

MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
DECISION
RECTOR OF UNIVERSITAS NEGERI MAKASSAR
NUMBER: 2363/UN36/HK/2017
ABOUT
ACADEMIC REGULATIONS
UNIVERSITAS NEGERI MAKASSAR
RECTOR OF UNIVERSITAS NEGERI MAKASSAR

Considering:

- a. In an effort to adjust and anticipate the demands and dynamic development of higher education, including changes to legislation in the field of higher education, academic regulations need to be reviewed and adjusted periodically, systematically, and in a planned manner.
- b. In order to realize the alignment of academic regulations, academic policies, and academic standards of Universitas Negeri Makassar with various provisions in the field of higher education in order to improve the quality of educational processes and outcomes, it is deemed necessary to adjust the Universitas Negeri Makassar academic regulations.
- c. Based on the considerations as referred to in letters a and b above, it is necessary to stipulate a rector's decision on academic regulations.

Remember:

1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System
2. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers
3. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
4. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education
5. Government Regulation of the Republic of Indonesia Number 19 of 2005 concerning National Education Standards, as amended several times, most recently by Government Regulation of the Republic of Indonesia Number 13 of 2015 concerning Second Amendment to Government Regulation of the Republic of Indonesia Number 19 of 2005 concerning National Education Standards
6. Regulation of the President of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework
7. Decree of the President of the Republic of Indonesia Number 93 of 1999 concerning the Change of the Institute of Education and Education (IKIP) into a University
8. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 81 of 2014 concerning Diplomas, Certificates of Competence, and Professional Certificates of Higher Education
9. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 154 of 2014 concerning Clusters of Science and Technology and Degrees for College Graduates
10. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 2 of 2015 concerning New Student Admissions for Undergraduate Programs at State Universities as amended by Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 45 of 2015

concerning Amendments to Ministerial Regulations Research, Technology, and Higher Education of the Republic of Indonesia Number 2 of 2015 concerning New Student Admissions for Undergraduate Programs at State Universities

11. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 15 of 2015 concerning Organization and Work Procedures of the Ministry of Research, Technology and Higher Education
12. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
13. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 32 of 2016 concerning Accreditation of Study Programs and Universities
14. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning the Higher Education Quality Assurance System
15. Decree of the Minister of Education and Culture of the Republic of Indonesia Number 277/O/1999 in conjunction with the Decree of the Minister of Education and Culture of the Republic of Indonesia Number 200/O/Year 2003 concerning Organization and Work Procedure of Makassar State University
16. Decree of the Minister of National Education of the Republic of Indonesia Number 232/U/2000 concerning Guidelines for Preparation of Higher Education Curriculum and Assessment of Student Learning Outcomes
17. Decree of the Minister of National Education of the Republic of Indonesia Number 184/U/2001 concerning Guidelines for Supervision, Control and Development of Diploma, Undergraduate, and Postgraduate Programs in Higher Education
18. Decree of the Minister of National Education of the Republic of Indonesia Number 025/O/2002 concerning the Statute of Makassar State University
19. Decree of the Minister of National Education of the Republic of Indonesia Number 045/U/2002 concerning the Core Curriculum of Higher Education

Observing: Results of the Universitas Negeri Makassar Senate Meeting, April 18, 2017

DECIDING:

To stipulate: DECREE OF THE RECTOR OF UNIVERSITAS NEGERI MAKASSAR

ABOUT

UNIVERSITAS NEGERI MAKASSAR ACADEMIC REGULATIONS

CHAPTER I

GENERAL REQUIREMENTS

clause 1

In this academic regulation, what is meant by:

1. Higher Education is the level of education after secondary education which includes diploma programs, undergraduate programs, master programs, doctoral programs, professional programs, and specialist programs organized by universities based on Indonesian culture.
2. Ministry is a government apparatus in charge of government affairs in the field of higher education.
3. Universitas Negeri Makassar, herein after abbreviated as UNM, is a higher education institution under the auspices of the Ministry of Research, Technology and Higher Education which organizes academic and/or professional education programs in the field of science, including: creation, development, and application of science, technology, and /or art.
4. Faculty is the completeness of UNM which is an academic implementing element to coordinate and carry out academic and/or professional education in one or a set of certain branches of science, technology, and/or arts.
5. Postgraduate Program, hereinafter abbreviated as PPs, is the completeness of UNM which is an academic implementing element to coordinate and carry out academic and/or professional education in one or a set of certain branches of science, technology, and/or arts in a master's program and/or doctoral program.
6. Department is an academic implementing element in a faculty that carries out academic and/or professional education in part or one branch of certain science, technology, and/or arts.
7. Study program is the implementing element of academic and/or professional education in the department which is held on the basis of a curriculum.
8. Administrative Bureau of Academic and Student Affairs, hereinafter abbreviated as BAAK, is the implementing element in the field of academic and student administration under the rector.
9. Library is a technical implementing unit in the field of library material services for the purposes of education, research, and community service which is under and directly responsible to the Chancellor.
10. Laboratories, workshops, and studios are tools to support the implementation of education in majors/study programs in academic and/or professional education.
11. Learning is a process of student interaction with lecturers and learning resources in a learning environment.
12. Research is an activity carried out according to scientific principles and methods in a systematic way to obtain information, data, and information related to understanding and/or testing a branch of knowledge and technology.
13. Community service is the activity of the academic community that utilizes science and technology to advance the welfare of the community and educate the nation's life.

