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TRANSLATION

RECTOR REGULATION

UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAWA TIMUR

9 / 2020

ACADEMIC REGULATION FOR UNDERGRADUATE EDUCATION (S-1)

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF PEMBANGUNAN NASIONAL UNIVERSITY "VETERAN" JAWA
TIMUR

considering

- ..A. that in order to realize the vision of the Pembangunan Nasional University "Veteran" Jawa Timur to be a superior university of national defense character and able to compete globally, as well as gain recognition in the international arena;
- B. that in order to organize the academic education level of undergraduate programs required guidelines for the implementation of undergraduate programs at the Pembangunan Nasional University "Veteran" Jawa Timur;
- C. that the Academic Regulation for Education of the Pembangunan Nasional University "Veteran" of Jawa Timur is considered necessary to adjust the laws and regulations — new laws and regulations in force, then there needs to be changes, additions and improvements;
- D. that based on the consideration as referred to in letters a, b, and c, it is necessary to stipulate the Rector's Regulation on Academic Regulation for Undergraduate Program Education (S-1) of the Pembangunan Nasional University "Veteran" of Jawa Timur.

In relation

- .. 1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (Statute Book of the Republic of Indonesia of 2003 No. 78, Supplement to Statute Book No. 4301);
2. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education (Statute Book Republic of Indonesia Year 2012 Number 158, Supplement State Gazette of the Republic of Indonesia Number 5336);
3. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State of the Republic of Indonesia Number 5500);
4. Government Regulation of the Republic of Indonesia Number 13 of 2015 concerning the Second Amendment to Government Regulation No. 19 of 2005 concerning National Standards of Education (State Gazette of the Republic of Indonesia Indonesia Year 2015 Number 45, Supplement to Statute Book No. 5670);
5. Presidential Regulation of Republik Indonesia Number 8 Years 2012 on Indonesia's National Qualification Framework (State Gazette of the Republic of Indonesia of 2012 Number 24);
6. Presidential Regulation No. 122 of 2014 concerning the Establishment of Pembangunan Nasional University "Veteran" Jawa Timur (State Gazette of the Republic of Indonesia of 2014 Nornor 251);
7. Regulation of the Minister of National Education of the Republic of Indonesia Number 17 of 2010 concerning the Prevention and Prevention of Plagiarism in Universities;
8. Regulation of the Minister of Education and Culture No. 73 of 2013 concerning the Implementation of the Indonesian National Qualification Framework for Higher Education (State Gazette of the Republic of Indonesia of 2013 Number 831);
9. Regulation of the Minister of Research, Technology and Higher Education No. 38 of 2015 concerning The Organization and Work Procedure of the Pembangunan Nasional University "Veteran" of Jawa Timur (State Gazette of the Republic of Indonesia year 2015 Number 1795);

10. Regulation of the Minister of Research, Technology and Higher Education No. 86 of 2017 concerning University Statutes
Pembangunan Nasional of "Veterans" of Jawa Timur (State Gazette of the Republic of Indonesia year 2017 Number 1923);
11. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 59 of 2018 concerning Diplomas, Competency Certificates, Professional Certificates, Degrees and Procedures for Degree Writing in Higher Education (State Gazette of the Republic of Indonesia Year 2018 Number 1763);
12. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Standards
Higher Education (State Gazette of the Republic of Indonesia Tahun 2020 Number 47);
13. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning Accreditation of Study Programs and Universities (State Gazette of the Republic of Indonesia year 2020 Number 49);
14. Regulation of the Minister of Education and Culture Republik Indonesia Number 6 Year 2020 concerning Admission of New Students of Undergraduate Programs in Higher Education
State (State Gazette of the Republic of Indonesia year 2020 Number 50);
15. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 7 of 2020 concerning the Establishment, Amendment, Dissolution of State Universities, and Establishment, Amendment, Revocation of License of Private Universities (State Gazette of the Republic of Indonesia year 2020 Number 51);
16. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 25 of 2020 concerning Unit Standards
Operational Costs of Higher Education within the Ministry of Education and Culture (State Gazette of the Republic of Indonesia year 2020 Number 642);
17. Keputusan Minister of National Education of the Republic of Indonesia Number 232 / U / 2000 on Guidelines for The Preparation of Higher Education Curriculum and Assessment of Student Learning Outcomes.
18. Decree of the Minister of Finance No. 804/KMK.05/2018 dated December 6, 2018 concerning the Establishment of

the Pembangunan Nasional University "Veteran" of Jawa Timur as
Government Agencies That Implement Financial Management Patterns of Public Service Agencies;

Decided

Establishing

RECTOR REGULATION OF DEVELOPMENT UNIVERSITY NATIONAL "VETERAN" OF JAWA TIMUR ON REGULATION ACADEMIC FIELD OF EDUCATION UNDERGRADUATE PROGRAM (S-1) PEMBANGUNAN NASIONAL UNIVERSITY "VETERAN" JAVA TIMUR.

CHAPTER 1 GENERAL PROVISIONS

Article 1

In this Rector Regulation referred to as:

1. The University is the Pembangunan Nasional University "Veteran" Jawa Timur which is hereinafter referred to as UPN "Veteran" Jawa Timur is a State University of Public Service Agency;
2. Rector is an organ of UPN "Veteran" Jawa Timur that leads the implementation and management of UPN "Veteran" Jawa Timur;
3. The Senate is an upn "Veteran" organ in Jawa Timur that sets policies, gives consideration, and conducts supervision in the academic field;
4. Dean is the faculty leader who is authorized and responsible for the implementation of education in eachforeign faculty;
5. Faculty is a collection of supporting resources that organizes and manages academic education in a group of disciplines of science and technology;
6. Majors are a collection of supporting resources that organize and manage academic educationin one field of science and technology;
7. Study program is a unity of educational and learning activities that have a specific curriculum and learning methods in one type of academic education and / or professional education;
8. Lecturers are educators who teach UPN "Veteran" students in Jawa Timur;
9. Academic Advisors hereinafter abbreviated as PA are lecturers appointed by the faculty to guide and direct

students in drawing up study plans in accordance with applicable rules, as well as following the development of student studies that are the responsibility of their guidance;

10. The thesis/final project supervisor is a lecturer appointed by the Dean to guide the preparation of the final project paper of the student;
11. Students are students at the higher education level in UPN "Veteran" Jawa Timur;
12. Foreign students are students at the higher education level in UPN "Veteran" Jawa Timur who come from Foreign Nationals (WNA);
13. Undergraduate program is an academic education intended for graduates of secondary education or equivalent so as to be able to practice science and technology through scientific reasoning;
14. The Indonesian National Qualification Framework, hereinafter abbreviated as KKNI, is a framework for the leveling of the competency that can match, equalize and integrate between the field of education and the field of job training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors;
15. Curriculum is a set of plans and arrangements on graduate learning achievements, study materials, processes and assessments used as guidelines for the implementation of study programs;
16. Student Centered Learning which is hereinafter abbreviated as SCL is a learning system by placing students as the main actors in the learning process and lecturers serve as facilitators and motivators;
17. Sit in is a student who is administratively registered with UPN "Veteran" Jawa Timur, with activities utama follow lectures, but not burdened with academic activities consisting of exams, research and other projects;
18. Credit Earning is the addition of sks (credits semester) courses obtained by a student from outside his/her study program that can be taken both inside and outside upn "Veteran" Jawa Timur;
19. Credit Transfer (Credit Transfer) is the transfer / conversion of SKS courses obtained from outside the study program, which is planned and systematically listed in the curricular of the study program, which can be taken both inside and outside the UPN "Veteran" Jawa Timur;
20. Student Exchange (Student Exchange) is an exchange activity of UPN "Veteran" students in Jawa Timur with other universities both at home and abroad including academic and/or artistic activities based on the agreement of both parties;

21. Twinning Program is the development of the same study program between UPN "Veteran" Jawa Timur and universities from home and abroad by synchronizing the curriculum of both study programs in order to organize the learning process together;
22. Joint Program is a program of higher education implementation that is carried out based on cooperation between fakultas or with high teachers at home or abroad for the purpose of equalization or recognition of the program. Joint Program can produce a degree from dual program, which is the result of double degree program or joint degree;
23. Double Degree is a double degree obtained from UPN "Veteran" Jawa Timur and from universities in Indonesia or other universities abroad in order to cooperate in the development of a study program and given 2 (two) diplomas;
24. Joint Degree is a degree obtained from UPN "Veteran" Jawa Timur together with universities in Indonesia or other universities abroad in order to cooperate in the development of a study program and given 1 (one) diploma;
25. Upn Main Campus Study Program "Veteran" Jawa Timur which is hereinafter abbreviated as PSDKU UPN "Veteran" Jawa Timur is a study program held in districts / cities / cities administrative that is not directly adjacent to the main campus of UPN "Veteran" Jawa Timur;
26. Double status is the position of a student for a certain period of time, having registered status as a student in two or more regular study programs at state universities (PTN);
27. Administrative registration is an activity carried out by students to obtain registered status at the university;
28. Academic registration is the activity of registering as a participant of lectures, practicum, exams and / or other academic activities in the study program by taking courses that are taught in the relevant semester by filling out the Study Plan Card (KRS) online;
29. Study Plan Card hereinafter abbreviated as KRS is a plan of academic activities that will be conducted by a student during a certain semester;
30. Semester is a unit of effective learning process for at least 16 (sixteen) weeks including midterm exams and final semester exams;
31. Semester Credit Unit hereinafter abbreviated as SKS is the measure of learning activity time charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for

- the success of students' efforts in following curricular activities in a study program;
32. Study expenses are the number of sks that must be required for students to meet the requirements to obtain a degree;
 33. The study period is the limit for completing the study load in following the educational process of the course;
 34. Semester Achievement Index hereinafter abbreviated as IPS is a measure of student academic achievement which is the weighted average value of the value obtained by students each semester;
 35. Cumulative Achievement Index hereinafter abbreviated as GPA is a measure of students' ability up to a certain period of time obtained by students;
 36. The Study Result Card hereinafter abbreviated as KHS is a card containing the values of courses, achievement index in the current semester and the acquisition of all sks that have been collected and GPA;
 37. Real Work Lecture hereinafter abbreviated as KKN is an academic activity in undergraduate education programs that are curricular and interdisciplinary with the aim of identifying and helping to solve community problems by prioritizing community empowerment;
 38. The final project is a scientific work in the form of thesis or iain form in accordance with the applicable provisions, which become one of the requirements of graduation of a student set based on the curriculum of the Study program;
 39. Judiciary is the determination of the graduation of a student who has met the curriculum requirements of the study program at the faculty level;
 40. Graduation ceremony is a form of academic ceremony held in the university's open senate meeting forum to appoint graduates;
 41. A diploma is a document of recognition of learning achievement and/or completion of a higher education level after passing an exam held by a college;
 42. Certificate of competency is a document of competency recognition for the achievement of graduates in accordance with the expertise in their branch of science and / or have achievements outside the course of study;
 43. Certificate of Companion Ijazah hereinafter abbreviated as SKPI is a document containing information about academic achievement or qualifications of graduates of higher education degree;
 44. Certificate of replacement of diploma, certificate of competence, and certificate of profession is a statement document that is valued equally with diploma, certificate of competence, and certificate of profession.

