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RECTOR'S DECREE OF UNIVERSITAS HASANUDDIN

NUMBER 7278/UN4.1/KEP/2022

CONCERNING

GUIDELINES FOR THE FORMAT OF PRINTING AND ISSUING ELECTRONIC
GRADUATION CERTIFICATE AND ACADEMIC TRANSCRIPT
UNIVERSITAS HASANUDDIN

RECTOR OF HASANUDDIN UNIVERSITY

- Considering :
- a. that the existence of the Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 6 of 2022 concerning Certificates of Graduation, Certificates of Competence, Professional Certificates, Degrees and Equivalence of Certificates of Other State Universities, it is deemed necessary to review the Decree of the Rector of Hasanuddin University Number 3005/UN4.1/KEP.2021 concerning Guidelines for the Format of Printing and Issuance of Graduation Certificate and Academic Transcript of Hasanuddin University.
 - b. that every graduate of Hasanuddin University is entitled to a graduation certificate and academic transcript after completing the degree program organized by Hasanuddin University;
 - c. that graduation certificate and academic transcript printed and issued by Hasanuddin University with electronic signatures;
 - d. that in order to maintain order, uniformity, and quality of graduation certificate and academic transcript issued by Hasanuddin University, it is necessary to have guidelines for the format of printing and issuing di graduation certificate and academic transcript of Hasanuddin University;
 - e. for the purposes of letters a, b, c and d, it is deemed necessary to issue a decree.
- Bearing in Mind :
- 1. Law of the Republic of Indonesia Number 20 of 2003, concerning the National Education System (State Gazette of the Republic of Indonesia Year 2003 Number 78, Supplement to State Gazette of the Republic of Indonesia Number 4301);
 - 2. Law of the Republic of Indonesia Number 20 of 2003, concerning the National Education System (State Sheet of the Republic of Indonesia Year 2003 Number 78, Supplement to State Sheet of the Republic of Indonesia Number 4301);
 - 3. Law of the Republic of Indonesia Number 12 of 2012 on Higher Education (State Sheet of the Republic of Indonesia of 2012 Number 158, Supplement to State Sheet of the Republic of Indonesia Number 5336);
 - 4. Regulation of Government No. 4/2014 dated January 30, 2014 concerning the Management and Implementation of Higher Education;

5. Regulation of Government of the Republic of Indonesia Number 82 of 2014 dated October 17, 2014 concerning the Determination of Hasanuddin University as a Legal Entity State University (PTN-BH) (Supplement to LN 2014 Number 303);
6. Regulation of Government of the Republic of Indonesia Number 53 of 2015 concerning the Statute of Hasanuddin University;
7. Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 6 of 2022 concerning Diplomas, Certificates of Competence, Professional Certificates, Degrees and Equivalence of Diplomas of Other State Universities;
8. Decree of the Board of Trustees Number 5/UN4.0/KEP/2022 dated April 21, 2022 concerning the Dismissal of the Rector of Hasanuddin University for the 2018-2022 Period and the Appointment of the Rector of Hasanuddin University for the 2022-2026 Period;
9. Regulation of the Rector of Hasanuddin University Number: 12/UN4.1/2022 dated July 1, 2022, concerning the Organization and Work Procedures of Hasanuddin University Management;
10. Regulation of the Rector of Hasanuddin University Number 2781/UN4.1/KEP/2018 dated July 16, 2018, concerning the Implementation of Hasanuddin University Undergraduate Program;
11. Regulation of the Rector of Hasanuddin University Number 2784/UN4.1/KEP/2018 dated July 16, 2018, concerning the Implementation of Hasanuddin University Master Program;
12. Regulation the Rector of Hasanuddin University Number 2785/UN4.1/KEP/2018 dated July 16, 2018, concerning the Implementation of Hasanuddin University Doctoral Program;
13. Regulation of the Rector of Hasanuddin University Number 4/UN4.1/2019 dated March 29, 2019 concerning the Implementation of Hasanuddin University Vocational Program;
14. Regulation of of the Rector of Hasanuddin University Number 5/UN4.1/2019 dated March 29, 2019 concerning the Implementation of the Master's Program Towards Doctorate for Excellent Undergraduate (PMDSU) Hasanuddin University;
15. Regulation of the Rector of Hasanuddin University Number 7/UN4.1/2019 dated April 2, 2019 concerning the Implementation of Hasanuddin University Specialist Program;
16. Regulation of the Rector of Hasanuddin University sxNumber 8/UN4.1/2019 dated April 2, 2019 concerning the Implementation of Hasanuddin University Professional Program;
17. Regulation of the Rector of Hasanuddin University Number 25/UN4.1/2022 dated October 25, 2022 concerning Graduation Certificate, Professional Certificates, Competency Certificates and Degrees at Hasanuddin University.