14. The Chancellor is the leader of UNM who assists the Minister of Research, Technology and Higher Education in the fields that are his duties and obligations.
15. The UNM Senate is a normative body at the university level.
16. Dean is a faculty leader within UNM who is responsible to the chancellor
17. Faculty Senate is a normative body at the faculty level.
18. The Director of PPs is the leader of the Postgraduate Program at UNM who is responsible to the Chancellor.
19. Lecturers are professional educators and UNM scientists with the main task of transforming, developing, and disseminating science, technology and art through education, research, and community service.
20. Lecturer board is a consultative body that can give consideration to the director/head of department and study program in making decisions.
21. Students are students who are registered and studying at UNM.
22. Curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes, and assessments that are used as guidelines for conducting studies at UNM.
23. Academic education is higher education which is directed primarily to the mastery and development of science, technology, and/or the arts.
24. Professional education is higher education directed primarily at the readiness to apply certain skills.
25. Academic advisor, hereinafter abbreviated as PA, is a lecturer appointed by the dean at the suggestion of the head of the department/study program and given the task of providing academic and non-academic guidance to students under his guidance.
26. Education program is a certain course of study that must be taken and completed by a student with the aim of mastering knowledge, having attitudes and skills which ends with the awarding of a certain diploma and/or degree.
27. Alliance Program is a master/doctoral program jointly organized by PPs UNM with PPs of other universities with academic and administrative rules regulated by the rector's decision.
28. By Research Program is a doctoral program that prioritizes intensive guidance from the promoter team to produce a quality dissertation.
29. Double Degree Program is a program organized through UNM partnerships with foreign universities, and some courses are held at UNM and some are held at foreign universities recognized by the Ministry of Research, Technology and Higher Education.
30. Partnership program is a program implemented based on a written cooperation agreement between UNM and Partner Institutions.
31. Semester Credit System, hereinafter abbreviated as SKS, is an education administration system using SKS to state student study load, lecturer workload, learning experience, and program administration burden.
32. Semester is a unit of activity time consisting of 16 weeks of lectures or other scheduled activities, along with accompanying activities, including two to three weeks of assessment activities.
33. credits is a measure of appreciation for learning experiences obtained during one semester through scheduled activities per week as much as 1 hour of lectures (50 minutes) or 2 hours of practicum, or 4 hours of field work, each accompanied by 60 minutes of structured activities and 60 minutes independent activities.

34. Semester Learning Plan (RPS)/syllabus is a learning program that provides overall instructions regarding the objectives, scope, timing, and sources of lecture material to be taught for one semester.
35. Lecture contract is a lecture design that contains a clear and detailed description of course descriptions, lecture objectives, lecture reading materials and materials, lecture strategies, lecture assignments, assessment criteria and lecture schedules for one semester.
36. Study Plan Card, hereinafter abbreviated as KRS, is a card containing a student's study plan arranged according to choice based on his interests and abilities in an educational program.
37. KRS A is KRS for one level of academic and/or professional education program chosen by students, which includes all the courses to be taken.
38. KRS B is KRS which is filled in based on KRS A by students in each semester containing courses programmed for the current semester.
39. Study Result Card, hereinafter abbreviated as KHS, is a card containing the results of evaluation, Semester Achievement Index hereinafter abbreviated as IPS and Grade Point Average hereinafter abbreviated as GPA which has been achieved by a student based on his study plan.
40. Social Studies is the result of the assessment of learning achievement in each semester which is stated in a quantity calculated by adding up the multiplication between the numerical value of each course taken with the credits of the relevant course divided by the number of credits of the courses taken in one semester.
41. GPA is the result of the assessment of learning achievement at the end of the study program which is stated in a quantity calculated by adding up the multiplication between the numerical value of each course taken with the credits of the relevant course divided by the number of credits of the courses that have been taken.
42. Award is giving respect in a certain form to those who excel or contribute in the academic field.
43. Sanctions are revocation of rights for students who violate academic regulations.
44. Matriculation is a lecture program carried out to open insight in the field of study, to orient, and to facilitate lectures for new students, especially for those who are not in the same field.
45. An Honorary Doctorate (Doctor Honoris Causa) is an honorary degree given by a university to a person who is considered to have contributed and or made extraordinary works for science and mankind.
46. Intracurricular activities are activities that are scheduled in the lecture schedule published by the dean/Director of PPs.
47. Extracurricular activities are activities that are planned and carried out by UNM, faculties, departments/study programs, or student organizations which include developing talents/interests, reasoning, and student welfare.
48. The Indonesian National Qualifications Framework, hereinafter abbreviated as KKNI, is a competency qualification rating framework that can juxtapose, equalize, and integrate the fields of education and the field of job training and work experience in order to provide recognition of work competencies in accordance with the work structure in various sectors.

