



Diponegoro University

Rector's Regulation No. 5 of 2020 concerning Academic Regulations for Postgraduate Programs



**MASTER OF ENVIRONMENTAL SCIENCE
GRADUATE SCHOOL
DIPONEGORO UNIVERSITY**



COPY

**REGULATION OF THE RECTOR OF UNIVERSITAS DIPONEGORO
NUMBER 5 OF 2020**

ON

**ACADEMIC REGULATION IN EDUCATION FIELD
FOR POSTGRADUATE PROGRAM OF UNIVERSITAS DIPONEGORO**

BY THE GRACE OF GOD ALMIGHTY

THE RECTOR OF UNIVERSITAS DIPONEGORO

- Considering:
- a. that in order to realize the vision of Universitas Diponegoro to be a leading research university and be able to compete globally, the academic education of bachelor's degree level must be able to become the basis of development of science and technology in order to produce excellent researches in national scope as well as receive recognition at international level;
 - b. that of the Regulation of the Rector of Universitas Diponegoro Number 209 / PER / UN7 / 2012 on Academic Regulations in Education Field of Universitas Diponegoro, it is necessary to improve and adapt to new laws and policies;
 - c. that based on the provisions of Article 46 of the Government Regulation Number 52 of 2015 on the Statute of Universitas Diponegoro, the Academic Senate has the authority to give consideration to the academic provisions proposed by the Rector;
 - d. that as an embodiment, it is necessary to enact Rector Regulation on Academic Regulations in Education Field for Postgraduate Program of Universitas Diponegoro;
- In view of:
1. Law of the Republic of Indonesia Number 20 of 2003 on the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
 2. Law of the Republic of Indonesia Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

3. Government Regulation...

3. Government Regulation of the Republic of Indonesia Number 7 of 1961 on the Establishment of Universitas Diponegoro (State Gazette of the Republic of Indonesia of 1961 Number 25);
4. Government Regulation of the Republic of Indonesia Number 19 of 2005 on National Education Standards as last amended by Government Regulation Number 13 of 2013 on the Second Amendment to Government Regulation of the Republic of Indonesia Number 19 of 2005 on National Education Standards (State Gazette of the Republic of Indonesia of 2015 Number 45, Supplement to the State Gazette of the Republic of Indonesia Number 5670);
5. Government Regulation of the Republic of Indonesia Number 4 of 2014 on Education Implementation and Higher Education Management (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
6. Government Regulation of the Republic of Indonesia Number 81 of 2014 on the Enactment of Universitas Diponegoro as a Legal Entity State University (State Gazette of the Republic of Indonesia of 2014 Number 302);
7. Government Regulation of the Republic of Indonesia Number 52 of 2015 on the Statute of Universitas Diponegoro (State Gazette of the Republic of Indonesia of 2015 Number 170, Supplement to the State Gazette Number 5721);
8. Regulation of the Minister of National Education of the Republic of Indonesia Number 17 of 2010 on the Prevention and Eradication of Plagiarism in Higher Education;
9. Regulation of the Minister of Education and Culture Number 73 of 2013 on the Implementation of the Indonesian Qualifications Framework for Higher Education (Official Gazette of the Republic of Indonesia of 2013 Number 831);
10. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 59 of 2018 on Higher Education Degree Certificates, Certificates of Competency, Professional Certificates, Academic Titles, and Procedures for Writing Academic Titles in Higher Education;
11. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 on National Higher Education Standards (Official Gazette of the Republic of Indonesia of 2020 Number 47);
12. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 on Accreditation of Study Programs and Higher Educations (Official Gazette of the Republic of Indonesia of 2020 Number 49);

13. Regulation...

13. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 6 of 2020 on Admission of New Bachelor's Degree Students at State Higher Education Institutions (Official Gazette of the Republic of Indonesia of 2020 Number 50);
14. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 7 of 2020 on Establishment, Amendment, Dissolution of State Higher Education Institutions, and Establishment, Amendment, Revocation of Permit for Private Higher Education (Official Gazette of the Republic of Indonesia of 2020 Number 51);
15. Decree of the Board of Trustees of Universitas Diponegoro Number 03/UN7.1/HK/2019 on the Appointment of the Rector of Universitas Diponegoro for the Period 2019-2024;
16. 18. The Regulation of the Rector of Universitas Diponegoro Number 2 of 2019 on the Organization and Work Procedure of the Elements under the Rector of Universitas Diponegoro.

Observing : Minutes of Consideration/Approval of the Academic Senate of Universitas Diponegoro Number: 370/UN7.2/BA/2019 dated 25 November 2019

HAS DECIDED:

To enact : REGULATION OF THE RECTOR OF UNIVERSITAS DIPONEGORO ON ACADEMIC REGULATIONS IN EDUCATION FIELD FOR POSTGRADUATE PROGRAM OF UNIVERSITAS DIPONEGORO.

CHAPTER I GENERAL PROVISIONS

Article 1

In this Rector Regulation:

1. Ministry is the government apparatus in charge of government affairs in the field of higher education.
2. Minister is the minister who organizes government affairs in the field of higher education.
3. Directorate General of Higher Education is the Directorate General of the ministry in charge of government affairs in the field of higher education.
4. University is Universitas Diponegoro, hereinafter referred to as Undip, as a legal entity state university.
5. Rector is an Undip organ that leads the organization and management of Undip.

6. Academic Senate...

6. Academic Senate, hereinafter abbreviated as SA, is an Undip organ that establishes policies, provides considerations, and monitors supervision in the academic field.
7. Dean is the head of the faculty who is in charge of and responsible for the education implementation in each faculty.
8. Faculty is a set of supporting resources, which conducts and manages academic and professional education in one discipline cluster of scientific and technology.
9. School is the element of academic implementer at the Faculty level that is responsible to conduct and/or coordinate multidisciplinary master's degree programs, professional programs, or vocational programs.
10. Faculty Senate is an organ in the faculty level that is authorized to formulate policies, provide considerations, and supervise academic activities at the faculty level.
11. Department is an element of Faculty/School that supports the implementation of academic activities in one or several branches of science and technology in academic, professional, or vocational education.
12. Study Program is a unit of educational and learning activities that has certain curriculum and learning methods in one type of academic education, and/or professional education.
13. Lecturers are educators who teach Undip students.
14. Postgraduate Program is an academic and/or vocational education intended for bachelor's degree or equivalent so that they are able to practice Science, Technology and Arts through scientific reasoning and research.
15. Master Program is an academic education intended for graduates of bachelor's degree or equivalent so that they are able to implement and develop science, technology and art through scientific reasoning and research.
16. Fast track Program is an accelerated study program that gives students the opportunity to complete bachelor's degree and master's degree programs within 5 (five) years.
17. Doctoral program is an academic education intended for graduates of master programs or equivalent so that they are able to discover, create, and/or contribute to the development and practice of Science and Technology through scientific reasoning and research.
18. By Course postgraduate program is the administration of programs that prioritize face-to-face structured classes.
19. By Research postgraduate program is the implementation of programs that prioritize research and publication activities.

20. Academic...

20. Academic Advisor, hereinafter abbreviated as PA, is a lecturer appointed by the faculty to guide and direct students in preparing study plans in accordance with applicable regulations, as well as monitoring the academic progress of students under the guidance.
21. Students are learning participants at higher education level at Undip.
22. Foreign students are learning participants at higher education level at Undip who are foreign nationals (WNA).
23. Academic community is an academic society consisting of Undip lecturers and students.
24. Academic education is education that is directed primarily at the mastery of science, technology and/or art organized by higher schools, institutes and/or universities.
25. Research is an activity carried out according to scientific principles and methods systematically to obtain information, data, and explanation related to understanding and proving the truth or untruth of an assumption and/or hypothesis in the field of science and technology and drawing scientific conclusions for the purpose of scientific, technology and art development.
26. Master's thesis is an academic work of in-depth research result that results in the development of science, technology and art which is carried out independently by master students.
27. Master's thesis advisors are lecturers who are in charge of guiding students to prepare research proposals up to the writing of a master's thesis.
28. Doctoral dissertation is an academic scientific paper of in-depth study and/or research result which results on novelty of science, technology and art carried out independently by doctoral students.
29. Promovendus is a doctoral student who prepares a doctoral dissertation to be defended in a closed examination session.
30. Promoter and co-promoter are lecturers / researchers who have the duty to guide doctoral students' doctoral dissertations.
31. Nationally accredited journal is a journal that meets the accreditation criteria set by the ministry.
32. Reputable international journals are Scopus/Clarivate analysis-indexed journals with minimum quartile level of Q4.
33. Science and Technology Index (SINTA) is a portal that contains the measurement of the performance of Science and Technology which includes the performance of researchers, writers, authors, journal, science and technology institutions performance.
34. The H-index is an index that attempts to measure both the productivity and impact of the work published by a scientist or scholar. This index is based on the number of scientific papers produced by a scientist and the number of citations received from other publications.