HEREBY DECREES

To enact : DECREE OF THE RECTOR OF HASANUDDIN UNIVERSITY CONCERNING GUIDELINES FOR THE FORMAT OF THE FORMAT OF PRINTING AND ISSUING ELECTRONIC GRADUATION CERTIFICATE AND ACADEMIC TRANSCRIPT IN HASANUDDIN UNIVERSITY.

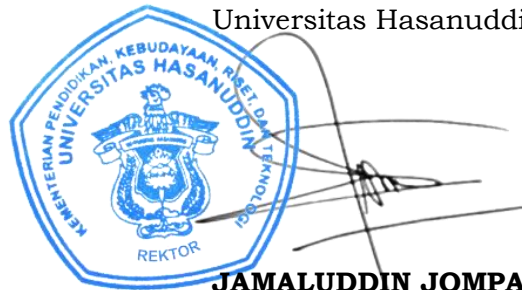
- FIRST : To enact the Guidelines for the Format of Printing and Issuance of Graduation Certificate and Academic Transcript in Hasanuddin University, as stated in the attachment to this decree letter.
- SECOND : The Graduation Certificate is electronically signed by the Dean and the Rector, while the Academic Transcript is also electronically signed by the Dean through the Electronic Signature Application system.
- THIRD : Graduation Certificate and Academic Transcript will be printed and handed over to graduates during the graduation ceremony.
- FOURTH : Graduation Certificate and Academic Transcript are issued by Hasanuddin University in electronic form (soft-file) so that it can be reprinted if lost or damaged.
- FIFTH : With the issuance of this Rector's Decree, the Rectors's Decree Number 1308/UN4.1/KEP/2021 dated February 25, 2021 concerning Standard Operating Procedure (SOP) for Printing and Issuing Graduation Certificate and Academic Transcript of Hasanuddin University is declared invalid.
- SIXTH : This decree is effective from the date of its enactment provided that if there is a mistake in this decision letter, it will be amended and corrected accordingly.

Enacted in Makassar

On 27th October 2022

Rector

Universitas Hasanuddin



JAMALUDDIN JOMPA

NIP 196703081990031001

Cc:

1. Ministry of Education, Culture, Research, and Techonology (Kemendikbudristek);
2. Inspectorate of Kemendikbudristek, Jakarta;
3. Directorate General of Higher Education of Kemendikbudristek, Jakarta;
4. Head of Academic Senate of Unhas;
5. Vice-Rectors of Unhas;
6. Secretary of University of Unhas;
7. Deans of Faculty/School of Unhas;
8. Heads of Bereau and Directors of Unhas;
9. Heads of Faculty/School Administration.

Attachment I Rector's Decree of Hasanuddin University

Number : 7278/UN4.1/KEP/2022

Date : 27 October 2022

Concerning : Guidelines for the Format of Printing and Issuance of Graduation Certificate and Academic Transcript in Hasanuddin University.