CHAPTER II
EDUCATION PROGRAM AND CURRICULUM
Clause 2

- (1) The education program is implemented based on the curriculum compiled by the department/study program according to competency-based levels and refers to the KKNl.
- (2) The curriculum for Diploma, Bachelor, Professional Education, Masters, and Doctoral programs that have been compiled and approved by the faculty senate, is determined by the Chancellor's decree after receiving consideration from the UNM Senate.
- (3) UNM can organize professional education programs, double degree programs, partnership programs, alliance programs, and programs by research.
- (4) Professional education, double degree programs, partnership programs, alliance programs, and research programs are held based on the Chancellor's decision with the approval of the UNM Senate.

Clause 3

The proportion and range of credits for each group of subjects in the curriculum is adjusted to the applicable provisions and determined by the Chancellor's decision.

Clause 4

- (1) Academic education program activities consist of intracurricular and extracurricular activities.
- (2) Academic and/or professional education program activities are listed and scheduled in the academic calendar set at the beginning of each academic year by the Chancellor.
- (3) All intracurricular activities for one educational program and/or one semester, are regulated and arranged in the student study plan which is included in the KRS.
- (4) Student study plans are listed in:
 - (a) KRS A for one level of education program
 - (b) KRS B for one semester of lectures.

Clause 5

- (1) In semesters I and II, diploma/bachelor degree students can program a maximum of 20 credits.
- (2) The study load that can be programmed according to the last IPS after going through two semesters for diploma/bachelor program students is as follows:
 - (a) IPS 3.51 - 4.00 maximum = 24 credits
 - (b) IPS 2.76 - 3.50 maximum = 22 credits
 - (c) IPS 2.00 - 2.75 maximum = 20 credits
 - (d) IPS < 2.00 maximum = 16 credits
- (3) The preparation of student study plans for each semester (KRS B) is based on KRS A.
- (4) The mechanism for filling and ratifying KRS B is regulated as follows:
 - a) students re-register by paying tuition fees;
 - b) students make plans for the courses to be programmed;
 - c) students consult with PA lecturers; and
 - d) PA lecturers examine, give consideration and approval of the course plans to be programmed by students.

Clause 6

- (1) Academic and professional education programs consist of educational programs and non-educational programs.

- (2) Education program is the administration of education to produce prospective educators.
- (3) Non-educational programs are the provision of education to produce prospective non-educators.

Clause 7

- (1) Each face-to-face course can only be implemented if programmed by at least 5 (five) students, except with special considerations by the dean/director of PPs.
- (2) Students who have programmed courses whose lectures cannot be carried out or followed by students are given the opportunity to modify KRS B.
- (3) The modification mechanism of KRS B is as follows:
 - (a) students consult and seek approval from the PA lecturer; and
 - (b) PA Lecturer approval is then submitted to the IT department for further processing.

CHAPTER III STUDENT ADMISSION

Clause 8

- (1) Admission of new students can be done every semester.
- (2) New students are students who are joining a certain educational program for the first time at UNM.
- (3) The new student admission mechanism is further regulated by the Chancellor's decision.

Clause 9

- (1) Graduates of a diploma program in a department/study program/faculty within the UNM environment can be accepted to continue their studies at the undergraduate level in the same study program/faculty provided that:
 - (a) submit a written application to the Chancellor;
 - (b) have a minimum GPA of 3.00;
 - (c) get a recommendation from the dean, and
 - (d) complete administrative requirements in accordance with applicable regulations.
- (2) Diploma education graduates from state universities outside UNM can take undergraduate education collectively and in packages (customized) through a cooperation program between UNM and government/private institutions with the following conditions:
 - (a) submit a written application to the Chancellor;
 - (b) have a minimum GPA of 3.00;
 - (c) obtain a recommendation from the proposing government/private institution; and
 - (d) complete administrative requirements in accordance with applicable regulations.
- (3) Graduates of UNM undergraduate education can take a second undergraduate education in other study programs within UNM with the following conditions:
 - (a) submit a written application to the Chancellor;
 - (b) have a minimum GPA of 3.00;
 - (c) pass tests and interviews; and
 - (d) complete administrative requirements in accordance with applicable regulations.
- (4) Graduates of undergraduate education from state universities outside UNM can take the second undergraduate education collectively and in packages (customized) through a cooperation program between UNM and government/private institutions with the conditions as stated in paragraph (3).
- (5) The acceptance of further study students (paragraphs 1 and 2) and students pursuing a second undergraduate program (paragraphs 3 and 4) is determined by a decree of the Chancellor.

- (6) The study load that must be taken by students continuing their studies (paragraphs 1 and 2) and students participating in the second undergraduate program (paragraphs 3 and 4) is determined by the dean at the suggestion of the head of the department/study program.