35. Indonesian...

35. Indonesian Qualification Framework, hereinafter abbreviated as KKNl, is a competency qualification framework that can balance, equalize and integrate the education and job training as well as work experience in order to recognize work competencies in accordance with the job structure in various sectors.
36. Curriculum is a set of plans and arrangements regarding graduates learning outcomes, study materials, processes, and assessments used as the guidelines for the implementation of the study programs.
37. Massive Open Online Course (MOOC) is a learning system in the form of courses that can be converted into online courses.
38. The Education of Master to Doctorate for Outstanding Bachelors or abbreviated as PMDSU is an accelerated education program given to graduates with extraordinary abilities and meet the qualifications to become a Doctor with an education period of 4 (four) years.
39. Sandwich Program is a program intended for postgraduate students who are currently pursuing a doctorate level to conduct research both in the field and in laboratories at partner universities in accordance with the cooperation agreement.
40. Dual status is the position of a student within a certain period of time, having a registered status as a student in two or more regular study programs at State Higher Education Institutions (PTN).
41. Administrative registration is an activity carried out by students to obtain registered status at the university.
42. Academic registration is an activity of registering as a participant in classes, practicum, examinations and/or other academic activities in a study program by taking the courses offered in the semester concerned by filling in the Study Plan (IRS) online.
43. Study Plan, hereinafter abbreviated as IRS, is a plan of academic activities to be carried out by a student during a certain semester.
44. SIAP is an information system as the database for Academic Education, Research and Community Service activities.
45. Semester is a unit of time for academic activities starting from administrative registration to determination of graduation.
46. Credits, hereinafter abbreviated as SKS, is an education administration system using credit hour to state the student workload, learning experience, lecturer workload, and program implementation load.
47. Credits, hereinafter abbreviated as SKS, are the amount of time for learning activities imposed on students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' achievement in participating in inside or outside study program activities that are arranged in curriculum.

48. Student workload...

48. Student workload is the number of credits that students must take to meet the degree requirements.
49. Study period is the limit for completing the student workload in following the educational process in the study program.
50. Semester Grade Point Average, hereinafter abbreviated as IPS, is a measure of student academic achievement which is the weighted average value of the scores obtained by students each semester.
51. Grade Point Average, hereinafter abbreviated as GPA, is a measure of a student's ability in a certain period of time achieved by the student.
52. Study Record, hereinafter abbreviated as KHS, is a record containing the grades of the course, the grade point average in the current semester and all credits that have been taken, and the GPA.
53. Determination of graduation is a forum at the faculty level to determine the graduation of a student who has met the curriculum requirements of the study program.
54. Graduation ceremony is a form of an academic ceremony held in an open forum for the university academic senate to inaugurate the graduates.
55. Degree Certificate is a document acknowledging learning achievement and/or completion of a higher education level after passing an exam administered by the higher education institution.
56. National Degree Certificate Number, hereinafter referred to as NINA, is numeric 15 (fifteen) digits, which apply nationally, issued through the National Certificate Numbering (PIN) system.
57. Academic transcripts are a collection of cumulative course scores that have been taken.
58. Degree Certificate Accompaniment Letter, hereinafter abbreviated as SKPI, is a document containing information on the fulfillment of graduate competencies in a higher education program.
59. Substitute certificate is a statement document that is valued the same as a degree certificate, academic transcript, professional certificate, or certificate of competence.
60. Student Centered Learning hereinafter abbreviated as SCL is a learning system by placing students as the main actors in the learning process and lecturers as facilitators.
61. Sit in are students who are administratively registered at Undip, with the main activity of attending classes, but are not burdened with academic activities consisting of examinations, research and other assignments.
62. Credit transfer is the recognition of a number of student workloads that have been obtained by a student at a higher education institution after the evaluation process by the credit transfer team at each faculty.

63. *Credit...*

63. Credit Transfer System (CTS) is the transfer of credits from courses that are obtained from outside the study program, which is planned and systematically included in the curriculum of the study program, which can be taken both inside and outside Undip.
64. Student Exchange is Undip student exchange activity with other higher education institutions both local and international including academic and/or artistic activities based on an agreement between both parties.
65. Twinning Program is the development of the same study program between Undip and higher education institutions within and outside the country by synchronizing the curriculum of the two study programs in the context of carrying out a joint learning process;
66. Joint Program is a higher education implementation program based on cooperation between faculties or with other higher education institutions. Joint Program may produce a double degree or joint degree.
67. Double Degree is the double degree obtained from Undip and partner higher education institutions in the context of cooperation in the development of a study program and awarded 2 (two) degree certificates;
68. Joint Degree is a degree obtained from Undip or partner higher education institutions in the context of cooperation in the development of a study program and is awarded 1 (one) degree certificate;
69. Undip Study Program Outside Main Campus, hereinafter abbreviated as Undip PSDKU, is a study program held in an administrative district/city/administrative city which is not directly adjacent to Undip main campus;
70. Sanctions are acts of giving academic penalties for both academic and non-academic violations;
71. Educational Quality Assurance and Development Institute (LP2MP) is an academic element under the Rector that is in charge of conducting the development and quality assurance of education in the Undip environment, taking part in endeavoring and controlling the administration of necessary resources and other tasks set by the Rector.
72. Distance Education, hereinafter referred to as PJJ, is a program held without face-to-face meetings, using Information and Communication Technology (ICT) as a supporting means of the learning process.
73. Internship is a job training activity for a specific job at a company or other institution during a period determined by the study program.
74. The 1945 Constitution is the 1945 Constitution of the Republic of Indonesia.
75. NKRI is the Unitary State of the Republic of Indonesia

CHAPTER II EDUCATIONAL OBJECTIVES OF POSTGRADUATE PROGRAM

Article 2

- (1) The Master Degree Program aims to produce scientists or intellectuals who believe and have devotion to God Almighty, with ethical, cultured, able to enter and/or create jobs and develop themselves to be professionals, and have the ability to develop and implement science, technology, art, and culture.
- (2) Doctoral Program aims to produce scientists or intellectuals who believe and have devotion to God Almighty, with ethical, cultured, able to discover, create and/or contribute to the development and practice of science, technology, art and culture through reasoning and scientific research.

Article 3

- (1) Master Degree Program is directed to produce graduates with competencies in accordance with level 8 (eight) in the KKNl and according to the profile of each study program approved by the faculty/school senate.
- (2) Doctoral Program is directed to produce graduates with competencies in accordance with level 9 (nine) of KKNl and according to the profile of each study program approved by the faculty/school senate.

CHAPTER III IMPLEMENTATION OF POSTGRADUATE PROGRAMS

Section One Postgraduate Program

Article 4

- (1) Postgraduate Program is implemented by the faculty in the form of a study program in which the implementation must:
 - a. have an operating license;
 - b. meet the quality standards according to the academic quality assurance system;
 - c. have at least 5 (five) permanent lecturers in accordance with the applicable regulations.
- (2) The implementation of postgraduate program education can be performed by course and/or by research.

(3) Admissions for...

- (3) Admissions for new students of the Postgraduate program can be carried out in odd and even semesters as determined in the university's academic calendar each year.
- (4) The implementation of the master program education can be performed through the Fast Track program.
- (5) Master program can be implemented in the form of regular classes, cooperation classes, international classes, and PSDKU.
- (6) Master program of International class and PSDKU can only be implemented in study programs that implement an A accredited regular class master program.
- (7) Doctoral program can be implemented in the form of regular classes, joint classes and Education of Master to Doctorate for Outstanding Bachelors (PMDSU).
- (8) Opening, closing, merging, and changing the name of the study programs follow the applicable regulations.
- (9) In the implementation of learning, the faculty is obliged to provide facilities and good services for all students, including students with disabilities.

Section Two Joint Class

Article 5

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

Section Three International Class

Article 6

- (1) International class is a postgraduate program implemented in English as the medium of instruction.
- (2) International class can be held entirely by universities and/or in collaboration with partner universities abroad that have an international reputation equal to Undip and are accredited in their countries.
- (3) International class organized entirely by Undip, provides a single degree from the university.

(4) International class...

- (4) International classes organized in cooperation with partner universities abroad can provide a double degree from Undip and from partner universities abroad.
- (5) Any cooperation with partner universities abroad must first obtain approval from the Academic Senate.
- (6) International classes, whether it provides single or double degrees, must use the same curriculum as regular classes of at least 50 (fifty) percent and produce graduates with the same learning outcomes.

Section Four Study Program Outside Main Campus (PSDKU) Class

Article 7

- (1) The opening of PSDKU class is addition of the number of study programs in the same fields/disciplines of science and technology with the existing study programs at Undip's main campus.
- (2) The study program that will open PSDKU class has organized the same study programs at Undip's Main Campus with an A accreditation or excellent grade.
- (3) The opening, change, and closure of PSDKU class are carried out in accordance with the applicable laws.
- (4) The provisions related to PSDKU are further regulated in the Rector Regulation.

Section Five Distance Education (PJJ)

Article 8

- (1) PJJ can only be held in study programs that hold regular class programs and accredited A.
- (2) PJJ students may take courses from other universities that organize PJJ and get an assessment of learning outcomes according to the agreed agreement.
- (3) The opening, change, and closure of the PJJ class are carried out in accordance with the applicable laws.
- (4) The provisions related to PJJ are further regulated in the Rector Regulation.