THE PROCESS OF PRINTING AND ISSUING GRADUATION CERTIFICATE AND ACADEMIC TRANSCRIPT IN HASANUDDIN UNIVERSITY

- A. Printing and Issuance of Graduation Certificate and Academic Transcript follow the following procedure:
- The Dean of the Faculty/School nominates its graduates to participate in graduation to the Vice Rector for Academic using the online graduation registration system.
 - The process of nominating graduates through the online system is carried out by the Faculty / School admin by paying attention to the completeness of the graduation requirements.
 - The nomination as referred to in point b above, is verified by the university level academic admin. Nomination that meet the requirements will be processed further, while those that do not meet the requirements will be corrected to fulfill the requirements until a predetermined time limit.
 - At the end of the nomination process, the university admin will move the graduate data from the <http://web.unhas.ac.id/akad/wisuda/panitia/login> page to the electronic signature application for graduation certificate and academic transcript on the <https://portalreg.unhas.ac.id> page.
 - After all data on prospective graduates is moved to the signature application system, the university admin will withdraw the National Certificate Numbering (PIN) of prospective graduates who qualify through an application from the Ministry of Education, Culture, Research and Technology on the page <https://pin.kemdikbud.go.id/pin/>.
 - University admin will verify graduate data including name, place and date of birth, Student Identification Number (NIK) and date of graduation of prospective graduates before the printing process of certificate graduate and academic transcript for graduates who already have a PIN.
 - After all graduate data is valid, the university admin will upload the draft of certificate graduate and academic transcript to be signed by the Dean and Rector.
 - After uploading, the draft certificate graduate and academic transcript will automatically move to the Faculty/School Dean's account to be electronically signed.
 - After the graduation certificate and academic transcript are signed by the Dean, only the draft certificate graduate moves to the Rector's account to be electronically signed.
 - Graduation certificate and academic transcript that have been electronically signed, will be printed by the university admin to be handed over to graduates during the graduation ceremony.
 - Graduation certificate and academic transcript that are not distributed at the time of graduation for some reason, will be submitted to the faculty / school to be stored and distribute them to the graduates by writing report.
 - Graduation certificate and academic transcript will be issued if the graduates are registered as the nominated graduates by the faculty/school.

- m. For graduates who are not nominated by the faculty/school to attend graduation in a period of more than 5 (five) years, the graduation certificate and academic transcript achievement will be replaced with a graduation letter.

RECTOR



JAMALUDDIN JOMPA

NIP 196703081990031001

Attachment II Rector's Decree of Hasanuddin University

Number : 7278/UN4.1/KEP/2022

Date : 27 October 2022

Concerning : Guidelines for the Format of Printing and Issuance of Graduation Certificate and Academic Transcript in Hasanuddin University.

ELECTRONIC GRADUATION CERTIFICATE FORMAT UNIVERSITAS HASANUDDIN

INTRODUCTION

Graduation certificate is issued by Hasanuddin University in form of electronic. The soft-file document is downloadable through barcode printed on the certificate.

A. ORIGINAL CERTIFICATE

1. Background color : White
2. Size : 21,5 cm x 28 cm
3. Certificate format :
 - a) National Certificate Number is at the top left.
 - b) Colored logo of UNIVERSITAS HASANUDDIN is at the top center.
 - c) *Barcode* as the certificate verified sign is at the top right side.
 - d) Name of Universitas Hasanuddin is under the logo of Universitas Hasanuddin.
 - e) Number of Government Regulation on the Establishment of Hasanuddin University is under the Name of Hasanuddin University.
 - f) Certificate format consists of:
 - Personal data of graduate: Name, Student Number, place and date of birth, education program (bachelor, profession, specialist, master, doctor, and vocation), name of study program and graduation time (date, month and year of graduation);
 - Decree Number of Accreditation of Higher Education;
 - Decree Number of Accreditation of study program from BAN-PT
 - National Accreditation for Study Program from National Accreditation Body for Higher Education (BAN-PT) or Institution of Independent Accreditation (LAM);
 - Number of International Accreditation/Certification Decree (if available);
 - Certificate and Title and its abbreviation;
 - Date, month and year of certificate issuance.
 - g) Name and title, National Employee Number (NIP) and barcode signature of the Dean of Faculty/School are at the bottom left side.
 - h) Colored photo and red background with white shirt and black suit.
 - i) Name, National Employee Number (NIP) and *barcode* signature of the Rector of Hasanuddin University are at the bottom right side.
 - j) The information of document legality from Electronic Certification Office (BSrE), BSSN and the diploma verification page at the bottom using small font.