Clause 10

The study load that can be programmed in the first two semesters for students who are accepted in accordance with Article 9 is a maximum of 20 credits per semester.

Clause 11

- (1) Applicants can be accepted as master program students, with the following requirements:
 - (a) a bachelor's degree with a minimum GPA of 2.75 from a university recognized by the Ministry; and
 - (b) has never been declared to have dropped out of one of the master's study programs, either from a domestic university or a foreign university.
- (2) Graduates of the UNM master's program and from other universities with an accredited study program of at least B can be accepted into the master's program in irrelevant fields of study through matriculation and course accreditation programs.
- (3) Admission of graduates from the master's program to participate in a master's program in irrelevant fields of study is regulated by the rector's decision.

Clause 12

- (1) Applicants can be accepted as doctoral students with the following requirements:
 - (a) holds a master's degree in thesis pathway or its equivalent, with a minimum GPA of 3.00 from an accredited study program of at least B or alumni from foreign universities that have been accredited by the Ministry of Research, Technology and Higher Education; and
 - (b) never been declared to have dropped out of study or dropped out of one of the doctoral study programs, either from domestic universities or foreign universities.
- (2) Applicants who hold a master's degree in thesis pathway with a GPA of less than 3.00 may be considered for acceptance, if they have at least two scientific papers published in national journals recognized by PPs, or one accredited national journal/one international journal recognized by the Ministry of Research, Technology and Higher Education.
- (3) Applicants who hold a master's degree in thesis pathway, non-thesis pathway, and or a professional program equivalent to a non-universal master's degree may be considered for acceptance in the doctoral program with certain requirements set by PPs

Clause 13

- (1) Prospective foreign students who may register at UNM are those who have obtained a study permit from the relevant ministry.
- (2) Foreign nationals can be accepted as UNM students, if they meet the administrative and academic requirements that have been set and have a certificate of good Indonesian language proficiency.
- (3) Foreign students who are registered as students at foreign universities that have been accredited by the relevant ministry can be accepted as research students for a certain period.
- (4) The acceptance of foreign students is determined through the rector's decree.

Clause 14

- (1) All students registered at UNM are required to pay tuition fees.
- (2) Students who with the rector's decree are exempted from tuition fees are still required to make other payments.

CHAPTER IV ACADEMIC ADVISOR

Clause 15

- (1) The preparation of a student study plan is guided by an Academic Advisor lecturer.
- (2) PA is determined by the dean at the suggestion of the head of the department/study program.
- (3) The duties of the PA include the following:
 - (a) guide students in preparing their study plans, give consideration to students in choosing courses that are programmed for one semester, and approve the KRS that has been filled out by students before filling out the online KRS;
 - (b) providing information on the use of supporting facilities and infrastructure for academic and non-academic activities;
 - (c) provide recommendations on the level of student success for certain purposes;
 - (d) assisting students in developing their attitudes and personality towards the realization of a complete Indonesian person who has insight, thinks, and behaves as a scientist in accordance with applicable norms, ethics, and rules;
 - (e) give warnings to students who have the potential to be subject to academic sanctions, and drop out of study;
 - (f) guiding students in determining their learning objectives, through a holistic, interactive, scientific, and collaborative learning process;
 - (g) helping students to have soft skills and hard skills based on the demands of learning outcomes in higher education;
 - (h) assisting students in solving personal, social, and career problems during their education; and
 - (i) directing students to cultivate creativity, both related to their knowledge and outside the field of science, which is considered potential for self-development.

Clause 16

- (1) PA lecturers who excel are rewarded.
- (2) PA lecturers who do not carry out their duties as referred to in Article 15 paragraph 3 are subject to sanctions (punishment).
- (3) The procedure for awarding and sanctioning is regulated by the rector's decision.

CHAPTER V STUDENT TRANSFER

Clause 17

- (1) The transfer of students can take place between departments/study programs within UNM or between departments/study programs at UNM with majors/study programs at other PTNs.
- (2) Transfer of students within the UNM environment can only take place between equal and similar departments/study programs (educational/non-educational).

- (3) A student can change majors/study programs within the scope of UNM or to other universities after undergoing lectures for three semesters for the undergraduate program, two semesters for the diploma/doctoral program, and one semester for the master's program.
- (4) A student may change majors/study programs within the scope of UNM if he fulfills the following requirements:
 - (a) status as an active student and not in a state of sanction;
 - (b) obtain a letter of approval from the PA lecturer, the head of the department/study program and the dean/director of the original PPs;
 - (c) submit a written application for transfer to the dean/director of PPs and the intended study program;
 - (d) pass the test and other requirements set by the intended department/study program;
 - (e) obtain a letter of approval from the intended department/study program; and
 - (f) obtaining a Decree (SK) to change study programs from the rector.

Clause 18

- (1) Transfers between departments/study programs are only permitted once for each student at the beginning of the semester.
- (2) The student transfer process is carried out at the beginning of the semester according to the academic calendar.
- (3) Students who are accepted through the search for talents, interests, and the like are not allowed to change majors/study programs within the scope of UNM so that the provisions referred to in article 17 do not apply to them.