CHAPTER 11
EDUCATIONAL OBJECTIVES OF UNDERGRADUATE
PROGRAMS

Article 2

1. Undergraduate programs aim to prepare students to be intellectuals, and scientists who are ethical, cultured, of national character, competent, globally competitive, and able to enter and / or create jobs and able to develop themselves into professionals;
2. Program undergraduates are directed to produce graduates with primary competencies according to the profile of their respective courses approved by the faculty senate;
3. Undergraduate programs are directed to produce graduates with competencies in accordance with level 6 (enam) in KKNl.

CHAPTER 111
UNDERGRADUATE PROGRAM IMPLEMENTATION

Part One
Courses

Article 3

- (1) Undergraduate programs are organized by faculties in the form of study programs whose implementation must be:
 - a . have an implementation license or have a valid accreditation;
 - b . meet quality standards according to the academic quality assurance system;
 - c . have at least 5 (five) permanent lecturers with qualifications in accordance with applicable regulations.
- (2) New courses must be accredited in accordance with applicable regulations;
- (3) Accreditation program study referred to in paragraph (2) are:
 - a . BAN-PT accreditation with status A, B, or C;
 - b . BAN-PT accreditation with superior status, Excellent, Good; Or
 - c . International accreditation by international accreditation institutions recognized by the Ministry of Education.
- (4) Bachelor program can be held in the form of regular classes, international classes, cooperation classes, and PSDKU;
- (5) International undergraduate programs can only be held in courses that hold regular class undergraduate programs accredited A / unggul / internationally accredited;

- (6) Opening, closing, merging, and renaming of courses follow the applicable provisions.

Part Two
Regular Class

- (1) Regular classes are undergraduate education programs that are prioritized to educate the new graduates (fresh graduate) of High School (SMA) or equivalent;
- (2) Regular classes must use the curriculum and produce graduate with the main competencies that are as follows;
- (3) The main language of instruction in regular classes is Bahasa Indonesia.

Part Three
Cooperation Class

Article 5

- (1) Cooperation class is an educational program organized on the basis of Memorandum of Understanding (MOU) or cooperation agreement between UPN "Veteran" Jawa Timur with other agencies or companies to meet the needs of Human Resources (HR) in accordance with the specifications of the relevant agencies;
- (2) The curriculum of cooperation classes is specially designed / specific as needed without leaving the provisions - ketetapan required by the Government / Ministry of Education and Culture.

Part Four
International Class

Article 6

- (1) International class is an undergraduate program organized using English as the language of instruction;
- (2) International classes may be fully organized by universities and/or in cooperation with partner universities outside negeri that have an international reputation at least equivalent to upn "Veteran" of Jawa Timur and accredited in their country;
- (3) International class organized entirely by UPN "Veteran" Jawa Timur, giving a single degree from the university;
- (4) International classes organized in cooperation with partner universities abroad can provide dual degrees from UPN "Veteran" Jawa Timur and from partner universities abroad;
- (5) International classes, both of which provide a single degree for dual degrees, must use at least 50 (fifty) percent

- of the same curriculum as regular classes and produce graduates with the same learning achievements;
- (6) The number of international class participants should not be greater than the number of participants of regular undergraduate programs.

Part Five

Classes of Study Programs Outside the Main Campus (PSDKU)

Article 7

- (1) The opening of PSDKU class is an increase in the number of study programs in the same fields / disciplines and technologies as the existing study programs at the main campus of UPN "Veteran" Jawa Timur;
- (2) The study program that will open psdku class has presented the same study program partner at UPN "Veteran" Main Campus in Jawa Timur with accredited A/superior/internationally accredited rating;
- (3) Opening, changing, closing of PSDKU class is done in accordance with the prevailing laws and regulations.

CHAPTER IV

ADMISSION OF UNDERGRADUATE STUDENTS

Part One

Selection

Article 8

- (1) Admission of prospective new students of undergraduate program is done through the selection path conducted at the national level (SNMVPN & SBMPTN) and independent line UPN "Veteran" Jawa Timur;
- (2) Mandiri UPN "Veteran" Jawa Timur as referred to in paragraph (1) is conducted through 3 (three) patterns, namely: Regular Pattern, Achievement Pattern, and Partnership & Cooperation Pattern.
- (3) The selection system in paragraph (1) can take the form of paper-based writing test (PBT) or computer-based writing exam (UTBK)/ Computer Based Test (CBT) or other selection methods determined by the university;
- (4) Selection of new students is conducted in accordance with the schedule set nationally and / or by the university;
- (5) The procedure for admission of Undergraduate Students is stipulated in its own Rector Regulation.

Part Two

Registration Requirements

Article 9

- (1) Prospective undergraduate students who will apply for the selection process must meet the following requirements:
 - a. Indonesian citizen (WNI) or Foreign National (WNA) who obtained a study permit from the Ministry of Education and Culture and mastered the language used in the classroom;
 - b. Graduated high school or equivalent, or package C program as evidenced by a diploma recognized by UPN "Veteran" Jawa Timur;
 - c. High school graduates at To to T-2 or the age of their diploma is not more than 3 (three) years.
 - d. Healthy physically andr ohani and not colorblind in the courses that require it.
- (2) The requirements for prospective students of cooperation classes are determined based on the Memorandum of Understanding (MOU) and Cooperation Agreement (MCC).

Part Three
Capacity

Pasai 10

- (1) The capacity in each study program is stipulated in the Decree of the Rector of UPN "Veteran" Jawa Timur by paying attention to the capabilities of facilities, infrastructure, and human resources owned;
- (2) The number of students accepted in each study program follows the course stipulated in the Decree of the Rector of UPN "Veteran" Jawa Timur on capacity;
- (3) The use of facilities and infrastructure and resources in Fakültas is regulated taking into account shared utilization, both for utilization by internal fakültas well as by universities as a whole;

Part Four Passes
Selection

Article 1 1

- (1) Prospective students are declared to pass the selection if they meet the required conditions, either in national selection and/ or independent selection;
- (2) Prospective students who pass the selection must do administrative registration and academic registration according to the schedule set by the university;
- (3) Prospective students who do not perform administrative registration in accordance with the schedule are considered resigned;

- (4) Participants who have passed the selection can not delay kuliah;
- (5) A prospective student has official status as a student of UPN "Veteran" Jawa Timur is after being sworn in at the New Student Admissions ceremony (PMB) in an Open Senate session;
- (6) The procedure for admission of undergraduate programs is stipulated in the Rector's Decree on the Guidelines for Admission of New Students of UPN "Veteran" Jawa Timur, and the cost of undergraduate program education is stipulated in the Decree of the Rector of UPN "Veteran" Jawa Timur.

Part Five
Dual Status

Article 12

- (1) Students are not allowed to be enrolled in 2 (two) or more study programs at state universities (VFN), unless they participate in a program organized by the Government of Indonesia through the Ministry of Education and Culture;
- (2) If a student is known to be enrolled in more than one course as referred to in paragraph (1) in atas, the Vice Rector of Academic Affairs (WR I) will send a letter of reprimand to the concerned to immediately determine his or her preferred course of study with a copy to the Dean;
- (3) Written notice on the choice of students as referred to in paragraph (2) above is delivered by the student to the Vice Rector of Academic Affairs (WR I) with a copy to the Dean no later than 20 (twenty) working days from the date the written letter of reprimand is issued;
- (4) The University will issue a Decree of the Rector of UPN "Veteran" of Jawa Timur about the resignation of students from one of the study programs;
- (5) If the choice of study program is not submitted within the specified time limit, the university will issue a Decree of the Rector of UPN "Veteran" Jawa Timur on the termination of study relations.

CHAPTER V
Curriculum

Article 13

- (1) The curriculum of undergraduate programs is designed to print graduates with competencies that are in accordance with the formulation of minimum learning achievements, which is equivalent to the level of 6 (six) qualifications in KKNi;
- (2) The undergraduate program curriculum is implemented based on the competency of graduate learning

achievements that contain the formulation of general and specific attitudes, knowledge and skills equivalent to the level of 6 (six) qualifications in KKNI;

- (3) The curriculum is evaluated regularly over a period of three to five years by the faculty senate;
- (4) The curriculum is stipulated in the Decree of the Dean of UPN "Veteran" Jawa Timur after obtaining consideration from the Faculty Senate.