B. Order and Procedure for Certificate Format

1. Line 1: National Certificate Number is at the top left side using *Obadiah* font size 14, and barcode of certificate verified sign is at the top left side. National Certificate Number:
 - a. Number of Study Program Code (5 digits);
 - b. Year of Graduation (4 digits);
 - c. Serial Number (5 digits);
 - d. Random Digit (5 digits).
2. Line 2: printed "UNIVERSITAS HASANUDDIN", Bold Arial font, size 20.
3. Line 3: printed Number of Higher Education Establishment, Arial font, size 10.
4. Line 4: printed "hereby states:" Times New Roman font, size 14.
5. Line 5: printed name of certificate owner, Bold Arial font, size 17.
6. Line 6: contains the printed abbreviation "NIM:", followed by the student identification number, Bold Arial font, size 13, NIM or student identification number printed according to official university documents, Bold Arial, size 13.
7. Line 7: printed "NIK" and followed by Indonesian Citizenship Identification Number (16 digits), and/or printed passport numbers, Bold Arial font, size 13.
8. Line 8: printed "Born in" followed by the place of birth, followed by the words "date" and followed by the date (numbers), month (letters) and year (numbers) of the birth of the certificate holder, Bold Arial, size 13.
9. Line 9: dan Line 10 : contains the sentence "Have completed well and fulfilled all educational requirements(a) in the Study Program(b) Faculty(c) on the date(d). Times New Roman font, size 13, in which (a) contains education levels such as Bachelor (S1), Professional Stage, Specialist (Sp-1/Sp-2), Master (S2), Doctoral (S3), and Applied Bachelor (D4); (b) contains the name of the Study Program, (c) contains the name of the Faculty or Graduate School and (d) contains the date of graduation / graduation which is printed with the date (number) / month (letter) / year (number) (date of graduation).
10. Line 11: printed "Accredited Status" according to the institution's accreditation rating from the BAN-PT Decree number:, Times New Roman font, size 13.
11. Line 12: printed "Accredited Status" according to the accreditation rank of each study program from the BAN-PT or LAM Decree number:, Times New Roman, size 13.
12. Line 13: printed "Accredited/Certified Status" according to the accreditation/certification rank of each study program from the international accreditation/certification agency number: (if any), Times New Roman, size 13.
13. Line 14: printed "Therefore, a diploma/certificate (for professional education programs) and(a)", Times New Roman font, size 13, where (a) contains the word "degree" for academic education, and contains the word "designation" for Professional Education and Specialist Education.
14. Line 15: printed mention of an academic degree or professional/specialist designation followed by the abbreviation of the degree in brackets, Bold Arial font, size 14.
15. Line 16: printed "along with all rights and obligations attached to the title/designation", Times New Roman font, size 13.

16. Line 17: printed "Issued in Makassar on" followed by the date (number)/month (letter)/year (number) of publication, Times New Roman font, size 13.
17. Line 18: printed "DEAN" on the left side and "RECTOR" on the right side, Bold Arial font, size 13.
18. Line 19: printed the name of the Dean complete with academic title on the left side and the name of the Rector with academic title on the right side, Times Roman Times font, size 13.
19. Line 20: the Dean's NIP is printed on the left side and the Rector's NIP on the right side, Times New Roman, size 13.
20. In the position between the name of the Dean and the name of the Rector, there is a photo of the certificate owner in red background,
21. The position between the name of the Dean / Rector and the NIP has the respective barcode.
22. Line 21: printed "This document is electronically signed using an Electronic Certificate issued by the Electronic Certification Center (BSrE), BSSN" and <https://verifikasi.unhas.ac.id>

**RECTOR**
JAMALUDDIN JOMPA
NIP 196703081990031001

Attachment III Rector's Decree of Hasanuddin University

Number : 7278/UN4.1/KEP/2022

Date : 27 October 2022

Concerning : Guidelines for the Format of Printing and Issuance of Graduation Certificate and Academic Transcript in Hasanuddin University.

ELECTRONIC ACADEMIC TRANSCRIPT FORMAT UNIVERSITAS HASANUDDIN

INTRODUCTION

Academic Transcript documents issued by Hasanuddin University in electronic form. Soft file documents can be downloaded via the barcode on the certificate.