Clause 19

- (1) Based on the special consideration of the Chancellor, transfer students from other state universities may be accepted with the following requirements:
 - (a) tertiary institutions and study programs of origin with a minimum accreditation of B;
 - (b) have a minimum GPA of 3.51;
 - (c) have attended lectures at the original university for at least three semesters for undergraduate programs and two semesters for diploma, master and doctoral programs;
 - (d) choose the relevant study program;
 - (e) transfer students pass the test and meet other requirements set by the chosen department/study program; and
 - (f) willing to follow all the rules at UNM.
- (2) The acceptance of transfer students is determined by the rector's decree.
- (3) Transfer students attend lectures at UNM until they are declared to have passed at least two semesters with a minimum study load of 40 credits for undergraduate programs, and one semester for master and doctoral programs.
- (4) The study period for transfer students from other tertiary institutions is calculated starting at the time of first registration at the university of origin.

Article 20

- (1) Students who will move from UNM must be registered and actively participate in academic activities for at least three semesters for undergraduate/doctoral programs

and two semesters for diploma/master programs and the person concerned is not currently undergoing sanctions.

- (2) Students who will move as referred to in paragraph (1), are given a transfer certificate from UNM, which is issued by the rector on the recommendation of the dean/director of PPs accompanied by a transcript after the person concerned has fulfilled the obligation to pay tuition fees for the current semester and other administrative requirements.
- (3) Students who have received a transfer certificate from UNM cannot be reinstated as students at UNM.

CHAPTER VI LECTURE, STUDY TIME, AND ACADEMIC LEAVE

Clause 21

- (1) The academic year is divided into two semesters, namely odd semesters and even semesters.
- (2) Odd semesters start on the second week of August and even semesters start on the first week of February.
- (3) In certain cases, an intermediate semester may be held, the implementation of which is regulated by a decree of the Chancellor.

Article 22

- (1) Lecture activities are carried out in accordance with the lecture schedule determined by the faculty/PPs at the suggestion of the department/study program.
- (2) Changes in time and or place of lectures from the schedule must be approved in writing from the faculty/PPs.
- (3) Each course in one semester can be tested after being presented for 14 weeks of lectures or equivalent lectures.
- (4) Lecturers are obligated to give lectures at least 14 times apart from the mid-semester examination and the end-semester examination.
- (5) Each student can only take the final semester exam of a course after attending 80% of the lectures.
- (6) Lecturers record student attendance at each lecture.
- (7) The presence of lecturers and students in each lecture is monitored by the leader of the faculty/PPs/department/study program and administered by the head of the faculty education sub-section.

Clause 23

- (1) The learning load taken by the diploma/bachelor program students is at least:
 - (a) 36 credits for the first diploma program;
 - (b) 72 credits for the second diploma program;
 - (c) 108 credits for the third diploma program; and
 - (d) 144 credits for the four-diploma program and the undergraduate program.
- (2) The learning load taken by students in the professional/master/doctoral program is at least:
 - (a) 24 credits for professional programs;
 - (b) 36 credits for the master's program; and
 - (c) 42 credits for doctoral program.

Clause 24

- (1) The study period used for diploma/bachelor program students is:
 - (a) 1 (one) to 2 (two) years for one diploma program;
 - (b) 2 (two) to 3 (three) years for the second diploma program;
 - (c) 3 (three) to 5 (five) years for a triple diploma program; and
 - (d) 3.5 (three point five) to 7 (seven) years for four diploma programs and undergraduate programs;
- (2) The study period used for students of professional/master/doctoral programs are:
 - (a) 1 (one) to 3 (three) years for professional programs after completing a bachelor's or four diploma program;
 - (b) 1.5 (one point five) to 4 (four) years for a master's program; and
 - (c) 3 (three) to 7 (seven) years for a doctoral program.
- (3) The study period used for further study students is:
 - (a) a maximum of 6 (six) years for students of further study from the first diploma program to the undergraduate program;
 - (b) a maximum of 5 (five) years for students of further study from the second diploma program to the undergraduate program; and
 - (c) a maximum of 4 (four) years for further study students from the third diploma program to the undergraduate program.
- (4) The study period used for students of the second undergraduate program is:
 - (a) a maximum of 6 (six) years for a second graduate with a study program that is not cognate; and
 - (b) a maximum of 3 (three) years for a second graduate with a cognate study program.

Clause 25

- (1) A student who does not register for one semester or more of all academic activities after the second semester for diploma/bachelor programs and the first semester for master/doctoral programs is still required to pay tuition fees.
- (2) The unregistered period as referred to in paragraph (1) shall still be taken into account in determining the study period limit in accordance with the provisions as referred to in Article 24.
- (3) The provisions in paragraphs (1) and (2) of this article also apply to students who for any violation are subject to sanctions in accordance with applicable regulations.
- (4) A student has the right to obtain academic leave with written permission from the dean/director of PPs on behalf of the rector for a maximum of two semesters during the study period, which is submitted no later than two weeks before the lecture begins, with the obligation to pay fees in accordance with applicable regulations.
- (5) Academic leave can be done after the first semester.
- (6) Students who receive scholarships are not allowed to take academic leave, unless the person concerned resigns as a scholarship recipient.
- (7) Students on academic leave are not allowed to use any facilities available at UNM, and all academic activities are not recognized.