Article 14

- (1) The curriculum structure of undergraduate courses consists of:
 - a. compulsory courses are courses that must be covered in a course formulated to achieve the main competencies;
 - b. Elective courses are courses selected by students from courses inside and/or outside their courses to broaden their horizons and at the same time meet the minimum burden requirements of an education level.
- (2) National compulsory courses consist of:
 - a. Religion;
 - b. Pancasila;
 - c. English;
 - d. Civics.
- (3) Compulsory university courses consist of:
 - a. English;
 - b. Bela Negara (State Defense Education);
 - c. Entrepreneurship;
 - d. Leadership.
- (4) The number of credits for National Compulsory Courses and University Compulsory Courses are:
 - a. Religion 2 credits
 - b. Pancasila 2 credits
 - c. English 2 credits
 - d. Civics 2 credits
 - e. English 3 credits
 - f. Bela Negara Education 3 credits
 - g. Entrepreneurship 3 credits
 - h. Leadership 2 credits
- (5) Elective courses as referred to in paragraph (1) point b, may be:
 - a. a group of courses contained in another group of interest courses;
 - b. a select set of courses from a variety of other courses/faculties.

- (6) Compulsory courses in a course must be the same, whether regular classes, international classes, or cooperation classes;
- (7) Every undergraduate student must pass all courses both compulsory courses and elective courses covered in the curriculum structure of the course;
- (8) Each student can choose a combination of:
 - a. compulsory courses and elective courses in the course;
Or
 - b. compulsory courses and courses selected from various other study programs/faculties both inside and outside upn "Veteran" Jawa Timur.
- (8) Whatever combination the student chooses, the number of credits that can be taken must be within the study load limit for the undergraduate program;
- (9) Equivalent expenses in the form of credits for compulsory courses of study programs do not include final projects / thesis;

CHAPTER VI ENGLISH PROFICIENCY

Article 15

- (1) Undergraduate students are required to have good English proficiency in accordance with the minimum international or institutional standards, as follows: International Certificate JETSET Level 4 - Pearson-LCC1 - IJK (equivalent to IBT-TOEFL 5786) or Institutional Certificate English Proficiency Test / EPT 450 - LC-UPN "Veteran" Jawa Timur (equivalent to ITP-TOEFL 450);
- (2) New students are required to conduct initial English proficiency tests at the UPN "Veteran" -Language Center in Jawa Timur;
- (3) English proficiency as stated in paragraph one (1) will be used as a condition for the final project (thesis).

CHAPTER VII TIME AND LEARNING BURDENS

Article 16

- (1) Undergraduate education programs from high school or equivalent are designed no later than 7 (seven) academic years with a learning load of at least 144 (one hundred and forty-four) SKS including final projects or thesis;
- (2) Undergraduate students must take a package pada Semester I with a study load of 20 (twenty) credits and a maximum of 22 (twenty-two) credits in Semester II based on IPS (Temporary Achievement Index) achieved in Semester I;

- (3) For students who have outstanding achievements can study 144 credits including final projects or thesis less than 4 years.
- (4) Students who have reached the 7-year study limit (14 semesters) and have not completed their studies will be cut off and declared drop out (DO).

Article 17

- (1) The fulfillment of the period and learning expenses as referred to in article 16 paragraph (1) may be carried out by:
 - a. follow the entire learning process in the Study Program at the College according to the period and learning burden; Or
 - b. follow the learning process in Program Studi to meet some of the time and learning burden and the rest follow the learning process outside the Study Program.
- (2) Prodi and Faculty must facilitate the implementation of the fulfillment of learning periods and burdens in the learning process as referred to in paragraph (1).
- (3) Facilitation by the Study Program and Faculty for the fulfillment of the period and learning expenses in the process as referred to in paragraph (1) letter b in the following ways:
 - a. at least 4 (four) semesters and at most 11 (eleven) semesters are learning in the Study Program;
 - b. 1 (one) semester or equivalent to 20 (twenty) credits is learning outside the Study Program at the same College;
 - c. maximum 2 (two) semesters or equivalent to 40 (forty) credits are:
 1. Learning pada the same Study Program in Different Universities;
 2. Learning in different Study Programs in different Universities; and/or
 3. Learning outside of college.

CHAPTER VIII LEARNING PROCESS

Article 18

- (1) The learning process consists of: planning, implementation and evaluation of learning outcomes;
- (2) The learning process as referred to in paragraph (1) shall be held in 2 (two) semesters per academic year, namely Odd/Gasal Semester and Genap Semester;
- (3) In one semester the learning process is carried out effectively for at least 16 (sixteen) weeks, including midterm exams and final semester exams;

- (4) The learning process as referred to in paragraph (1) is conducted by following the academic kalender set by the university;
- (5) Students are required to register administratively and academically to follow the learning process as referred to in paragraph (1);
- (6) The learning process as referred to in paragraph (1) can be done in the Study Program and outside the Study Program.

Part One
Academic Calendar

Article 19

- (1) The academic calendar as referred to in article 17 paragraph (3) is a guideline that must be adhered to by the faculty / study program and academic community within the University in carrying out the Tri Dharma of Higher Education;
- (2) The academic calendar as referred to in paragraph (1) above is issued 1 (one) time a year in the form of The Rector's Decree "Veteran" of Jawa Timur, and at least contains:
 - a. registration period, selection exam, announcement of new student admission selection results
 - b. registration schedule (administrative and academic) of new students;
 - c. initial activity schedule of new students (Open Meeting
Senate Admissions of New Students, and Introduction to the Life of Kampus Mahasiswa Baru / PKKMB);
 - d. registration schedule of old students' administration and academics;
 - e. lecture period;
 - f. Schedule of Midterm Evaluation (ETS) and Final Semester Evaluation (EAS);
 - g. KKN schedule;
 - h. periode final project exam / thesis;
 - i. schedule of judiciary and graduation.

Part Two
Learning Plan

Article 20

- (1) The learning plan as referred to in article 17 paragraph (1) is prepared for each course and presented in the Semester Learning Plan (RPS);
- (2) Semester Learning Plan (RPS) is set and developed by lecturers independently atau together in the expertise group of a field of science and / or technology in the Study Program.
- (3) The Semester Learning Plan contains at least:
 - a. study program name, course name and code, semester, credits, lecturer name;
 - b. graduate learning achievements charged to the course;
 - c. final capabilities planned at each stage of learning to meet learning achievements;
 - d. materials related to the ability to be achieved;
 - e. learning methods;
 - f. time provided to achieve abilities at each stage of learning;
 - g. student learning experience embodied in the description of the project that must be done by students selama one semester;
 - h. criteria, indicators, and assessment weights; Dan
 - i. list of references used.
- (4) Semester Learning Plan must be reviewed and adjusted periodically with the development of science and technology.

Part Three

Lecture System

Article 21

- (1) Each towards the end of the semester, the faculty / study program sets a schedule of lectures to run a curriculum;
- (2) The course schedule as referred to in paragraph (1) above at least includes:
 - a. the name of the course and class;
 - b. course coordinators;
 - c. days and hours of lectures;
 - d. place / lecture hall;
 - e. lecturers;
- (3) The Schedule of Public Courses is fixed first by the University after that the courses in the Study Program are determined by the Faculty;
- (4) A course can be held in several classes.

Part Four

Semester Credit Unit (SKS)

Article 22

- (1) 1 (one) credits on the learning process in the form of lectures, or tutorials, consisting of:
 - a. face-to-face activities of 50 (fifty) minutes per week per semester;
 - b. structured project activities 60 (sixty) minutes per week per semester; Dan
 - c. 60 (sixty) minutes per week per semester.
- (2) 1 (one) credits in the learning process in the form of seminars or other similar forms, consisting of:
 - a. face-to-face activities of 100 (one hundred) minutes per week per semester; Dan
 - b. 70 (seventy) minutes per week per semester.
- (3) 1 (one) credits in the learning process in the form of practicum, studio practice, workshop practice, field practice, research, community service, internship and / or other similar form of learning, 170 (one hundred seventy) minutes per week per semester.

Part Five

Administrative Registration

Article 23

- (1) Students have active status if they have done administrative registration and academic registration.
- (2) Administrative registration is carried out at the beginning of the semester, by paying tuition fees online through a bank that workswith UPN "Veteran" Jawa Timur and conducts her-registration online at SIAMIK;
- (3) Student administrative registration can be canceled if it turns out that the student is not able to meet the requirements of the learning evaluation stage.

Part Six

Akademik Registration

Article 24

- (1) Academic registration is carried out by filling out a Study Plan Card (KRS) through SIAMIK online in accordance with the curriculum applicable to the student;
- (2) The number of credits that can be taken is adjusted to ips (Semester Achievement Index) in the last semester of the student is active;
- (3) For new students, for one year (semester 1 and 2) the number of credits that can be taken package system in Semester I is 20 credits and a maximum of 22 credits on Semester II;
- (4) The maximum sks amount that can be taken by students of Semester III and above in each semester is as follows:

IPS in the previous semester	Sks maximum a da at taken
< 2.00	15
2,00 - 2,49	16
2,50 - 2,99	20
3,00	

- (5) KRS will not be approved by academic advisors if students:
 - a. taking courses whose course schedules clash with other courses;
 - b. taking courses whose prerequisites have not been met;
 - c. taking SKS exceeds the number of SKS allowed;
- (6) If krs is rejected, students must correct krs and reapply for approval;
- (7) The student's name will not be listed in the list of course participants if krs has not been approved;
- (8) Students whose names are not listed in the course participants are not permitted to take lectures, exams and other activities in the course;
- (9) Change of courses can be done by students no later than 1 (one) week after the lecture activity begins;
- (10) Cancellation of kuliah eyes can be done by students no later than the end of week 4 (four) after the lecture activities begin;
- (11) The replacement or cancellation of courses must obtain the approval of the PA (Academic Advisor).
- (12) Students who do not register academically up to 1 (one week) after the activities are declared as inactive students.

Part Seven
Learning Methods

Article 25

- (1) Learning methods are interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered, namely:
 - a. Interactive, prioritizing the process of two-way interaction between students and lecturers.
 - b. Holistic is a comprehensive and broad mindset by internalizing the excellence and wisdom of local and national.
 - c. Integrative is an interdisciplinary and multidisciplinary approach.
 - d. Scientific is to prioritize scientific approaches so as to create an academic context based on the system of values, norms, and rules of science and uphold religious and national values.