1. Original Academic Transcript

- a. Background Color : White
- b. Size : 21,5 cm x 33 cm
- c. Transcript Academic Format:
 - 1) National Certificate Number is at the top left side.
 - 2) Colored logo of UNIVERSITAS HASANUDDIN is at the top center;
 - 3) Name of Universitas Hasanuddin is under the logo of Universitas Hasanuddin.
 - 4) Number of Government Regulation on the Establishment of Hasanuddin University is under the Name of Hasanuddin University.
 - 5) Colored photo of the certificate owner with red background with white shirt and black suit is at the top right side.
 - 6) Academic transcript format consists of:
 - Title of Academic Transcript
 - Personal data of graduate: Name, Student Number, place and date of birth, education program (bachelor, profession, specialist, master, doctor, and vocation), name of study program and graduation time (date, month dan year of graduation);
 - Courses that have been completed during the study in the form of a table containing the code and name of the course, Quality Results (HM) contains the course grade, Credit (K) contains the credits the course and Quality (M) contains the result of multiplying the quality results with credit.
 - Number of credits and number of quality grades of courses passed;
 - Cumulative grade point average;
 - Graduation predicate;
 - Abbreviations in academic transcript (HM: Quality Result, K: Credit, and M: Quality);
 - Title of Scientific Work that is accounted for.
 - 7) Place, date, month, and year of issuance;
 - 8) Name of Faculty/School;

- 9) Name of Dean of faculty, academic title, NIP, and *barcode* of electronic signature are at the bottom right.
- 10) The information of document legality from Electronic Certification Office (BSrE), BSSN and the diploma verification page at the bottom using small font.

2. Order and Procedure for Academic Transcript Format

1. Line 1: The National Certificate Number is at the top left side, followed by the colored logo of Hasanuddin University at the center.
2. Line 2: printed UNIVERSITAS HASANUDDIN is at the top center, Bold Arial font, size 20.
3. Decree Number of the Establishment of Hasanuddin University is at the center side, Arial font, size 10.
4. Line 4: printed TRANSKRIP PRESTASI AKADEMIK is at the top centre side, Bold Arial, size 13.
5. Line 5: printed "DIBERIKAN KEPADA", Arial, size 10, with name of certificate owner, Arial font, size 10, at the right side. Installment of colored photo with red background
6. Line 6: printed "NOMOR INDUK MAHASISWA", followed by student number, Arial font, size 10. The student number is in line with the official letter from the university, Arial font, size 10.
7. Line 7: printed "TEMPAT/TANGGAL LAHIR", followed by place and date of birth of the certificate owner, date (number), month (alphabet), and year (number), Arial font, size 10.
8. Line 8: printed "FAKULTAS", followed by name of faculty/school, Arial font, size 10.
9. Line 9: printed "PROGRAM PENDIDIKAN" followed by educational degree, Arial font, size 10.
10. Line 10: printed "PROGRAM STUDI", followed by the name of study program, Arial font, size 10.
11. Line 11: printed "TANGGAL LULUS", followed by date (number), month (alphabet), and year (number), Arial font, size 10.
12. Line 12: printed "MATA KULIAH YANG TELAH DILULUSI", is at the center, Arial font, size 10.
13. Line 13, Line 14, Line 15, Line 16, and Line 17 are table that covers: **Line 13** printed "NO, KODE, NAMA MATA KULIAH, HM, K, and M". **Line 14** contains the order number, course code, course name, course grade (alphabet), credits, and course grade (number). **Line 15** printed "JUMLAH" followed by the number of total credits and course grade. **Line 16** printed "INDEKS PRESTASI KUMULATIF" followed by grade (two decimal paces) and spelt out in the alphabetical form. **Line 17** printed "PREDIKAT KELULUSAN" followed by graduation predikat criteria, Arial font.
14. Line 18: printed "Keterangan", "(HM: Hasil Mutu)", " K: Kredit (Bobot SKS)", and "M: Mutu" Arial font, size 9.
15. Line 9: printed "JUDUL KARYA ILMIAH YANG DIPERTANGGUNGJAWABKAN:" Arial font, size 9. Profession program does not use title of scientific work.
16. Line 20: printed "Makassar" followed by the date (number), month (alphabet), and year (number) of the issuance of academic transcript, Arial, size 9.
17. Line 21: printed "FAKULTAS" followed by name of the faculty/school at the right side, Arial font, size 9.

18. Line 22: printed "DEKAN" at the right side, Arial font, size 9.
19. Line 23: printed name of dean and title at the right side, Capital letter, Arial font, size 9.
20. Line 24: printed *barcode* and electronic signature of Dean
21. Line 25: printed "NIP" followed by the national employee number (NIP) of Dean at the right side, Arial font, size 9.
22. Line 26: the document is signed electronically by using the electronic signature generator from Electronic Certification Office (BSrE), BSSN at the bottom left side and <https://verifikasi.unhas.ac.id> at the bottom right side.


RECTOR
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