Clause 26

- (1) To support the achievement of educational program objectives and the smooth running of lectures, lecturers are required to prepare Semester Learning Plans (RPS) and Lecture Contracts.

- (2) The lesson plans are prepared by the lecturers independently or together in a group of expertise in the study program with the approval of the head of the department/study program.
- (3) Lecture contracts are drawn up by each lecturer based on the RPS for the courses that are fostered and delivered to students in the first lecture.

CHAPTER VII RESEARCH AND COMMUNITY SERVICE

Clause 27

- (1) Student research for Final Projects (TA), Final Reports (LA), theses, theses, and dissertations is free from all forms of plagiarism.
- (2) Students who take TA, LA, theses, theses, and dissertations have taken a number of courses set by the head of the department/head of study program.
- (3) The selection of topics for TA, LA, theses, theses, and dissertations is approved by the head of the department/study program.
- (4) TA, LA, theses, theses, and dissertations are written in standard Indonesian.
- (5) Especially in the department/study program of regional and foreign languages, TA, LA, theses, theses, and dissertations can be written in the appropriate language with the department/study program.
- (6) Bilingual class students write a thesis in accordance with the provisions applicable to their respective study programs.
- (7) Guidelines for writing TA, LA, theses, theses, and dissertations are regulated by the Chancellor's decision.
- (8) Faculties/PPs may use guidelines for writing TA, LA, theses, theses, and dissertations approved by the dean/director of PPs as long as they do not conflict with the guidelines set by the chancellor.

Clause 28

- (1) The TA/LA/thesis supervisor is a maximum of two lecturers with academic masters or doctoral qualifications, a minimum of functional lector and has a scientific field in accordance with the research topic of the student he is mentoring.
- (2) PA, in accordance with its function as a supervisor for TA, LA, thesis for students who are mentored.
- (3) The thesis supervisor consists of one main supervisor and one member.
- (4) The main supervisor as referred to in paragraph (3) is a lecturer with a minimum position of lector and doctoral academic qualifications in the field of science in accordance with the scope of student research.
- (5) The member supervisor as referred to in paragraph (3) is a lecturer with a minimum position of expert assistant and doctoral academic qualification.
- (6) The dissertation supervisor consists of one main supervisor and at least two members.
- (7) The main supervisor as referred to in paragraph (6) is a lecturer with a professorship and doctoral academic qualifications in the field of science in accordance with the scope of student research.
- (8) The member supervisor as referred to in paragraph (6) is a lecturer with the position of lector and doctoral academic qualifications in the field of science in accordance with the scope of student research.
- (9) The TA/LA/thesis supervisor is appointed by the dean at the suggestion of the head of the department/study program.

- (10) The supervisor of theses and dissertations is appointed by the director at the suggestion of the head of the study program.

Clause 29

- (1) Research proposals for Masters and Doctoral Program students are submitted no later than the beginning of the third semester.
- (2) Requirements for master and doctoral program students for proposal seminars, results seminars, closing exams, and promotion exams if they are registered as active students and have obtained approval from their supervisor and endorsement by the head of the study program.
- (3) The closed examination or master's thesis examination can be carried out if the student already has publications related to his thesis in national/international journals recognized by the Ministry of Research, Technology and Higher Education.
- (4) The closed examination or dissertation examination for the doctoral program can be carried out if the student already has publications related to his dissertation in an international journal recognized by the Ministry of Research, Technology and Higher Education.
- (5) The implementation of proposal seminars, results seminars, closing exams, and promotion exams is regulated by the rector's decision.

Clause 30

- (1) Field Experience Programs (PPL), Field Work Practices (PKL), Real Work Lectures (KKN) and Field Work Lectures (KKL) are carried out once in every semester whose implementation is regulated by the Rector's decision.
- (2) PPL for educational path students is coordinated by the PPL Technical Implementation Unit (UPT).
- (3) PKL for non-educational students is organized by the faculty/department/study program.
- (4) KKN and KKL are coordinated by the Community Service Institute (LPM).
- (5) Integrated KKN and PPL are coordinated by LPM and UPT PPL.
- (6) PPL, PKL, KKN, and KKL are not required for postgraduate programs.

CHAPTER VIII EVALUATION OF LEARNING RESULTS

Clause 31

- (1) Evaluation of student learning outcomes is carried out periodically which can take the form of exams, assignment assignments, and observations by lecturers.
- (2) The exam is conducted in the form of a semester exam and a final exam for the study program.
- (3) The value of learning outcomes is a reflection of aspects of knowledge, attitudes and skills.