- e. Contextual is the ability to solve problems in the realm of expertise.
 - f. Thematic is a learning that is adapted to the scientific characteristics of the Study Program and is associated with real problems through a transdisciplinary approach.
 - g. Effective is successful learning by attaching importance to internalizing the material properly and properly within the optimum period of time.
 - h. Collaborative is a shared learning that involves interaction between individual learners to generate capitalization of attitudes, knowledge, and skills.
 - i. Student-centered is a learning that prioritizes the development of creativity, bag, capacity, personality, and needs of students, as well as developing independence in finding and finding knowledge.
- (2) The implementation of the learning process takes precedence with the Student Centered Learning (SCL) method:
- a. Problem based learning;
 - b. Project-based learning;
 - c. Interactive learning skills (group discussion, role playing and simulation);

Part Eight

Learning Outside the Study Program

Article 26

- (1) Learning outside the Study Program as referred to in article 18 paragraph (6) is a learning process consisting of:
 - a. Learning in other Study Programs at the same College;
 - b. Learning in the same Study Program at different Universities;
 - c. Learning in other Study Programs at different Universities; Dan
 - d. Learning at non-higher education institutions.
- (2) The Learning Process outside the Study Program as referred to in paragraph (1) letter b, letter c, and letter d is carried out based on a cooperation agreement / MoU between universities and higher education or other related institutions;
- (3) The Learning Process outside the Study Program as referred to in paragraph (1) is an activity in the program that can be determined by the Ministry and/or leaders of higher education;

- (4) Forms of learning activities outside the Study Program as referred to in paragraph (1) letter, letter c, and letter d are:
 - a. Student exchange activities in taking courses;
 - b. Internship/Practice Kerja;
 - c. Projects in the Village / KKN-Thematic
 - d. Research
 - e. Entrepreneurial Activities
 - f. Independent Project Studies
 - g. Humanitarian Projects
 - h. Teaching in Schools / Educational Units
- (5) The results of learning activities outside the Study Program as referred to in paragraph (4) are recognized through the mechanism of credit transfer or earning credit;
- (6) Learning activities outside the Study Program as referred to in paragraph (4) are carried out under the guidance of lecturers;
- (7) The learning process outside the Study Program as referred to in paragraph (1) is conducted at least after students have taken 3 Semesters, except for the Merdeka Belajar-Kampus Merdeka Program (MBKM) determined by the Ministry of requirements.
- (8) The implementation of learning outside the Study Program is further stipulated in the Rector's Decree.

Part Nine

Student Obligations in the Learning Process

Article 27

- (1) Students must look neat and behave politely while on campus;
- (2) Students are obliged to comply with applicable regulations;
- (3) Students are required to actively participate in at least 90 (ninety) percent of scheduled academic activities;
- (4) In the event that the student does not attend the lecture because he/she participates in the assigned activities and/or approved by the Rector or Faculty Leadership, the absence does not count as alpha;
- (5) Students who are not present in the perkuliahaan due to illness reasons, then must show a doctor's letter and his absence does not count as absence (no-show).
- (6) Students who do not attend other than paragraphs 4 and 5, then there must be an official letter.

CHAPTER IX

ASSESSMENT AND EVALUATION OF LEARNING OUTCOMES

Bagian Kesatu

Assessment of Learning Outcomes

Article 28

- (1) Assessment of student learning outcomes aims to measure the achievement of learning competencies set by the Study program;
- (2) Assessment of student learning outcomes should include aspects of hardskill and softskill that can be done in the form of:
 - a. Written exams, oral exams and/or practicum/skills exams, as well as portfolios;
 - b. the final project can be in the form of a thesis, or an equivalent form;
 - c. based on certain reasons that can be accounted for the assessment of learning outcomes can be done in other equally form.
- (3) The final score of the study results is based on several assessment components such as: Midterm Exam (UTS), Final Semester Exam (UAS), projects, quiz, practicum and behaving skills (20%) and set forth in the formula set by each Study Program;
- (4) Rating system •
 - a. assessment of learning outcomes expressed by letters, i.e. using letters A, B, C, D, and E;
 - b. minimum pass value of the final project / thesis is B;
 - c. to convert number values into letter values and letter value weights are used guidelines as follows:

ANGKA	NILAI	BOBOT
$\geq 80 - 100$	A	4,00
$\geq 76 - < 80$	A-	3,75
$\geq 72 - < 76$	B+	3,50
$\geq 68 - < 72$	B	3,00
$\geq 64 - < 68$	B-	2,75
$\geq 58 - < 64$	C+	2,50
$\geq 56 - < 58$	C	2,00
$\geq 46 - < 56$	D+	1,50
$\geq 42 - < 46$	D	1,00
$0,0 - < 42$	E	0,00

- d. students are declared to pass the course, if they get a minimum grade of C;
 - e. students who get D+, D and E grades must repeat the learning program and exams in the regular semester;
 - f. students who get a C grade can make improvements in the regular semester, and the value used is the best grade;
 - g. if because of a value that can not be determined, then he is given a value of K which means "Less / Incomplete" with a weight value of zero (0). If up to krs filling the next semester the value is still K status, the student is considered not to pass (E);
- (5) success rate:
- a. student success rate in one semester is expressed with IPS;
 - b. in the calculation of IPS, the credit weight of each course is only used once as a divisor and the value used is the highest success rate;
 - c. IPS calculation uses the following formula:

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

with K is the magnitude of each course's credits, and N is the value of each course;

- d. calculation of GPA (Cumulative Achievement Index) using the above formula with K is the sum of all sks of courses that have been taken with the highest score and N is the value of all courses obtained;
- (6) Assessment of student learning outcomes is conducted periodically in accordance with the curriculum;
- (7) Assessment of learning outcomes in each course is conducted in each semester;
- (8) Assessment is based on the principles of conformity, accountability, transparency, honesty, and fairness;
- (9) Aspects measured in the evaluation of learning outcomes are:
- a. academic abilities that include cognitive, affective, and psychomotor aspects, which are tailored to the jenis and learning objectives of each course; and
 - b. behavioral skills, including academic honesty, discipline, modesty, ability to interact, and work together.

- (10) Semester Exam Requirements :

- a. registered as a participant of lectures / learning activities yaitu listed in the List of Course Participants (DPMK) in the SIAMIK system;
 - b. have attended lectures / learning activities at least 90 (ninety) percent.
- (11) Exam requirements, exam schedule, validity of test takers and exam discipline are further regulated by the Faculty;
 - (12) The test result score is announced in accordance with the applicable yang provisions;
 - (13) In the event that the lecturer or team of lecturers does not immediately give the test results of the semester until the deadline, or no later than 3 (three) days before the schedule of filling krs, then the Dean can give a B to all students who qualify as test takers.
 - (14) Each student must report their learning results (KHS) to the Higher Education Database (PD-DIKTI) in the SIAMIK system at the end of each semester.
 - (15) Students do not report the results of their learning as referred to in paragraph (14) can not do their study planning (KRS) in the next semester.
 - (16) Academic Supervisors shall monitor the reporting of the learning results in paragraph (14) to each student who becomes bimbingan akademik (PAny).

Part Two

Evaluation of Learning Outcomes

Article 29

- (1) Evaluation of Learning Outcomes is an assessment criteria that is carried out gradually on the achievement of GPA to determine the ability of students in continuing their studies;
- (2) Evaluation of student learning outcomes for a course is conducted by a lecturer or a team of lecturers to monitor the process and development of student learning outcomes;
- (3) Evaluation can be done by means of observation, project, written exam and / or oral exam;
- (4) Exams can be conducted through quizzes, midterm exams, final exams, practical exams, and final project exams / thesis;
- (5) Evaluation of the learning outcomes of undergraduate students from high school or equivalent:
 - a. Phase I is conducted at the end of semester 4 (four) with the following provisions:
 1. able to collect at least 35 (thirty-five) SKS with GPA \geq 2.50 (two point five zero);
 2. if able to collect $>$ 35 (thirty-five) SKS, but GPA $<$ 2.50 (two point five zero) then taken the highest

value up to a number of 35 (thirty-five) SKS with a GPA of ≥ 2.50 (two point five zero).

b. Phase II is conducted at the end of semester 7 (seven) with the following conditions:

1. able to collect at least 85 (eighty-five) SKS with a GPA of ≥ 2.75 (two point seven five);

2. if able to collect 85 (eighty-five) SKS, but GPA < 2.75 (two point seven five) then taken the highest value up to a number of 85 (eighty-five) SKS with a GPA of ≥ 2.75 (two point seven five).

c. Phase III is carried out at the end of the program. No later than the end of semester 14 (fourteen), students must have collected and passed all credit loads set for undergraduate programs and GPA ≥ 2.00 (two point zero zero).

- (6) Students who are unable to meet the evaluation requirements are considered incapable of participating in academic activities;
- (7) Students as referred to in paragraph (6) above, are advised to submit a letter of resignation application to the Rector through the Dean;
- (8) The University will issue a Decree of the Rector of UPN "Veteran" Jawa Timur on the resignation of students from one of the study programs;
- (9) If the student does not apply for resignation himself or herself, the university will issue a Decree of the Rector of UPN "Veteran" Jawa Timur on the termination of study relations;

Part Three

Final Project / Thesis

Article 30

- (1) Final project / thesis must be prepared and carried out by every undergraduate student;
- (2) Final projects / thesis can be taken after students:
 - a. completing courses with the number of credits as required by the Study Program in their respective curriculum and completing the prerequisite courses for this matter;
 - b. have a minimum GPA of 2.00 (two point zero zero);
 - c. pass the Research Method Course;
 - d. passed KKN and PKL/KKP/Magang,
 - e. have English language equivalent to TOEFL 450 or International Certificate JETSET Level 4-Pearson-LCC1-UK (equivalent to IBT-TOEFL 57-86) or Institutional Certificate English Proficiency Test/EPT 450-LC-UPNVJT (equivalent to ITP-TOEFL 450);
 - f. enrolled as an active student in the relevant semester;

g. enrolling KRS thesis.

