Study extension may be given to students who have not been able to complete their studies in time.
- (2) Study extension is written by the student and submitted through Dean of the Faculty according to mechanism and time specified.
- (3) Study extension as referred to in Paragraph (1) is given for one semester.

- (4) Study extension as referred to in Article (3) may be given a maximum of 4 (four) times.
- (5) The third and fourth study extensions are only given to students who have finished all theoretical courses and only need to finish their Skripsi or final project.

Article 29

- (1) Sabbatical students are students who stop participating in academic activities before completing their studies, and then they reparticipate in academic activities with Rector's permission by Dean's recommendation.
- (2) Sabbatical period as referred to in Paragraph (1) is not considered as a study period and can only be given a maximum of 2 (two) times, in two semester each and not in a row.

Article 30

- (1) An application for Sabbatical permit is submitted by the student after studying for at least 2 semesters.
- (2) Sabbatical students are required to pay 50% of their allocated Single Tuition Fee in their Study Programme.
- (3) Students who are active again are given the opportunity to continue their study in the next semester after they have fulfilled their administrative obligations.

Article 31

- (1) Inactive students are students who register but are not actively studying in that semester.
- (2) Inactive students are required to pay full tuition fees in accordance with their allocated Single Tuition Fee.
- (3) Students who do not register will be given a written warning.
- (4) Students who do not register for 3 semesters in a row are not allowed to participate in academic activities and declared resigned as students.

Article 32

- (1) Each student has the right to resign if he or she meets the conditions and is free from administrative obligations.
- (2) The student concerned submits a written application to Rector through Head of the Faculty by completing the required documents.
- (3) Rector issues and signs the student's resignation letter.

CHAPTER XX TRANSFER STUDENTS

Article 33

- (1) The University may accept transfer students from other higher education institutions under the following provisions.
 - a. The Study Programme of the student concerned is in accordance with the intended Study Programme at the University;
 - b. The accreditation of the students' previous Study Programme is equal to or better than the accreditation of the intended Study Programme at the University;
 - c. The capacity of the intended Study Programme at the University is still available;
 - d. The student concerned has completed the study load in the prior Study Programme of at least 40 credits and a maximum of 60 credits with a minimum GPA of 3.00;
 - e. The period of study of the student which has been taken at the prior Higher Education is calculated in accordance with the provisions provided at the University;
 - f. The student concerned is required to take a competency test in the field of study organised by the intended Study Programme at the University and is declared passed;
 - g. The student concerned still has to take the courses required by the Study Programme at the University in accordance with the prevailing curriculum;
 - h. The student concerned submits a written transfer application to Rector and a copy is submitted to Dean and Head of the intended Study Programme;
 - i. The student concerned submits a written transfer permit from Rector of the prior University;
 - j. The transfer to the University shall be acceptable to the University;

- k. Rector of the University accepts transfer students from other higher education institution on the consideration given by Dean and Head of the Study Programme at the University.
- (2) Students are allowed to change Study Programme within the University with the following provisions.
- a. The student concerned receives a recommendation to change the Study Programme from the Institute for Development and Quality Assurance of Education;
 - b. The prior Study Programme of the student concerned is in accordance with the intended Study Programme;
 - c. The accreditation rating of the prior Study Programme is equal to or better than the intended Study Programme;
 - d. The capacity in the intended Study Programme is still available;
 - e. The student concerned has completed the study load in the prior Study Programme of at least 36 credits and a maximum of 60 credits with a minimum GPA of 2.50 (two point five);
 - f. The period of study of the student which has been taken in the prior Study Programme is calculated in accordance with prevailing provisions;
 - g. The student concerned is required to take a competency test in the field of study organised by the intended Study Programme and is declared to have passed;
 - h. The student concerned still has to take the compulsory courses in the Study Programme in accordance with the prevailing curriculum;
 - i. The student concerned submits a written transfer application to the Rector, and a copy is submitted to the Dean and/or the Head of the intended Study Programme;
 - j. The student concerned shows written permission to move from the Dean of the Faculty and/or the Head of the Study Programme of the prior University;
 - k. The transfer to another Study Programme shall be reasonable and acceptable to the intended Study Programme;
 - l. Rector approves and determines the transfer of students after receiving consideration from Dean and/or Head of the intended Study Programme.

CHAPTER XXI INTERNATIONAL STUDENTS AND CREDIT RECOGNITION

Article 34

- (1) International students have the right to participate in all learning and assessment processes required in the Study Programme curriculum.
- (2) Provisions regarding international students are further regulated in separate conditions in accordance with prevailing regulations.

Article 35

- (1) Study Programmes through Faculties may organise special lectures for international students and/or students from other Study Programmes/Faculties/higher education institutions within or outside the University to obtain credit recognition.
- (2) Study Programmes through Faculties set special criteria for prospective students taking credit recognition courses.
- (3) Students who take credit recognition programmes must register through the head office according to the prevailing mechanism.
- (4) Students can take certain courses outside the Study Programme/Faculty in both domestic and overseas universities and get their credit recognised.
- (5) Lecture period for students taking credit recognition courses, at least 1 (one) semester or equivalent to 16 meetings including mid-semester and final semester assessments.
- (6) All costs incurred as a result of taking credit recognition courses are the responsibility of the student concerned.
- (7) Further provisions regarding credit recognition shall be determined by the University.

BAB XXII
QUALITY ASSURANCE OF EDUCATION

Article 36

- (1) Education quality assurance is an activity to assess the quality of education.
- (2) Quality assurance of education as referred to in Paragraph (1) is carried out internally and externally.
- (3) Internal quality assurance as referred to in Paragraph (2) is carried out by Study Programmes, Faculties, and The Institute for Development and Quality Assurance of Education.
- (4) External quality assurance as referred to in Paragraph (2) is carried out by National Accreditation Institution for Higher Education, Independent Accreditation Institutions or other relevant international certification and/or accreditation institutions.

BAB XXIII
CLOSING PROVISIONS

Article 37

- (1) The previous Rector's Regulation still apply as long as the provisions contained within it are not regulated and do not conflict with this Rector's Regulation.
- (2) With the enactment of this regulation, the Regulation of Rector Number 644/UN27/HK/2015 is declared no longer valid.
- (3)

Article 38

This Regulation of Rector applies to University students starting from August 2016 – January 201 semester.

Stipulated in : Surakarta
On : 08 August 2016

Rector,

This signature is illegible

RAVIK KARSIDI
NIP 195707071981031006