Clause 32

- (1) The semester examination is conducted in two stages, namely the mid-semester examination and the end-semester examination.
- (2) The final exam of a study program for a diploma, bachelor's, professional education, master's, and doctoral program can be in the form of a final project, a comprehensive exam, or a written exam (thesis/thesis/dissertation).

- (3) Examinations for theses, theses, and dissertations for the purpose of assessing learning outcomes at the end of the study program to obtain bachelor's, master's and doctoral degrees are regulated by the rector's decision.

Clause 33

- (1) The value of student learning outcomes is expressed in letters with the conversion of numerical values as follows:
A with a degree of mastery (91 – 100)%, with a numerical value of 4.00.
A- with a degree of mastery (86 – 90)%, with a score of 3.75.
B+ with a degree of mastery (81 – 85)%, with a score of 3.25.
B with a degree of mastery (76 – 80)%, with a score of 3.00.
B- with a degree of mastery (71 – 75)%, with a score of 2.75.
C+ with a degree of mastery (66 – 70)%, with a score of 2.25.
C with a degree of mastery (61 – 65)%, with a score of 2.00.
C- with a degree of mastery (56 – 60)%, with a numerical value of 1.75.
D+ with a degree of mastery (51 – 55)%, with a score of 1.25.
D with a degree of mastery (46 – 50)%, with a numerical value of 1.00.
D- with a degree of mastery (41 – 45)%, with a numerical value of 0.75.
E with a mastery degree below 41%, with a numerical value of 0.00.
- (2) The grades of C-, D+, D, D- and E are declared not to pass.
- (3) In addition to the value of A up to the value of E, the value of K which means empty is also used.
- (4) The value of K is the value given to students who withdraw from one or more courses based on acceptable reasons.
- (5) Those who do not take the semester exam without written notification will be awarded an E.

Clause 34

Reprogram the courses that have been passed, automatically canceling the previously obtained grades.

Clause 35

- (1) The assessment of the examination and the signing of the Final Score Determination List (DPNA) for the examination shall be carried out by the lecturer in charge of the subject concerned.
- (2) The supporting lecturer submits the DPNA to the Head of the department/study program no later than two weeks after the examination of the subject in question takes place.
- (3) The head of the department/study program submits the DPNA of the exam to the education sub-section of the faculty/PPs no later than three days after the DPNA is received from the lecturer to be ratified at the BAAK.
- (4) The mechanism for ratifying course grades and issuing Student Study Result Cards is regulated by the Chancellor's decision.

Clause 36

- (1) Social Studies is calculated from the final grade and credit weight of each course programmed in one semester, using the following formula:

$$\text{IPS} = \frac{(\text{N.K.})}{K}$$

- (2) GPA is calculated from the final score and credit weight of each programmed course in the study period that has been taken, using the following formula:

$$\text{GPA} = \frac{\text{(N.K.)}}{\text{K}}$$

- (3) The value of K (Blank) is not taken into account in determining the IPS and GPA from the success of student studies.

Clause 37

- (1) Students who have completed all courses and collected credits in accordance with those programmed in KRS A by field of study, are declared to have completed their educational program if they meet the GPA requirements of at least 2.75 for diploma/bachelor programs, and 3.00 for master/doctoral program, and have passed the final program exam.
- (2) Predicate graduation diploma and undergraduate programs as follows:
- (a) "Satisfactory" predicate for those who graduate with a GPA of 2.76–3.00;
 - (b) "Very Satisfactory" predicate for those who graduate with a GPA of 3.01-3.50 or who graduate with a GPA of more than 3.50 but the study period is more than 5 years for undergraduate, 4 years for diploma three, 3 years for diploma two, and 2 years for diploma one; and
 - (c) the title of "Compliments (cumlaude)" for those who graduate above a 3.50 GPA with a study period of no more than 5 years for undergraduate, 4 years for diploma three, 3 years for diploma two, and 2 years for diploma one .
- (3) The predicate of graduation for professional, master and doctoral programs is as follows:
- (a) "Satisfactory" predicate for those who graduate with a GPA of 3.00-3.50;
 - (b) "Very Satisfactory" predicate for those who graduated with a GPA of 3.51-3.75 or who graduated with a GPA of more than 3.75 but the study period was more than 1.5 years for professional programs, 2.5 years for master's program, and 4 years for doctoral program; and
 - (c) the predicate "Cumlaude" for those who graduate with a GPA of more than 3.75 with a study period of no more than 1.5 years for professional programs, 2.5 years for master programs, and 4 years for doctoral programs which has publications in international journals recognized by the Ministry of Research, Technology and Higher Education.