Section Six...

Section Six
Fast Track Program

Article 9

- (1) Fast track program is an accelerated study program that gives students the opportunity to complete bachelor's degree and master's degree program within 5 (five) years.
- (2) Master education program that is allowed to organize the fast track program is a by research master program.
- (3) Bachelor's degree students may take the Fast Track program to take the master's degree by research at the beginning of semester 7 (seven) and have obtained 124 (one hundred twenty four) credits with a minimum GPA of 3.51 (three point five one).
- (4) Final project or undergraduate thesis must be completed in semester 8 (eight).
- (5) Student Identification Number (NIM) of master's degree program is obtained after students pass the bachelor's degree program and meet all graduation requirements.
- (6) Students who do not meet the criteria in paragraph (2) and paragraph (3) cannot continue the Fast Track program.

Section Seven
Master to Doctorate for Outstanding Bachelors

Article 10

- (1) Education of Master to Doctorate for Outstanding Bachelors or PMDSU is a doctoral education program with prospective students from bachelor's degree graduates.
- (2) The duration of the PMDSU study is 4 (four) years with the first 1 (one) year for the master education period and the rest 3 (three) years for the doctoral education program period.
- (3) When students participating in PMDSU, as referred to in paragraph (2), are declared to not meet the academic requirements to continue to the doctoral program, they are given the opportunity to complete the master degree program only.
- (4) If students participating in PMDSU meet the academic requirements, they can immediately continue the doctoral degree program without completing the master degree program.
- (5) The doctoral education program allowed for PMDSU is a by research doctoral degree program.
- (6) PMDSU students are required to publish at least 3 (three) articles that have been accepted/published in reputable international journals and at least 2 (two) articles published in reputable international conferences or accredited national journals of at least Sinta 2 (two).

CHAPTER IV...

CHAPTER IV STUDENT ADMISSION OF POSTGRADUATE PROGRAM

Article 11

- (1) The admission of prospective and new students for the Postgraduate program is carried out through the selection process organized by the university.
- (2) The implementation of new student selection is coordinated by the Educational Quality Assurance and Development Institute (LP2MP) according to the schedule set by the university.

Section One Registration Requirements

Article 12

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

- a. Prospective students for the master program are students from accredited Higher Education Institutions with a minimum GPA of 2.75 (two point seven five) or equivalent and other special requirements determined by each study program;
- b. Prospective doctoral students are graduates of a master's degree or equivalent from Higher Education Institutions of which the study program has at least B accreditation, with a GPA higher than or equal to 3.00 (three point zero zero), and other special requirements determined by each study program.

Section Two Requirements for Foreign Students

Article 13

- (1) Requirements for students with Foreign Nationality (WNA) who want to register to be Postgraduate students at Undip must complete the following requirements:
 - a. Curriculum Vitae;
 - b. Copies of degree certificates including academic transcripts that have been legalized by authorized officials;
 - c. Have an Indonesian Language Proficiency Test / UKBI certificate for regular programs;
 - d. International class participants are required to have a certificate Test of English as a Foreign Language (TOEFL) with a minimum score of 500 or an equivalent IELTS / TOEIC score;

e. Certificate...

- e. A certificate of financing guarantee while attending education in Indonesia in the form of bank account/sponsorship;
 - f. Have a health insurance that are applies internationally
 - g. Have a passport that is valid for at least 1 (one) year;
 - h. Make a statement that the person concerned will comply with the prevailing laws and regulations in Indonesia;
 - i. Submit a recent photograph;
 - j. Submit a health certificate from the competent authority;
 - k. Have a research plan for prospective Doctoral program students.
- (2) It is possible for foreign students to take part in academic activities for a certain period of time after fulfilling the licensing requirements applicable in Indonesia.

Section Three Capacity

Article 14

- (1) The capacity of each study program is determined in the Rector Decree by taking into account the capabilities of the facilities, infrastructure and human resources.
- (2) The number of student capacity admitted to each study program follows the provisions enacted in the Rector Decree regarding capacity.
- (3) The use of facilities and infrastructure as well as resources owned is regulated by the Dean by taking into account joint use, both for internal use by the faculty and by the university as a whole.
- (4) Study programs that may accept new students are study programs whose operating license or accreditation is still valid.
- (5) The implementation of new student admission for postgraduate degree program is 2 (two) times in 1 (one) academic year under the coordination of LP2MP.
- (6) The implementation of special programs will be further regulated in the Rector Regulation.

Section Four Passed in Selection

Article 15

- (1) Prospective students are declared to have passed the selection if they meet the required conditions and pass the medical tests as required by the chosen study program.

(2) Prospective students...

- (2) Prospective students who have passed the selection should make an administrative and academic registration according to the schedule set by the university.
- (3) Prospective students who do not carry out administrative registration according to the set schedule are considered to have resigned.
- (4) Prospective students who are accepted through the new student admissions selection are not allowed to get recognition for the courses they have taken.
- (5) The recognition of courses that have been taken by transfer students and the transfer pathway program is determined by the Dean Decree.
- (6) Prospective students obtain an official status as Undip students after being inaugurated at the New Student Admission ceremony (PMB).
- (7) Prospective students who graduate from the Vocational Program or outside their field of scientific disciplines are required to participate in a non-credit matriculation program in which the implementation is regulated by the study program in accordance with the Rector's decree.

CHAPTER V ADMINISTRATIVE REGISTRATION AND ACADEMIC REGISTRATION

Article 16

- (1) Students must apply for administrative registration and academic registration to take part in academic activities in a semester.
- (2) Students have an active status if they have applied for administrative registration and academic registration.

Section One Administrative Registration

Article 17

- (1) Administrative registration is carried out at the beginning of the semester, by paying tuition fees in banks that cooperate with Undip and registering via online.
- (2) Student administrative registration can be canceled if it turns out that the student is unable to meet the applicable requirements.

Section Two...

Section Two
Academic Registration

Article 18

- (1) Academic registration is carried out by filling in the IRS through SIAP online according to the applicable curriculum to these students.
- (2) The IRS will not be approved by an academic advisor if the students:
 - a. take courses of which the schedule conflicts with other courses;
 - b. take courses of which the prerequisites have not met;
 - c. take credits exceeding the number of credits allowed;
 - d. take courses where the number of applicants exceeds the capacity provided.
- (3) If the IRS is rejected, students are required to correct the IRS and submit it again for approval.
- (4) Student names will not be recorded in the course participant list if the IRS has not been approved.
- (5) Students whose names are not listed in course participant are not allowed to take part in classes, exams and other activities in the course except sit in students.
- (6) Courses can only be changed by students no later than 2 (two) weeks after class activities have started.
- (7) Cancellations of course can be made by students no later than the end of the 4th (fourth) week after class activities have started.
- (8) Changes or cancellations of courses must obtain PA approval.

Section Three
Academic Calendar

Article 19

- (1) Academic calendar is a guideline that must be adhered to by faculties / study programs and academicians in the Undip environment in implementing the Three Pillars of Higher Education (*Tri Dharma Perguruan Tinggi*).
- (2) The academic calendar as referred to in paragraph (1) is published 1 (once) a year in Undip Rector Decree.

CHAPTER VI...

CHAPTER VI CURRICULUM

Article 20

- (1) Curriculum of the Postgraduate Program is designed to produce graduates with competencies in accordance with the formulation of minimum learning outcomes, which is equivalent to level 8 (eight) for Master Program and 9 (nine) for Doctorate Program according to KKNl qualifications.
- (2) The total curriculum load for the Master Program is 36 (thirty six) to 42 (forty two) credits and the Doctoral Program is 42 (forty two) to 50 (fifty) credits.
- (3) The curriculum in the Postgraduate program consists of by course and by research curricula for students.
- (4) Postgraduate program curriculum is prepared by the study program and submitted to the Dean for approval from the Faculty/School Senate.
- (5) Curriculum for the Postgraduate program is submitted by the Dean to the Rector for approval from the Academic Senate.
- (6) Every change in the curriculum must be verified and codified by LP2MP.
- (7) The curriculum is evaluated regularly over a period of three to five years by the study program with the Faculty/School Quality Assurance Team.
- (8) The curriculum is determined by Undip Rector Decree.
- (9) To fulfill the study period and accomplish the workload, students can attend to:
 - a. learning outside the study program at Undip with a maximum of 4 (four) credits;
 - b. learning in the form of classes at the same or different study programs in higher education institutions outside Undip with the condition that it has A accreditation (Excellent) or a non-higher education institutions with a maximum of 6 (six) credits;
 - c. learning outside Universitas Diponegoro must be based on cooperation;
 - d. learning process in other study programs at different higher education institutions and non-higher education institutions does not apply to study programs in the health sector;
 - e. courses in which the type of the courses can be taken in study programs at other higher education institutions or non-higher education institutions are regulated by each study program with the Rector decree.

CHAPTER VII...