- (3) The final / Thesis must be prepared based on scientific rules and ethics, free from the elements of plagiarism and written based on the Thesis Writing Guidelines established n by theFaculty;
- (4) The cost of final project study or thesis is 6 (six) to 10 (ten) SKS;
- (5) Final project exam / thesis is conducted after the student has completed all compulsory courses and options according to the applicable curriculum;
- (6) Final project exam / thesis is conducted in private in accordance with the rules applicable in the study programd an consists of 2 (two) stages, namely presentation by students and question and answer with a period of at least 60 minutes;
- (7) The number of examiners for final project / thesis outside the supervisor is at least 2 (two) people;
- (8) In special circumstances, examiners can be invited who are not from academic circles but have expertise in related fields;
- (9) All external forms in the form of IPR (Intellectual Property Rights), scientific journal articles, etc. related to the final project material / thesis will be a common right between students,supervisors and universities;
- (10) The final project / thesis whose research is a research cooperation with other parties' funds, the right to use data and its external (IPR, publication, book, or other) is regulated in a cooperation agreement between lecturersand students known to the Study Program and approved by the Faculty / Dean.
- (11) If the final project / thesis is written in the form of an article and successfully published (accepted / published) in an accredited national journal Sinta (1-6) or internasional journals as the first author, then students still obliged to complete the thesis but exempt from thesis examination and declared passed the thesis with an A.
- (12) Final projects / thesis can be made in other forms such as the creation of works that have been tested scientifically at the national / international level.

CHAPTER X STUDENT CREDIT TRANSFER

Part One

Outbound Student Lectures Transfer Credit

Article 31

- (1) Students who attend lectures completely outside UPN "Veteran" Jawa Timur for at least 1 (one) semester obtain academic status as credit transfer students;
- (2) UPN "Veteran" Students in Jawa Timur who participate in The Student Exchange, Joint Degree or Double Degree program must be registered as UPN "Veteran" students in Jawa Timur;
- (3) At the end of the program, students who participate in the program as referred to in paragraph (2) above must submit a report of the results of the study with a graduation value obtained, to be recognized as a course that has been taken and graduated;
- (4) Students who attend a failed Student Exchange, Joint Degree, or Double Degree (returning home before the end of the program), only take into account courses that have graduated and are not recognized as credit transfer students;
- (5) The recognition of courses for credit transfer students is as follows:
 - a. proof of completion of the Student Exchange program is a certificate signed by the Rector and Dean;
 - b. proof of having completed the Joint Degree program is a diploma signed by the Rector of UPN "Veteran" Jawa Timur together with the Rector of cooperation partner universities;
 - c. proof of having completed the Double Degree program is a diploma signed by the Dean and Rector serta obtained a diploma from a partner university cooperation;
- (6) The study period of credit transfer students is taken into account as the active student study period.

Part Two

Student Lectures Transfer Credit into UPN "Veteran" Jawa Timur

Article 32

- (1) Students from other universities both from within and outside the country who participate in the Student Exchange, Joint Degree or Double Degree program or

- other similar programs must be registered as UPN "Veteran" credit transfer students in Jawa Timur;
- (2) Credit transfer students from other universities both from within and outside the country can be required / not obliged to pay tuition fees in accordance with the agreement contained in the contract or cooperation agreement;
 - (3) Credit transfer students from other universities both from within and outside the country can take several courses in various courses in one semester running simultaneously;
 - (4) Recognition of courses for credit transfer students as follows:
 - a. proof of completion of the Student Exchange program is a certificate signed by the Rector and Dean;
 - b. proof of having completed the Joint Degree program is a diploma signed by the Rector of UPN "Veteran" Jawa Timur together with Rektor cooperation partner universities;
 - c. proof of having completed the Double Degree program is a diploma signed by the Dean and Rector as well as obtaining a diploma from a partner university cooperation

CHAPTER XI

STUDENT COMMUNITY SERVICE (KKN)

Article 33

- (1) Undergraduate students are required to participate in KKN activities;
- (2) The requirements of KKN participants are students who have passed the course and collected a cumulative sks of at least 100 (one hundred) SKS with IPK 2.75 and has a Certificate of Softskill and Hardskill Competency that has reached 100 points.
- (3) Students can participate in one of the KKN activities offered by the University, namely: KKN Regular, KKN Thematic, KKN Kebangsaan, KKN Kolaborasi, KKN Pasca Bencana, KKN International, KKN Pemberdayaan Ekonomi Pesantren, KKN Mandiri and others established by the Institute for Research and Community Service (LPPM);
- (4) The implementation of KKN for a minimum of one month and a maximum of 6 months coordinated by (LPPM) and further regulated in Buku Pedoman implementation of the applicable KKN;
- (5) Calculation / conversion of the amount of each type of KKN sks determined by LPPM together with prodi;

- (6) The schedule of kkn implementation is set in the academic calendar stipulated by the Decree of the Rector of UPN "Veteran" Jawa Timur;
- (7) Rektor can establish certain activities that are recognized and equalized with kkn, which is stated in the Decree of the Rector of UPN "Veteran" Jawa Timur;
- (8) The procedures and requirements for registration of KKN are further regulated in the Guidelines for the Implementation of KKN.

CHAPTER XII LECTURER, ACADEMIC ADVISORS, AND THESIS SUPERVISOR

Part One Lecturer

Article 34

Lecturers' duties in education and teaching include:

- a . planning the learning process;
- b . conducting lectures;
- c . carrying out assessment of learning outcomes and entering the value of courses into the Academic Information System (SIAMIK) in accordance with the schedule specified in the academic calendar;
- d . report on the activities of students in the Higher Education Database (PD-DIKTI) at the end of each semester (publish the courses held in that semester)
- e . develop and evaluate test materials in order to obtain valid test materials in accordance with the objectives of learning achievements;
- f . carrying out management functions that include •
 - 1 . manage the allocation of lecture time;
 - 2 enforce the discipline of lectures; Dan
 - 3 inform students of test/exam/project scores.

Part Two Academic Advisors

Article 35

- (1) Each student has an academic advisor assigned by the Faculty;

- (2) Academic advisors for undergraduate students are permanent lecturers with a minimum master's degree;
- (3) Academic advisors have the project of:
 - a. supervise students to draw up a study plan and give consideration to choosing the course to be taken;
 - b. approve KRS (Study Plan Card) of students in SIDOS (Lecturer Information System);
 - c. give assistance to students about the number of credits that can be taken;
 - d. monitor the students academic progress;
 - e. monitor and ensure that the students he mentored have reported the learning results to PD-DIKTI through SIAMIK before approving krs; Dan
 - f. help find solutions for students if there are academic problems.
- (4) If the academic supervisor is unable to perform the project, the Study Program Coordinator temporarily takes over the academic mentoring duties, and undertakes krs approval until a new academic advisor is appointed;
- (5) The implementation of academic guidance duties is one component of evaluation of lecturers' performance.

Part Three

Final Project Supervisor / Theses

Article 36

- (1) Preparation of final project / thesis students under the supervision and evaluation of supervisors final projects;
- (2) Number of final project supervisors / thesis for 1 (one) student at most 2 (two) people;
- (3) Lead supervisor requirements:
 - a. permanent lecturers with minimal position of assistant professor and hold master's degrees;
 - b. have a field of expertise relevant to the final project;
 - c. at least 2 (two) times serve as second supervisors.
- (4) Co-Supervisors requirements:
 - a. a university permanent lecturer or non-permanent lecturer, or the root p of an Iain institution equivalent to a master's education;
 - b. have a field of expertise relevant to the final project;
- (5) Department or Coordinator of Study Program submits a proposal of lecturers who become supervisors of final duties / thesis for a student based on the expertise and workload of the lecturer concerned to the Dean; (6) The project of the supervisor of the final project/ thesis shall be determined by the Dean's Decision on the proposal of the Department/Study Program;

- (7) To ensure the quality of guidance, the workload of lecturers in guiding structured research in the framework of the preparation of final projects at most 8 (eight) students per semester;
- (8) The coordinator of the study program periodically helps the mentoring process and what if the mentoring process does not go well and regularly, then the coordinator of the study program can propose the replacement of the thesis supervisor;
- (9) Mentoring is conducted in a campus environment, structured and at least 6 (six) times in a semester, and must be recorded in a guide book/card;
- (10) In the event that there are objections to the appointment of the supervisor of the final project / thesis or the mentoring process, it is completed by the Chairman of the Department or Vice Dean of academics;
- (11) The supervisor of the final project / thesis has the project:
 - a. Directing research topics / final projects that support the research roadmap of the Faculty, University or National Research Master Plan (RIRN) or research topics that are a priority of the government because of the situation that occurs;
 - b. Guiding approval on the topic taken by the student guidance in accordance with the topic directed at paragraph (11) point a;
 - c. Directing and ensuring that students are able to prepare the correct and quality research /final projects in accordance with scientific principles;
 - d. Correcting and ensuring that the final project report / thesis has been prepared well in accordance with scientific rules and follow the format of scientific writing;
 - e. Ensuring that the guidance students are able and ready to be tested for final projects/scripts;
 - f. Directing and ensuring his guidance has compiled scientific articles that are ready to be published in journals or at least national proceedings.
- (12) The supervisor of the final project / thesis must seek the completion of the final project guidance / thesis maximum in 1 (one) semester or 2 (two semesters) for a particular field of science.

CHAPTER XIII
IN-BETWEEN SEMESTER

Article 37

- (1) One academic year consists of 2 (two) semesters and UPN "Veteran" Jawa Timur can hold an in-between Semester

- (2) The In-between Semester as referred to in paragraph (1) shall be held:
- a. for at least 8 (eight) weeks;
 - b. student learning expenses at the most 9 (nine) sks; and
 - c. face-to-face 16 (sixteen) times including the evaluation of the middle of the In-between Semester and the final evaluation in the end of in-between Semester.
- (3) The implementation of the In-between Semester shall be applied as needed and regulated by the Fakultas.