CHAPTER IX DROP-OUT (DROP-OUT)

Clause 38

- (1) Diploma/bachelor degree students are declared dropout from UNM if:
- (a) submit a written application for resignation to the head of the department/study program, and has obtained written approval from the dean;
 - (b) did not pass a course of at least 30 credits in the first three semesters that were followed;
 - (c) not achieving a 2.0 GPA during the first three semesters;
 - (d) not attend one of the first three semesters without obtaining written permission from the dean on behalf of the rector;
 - (e) not registering for three consecutive semesters without obtaining written permission from the dean on behalf of the chancellor;

- (f) did not complete his studies within the study period as stipulated in Article 24 paragraph (1); or
 - (g) proven to have committed a criminal act and/or violated the provisions stipulated in the academic regulations and UNM student regulations.
- (2) Evaluation of student study progress is carried out at the end of each semester by the head of the department/study program.
 - (3) Based on the results of the evaluation of the student's study progress, the head of the department/study program gives a warning in the form of:
 - (a) verbal warning at the end of the first semester and written warning at the end of the second semester to students who are threatened with not graduating at least 30 credits or not achieving a 2.0 GPA in the first three semesters (threatened drop-out);
 - (b) written warning three semesters before the end of the study period for students who are threatened not to complete their studies within the stipulated time limit (threatened to drop out).
 - (4) If a student does not program lectures for one or two of the first three semesters with the permission of the dean on behalf of the chancellor, the evaluation to determine whether he may continue his studies or not, is postponed until the student concerned has completed the lecture program for three semesters.
 - (5) Diploma/bachelor/professional program students expelled from UNM are given a decision letter to drop out of study or drop out, which is signed by the chancellor.

Clause 39

- (1) Master program students are declared to have dropped out of study or expelled from UNM if:
 - (a) submit a written application for resignation to the head of the study program and has obtained written approval from the director.
 - (b) cumulative achievement index in the second semester did not reach 2.75;
 - (c) fail to pass the research proposal seminar, or research results seminar, or thesis exam after being given the opportunity to repeat each one once;
 - (d) not registered as a UNM student for two consecutive semesters;
 - (e) proven to have committed a criminal act and/or violated the provisions stipulated in the academic regulations and UNM student regulations;
 - (f) unable to complete the study for up to eight semesters as referred to in Article 24 paragraph (2) letter b.
- (2) Doctoral program students are declared to have dropped out of study if:
 - (a) a student who submits a written resignation request to the head of the study program and has obtained the director's approval in writing;
 - (b) the achievement index in the first semester does not reach 2.75 and/or the cumulative achievement index in the fourth semester does not reach 3.00;
 - (c) fail to pass the qualification exam, proposal seminar, research results seminar, and doctoral dissertation exam after being given the opportunity to repeat each one twice;
 - (d) proven to have committed a criminal act and/or violated the provisions stipulated in the academic regulations and UNM student regulations;
 - (e) not registered as a UNM student for two consecutive semesters; or
 - (f) unable to complete the study up to 14 semesters as referred to in Article 24 paragraph (2) letter c.

- (3) Master/doctoral program students who are expelled from UNM, are given a decision to drop out of study or drop out signed by the chancellor.

**CHAPTER X
CERTIFICATE, TITLE, DESIGNATION, AND AWARDS**

Clause 40

- (1) Every student who has completed his education program is given a diploma, certificate accompanying diploma (SKPI), certificate, title and designation in accordance with applicable regulations.
- (2) Diplomas, bachelor's, master's, and doctoral programs are signed by the chancellor and the dean/director of PPs.
- (3) Certificate of accompanying diploma signed by the dean/director of PPs.
- (4) Transcript of academic grades signed by the dean/director of PPs.
- (5) The Professional Certificate is signed by the Chancellor in accordance with the applicable regulations.
- (6) The title of Doctor Honoris Causa (DR. HC) can be given to someone through the recommendation of the chancellor and approved by the university senate or a committee specially appointed by the university senate to evaluate the intended recipients.

Clause 41

- (1) At the end of the implementation of the academic education program and/or professional education, a graduation will be held.
- (2) The certificate is handed over after the person concerned has completed the entire administrative process.
- (3) At the graduation ceremony, awards can be given to graduates who excel.
- (4) Graduation ceremony is held at least three times a year.

Clause 42

- (1) Awards may be given to outstanding students, lecturers and other parties who contribute to the academic field.
- (2) The award is given by the decision of the chancellor at the discretion of the university senate.

**CHAPTER XI
ACADEMIC VIOLATIONS**

Clause 43

- (1) Students who commit academic violations such as plagiarism, falsification of grades, and other academic violations, are sanctioned by the dean/director of PPs after receiving consideration from the faculty senate/lecturer board/disciplinary committee in accordance with applicable regulations.
- (2) The procedure for imposing sanctions will be further regulated by the Chancellor's decision.

**CHAPTER XII
CLOSING**

Clause 44

- (1) Matters that have not been regulated in this academic regulation will be regulated by the Chancellor's decision with the approval of the UNM Senate.
- (2) All previously existing UNM academic provisions and regulations are declared no longer valid.
- (3) These academic regulations come into force on the date of stipulation.

Set in Makassar
on May 4, 2017
Rector,

Prof. Dr. Husain Syam, M.TP.
NIP 196607071991031003