CHAPTER VII STUDY PERIOD

Article 21

- (1) Study period of Master Program is a maximum of 4 (four) academic years/8 (eight) semesters and the Doctoral program is a maximum of 7 (seven) academic years/14 (fourteen) semesters.
- (2) Students who are unable to complete their studies in accordance with the stipulated provisions are obliged to submit their resignation or proposed termination of study relations by the Faculty.
- (3) The minimum study period allowed to graduate and get NINA is required to be equal to half the maximum study period minus 1 (one) semester.

CHAPTER VIII MASTER'S THESIS AND DOCTORAL DISSERTATION

Article 22

- (1) Master's Thesis and Doctoral Dissertation are prepared on the basis of research results under the advising of the Advisor Team.
- (2) Research for master's thesis and doctoral dissertation can be carried out after obtaining the approval of the research proposal board of examiner.
- (3) The writing procedures and systematics of the master's thesis and doctoral dissertation are further regulated by the University.

CHAPTER IX ACADEMIC ADVISORS, MASTER'S THESIS/DOCTORAL DISSERTATION ADVISORS AND EXAMINERS TEAM

Section One Academic Advisor

Article 23

- (1) Each student has an academic advisor assigned by the faculty/study program.
- (2) Academic advisors for students of postgraduate program are permanent lecturers who hold a minimum of Doctoral degree.
- (3) Academic advisors are responsible for:
 - a. directing students to prepare study plans and giving consideration to choose courses to be taken;
 - b. approving the student IRS in SIAP;
 - c. giving...

- c. giving consideration to students about the number of credits that can be taken;
 - d. monitoring the academic progress of students under the guidance.
- (4) If the academic advisor is unable to carry out his duties, the Head of the study program temporarily takes over the academic advisor's duties, but for IRS approval it is carried out by the Vice Dean for Academic and Student Affairs.

Section Two Master's Thesis and Doctoral Dissertation Advisors

Article 24

- (1) The preparation of master's thesis and doctoral dissertation of students is under the advising and evaluation of advisor.
- (2) The maximum number of master thesis advisors is 2 (two) and 3 (three) for doctoral dissertation advisor.
- (3) Requirements for first and second advisor of the master program:
 - a. First advisor is a permanent Undip lecturer with a minimum functional position as Lector with a Doctoral degree and has a field of expertise relevant to the master's thesis;
 - b. Second advisor is a lecturer or expert with a Doctoral degree who has a field of expertise relevant to the master's thesis.
- (4) Requirements for the main advisor or promoter for doctoral program:
 - a. Permanent Undip lecturers having a Doctoral degree with a functional position as Professor and/or Associate Professor and having field of expertise in accordance with the doctoral dissertation;
 - b. For a promoter with a Doctoral degree and a functional position, the Associate Professor must have experience in writing articles in accredited national journals or internationally journals as lead authors;
 - c. For the PMDSU program, the promoter is required to have an H-index of at least 4 (four) for exact fields and a minimum H-index of 2 (two) for non-exact fields.
- (5) Requirements for a doctoral program companion or co-promoter:
 - a. Permanent Undip lecturers with doctoral degrees with a minimum functional assistant professor, or lecturers/experts from other institutions / universities who hold a doctoral degrees;
 - b. Has a field of expertise relevant to the doctoral dissertation.
- (6) The assignment of a master's thesis and doctoral dissertation advisors can be made in the first semester and determined by the Dean Decree.
- (7) The head of the study program periodically monitors the advising process and can replace the advisor if the implementation of the advising is not going well.
- (8) Advising is carried out in a structured manner, at least 4 (four) times in one semester, and must be recorded in the advising book.

Section Four...

Section Four
Requirements for Doctoral Dissertation and Master's
Thesis Board of examiner

Article 25

- (1) Master's thesis and doctoral dissertation examiner is a lecturer with doctoral degree and with a minimum functional position as academic assistant professor, or expert with a doctoral degree.
- (2) The formation of a master's thesis and doctoral dissertation board of examiner is proposed by the head of the study program with the consideration of the advisor team which is determined by the Dean Decree.
- (3) Master's thesis examiners of Master program consist of 4 (four) to 5 (five) examiners including the advisor.
- (4) Doctoral dissertation examiners of Doctoral program consist of 5 (five) to 6 (six) examiners including external examiners and advisors with the implementation of the examination led by the Dean or Lecturers appointed to represent.
- (5) If a member of the examining team is absent, the head of the study program can assign a replacement.
- (6) If conflicts arise between the student and the advisor or board of examiner, it is resolved by the academic advisor team formed by the Dean.

CHAPTER X
CLASSES

Section One
Class System

Article 26

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

Section Two...

Section Two
Credits (SKS)

Article 27

- (1) One (1) credit in the learning process in form of classes, responses, or tutorials, consists of:
 - face-to-face or online activities for 50 (fifty) minutes per week per semester;
 - structured assignment activities of 60 (sixty) minutes per week per semester; and
 - independent activities of 60 (sixty) minutes per week per semester.
- (2) One (1) credit in the learning process in form of a seminar or other similar form, consists of:
 - a. face-to-face or online activities for 100 (one hundred) minutes per week per semester; and
 - b. independent activities of 70 (seventy) minutes per week per semester.
- (3) Calculation of the learning load in a block system, module, or other forms is determined according to the needs in meeting the learning outcomes.
- (4) One (1) credit in the learning process in form of practicum, studio practice, workshop practice, field practice, research, community service, and/or other similar learning processes, has a duration of 170 (one hundred seventy) minutes per week per semester.
- (5) In one regular semester, an effective learning process is held for at least 16 (sixteen) weeks, including midterm and final semester exams.

Section Three
By Course Program

Article 28

By course postgraduate program requires students to:

- a. Attend to structured courses with a load of 21 (twenty one) to 25 (twenty five) credits for master program and 10 (ten) credits for doctoral program;
- b. Perform research and master's thesis writing with a load of 12 (twelve) to 14 (fourteen) credits for master programs and doctoral dissertations with a load of 28 (twenty eight) credits to 30 (thirty) credits for doctoral programs;
- c. The stages in master's thesis writing include: proposal writing, research, report writing, and master's thesis examination;
- d. The stages in writing a doctoral dissertation include: writing proposals, research, writing reports, test results, feasibility exams and closed exams;

e. Master...

- e. Master program students are required to carry out the publication before the results exam as proven by LoA (Letter of Acceptance) at least 1 article in a reputable international journal or national journal accredited by Sinta 4 or indexed international seminar proceedings with a weight of 3 (three) credits;
- f. Doctoral program students are required to carry out the publication before the closed examination as proven by LoA (Letter of Acceptance) at least 1 article in a reputable international journal with a weight of 7 (seven) credits and indexed international seminar proceedings or Sinta 3 accredited national journal with a weight of 3 (three) credits.

Section Four By Research Program

Article 29

By research program requires students to:

- a. Follow a college preparation orientation with a 4 (four) to 6 (six) credits for master program which includes material on the preparation of research proposals, writing scientific articles and presentation techniques;
- b. If necessary, doctoral program students can be asked by their advisor to take part to sit in within research supporting classes organized by the study program itself or other study programs (master / doctoral degrees) at Universitas Diponegoro;
- c. The stages in master's thesis writing include writing a proposal with a weight of 3 (three) credits, research with a weight of 13 (thirteen) to 17 (seventeen) credits, seminar results with a weight of 3 (three) credits, and a master's thesis examination with a weight of 6 (six) credits;
- d. The stages in writing a doctoral dissertation include writing a proposal with a weight of 3 (three) credits, research with a weight of 13 (thirteen) to 21 (twenty one) credits, a result seminar of research or a feasibility exam with a weight of 3 (three) credits, and a closed exam with a weight of 6 (six) credits;
- e. Master program students are required to carry out the publication before the results exam as proven by LoA (Letter of Acceptance) at least 1 (one) article in a reputable international journal with a weight of 7 (seven) credits;
- f. Doctoral program students are required to carry out the publication before the closed examination as proven by LoA (Letter of Acceptance) at least 2 (two) articles in a reputable international journal with a weight of 14 (fourteen) credits and indexed international seminar proceedings or Sinta 3 accredited national journal with a weight of 3 (three) credits;
- g. The names of advisor or promoter are entitled to be listed in the publication made by the students.

Section Five...

Section Five
Student Obligations

Article 30

- (1) Students are required to dress and behave politely while being in campus.
- (2) Students are prohibited from engaging in activities that interfere with, hinder, or demean the dignity of other academic communities.
- (3) Students are prohibited from carrying out activities that are against Pancasila, the 1945 Constitution, and disturb the integrity of the Republic of Indonesia.
- (4) Students are required to take active classes for at least 75 (seventy five) percent of the scheduled academic activities.
- (5) Student absences from classes that are not due to an assignment from the faculty / school leader will count as absenteeism.
- (6) Students are considered to be present in the absence of lecturers in the teaching and learning process, at least 14 (fourteen) times of face-to-face meetings in 1 (one) semester.