CHAPTER XIV
STUDENT STATUS

Article 38

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

- a. active, whereby conducting administrative registration and academic registration and actively conducting lecture activities;
- b. inactivity, i.e. not conducting administrative registration and/or academic registration;
- c. academic leave that is not conducting academic activities for 1 (one) or forever 2 (two) semesters that are not consecutive with the approval of the Dean because of the wishes of students;
- d. sanctioned, i.e. as a result of academic violations so that students are not allowed to participate in academic activities for one or more semesters based on the recommendations of the academic violation resolution team and determined by the Decree of the Rector of UPN "Veteran" Jawa Timur;
- e. transfer is the changing status students from one study program to another in UPN "Veteran" Jawa Timur, or out of UPN "Veteran" Jawa Timur or transfer from PTN from home and abroad to UPN "Veteran" Jawa Timur;
- f. resignation, ie the right of each student to relinquish his status as a student of UPN "Veteran" Jawa Timur stipulated by the Decree of the Rector of UPN "Veteran" Jawa Timur after the concerned apply in writing to the Dean;
- g. drop out (DO) is a condition of a student who is not able to meet the minimum requirements to continue his studies, either for academic and/ or non-academic reasons;
- h. death, i.e. not continuing the study due to death, based on surat information / notification from the Dean;

- i. graduated, i.e. has met all academic and administrative requirements to be designated as sarjana.

CHAPTER XV

ACADEMIC LEAVE

Article 39

- (1) Academic leave is the period of not participating in academic activities for a period of at least 1 (one) semester and as many as 2 (two) semesters, which are not consecutive;
- (2) Academic leave can only be given to students who have participated in academic activities for at least 2 (two) semesters, except for academic leave for special reasons;
- (3) Academic leave for special reasons is academic leave given because students experience obstacles that can not be avoided, among others due to childbirth, carrying out state duties, university projects or undergoing treatment that is not possible to participate in academic activities;
- (4) Academic leave does not count as a period of study;
- (5) Academic leave permits do not apply retroactively;
- (6) Students on academic leave are not required to pay tuition fees/UKT (Single Tuition);
- (7) Students who obtain academic leave permission are not allowed to do academic activities;
- (8) Students serving suspensions can apply for academic leave.

Article 40

- (1) The application for academic leave is submitted by the student concerned to the Rector c/q Warek I for reasons that are academically acceptable and known to parents, Study Program Coordinators and Deans;
- (2) Persetujuan academic leave is issued in the form of academic leave permits;
- (3) Application for academic leave as paragraph one (1) is submitted before the implementation / schedule of administrative registration, by filling out the form provided and attached:
 - a. academic transcripts;
 - b. proof of payment of the last UKT;
 - c. photocopy of Student Id Card (KTM); Dan
 - d. supporting documents for the reason for the leave.
- 4) Academic leave cannot be submitted at the time of the study or at the end of the semester.
- (5) Based on the leave permit, the operator of the BAKPK system shall upgrade the student's status to leave before the administrative registration period ends.

CHAPTER XVI

OFF

Article 41

- (1) Students who do not carry out administrative registration and/ or academic registration will obtain inactive academic status in the current semester and the study period is taken into account;
- (2) Students who are inactive as referred to in paragraph (1) above are required to pay an education fee of 100 (one hundred) percent during the semester of inactivity.
- (3) Students who are inactive for 2 (two) consecutive semesters or 4 (four) semesters are not consecutively declared to lose their status as students.

CHAPTER XVII

MOVING STUDIES

Article 42

Students can apply for a transfer to study to obtain credit transfer for courses that have been obtained in other courses, both courses in the university environment and other high-level courses.

Part One

Moving Study in UPN "Veteran" Jawa Timur

Article 43

- (1) Students can move their studies in upn "Veteran" environment in Jawa Timur if:
 - a. have participated in academic activities for at least 2 (two) consecutive semesters — consecutively;
 - b. not for violating the discipline of campus life or any other similar cause;
 - c. tidak colorblind for faculties / courses that require and not physical disabilities that can interfere with the teaching and learning process;
 - d. accreditation of the original study program is at least the same as the accreditation of the intended Study Program;
 - e. approved by the faculty of both the faculty of origin and fakultas intended, through consideration of the study program, taking into account the capacity capability and / or the results of recognition of courses that have been taken and / or the rest of the study period;
 - f. application to move studies submitted by students no later than 4 (four) weeks before the beginning of the semester of study Gasal / Even in accordance with the academic calendar.

- (2) Moving studies is only allowed once;
- (3) Credit transferable courses must meet the following requirements:
 - a. have material content equivalent to the courses contained in the curriculum of the study program that has been followed;
 - b. if the course taken does not meet the criteria in point a, but is considered to support the achievement of competence, it can be transferred credited as the course of choice;
- (4) The length of study that has been taken is still taken into account in the study period at the intended faculty / study program;
- (5) Moving student studies is determined by the Decree of the Rector of UPN "Veteran" Jawa Timur after obtaining approval from the faculty and the intended study program;
- (6) The procedure for applying to move studies in the UPN "Veteran" environment of Jawa Timur is stipulated in the Academic Guidelines.

Part Two
Moving Study

Article 44

- (1) UPN "Veteran" Jawa Timur accepts transfer students from other PTN at the beginning of Odd Semester (new school year);
- (2) UPN "Veteran" Jawa Timur accepts transfer students who are from other PTN if:
 - a. the status of The Accreditation Board of Nasional1-Perguruan Tinggi (BAN-PT)/ Independent Accreditation Institution-Higher Education (LAM-PT) of the higher education is the same or higher;
 - b. faculty / study program of ptn origin must be similar and in line with fakultas / study program intended in the UPN "Veteran" environment of Jawa Timur and with accreditation ratings from the National Accreditation Board of Higher Education (BAN-PT)/ Independent Accreditation Institute-Higher Education (LAM-PT) at a level or higher;
 - c. not in the status of issued / dropped study from other PTN;
 - d. have never committed a violation of the disciplinary code of life of a university campus or faculty or any other similar cause, stated by a certificate from the original institution;
 - e. the reason for the move is because mengikuti family (strengthened by a certificate from the authorities), as a

regional envoy / PTN (strengthened by a letter of proposal from the Local Government or rector concerned), or the condition of force major (natural disasters, riots, and other similar);

- (3) The duration of study obtained in vat origin, at least 2 (two) semesters and / or at most have taken 4 (four) semesters with the following provisions:

Length of Study	Number of SKS	GPA
2 (two) semesters	40	2.75
4 (four) semester	72	2.75

- (4) The length of study that has been taken, remains taken into account in the study period at the faculty / study program UPN "Veteran" Jawa Timur intended;
- (5) Application for study transfer is submitted no later than 4 (four) weeks before the beginning of the Semester Gasal lecture begins;
- (6) Approval for move studies need to consider the capacity of the faculty / study program in the UPN "Veteran" Jawa Timur, conversion of courses, as well as the rest of the study period;
- (7) Moving student is determined by the Decree of the Rector of UPN "Veteran" Jawa Timur after obtaining approval from the intended faculty / study program;
- (8) Rector may specify other than the above provisions with special considerations, among others:
- a. political cases;
 - b. riots;
 - c. security;
 - d. natural disasters.
- (9) The procedure for applying to move studies from other PTN is stipulated in the Academic Manual.

Part Three

Moving Studies from Overseas Universities

Article 45

- (1) UPN "Veteran" Jawa Timur can accept transfer students who come from universities tinggi abroad at the beginning of each Semester Gasal;
- (2) UPN "Veteran" Jawa Timur accepts indonesian students who come from foreign universities recognized by the Ministry of Education and Culture, and have attended at least 2 (two) semesters of education, and meet the applicable regulations;
- (3) Application for study transfer is submitted no later than 4 (four) weeks before the beginning of the Odd Semester lecture begins;

- (4) For foreign students from overseas universities who will move to study as students at UPN "Veteran" Jawa Timur must submit the following requirements:
- a. curriculum vitae;
 - b. photocopy/ copy of diploma and academic transcript;
 - c. certificate of financing guarantee during education in Indonesia in the form of a bank account;
 - d. a copy of a valid passport for at least 1 (one) year;
 - e. the relevant statement letter will not work while studying in Indonesia;
 - f. the relevant statement letter will comply with the prevailing laws and regulations in Indonesia;
 - g. the latest photograph;
 - h. health certificate from the authorized institution; Dan
 - i. permission letter from the Ministry of Education and Culture.
- (5) For Indonesian students from overseas universities who will move to study as students at UPN "Veteran" Jawa Timur must submit the following requirements:
- a. curriculum vitae;
 - b. photocopy/ copy of diploma and academic transcript;
 - c. the relevant statement letter will comply with all applicable laws and regulations in Indonesia;
 - d. the latest photograph;
 - e. health certificate from the relevant authorities.

CHAPTER XVIII STUDY DROP OUT

Article 46

- (1) Undergraduate students are declared to have dropped out of study if:
- a. exceed the study limit of 7 (seven) years or cannot meet the requirements of evaluation of learning outcomes as stated in article 29;
 - b. Inactive for 2 (two) consecutive semesters or 4 (four) semesters in a row;
 - c. stated not to continue the study on the basis of consideration of health tests (both physical and mental health) of the team of doctors appointed by the university leadership;
 - d. sanctioned for gross academic violations;
 - e. the decision of a court that has had a permanent legal force with a penalty of at least 2 (two) semesters.

- (2) Undergraduate students who drop out of study as stipulated in paragraphs (1) letters a, b and c may:
 - a. submit a letter of application for parental consent,
 - b. known academic supervisor / Study Program Coordinator addressed to the Dean;
 - c. The Dean submits a letter of application to the Rector for the issuance of the Decree of the Rector of UPN "Veteran" of Jawa Timur on the retreat;
 - d. Rector based on usulan from the Dean issued the Rector's Decree on resignation;
 - e. For students who do not want to continue their studies, if within no later than 2 (two) months since it is declared not to continue the study of the student concerned does not apply for a leave of absence, then the Rector issued a Decree of the Rector of UPN "Veteran" Jawa Timur on termination of study relations.
- (3) Undergraduate students who drop out of study as stipulated in paragraphs (1) letters d and e then:
 - a. within no later than 1 (one) month after the decision of the UPN Law "Veteran" Jawa Timur as stated in the Decree of the Rector of UPN "Veteran" Jawa Timur or the court decision issued, the Dean submitted a letter of application to the Rector for the issuance of the Decree of the Rector of UPN "Veteran" Jawa Timur on breaking up study;
 - b. Rector based on the proposal from the Dean issued a Decree of the Rector of UPN "Veteran" Jawa Timur on the termination of study relations.

CHAPTER XIX

Graduation

Article 47

- (1) Students are declared graduated if they meet the following requirements:
 - a. have passed the final project exam / thesis in front of the examiner or team of examiners;
 - b. has submitted a revision of the final project / thesis that passes the detection of anti-plagiarism with a patented application;
 - c. status as an active student in the semester and does not exceed the maximum study period set by the university;
 - d. complete all administrative obligations including returning all borrowed library/laboratory collections;
 - e. to complete all obligations in the study period and/or projects charged in accordance with the curriculum set

- for the course (including the final projects that have been improved);
- f. has uploaded a summary of the final project / thesis on the repository UPN "Veteran" Jawa Timur;
 - g. have articles from the final project / thesis that has been published the lowest in the national proceedings with accepted / published status.
- (2) Student graduation is stated through the determination of graduation in the faculty;
 - (3) The determination of graduation as referred to in paragraph (2) is held through the judiciary at the faculty level;
 - (4) Students who do not submit revisions within 1 (one) month from the implementation of the final project exam / thesis, must take the retest;
 - (5) Graduation after completing the undergraduate program can be given with or without predicates consisting of:
 - a. Satisfying;
 - b. Very Satisfying;
 - c. Cumlaude
 - (6) A "satisfactory" graduation predicate is given when obtaining a GPA of 2.76 (two point seven six) up to 3.00 (three point zero zero);
 - (7) A "very satisfactory" graduation predicate is given when obtaining a GPA of 3.01 (three point zero one) up to 3.50 (three koma five zero);
 - (8) The "praise" (cumlaude) graduation predicate is given when obtaining a GPA of 3.51 (three point five one) to 4.00 (four point zero zero), there is no C value in the transcript;
 - (9) The predicate of graduation "praise" (cumlaude) is determined also by paying attention to the scheduled study period (n semesters) plus 1 (one) semester;
 - (10) Rector gives charter award to graduates with the predicate "praise" (cumlaude).

Part One
Graduation Ceremony
Article 48

- (1) UPN "Veteran" Jawa Timur held a ceremony wisuda at least 3 (three) times the graduation period in 1 (one) year;
- (2) Students who have graduated from undergraduate education in UPN "Veteran" Jawa Timur must attend the graduation ceremony at the graduation period, or no later than 1 (one) subsequent graduation period since graduation;

- (3) Students who have not attended the graduation as referred to in paragraph (2) have not been able to obtain the original diploma and transcript;
- (4) Students who have graduated from undergraduate programs will get diplomas, academic transcripts, SKPI and congratulations from the Rector.

Part Two
Degree and Mentions

Article 49

- (1) A bachelor's degree is a degree given to graduates of UPN "Veteran" Jawa Timur who have passed the academic education of undergraduate programs;
- (2) Types and designations of academic degrees and abbreviations in accordance with the rules that berlaku and regulated in the Rector Regulation UPN "Veteran" Jawa Timur.

CHAPTER XX
STUDY RESULTS ADMINISTRATION

Part One
Study Results Card (KHS)

Article 50

- (1) KHS contains information about:
 - a. UPN logo "Veteran" Jawa Timur;
 - b. the name of the University of Pembangunan Nasional University "Veteran" Jawa Timur;
 - c. khs owner's full name;
 - d. Student Indük Number (NİM);
 - e. the name of the course;
 - f. the name fakülta;
 - g. place, date, month and year of khs issuance;
 - h. name, Employee Number (NIP) and sign of Vice Dean od Academic;
 - i. fakülty stamps;
 - j. all course names taken, sks weights and grades;
 - k. ips.
 1. İPK. (GPA)
- (2) KHS is published in the form of 4 (four) copies each given to students, academic advisers, guardians and academic administration archives;
- (3) The valid KHS is the one that has been signed by the Vice Dean of Academic Affairs.

Part Two
Academic History

Article 51

- (1) Academic history records chronologically all academic activities of a student from the first time masuk as a university student until quitting, either because of graduation, drop out of study, or resign;
- (2) The academic status of students in each semester is recorded in the academic history in the data base in BAKPK or in the Faculty;
- (3) Academic history is used as a source of information for students, academic advisers, and courses on student study success;
- (4) Academic history may be published for certain purposes at the request of students;
- (5) The academic history to be used as referred to in paragraph (4) shall be ratified by the Vice Dean I (Academic Affairs).

Part Three
Diploma

Article 52

- (1) Ijazah / diploma is given to students who have been declared graduated from a course of study, after being decided on the implementation of graduation determination;
- (2) The diploma contains information about:
 - a. national diploma number;
 - b. UPN logo "Veteran" Jawa Timur;
 - c. the name of the Universitas Pembangunan Nasional "Veteran" Jawa Timur;
 - d. accreditation decision number of UPN "Veteran" of Jawa Timur and/or Study Program;
 - e. undergraduate programs;
 - f. the name of the course;
 - g. full name of the owner of the diploma;
 - h. Student Number (NIM);
 - i. National Identification Number (NIK) or Passport Number for foreign students;
 - j. place and date of birth of the owner of the diploma;
 - k. academic degree / designation given along with its abbreviation;
 - l. date, month, and year of graduation;
 - m. place, date, month and year of issuance of diplomas;
 - n. nama, Employee Indük Number (NIP) and signature of rector and dean;
 - o. UPNVJT stamp;

- p. Colour photo of the owner size 3 x 4.
- (3) Diplomas are written in the form of letters and sizes standardized by UPN "Veteran" Jawa Timur;
 - (4) The date of issuance of diplomas is the date of determination of graduates in the judiciary;
 - (5) The diploma is signed by the Rector and Dean;
 - (6) Diplomas are issued in Bahasa Indonesia and can be translated in English on different sheets, and signed by the Dean or an authorized official appointed and authorized to translate;
 - (7) Diplomas are issued once for AP graduates;
 - (8) If the diploma is lost or damaged, the owner of the diploma can request a certificate of replacement diploma;
 - (9) The procedure for issuing diplomas and certificate of replacement diploma is stipulated in the Decree of the Rector of UPN "Veteran" Jawa Timur;
 - (10) Vice Rector of Academic) and /or Dean, on behalf of the Rector, signed the legalization of photocopy or copy of diploma;
 - (11) Diplomas will be submitted if the student has fulfilled all administrative requirements at the faculty level and/ or at the university level.

Part Four
Academic Transcript
Article 53

- (1) Academic transcripts are given to students who have graduated from a course of study after being decided in the determination of graduation at the judicial event;
- (2) The academic transcript contains information about:
 - a. UPN logo "Veteran" Jawa Timur;
 - b. name of Pembangunan Nasional University "Veteran" Jawa Timur;
 - c. accreditation decision number of UPN "Veteran" of Jawa Timur and/or Study Program;
 - d. academic transcript number;
 - e. national diploma number;
 - f. undergraduate programs;
 - g. the name of the course;
 - h. full name of the owner of the academic transcript;
 - i. place and date of birth of the owner of the academic transcript;
 - j. Student Number (NIM);
 - k. date, month, and year of graduation;
 - l. place, date, month and year of publication of academic transcripts;

- m. name, Employee Indük Number (NIP) and signature of rector and dean;
 - n. UPN stamp "Veteran" Jawa Timur;
 - o. a list of all the names of courses taken and graduated, the weight of sks, and the value that has been obtained from the first semester to the last semester;
 - p. IPK and graduation certificate.
- (3) All courses undertaken by students, including repeating and obtained through credit transfer and/or credit earning are included in academic transcripts;
 - (4) Academic transcripts can be published in 2 (two) languages, namely Bahasa Indonesia and English;
 - (5) Academic transcripts are signed by rectors and deans;
 - (6) The procedure for publishing academic transcripts is stipulated in the Decree of the Rector of UPN "Veteran" Jawa Timur;
 - (7) Deputy Rektor I (Academic Affairs) and / or Dean, above rector's name, sign the legalization of photocopy or copy of academic transcript;
 - (8) Academic transcripts will be submitted if the student meets all administrative requirements at the fakültas level or at the university level.

Part Five

Certificate of Diploma Companion (SKPI)

Article 54

- (1) SKPI is given to students who have been declared graduated from a study program, after being decided in the determination of graduation;
- (2) SKPI contains information about:
 - a. UPN logo "Veteran" Jawa Timur;
 - b. the name of the University of Pembangunan Nasional University "Veteran" Jawa Timur;
 - c. SKPI number;
 - d. national diploma number;
 - e. accreditation decision number of UPN "Veteran" of Jawa Timur and/or Study Program
 - f. the name of the course;
 - g. skpi owner's full name;
 - h. place and date of birth of skpi owners;
 - i. Student Number (NIM);
 - j. date, month, year of masuk and graduation;
 - k. the serial number of the diploma;
 - l. academic degree / given title and its abbreviation;
 - m. types of academic education;
 - n. undergraduate programs;

- o. graduate learning achievements in accordance with KKNI narratively;
 - p. kkni level (Indonesian National Qualification Framework);
 - q. introductory language of course;
 - r. assessment system;
 - s. types and levels of further higher education; Dan
 - t. scheme on the higher education system.
- (3) Skpi issuance date is the date of issuance of diploma;
 - (4) SKPI is signed by the Dean;
 - (5) SKPI is issued once for each graduate;
 - (6) If skpi is lost or damaged, skpi owner can request duplicate SKPI;
 - (7) SKPI issuance and duplicate procedures are stipulated in the Decree of the Rector of UPN "Veteran" Jawa Timur;
 - (8) Vice Rector I and/or Dean signed the legalization of photocopy or copy of SKPI;
 - (9) SKPI will be submitted if the student has fulfilled all administrative requirements at the fakultas level and/ or at the university level.