CHAPTER XI
CLASSES FOR CREDIT TRANSFER STUDENTS

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

Article 31

- (1) Postgraduate education can be held through joint degrees, double degrees, and / or credit transfers with study programs in the country and abroad.
- (2) Joint degree and double degree programs are implemented by:
 - a. mutually acknowledging the student's graduations in a number of similar courses from Undip and partner higher education institutions;
 - b. taking and passing the courses, other than the courses as referred to in letter a required by Undip and partner higher education institutions;
 - c. held with partner higher education institutions on the same discipline of study programs;
 - d. students who will take the joint degree and double degree programs must have a GPA of more than 3.50 (three point five zero) and a minimum TOEFL score of 500 (five hundred) or an IELTS / TOEIC score according to the requirements of the Partner Higher Education Institutions;
 - e. the number of credits that must be taken at Undip is at least 50 (fifty) percent of the total study load;

f. publication...

- f. publication outputs from the postgraduate program through joint degree or double degree must involve Undip advisor lecturers and partner universities;
 - f. study program that organizes joint degree or double degree at Undip must be accredited at least B (Very Good);
 - g. partner study programs in the country must have at least the same accreditation as the study program at Undip.
- (3) Joint degree, double degree and / or credit transfer programs are carried out based on a Memorandum of Understanding (MoU) between Undip and partner higher education institutions.
 - (4) Partner higher education institutions in the country that can carry out educational cooperation must be accredited A (Excellent) and overseas higher education institutions must have a good reputation in their countries.
 - (3) The cooperation agreement for the implementation of joint degree, double degree and / or credit transfer is carried out by the faculty.

Section Two Implementation at Undip

Article 32

- (1) Students can apply to obtain credit transfer for courses obtained in other study programs, whether study programs at Undip or other higher education institutions that at least have the same accreditation with the study program to be followed.
- (2) Students who take part in credit transfer programs whether national or international are recognized for their grades and semester credits through the conversion of courses recorded in academic transcripts.
- (3) If the scores and credits of courses taken in the credit transfer program cannot be converted as referred to in paragraph (2), then the grades and credits are recognized and added to the academic transcript.
- (4) Courses that can be transferred can be obtained from sandwich program, educational programs that have been followed before, whether study programs within Undip or outside of Undip which are recognized.
- (5) Courses must contain material that is equivalent to the courses in the curriculum of the study program being followed.
- (6) The study workload that can be transferred to the postgraduate program is a maximum of 35 (thirty five) percent of the total study workload that must be taken in the study program that is being followed.
- (7) The courses, both the number of credits and the score transferred, will be evaluated by the team in the study program and determined by the Dean Decree.
- (8) Students who take part in the credit transfer program have an active academic status and continue to carry out their registration.

CHAPTER XII...

CHAPTER XII
ASSESSMENT AND EVALUATION OF LEARNING OUTCOMES

Section One
Assessment of Learning Outcomes

Article 33

- (1) Assessment of student learning outcomes aims to measure the achievement of competencies determined by the study program.
Assessment of student learning outcomes must include hard skills and soft skills aspects that can be carried out in the form of:
- a. written examinations, oral examinations or portfolio examinations;
 - b. based on certain reasons that can be accounted for, the assessment of learning outcomes can be carried out in other forms.
- (2) The final grade of learning outcomes is based on several assessment components and is set out in the formula set by each study program.
- (3) Scoring System
- a. assessment of learning outcomes expressed in letters, using letters A, B, C, D, and E;
 - b. minimum passing grade for the thesis/dissertation is B;
 - c. to convert numeric score into letter grade and weight letter grade, the following guidelines are used:

Numerical Grade	Letter Grade	Weight Letter Grade
80-100	A	4.00
70 - 79.99	B	3.00
60 - 69.99	C	2.00
50 - 59.99	D	1,00
≤ 49.99	E	0.00

- d. students scored E are required to repeat the learning program and exams in the regular semester;
- e. students obtaining score D, C, and B can make improvements in the regular semester, remedies in the current semester, and the grade used is the best scores;
- f. if for some reason the score cannot be determined, then the TL value is given, which means "Incomplete" with a zero (0) weight score. If until the fulfillment of IRS in the following semester, the score is still in TL status (incomplete), the student is deemed not to have passed (E);
- g. the lecturer prioritizes the Benchmark Reference Assessment (PAP) approach rather than Norm Referenced Evaluation (PAN);

h. success rate...

- h. success rate:
- student success rate in one semester is stated by IPS;
 - in the calculation of semester grade point average, the credit weight for each subject is only used once as a divider and the score used is the highest success score;
 - semester grade point average calculations use the following formula:
- $$IPS = \frac{\sum KN}{\sum K}$$
- where K is the amount of credits for each course, and N is the score of each course;
- GPA calculation uses the formula as mentioned above where K is the total number of credits that have been taken with the highest score and N is the score of all courses obtained;
- (4) Assessment of learning outcomes in each course is carried out in each semester.
- (5) The assessment is carried out based on the principles of suitability, accountability, transparency, honesty and fairness.

Section Two Examination Stages and Requirements

Article 34

- (1) The examination stages for master program students include:

No	Stages	Requirements	Board of Examiner
1	Proposal seminar / research proposal examination	has received approval from the Advisor Team and the Head of Study Program	consists of an advisor and 1 (one) to 2 (two) examiner(s)
2	Examination of result seminar of master's thesis research	has completed the research, and the research report manuscript has been approved by the Advisor Team and the Head of Study Program	consists of an advisor and 1 (one) to 2 (two) examiner(s)
3	Master's thesis examination	has received approval for master's thesis manuscript from the advisor team	consists of an advisor and 2 (two) to 3 (three) examiners

(2) Examination...

(2) Examination stages for doctoral program students include:

No	Stages	Requirements	Board of Examiner
1	Proposal seminar / research proposal examination	has received approval from the Advisor Team and the Head of Study Program	consists of an advisor and 1 (one) to 2 (two) examiner(s)
2	Examination of result seminar of doctoral dissertation research	has completed the research, and the research report manuscript has been approved by the Advisor Team and the Head of the Study Program	consists of an advisor and 1 (one) to 2 (two) examiner(s)
3	Examination of the feasibility assessment of doctoral dissertation manuscript	has completed a doctoral dissertation manuscript approved by the Advisor/Promoter Team and the head of the Study Program	conducted by a team of feasibility assessors consisting of 5 (five) to 6 (six) examiners, consisting of the chief of examiner (dean/head of study program), and member of examiners including 1 (one) external examiner.
4	Closed Examination	has received approval for the doctoral dissertation manuscript from the Promoter Team and the Head of the Study Program	consists of 5 (five) to 6 (six) examiners, including 1 (one) external examiner who comes from outside Undip

(3) The time limit between the implementation of the Doctoral Dissertation Manuscript Feasibility Assessment to the Closed Examination is a maximum of 1 (one) month for minor revision, while for major revision is a maximum of 2 (two) months. If it exceeds the specified time limit, Promovendus is obliged to retake the examination (the Feasibility Assessment or Closed Examination).

(4) Before...

- (4) Before master's thesis/doctoral dissertation examination is carried out, students must attach a revised master's thesis/doctoral dissertation sheet according to the feedback given by the examiner(s) signed by the examiner(s) and the advisor team, then attached together with the master's thesis / doctoral dissertation manuscript.
- (5) All stages of the examination can only be carried out if:
 - a. students have passed all courses / research;
 - b. students have completed all administrative obligations;
 - c. students have been declared to not contain plagiarism using certain applications by the study program.
- (6) The exam schedule, validity of the exam participants and examination rules are further regulated by the study program.
- (7) The examination result scores are announced in accordance with the applicable regulations.

Section Three Evaluation of Learning Outcomes

Article 35

- (1) Evaluation of learning outcomes is assessment criteria that is carried out in stages towards the achievement of the GPA to determine the ability of students to continue their studies.
- (2) Evaluation of student learning outcomes for a course is carried out by a lecturer or a team of lecturers to monitor the process and development of student learning outcomes.
- (3) Evaluation can be carried out by observing, giving assignments, written examinations and / or oral examinations / presentations;
- (4) Evaluation of learning outcomes of master program students:
 - a. Phase I is carried out at the end of semester 2 (two) with the following conditions:
 1. If students have the ability to speak English proven by a TOEFL / IELTS / TOEIC certificate;
 2. If students are able to collect at least 18 (eighteen) credits with a GPA $\geq$ 3.25 (three point two five);
 3. if students are able to collect > 18 (eighteen) credits, but GPA < 3.25 (three point two five) then the highest score is taken up to 18 (eighteen) credits with a GPA $\geq$ 3.25 (three point two five).
 - b. Phase II is carried out at the end of the program
At the latest at the end of semester 8 (eight), students must have collected and passed all the credits set for the master program and a GPA $\geq$ 3.00 (three point zero zero)
- (5) Evaluation of students learning outcomes of by course doctoral program:
 - a. Phase I is carried out at the end of semester 3 (three) provided that students have:
 1. completed all classes by obtaining grade from each lecturer;
 2. completed the research proposal exam (proposal).

b. Phase II ...