CHAPTER XXI

REPLACEMENT OF DIPLOMA

Article 55

- (1) For alumni if the original diploma is damaged or lost, a Certificate of Replacement diploma will be issued;
- (2) If there is an error in the writing of diplomas, it will be issued Certificate of Improvement of Diploma Writing;
- (3) Issuance of Certificate of Certificate of Diploma and Certificate of Improvement of Diploma Writing submitted by the Dean to the Rector on the application of the owner of the diploma equipped with strong evidence.

CHAPTER XXII

ACADEMIC DATA MANAGEMENT

Article 56

- (1) Management of academic data includes publisher, ratification, announcement, storage, confidentiality and all matters relating to archival management of all academic documents;
- (2) Rector or official assigned to be responsible for the management of academic data at the university level;
- (3) Dekan or the assigned official is responsible for the management of academic data at the faculty level;

- (4) Head of Department / Coordinator of Study Program or official assigned to be responsible for the management of academic data at the level of the study program;
- (5) Academic data management arrangements will be further regulated by the Rector Regulation of UPN "Veteran" Jawa Timur.

CHAPTER XXIII
GUIDANCE AND COUNSELING

Article 57

- (1) Students who have academic problems, are recommended to guidance and counseling;
- (2) The implementation of guidance and counseling is carried out at the university or at the faculty/study program level;
- (3) The implementation of guidance and counseling at the university level is carried out oleh Student Guidance and Counseling Service Implementation Unit;
- (4) The implementation of guidance and counseling at the faculty / study program is carried out by academic advisors;

CHAPTER XXIV
ACADEMIC VIOLATIONS

Part One

Types of Academic Violations

Article 58

- (1) Minor academic violations:
 - a. cheating and/or cheating:

is the act of intentionally or not, using or attempting to use information materials or other study aids without the permission of the relevant dosen in academic activities.
 - b. assistance or attempted assistance of minor academic violations: is an act intentionally or not, assisting or trying to help provide facilities or infrastructure that can cause the occurrence of flight academic hawkgaran.
 - c. participation in minor academic violations: is an act intentionally or not, cooperates or participates in or orders to commit acts that cause minor academic violations.
- (2) Academic violations are:
 - a. Assisted cheating:

is an act intentionally or not, in lieu of a position or performing an project or activity for the benefit of another person, at the request of another person or his own will, in academic activities;
 - b. evasion of minor academic violations;

- c. assistance or attempted academic violations are:
 - is the act of intentionally or not, helping or trying to help provide facilities or infrastructure that can cause the occurrence of moderate academic violations.
- d. participation in moderate academic violations: is an act intentionally or not, cooperate or participate in doing or ordering to commit acts that cause moderate academic violations. (3) Academic violations shall be rated:
 - a. Plagiarism:
 - is the act of intentionally or unintentionally obtaining or attempting to obtain credit or value for a scientific work, citing part or all of the work and/or scientific work of another party recognized as the work of its author, without stating the source appropriately and adequately;
 - b. Forgery:
 - is an act intentionally or unintentionally, without permission authorized to replace or change / falsify symbols (stamps), letterheads and / or instruments on correspondence in academic administration, name, signature, grades or academic transcripts, diplomas, student id cards, projects, practicum reports, information, or reports within the scope of academic activities;
 - c. Gratification:
 - is to give a gift or promise, while it is known or should be suspected that the gift or promise is given to move the lecturer or educational staff to do or not do something in his office, which is contrary to his obligations;
 - d. Bribery:
 - is the act of intentionally or unintentionally, influencing or attempting to influence an individual person by persuading, rewarding or threatening with the intention of influencing the assessment of his academic achievements;
 - e. Insult:
 - is the act of intentionally or intentionally conveying words, writings or in any form that essentially demeans the dignity of fellow students, lecturers, administrative staff or officials in the UPN "Veteran" Jawa Timur;
 - f. criminal acts that are threatened with imprisonment a 1 (one) year or more based on the prevailing laws and regulations.
 - g. repetition of moderate academic violations.

- h. violations of administration and severe discipline: is an act intentionally or unintentionally, either alone or cooperation to commit acts that are contrary to the provisions of discipline and administration issued by the Ministry of Education and Culture of the Republic of Indonesia.
- i. assistance or attempted assistance of severe academic violations:
is an act intentionally or unintentionally, assisting or trying to help provide facilities or infrastructure that may cause severe academic violations.
- j. participation in gross academic violations: is the act of intentionally or unintentionally, cooperating or participating in or ordering to commit acts that cause serious academic violations.

Part Two

Sanctions against Academic Violations

Article 59

- (1) Sanctions against students:
 - a. sanctions against minor academic violations:
 - 1. stern warning orally by lecturers / exam committees or in writing By faculty leaders / department chairmen / study programs / section chairmen.
 - 2. reduction of test scores and / or statements do not pass on courses or academic activities that are practiced by the lecturer concerned either at the request of faculty leaders / department heads or not.
 - b. sanctions against academic violations are being: revoked the right / permission to participate in academic activities temporarily By the leadership of UPN "Veteran" Jawa Timur no later than 2 (two) semesters.
 - c. sanctions against severe academic violations: as high as dismissal or issued (permanently revoked student status) by the leadership of UPN "Veteran" Jawa Timur.
- (2) Sanctions for alumni who are proven to commit severe academic violations during their studies at UPN "Veteran" Jawa Timur
 - a. revocation of diplomas, transcripts, and SKPI;
 - b. lost his right to continue his studies at UPN "Veteran" Jawa Timur.
- (3) sanctions against lecturers or administrative personnel involved in academic violations are stipulated based on the prevailing laws and regulations.

Part Three
Sanctions Determination Procedure

Article 60

- (1) The procedure for sanctioning students who are later found to have committed minor academic violations is as follows:
 - a. determination of evidence of violations;
 - b. confirmation of evidence and violations by lecturers / Head of Department / Coordinator of Study Program;
 - c. penetapan sanctioned by the lecturer / Head of Department / Coordinator of The Study Program.
- (2) The procedure for determining sanctions against students or alumni who are then suspected of moderate and severe academic violations is as follows:
 - a. The Dean appoints a team of examiners to examine and collect facts / data / information on the alleged occurrence of moderate and / or severe academic violations;
 - b. the examiner team is led by the Dean with the Vice Dean of Academic Affairs (Wadek I) as secretary as well as the Coordinator of the Study Program as a member;
 - c. the examiner team in order to examine and collect facts / data / information has the authority to call the relevant parties and request data, evidence of suspected moderate and / or severe academic violations;
 - d. the results of the examination team's examination of the alleged occurrence of moderate and/ or severe academic violations submitted to the Dean to be then submitted to the university leadership;
 - e. after paying attention and considering the news of the results of the examination and swearing of facts / data / information on the case, the university leadership and PPID formed an academic violation resolution team;
 - f. The academic violation resolution team consists of:
 1. university leaders;
 2. 3 (three) legal experts appointed by the university on the proposal of ppid;
 3. the head of the reporting faculty;
 4. administration as the registrar of the course of the trial.
 - g. during the trial process, students suspected of moderate and/or severe academic violations are entitled to self-defense;
 - h. based on the results of a special session, university leaders may decide on the imposition of sanctions against the student concerned by taking into account

the weight or type of academic violations and sanctions that may be imposed.

- (3) The imposition of severe academic sanctions in the form of permanent termination of status as a student of UPN "Veteran" Jawa Timur as referred to in article 59 paragraph (1) letter c especially against students who commit severe academic violations;
- (4) If severe academic violations as referred to in paragraph (3) above are not processed in court, then the imposition of such severe academic sanctions may still be imposed;
- (5) In the case of students who are suspected of committing criminal acts as referred to in article 58 paragraph (3) letter f undergoes a period of penitance and or has received a decision of the District Court that declares the student in question guilty, then the university leadership can impose a temporary suspension sanction no later than 2 (two) semesters and counted as a period of study;
- (6) In the event that after the sanction of temporary dismissal is completed the student in question is still in detention, then the study period of the student concerned is banned (while not calculated) until the issuance of a court ruling that has a permanent legal power;
- (7) In the event that the student who is suspected of committing a criminal offence as referred to in article 58 paragraph (3) letter f of the court ruling that has the power of legal is still found guilty and subject to criminal sanctions, then the study period of the student in question is detained and/ or temporarily dismissed, calculated as the period of study;
- (8) The imposition of severe academic sanctions in the form of permanent dismissal of his status as a student of UPN "Veteran" Jawa Timur, especially against students who commit criminal offences as referred to in article 58 paragraph (3) letter f can only be imposed after a permanent court ruling that declares the student guilty and subject to criminal sanctions;
- (9) Students who are charged with academic violations at all levels, have the right to submit objections and / or administrative appeals with a period of 14 (fourteen) days from the receipt of the notice of academic sanctions intended.

CHAPTER XV

Cover

Article 61

- (1) All previous academic regulations that are contrary to the content of this Rector Regulation are declared invalid;
- (2) This Rector Regulation is valid from the date of.

Set in Surabaya
As of December 21, 2020

Rector

Ttd

AKHMAD FAUZI
NIP 196511091991031002



Salinan sesuai dengan in accordance with the
Pit. Kepala Biro General & Financial
Bureau,

Isni Utami
NIP. 195907101 Nip. 5907101987032001