- b. Phase II is carried out at the end of semester 7 (seven), students must have completed a draft of doctoral dissertation research report and have carried out 1 (one) international seminar or publication in an accredited national journal;
 - c. Phase III is carried out at the end of the program, no later than at the end of semester 14 (fourteen), students must have passed all courses and completed the final dissertation exam as required for a doctoral program with a minimum GPA of 3 (three).
 - d. Students must have 1 (one) article that has been accepted/published in a reputable international journal.
- (6) Evaluation of students learning outcome of by course doctoral program:
- a. Phase I is carried out at the end of semester 2 (two) provided that students have completed the research proposal exam (proposal);
 - b. Phase II is carried out at the end of semester 7 (seven), students must have completed a draft of doctoral dissertation research report and have carried out 1 (one) international seminar or publication in an accredited national journal;
 - c. Phase III is carried out at the end of the program, no later than at the end of semester 14 (fourteen), students must have passed all courses and completed the final doctoral dissertation exam as required for a doctoral program with a minimum GPA of 3 (three).
 - d. Students must have 2 (two) articles that have been accepted/published in a reputable international journal.
- (7) Evaluation of students learning outcome of doctoral program through PMDSU:
- a. Phase I is carried out at the end of semester 2 (two) provided that students have:
 - 1. Completed all classes by obtaining the scores from each lecturer;
 - 2. Completed a research proposal exam (proposal) to meet the qualification requirements for the doctoral program.
 - b. Phase II is carried out at the end of semester 3 (three) provided that students have:
 - 1. Completed the first research and published it in a reputable international journal;
 - 2. Prepared research proposals for by research doctoral programs;
 - 3. If based on the evaluation conducted by the Head of the Study Program and the Team of Promoters on PMDSU, it is stated that the student does not have the qualifications to continue to the doctoral program, then the student is given 1 (one) year to complete the master program;
 - 4. For students who meet the qualifications, the students can continue to the doctoral program.
 - c. Phase III is carried out at the end of semester 7 (seven), students must have completed a draft of doctoral dissertation research report and have carried out 1 (one) international seminar or publication in an accredited national journal;

d. Phase IV ...

- d. Phase IV is carried out at the end of the program, no later than at the end of semester 10 (ten), students must have passed all courses and completed the final doctoral dissertation exam as required for a doctoral program with a minimum GPA of 3.50 (three point five zero).
 - e. In the 4 (four) years study period, PMDSU students must have 3 (three) articles that have been accepted/published in reputable international journals and 2 (two) articles in reputable indexed proceedings or accredited national journals.
- (8) Students who fail to meet the evaluation requirements are considered unable to participate in academic activities.
 - (9) Students as referred to in paragraph (8) are advised to submit a resignation letter to the Rector through the Dean.
 - (10) If the students do not submit an application for resignation, the university will issue a Master's Decree regarding termination of study relations.
 - (11) Procedures for submitting resignation are listed in the Appendix of this Regulation.

CHAPTER XIII STUDENT STATUS

Article 36

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

- a. active, is carrying out administrative registration and academic registration as well as actively participating in class activities;
- b. inactive (absent), is not carrying out administrative registration and / or academic registration;
- c. academic leave, is not carrying out academic activities for 1 (one) or 2 (two) semesters in a row or not consecutively with the approval of the Dean because of the request made by the students;
- d. academic leave for special reasons, is not carrying out academic activities for 1 (one) or 2 (two) consecutive semesters with the approval of the Dean due to unavoidable obstacles;
- e. study transfer is a change in the status of a student from one study program to another within Undip, as well as a transfer from a domestic or foreign PTN to Undip;
- f. Drop Out (DO) is a condition in which a student is unable to meet the minimum requirements to continue his studies, either for academic and / or non-academic reasons;

g. graduated ...

- g. graduated, that is, has fulfilled all administrative and academic requirements at Undip;
- h. resign, which is the right of every student to relinquish his status as Undip student which is determined by the Rector Decree of Undip after the person concerned submits a written application to the Dean;
- i. passed away, that is, not continue the studies because of died, based on a certificate / notification from the Dean.

CHAPTER XIV ACADEMIC LEAVE

Article 37

- (1) Academic leave is a period of not participating in academic activities for at least 1 (one) semester and a maximum of 2 (two) semesters, either consecutively or not.
- (2) Academic leave can only be given to students who have participated in academic activities for at least 2 (two) semesters, except for academic leave for special reasons.
- (3) Academic leave for special reasons is academic leave that is given because students experience unavoidable obstacles, including childbirth, carrying out state duties, university assignments or undergoing medical treatment which makes it impossible to participate in academic activities.
- (4) Leave is not counted as a study period.
- (5) Academic leave permission is not allowed for the previous semester (not retroactive).
- (6) Students who are on leave status are required to pay tuition fees of 50 (fifty) percent of the tuition fee per semester.
- (7) Academic leave that is submitted after the class period is considered as absenteeism, and the tuition fee that must be paid is 100 (one hundred) percent of the tuition fee per semester.

Article 38

- (1) Approval of academic leave by the Dean is issued in the form of a Permit Letter.
- (2) Students who are granted leave permission are not allowed to carry out academic activities.
- (3) In granting leave approval, the Dean submits copies to the Vice Rector for Academic and Student Affairs and the Vice Rector for Resources;
- (4) Students who are serving prison sentences / suspended sentences cannot apply for academic leave.

Article 39...

Article 39

- (1) Applications for academic leave are submitted by the student concerned to the Dean during the administrative registration period, by filling in the form available in the faculty academic administration section and attach:
 - a. academic transcripts;
 - b. proof of latest tuition fee payment;
 - c. photocopy of Student Identity Card (KTM); and
 - d. supporting documents.
- (2) Based on the leave permit from the Dean, the faculty system operator is obliged to update the student's status to leave before the administrative registration period ends.
- (3) The applicant makes a payment of 50 (fifty) percent of the semester tuition fees that will run and must be paid during the administrative registration period.
- (4) If the applicant has obtained a leave permit but does not pay the tuition fee which is his obligation during the registration period, the leave permit is canceled and the applicant's status changes to an inactive student (absent).

CHAPTER XV INACTIVE (ABSENT)

Article 40

- (1) Students who do not carry out administrative registration and / or academic registration will obtain inactive academic status (absent) in the current semester and the study period is calculated.
- (2) Students who are inactive (absent) as referred to in paragraph (1) above are required to pay tuition fees of 100 (one hundred) percent during the absent semester.
- (3) Students who are inactive (absent) for 2 (two) consecutive semesters or 4 (four) non-consecutive semesters are declared to have lost their status as students.

CHAPTER XVI STUDY TRANSFER

Article 41

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

Section One...

Section One
Study Transfer in Undip Environment

Article 42

- (1) Students may have transfer of study at Undip if:
 - a. Students have completed academic activities for at least 1 (one) semester;
 - b. comes from a study program that is in the same line and has the same accreditation or one level higher;
 - c. not due to breaking the rules of campus life or other similar reasons;
 - d. Students have approval from the faculty, either the original faculty or the intended faculty, through consideration of the department and/or study program, with due regard to the capacity and/or the results of the recognition of the courses that have been taken and/or the remainder of the study period;
 - b. application for transfer of study is submitted by students no later than 4 (four) weeks before the odd / even semester starts according to the academic calendar.
- (2) Transfer of study is only permitted once.
- (3) Credible transferable courses must meet the following requirements:
 - a. contains materials that are equivalent to the courses contained in the curriculum of the study program that has been followed;
 - e. if the courses taken do not meet the criteria in paragraph 3 point a, but are considered to support the achievement of competencies, they can be transferred to be credited as elective courses.
- (2) The length of study that has been taken is still taken into account in the study period at the intended faculty / department / study program.
- (3) Student study transfer is determined by the Rector Decree after obtaining approval from the intended faculty / department / study program.
- (4) The procedure for submitting a transfer of study application at Undip is listed in the Appendix to this Regulation.

Section Two
Study transfer from other State Higher Education Institutions

Article 43

- (1) Undip accepts transfer students from other state universities if:
 - a. faculty/school/department/study program of the original higher education institutions must be in the same line with the intended faculty/school/department/study program at Undip and with an accreditation rating from the Board of National Accreditation for Higher Education (BAN-PT)/Independent Accreditation Institute for Higher education (LAM-PT) which is at the same level or higher;

b. not in ...

- b. not in the status of being issued / dropped out of study from another state higher education institutions;
 - c. never violated the rule of the campus in a university or faculty life or other similar reasons, which is stated by a certificate from the institution of origin.
- (2) The length of study that has been taken, is still taken into account during the study period at the intended faculty / department / study program.
- (3) Applications for study transfer program are submitted no later than 4 (four) weeks before the odd semester starts.
- (4) Approval of moving studies needs to consider the capacity of the faculty / department / study program at Undip, course conversion, and the remaining study period.
- (5) Student transfer study is determined by the Rector Decree after obtaining approval from the intended faculty / department / study program.
- (6) The Rector may enact other than the aforementioned provisions with special considerations, including:
 - a. political case;
 - b. riot;
 - c. security.
- (7) The procedure for submitting a study transfer application from another higher education institutions is regulated in the Appendix to this regulation.

Section Three Study Transfer from Overseas Higher Education Institutions

Article 44

- (1) Undip can accept transfer students from overseas higher education institutions at the beginning of every odd semester.
- (2) Undip accepts Indonesian / foreign transfer students from overseas higher education institutions recognized by the Directorate General of Higher Education, and has attended education for at least 2 (two) semesters, passed a placement test conducted by the intended study program and fulfilled the applicable regulations.
- (3) Applications for study transfer are submitted no later than 4 (four) weeks before the odd semester starts.
- (4) For foreign students from overseas higher education institutions who will transfer their studies to become students at Undip, they must submit the following requirements:
 - a. curriculum vitae;
 - b. photocopies / copies of degree certificates and academic transcripts;
 - c. a certificate of guarantee of financing while attending education in Indonesia in the form of a bank account;

d. photocopy of passport...

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

CHAPTER XVI DROP OUT

Article 45

- (1) Postgraduate students are declared to have dropped out of study if:
- a. unable to meet the requirements for the evaluation of learning outcomes as referred to in article 35 paragraphs (4), (5), (6), (7);
 - b. The students are declared to no feasible to continue the study on the basis of consideration of health tests (both physical and mental health) from a team of doctors appointed by the head of university;
 - c. receiving sanctions for serious academic violations; and / or
 - d. obtaining a court decision that has permanent legal force with a sentence of at least 2 (two) semesters.
- (2) Postgraduate students who are declared as drop out as stipulated in paragraph (1) letters a and b are able to:
- a. submitting a resignation letter approved by the parents, acknowledged by the academic advisor / head of the study program and addressed to the Dean;
 - b. The Dean submits a letter of request to the Rector to issue a Rector Decree regarding resignation;
 - c. The Rector, based on the recommendation of the Dean, issues a Rector Decree regarding resignation;
 - c. if within 2 (two) months since the student is declared not eligible for further study the student does not propose to resign, then the Rector issues a Rector Decree regarding termination of the study relationship.

(3)Postgraduate...

- (3) Postgraduate students who drop out of study as regulated in paragraph (1) letter c and d can:
 - a. within 1 (one) month at the latest after the decision of the Undip legal team as outlined in the Rector Decree or the issuance of a court decision, the Dean submits an application letter to the Rector to issue a Rector Decree regarding termination of the study relationship.
 - b. The Rector, based on the recommendation of the Dean, issues a Rector Decree regarding termination of the study.

CHAPTER XVII GRADUATION

Article 46

- (1) Students are declared to have passed their studies based on the determination of graduation at the faculty.
- (2) Determination of graduation can be carried out through judgement at the faculty/school/study program level.
- (3) Master program students are declared to have passed if they meet the following requirements:
 - a. have been declared to have passed the master's thesis examination by the board of examiners;
 - b. have submitted a revised master's thesis, which have been approved by the board of examiner and have passed the anti-plagiarism detection with certain applications;
 - c. have met the determined publication requirements;
 - d. Minimum GPA is 3.00 (three point zero zero);
 - e. have the status of an active student in that semester and do not exceed the maximum study period set by the university;
 - f. have completed all administrative obligations including returning all borrowed library/laboratory collections;
 - g. have completed all obligations during the study period and/or assigned assignments in accordance with the curriculum set for the study program (including the revised master's thesis);
 - h. have uploaded the master's thesis summary to Undip repository .
- (4) Doctoral program students are declared to have passed if they meet the following requirements:
 - a. have passed the doctoral dissertation exam in front of the board of examiner in a closed exam;
 - b. have submitted a revised doctoral dissertation which has been approved by the board of examiner and have passed the anti-plagiarism detection with certain applications;
 - c. have met the determined publication requirements;
 - d. Minimum GPA is 3.00 (three point zero zero);
 - e. have the status of an active student in that semester and do not exceed the maximum study period set by the university;
 - f. have completed all administrative obligations including returning all borrowed library / laboratory collections;

g. have completed ...

- g. have completed all obligations during the study period and/or assigned task in accordance with the curriculum set for the study program (including the revised doctoral dissertation);
- h. have uploaded the doctoral dissertation summary to Undip repository .
- (4) Graduation after completing the postgraduate program can be awarded with or without a predicate consisting of:
 - a. Satisfactory;
 - b. Very Satisfactory;
 - c. Cumlaude.
- (5) The graduation predicated as "satisfactory" is when the GPA is 3.00 (three point zero zero) up to 3.50 (three point five zero).
- (6) The graduation predicated as "very satisfying" is when the GPA is 3.51 (three point five one) up to 3.75 (three point seven five).
- (7) The graduation predicated as cumlaude is when the GPA is 3.76 (three point seven six) up to 4.00 (four point zero zero).
- (8) The Rector gives a certificate of appreciation to graduates with the predicate of cumlaude.

Section One Graduation Ceremony

Article 47

- (1) Undip holds a graduation ceremony for at least 4 (four) graduation periods in 1 (one) year.
- (2) Students who have passed are entitled to attend the graduation ceremony in the graduation period, or at the latest 1 (one) period since graduation.
- (3) Students who have passed will receive a degree certificate, academic transcript, and a Degree Certificate Accompaniment Letter (SKPI).
- (4) Procedures and requirements for attending graduation are listed in the Appendix of this provision.

Section Two Degree

Article 48

- (1) Master degree is a title given to Undip graduates who have passed the academic education of a master program;
- (2) Doctoral Degree is a title given to Undip graduates who have passed the academic education of a doctoral program;
- (3) The title and its abbreviation are further regulated in the Undip Rector's Decree.

CHAPTER XVIII...

CHAPTER XVIII
ADMINISTRATION OF LEARNING
OUTCOMES

Section One
Study Record (KHS)

Article 49

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

Section Two
Academic Record

Article 50

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

Section Three...

Section Three
Degree Certificates

Article 51

- (1) Degree certificate are given to students who have graduated from a study program after decided on the implementation of the graduation determination.
- (2) Degree Certificate contains information about:
 - a. (National Degree certificate Number);
 - b. Undip logo;
 - c. Undip name;
 - d. Number of accreditation decision for higher education;
 - e. Number of accreditation decision for study program;
 - f. full name of the degree certificate holder;
 - g. g. place and date of birth of certificate holder;
 - h. Identity Number (NIK) or passport number for foreign students;
 - i. Student Identification Number;
 - j. higher education programs;
 - k. study program name;
 - l. awarded titles and their abbreviations;
 - m. graduation date, month and year;
 - n. place, date, month and year of issuance of certificate;
 - o. name, Employee Identification Number (NIP) and signature of the Rector and the Dean;
 - p. university stamp;
 - q. photo of the degree certificate holder.
- (3) Certificate are written in letters and sizes standardized by Undip.
- (4) The date of issuance of the certificate uses the date after the student has passed and met the graduation requirements as referred to in Article 46 paragraph (3) and (4).
- (5) The certificate is signed by the Rector and Dean.
- (6) Certificates are issued in Indonesian and can be translated into English on separate sheets, and signed by the Dean or the official who is appointed and authorized to translate.
- (7) Degree Certificate is issued once for each graduate.
- (8) If the certificate is lost or damaged, the certificate holder can request a Substitute certificate to replace the Degree Certificate.
- (9) Degree Certificate will be given if the students have fulfilled all administrative requirements at the faculty / study program level and / or at the university level.
- (10) The procedure, for issuing a Degree Certificate and its substitute certificate, is regulated in the Rector Regulation of Undip.

Section Four...

Section Four
Academic Transcript

Article 52

- (1) Academic transcripts are given to students who have graduated from a study program after being decided in a graduation determination forum.
- (2) Academic transcripts contain information about:
 - a. Undip name;
 - b. Undip logo;
 - c. academic transcript number;
 - d. name of faculty;
 - e. full name of the academic transcript holder;
 - f. place and date of birth of the academic transcript holder;
 - g. Identity Number (NIK);
 - h. Student Identification Number (NIM);
 - i. National Degree Certificate Number (NINA);
 - j. higher education programs;
 - k. study program name;
 - l. date, month and year of entry;
 - m. graduation date, month and year;
 - n. list of courses taken and passed, credit weight, and grades obtained since the first semester to the final semester;
 - o. Grade Point Average (GPA);
 - p. graduation predicate;
 - q. title of undergraduate thesis;
 - r. place, date, month and year of publication of the academic transcript;
 - s. name, Employee Identification Number (NIP) and signature of the Dean; and
 - t. faculty stamp;
 - u. photo of the transcript holder in black and white sized 3x4.
- (3) All courses taken by students, including repeated ones and those obtained via credit transfer, are included in the academic transcript.
- (4) Academic transcripts are written in letters and sizes standardized by Undip.
- (5) Academic transcripts are published in Indonesian and can be translated into English.
- (6) Academic transcripts are signed by the Dean or Vice Dean for Academic and Student Affairs.
- (7) Academic transcripts are published once for each graduate.
- (8) If the academic transcript is lost or damaged, the academic transcript holder can ask for a certificate to replace the academic transcript.
- (9) Academic transcripts will be given if students have fulfilled all administrative requirements at the faculty / school / study program level and / or at the university level.
- (10) The procedure for publishing academic transcripts is regulated in the Rector Regulation of Undip.

Section Five...

Section Five
Degree Certificate Accompaniment Letter (SKPI)

Article 53

- (1) Degree Certificate Accompaniment Letter (SKPI) are given to students who have graduated from a study program after being decided in a graduation determination forum.
- (2) SKPI contains information about:
 - a. Undip logo;
 - b. Undip name;
 - c. name of faculty;
 - d. study program;
 - e. SKPI number;
 - f. full name of the SKPI holder;
 - g. place and date of birth of the SKPI holder;
 - h. National Identity Number (NIK);
 - i. Student Identification Number (NIM);
 - j. date, month and year of entry;
 - k. graduation date, month and year;
 - l. National Degree Certificate Number (NINA);
 - m. awarded titles and their abbreviations;
 - n. Length of Study
 - o. total credits;
 - p. Grade Point Average (GPA);
 - q. Undip establishment decree;
 - r. Undip accreditation status and study programs accreditation status;
 - s. Academic education;
 - t. higher education programs;
 - u. Indonesian Qualifications Framework (KKNI) level;
 - v. admission requirements;
 - w. language of instruction;
 - x. scoring system;
 - y. type and further higher education;
 - z. learning outcomes of the study program graduates according to the graduate competence in a narrative manner;
 - aa. Competency certificates and / or soft skills;
 - bb. work competency ranking according to KKNI;
 - cc. schemes concerning higher education system;
 - dd. place, date, month and year of issuance of SKPI;
 - ee. name, Employee Identification Number (NIP) and signature of the Dean;
 - ff. faculty stamp.
- (3) SKPI issuance date is the date of issuance of the certificate.
- (4) SKPI are published in Indonesian and can be translated into English.
- (5) SKPI is signed by the Dean or Vice Dean for Academic and Student Affairs

(6)SKPI...

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

CHAPTER XIX ACADEMIC DATA MANAGEMENT

Article 54

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

CHAPTER XX GUIDANCE AND COUNSELING

Article 55

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

CHAPTER XXI ...

CHAPTER XXI ACADEMIC VIOLATIONS

Section One Types of Academic Violations

Article 56

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

- b. forgery:
is an act intentionally or unintentionally, without the authorized permission to replace or modify / falsify symbols (stamps), letterheads and / or instruments in correspondence in academic administration, names, signatures, grades or academic transcripts, certificates, student identification cards, assignments, practicum reports, information, or reports within the scope of academic activities.
- c. gratification:
is giving a gift or promise, while it is known or it can be reasonably presumed that the gift or promise is given to motivate a lecturer or educational staff to do or not do something in his / her position, which is contrary to their obligations.
- d. bribery;
is an act intentionally or unintentionally, influencing or trying to influence others by means of cajoling, giving gifts or threats with the intention of influencing the assessment of their academic performance.
- e. insult / harassment:
is any kind of act that intentionally or unintentionally disturbs, hinders, or demeans the Republic of Indonesia, Pancasila, the 1945 Constitution, the Government, other academicians and officials within Undip;
- f. a criminal act punishable by imprisonment of 1 (one) year or more based on the prevailing laws and regulations.
- g. repetition of moderate academic violations.
- h. serious administrative and discipline violations:
is an act intentionally or unintentionally, either alone or in collaboration, committing an act that is contrary to the rules of order and administration issued by the Ministry of Research, Technology and Higher Education of the Republic of Indonesia.
- i. assistance or attempted assistance for minor academic violations: is an act intentionally or not, assisting or trying to help provide facilities or infrastructure that can lead to serious academic violations.
- j. inclusion in serious academic violations:
is an act intentionally or not, cooperating or participating in committing or ordering actions that cause serious academic violations.
- k. profanation of name:
is an act of using another person's name without permission for academic purposes;
- l. opposing or not supporting the ideology of Pancasila, the 1945 Constitution and NKRI.
- m. support and / or spread ideology other than Pancasila.

Section Two...

Section Two
Sanctions for Academic Violations

Article 57

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

Section Three
Procedure for Determination of Sanctions

Article 58

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

b.the investigation...

- b. the investigation team is led by the Dean with the Vice Dean for Academic and Student Affairs as the secretary and the Head of the study program as the member;
 - c. the investigation team in order to investigate and collect facts / data / information has the authority to summon the related parties and ask for data, evidence of the alleged occurrence of moderate and / or serious academic violations;
 - d. The investigation results by the investigation team on the suspicion of moderate and / or serious academic violations are submitted to the Dean to be submitted to the heads of university;
 - e. after observing and considering the minutes of investigation report and collection of facts / data / information on the case, the heads of university and the law firm form a team to resolve the academic violations;
 - f. the academic violation settlement team consists of:
 - 1. heads of University
 - 2. 3 (three) legal experts appointed by the heads of the university upon the recommendation of the law firm
 - 3. the head of the reporting faculty
 - 4. administrative staff as registrar of the proceedings
 - g. during the trial process, students who are suspected of committing moderate and / or serious academic violations are given the right to defend themselves;
 - h. based on the results of a special session, the heads of leadership may decide on the imposition of sanctions against the student concerned by taking into account the weight or type of academic violation and the sanctions to be imposed.
- (3) The imposition of serious academic sanctions in the form of permanent termination of status as Undip students is as referred to in article 57 paragraph (1) letter c, especially for students who commit serious academic violations.
 - (4) If the serious academic violations as referred to in article 56 paragraph (3) above are not processed in court, then the imposition of the serious academic sanctions can still be enforced.
 - (5) In the event that a student who is suspected of committing a criminal offense as referred to in article 56 paragraph (3) letter f is serving a period of detention and/or has received a District Court ruling which states that the student is guilty, the heads of university may impose a temporary suspension for a maximum of 2 (two) semester and it counts as the study period.
 - (6) In the event that after the temporary suspension, it turns out that the student concerned is still in detention, the study period of the student concerned is neglected (temporarily not counted) until a court decision is issued which has permanent legal force.

(7)The Imposition of...

- (7) The imposition of serious academic sanctions in the form of permanent dismissal of the status as Undip students, especially for students who commit criminal acts as referred to in article 55 paragraph (3) letter f can only be imposed after a court decision has permanent legal force in which states that the student is guilty and is subject to criminal sanctions.
- (8) In the event that a student who is suspected of committing a criminal offense as referred to in article 55 paragraph (3) letter f in a legally binding court decision is still found guilty and subject to criminal sanctions, the study period during which the student concerned is detained and / or temporarily suspended, is counted as the study period.
- (9) Students who are subject to sanctions for committing academic violations at all levels, have the right to submit objections and / or administrative appeals with a period of 14 (fourteen) days since the notification of the academic sanction decision is received.

CHAPTER XXII DISCRETION

Article 59

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

CHAPTER XXIII TRANSITIONAL PROVISIONS

Article 60

- (1) The provisions contained in this regulation apply to all students of master and doctoral degree programs.
- (2) With the enactment of this Rector Regulation, Regulation of Rector Number 209/PER/UN7/2012 on Academic Regulations in Education Field of Universitas Diponegoro and Regulation of Rector Number 1 of 2016 on Publication Obligations for Masters and Doctoral Students at Universitas Diponegoro are revoked and declared invalid.

CHAPTER XXIII...

CHAPTER XXIII
CLOSING

Article 61

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

Enacted in Semarang
March 19, 2020

THE RECTOR OF UNIVERSITAS DIPONEGORO,
signed

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

This Copy Conforms to the Original
Secretary of the University

signed

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

COPIES are submitted to:

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

APPENDIX
REGULATION OF THE RECTOR OF UNIVERSITAS
DIPONEGORO NUMBER 5 OF 2020
ON
ACADEMIC REGULATION IN EDUCATION FIELD
FOR POSTGRADUATE PROGRAM OF
UNIVERSITAS DIPONEGORO

A. PROCEDURES FOR RESIGNATION

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

B. PROCEDURES FOR STUDY TRANSFER AT UNDIP

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

9. Completed.

C. PROCEDURES FOR STUDY TRANSFER FROM OTHER HIGHER EDUCATION INSTITUTIONS (PTN)

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

D. PROCEDURES AND CONDITIONS FOR ATTENDING GRADUATION

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

- h.1. According to the instructions of the Ministry of Education and Culture, a female student, if she wishes, she can wear a headscarf that covers her ears in the photo.
- h.2. If in the future, for a purpose, a photo in which the person concerned is required not to wear a hijab/headscarf and/or show her ears, Universitas Diponegoro cannot replace the document and/or provide other information related to the identity of the person concerned because of the difficulty in ensuring it.

Academic attire at the graduation ceremony:

- a. Male:
 - Top: long sleeved white shirt
 - Bottom: black trousers with non-jeans material
 - Hair neatly styled
 - Footwear: formal shoes (not sports shoes)
 - Wearing a toga
- b. Female
 - Wearing a *kebaya* or national dress
 - Not allowed to wear trousers
 - The slit in the skirt should not be above the knee
 - For graduates who do not wear a headscarf, their hair must be tied in a bun (should not be untied)
 - Footwear: flat shoes or high heels not more than 5 cm
 - Wearing a toga

Enacted in Semarang
March 19, 2020

RECTOR OF UNIVERSITAS DIPONEGORO,

signed

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