



REGULATION OF RECTOR OF HASANUDDIN UNIVERSITY

NO. 29/UN4.1/2023

CONERNING

ADMINISTRATION OF UNDERGRADUATE PROGRAM

HASANUDDIN UNIVERSITY

BY THE BLESSINGS OF THE ALMIGHTY GOD

RECTOR OF HASANUDDIN UNIVERSITY,

Considering:

- a. that based on Article 2 paragraph (4) of Government Regulation of the Republic of Indonesia No. 53 of 2015 concerning the Statute of Hasanuddin University, the administration of the Undergraduate Program aims to produce intellectuals with noble characters;
- b. that the Regulation of Rector of Hasanuddin University No. 2784/UN4.1/KEP/2018 dated July 16th, 2018, concerning the Administration of the Undergraduate Program contravenes the organisational development and governance of Hasanuddin University and consequently, amendments to the regulation are deemed necessary;
- c. that based on the consideration referred to in letters a and b, it is necessary to enact amendments to the Regulation of Rector concerning the Administration of Undergraduate Program at Hasanuddin University.

Bearing in mind:

1. Act No. 23 of 2003 concerning National Education System (State Gazette of the Republic of Indonesia of 2003 No. 78 supplement to the State Gazette No. 4301);
2. Act No. 12 of 2012 concerning Higher Education (the State Gazette of the Republic of Indonesia of 2012 No. 156 supplement to the State Gazette of the Republic of Indonesia No. 5336);
3. Government Regulation No. 82 of 2014, dated October 17th, 2014, concerning the Enactment of Hasanuddin

- University as State Higher Education Institution of Incorporated Legal Entity (Supplement to the State Gazette of 2014 No. 303);
4. Government Regulation No. 53 of 2015 concerning the Statute of Hasanuddin University (Supplement to the State Gazette of 2015 No. 5722);
 5. Government Regulation No. 57 of 2021 concerning the National Education Standard (the State Gazette of the Republic of Indonesia of 2021 No. 6676);
 6. Government Regulation No. 4 of 2022 on Amendments to the Government Regulation No. 57 of 2021 concerning the National Education Standard (the State Gazette of the Republic of Indonesia of 2022 No. 6762);
 7. Presidential Regulation No. 8 of 2012 concerning the Indonesian Qualification Framework (State Gazette of the Republic of Indonesia of 2012 No. 24);
 8. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 73 of 2013 concerning the Implementation of the Indonesian Qualification Framework of Higher Education;
 9. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 14 of 2014 concerning Higher Education Cooperation;
 10. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia No. 22 of 2015 concerning Single Tuition Fees and Single Tuition at State Universities under the Ministry of Research, Technology, and Higher Education;
 11. Regulation of the Minister of Research, Technology, and Higher Education No. 1 of 2017 concerning the Opening, Modification, and Closing of Study Programs outside of the Main Campus of Higher Education Institutions;
 12. Regulation of the Minister of Education and Culture No. 4 of 2020 concerning the Amendments to the Regulation of the Minister of Education and Culture

- No. 88 of 2014 on the Reformation of State Higher Education Institution of Incorporated Legal Entity;
13. Regulation of the Minister of Education and Culture No. 7 of 2020 concerning the Establishment, Transformation, and Dissolution of State Universities and the Establishment, Amendment, and Revocation of Licenses for Private Universities;
 14. Regulation of the Minister of Education, Culture, Research, and Technology No. 6 of 2022 concerning Diplomas, Competence Certificates, Professional Certificates, Degrees and Equivalence of Diplomas from Foreign Higher Education Institutions;
 15. Regulation of the Minister of Education, Culture, Research, and Technology No. 48 of 2022 concerning the Admission of New Students for Diploma and Undergraduate Programs at Public Higher Education Institutions.
 16. Regulation of the Minister of Education, Culture, Research, and Technology No. 53 of 2023 concerning Quality Assurance in Higher Education;
 17. Regulation of Board of Trustees of Hasanuddin University No. 51864/UN4.0.1/OT.10/2016 concerning Procedures for the Formation of Internal Regulations at Hasanuddin University;
 18. Regulation of Academic Senate of Hasanuddin University No. 46929/UN.4/IT.03/2016 concerning Curriculum Development for Hasanuddin University Study Programs;
 19. Regulation of Academic Senate of Hasanuddin University No. 16481/UN4.2/OT.10/2017 concerning Academic Cooperation Policy at Hasanuddin University;
 20. Regulation of Academic Senate of Hasanuddin University No. 4867/UN4.2/IT.03/2017 concerning Internal Quality Assurance Policy at Hasanuddin University;

21. Regulation of Academic Senate of Hasanuddin University No. 00004/UN4.2/2023 concerning the Student Code of Ethics at Hasanuddin University;
22. Regulation of Academic Senate of Hasanuddin University No. 00005/UN4.2/2023 concerning the Opening, Merging, Closing, Transfer of Management, and Renaming of Study Programs at Hasanuddin University;
23. Regulation of Rector of Hasanuddin University No. 16/UN4.1/2022 concerning the Organisation and Governance of Faculties and Schools
24. Regulation of Rector of Hasanuddin University No. 17/UN4.1/2023 concerning Procedures for Imposing Sanctions for Ethical Violations at Hasanuddin University;
25. Regulation of Rector of Hasanuddin University No. 14/UN4.1/2023 concerning the Guidelines for undergraduate program Curriculum Synchronisation at Hasanuddin University;
26. The Decree of Board of Trustees of Hasanuddin University No. 5/UN4.0/KEP/2022 dated April 21st, 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 2022-2026 Period;
27. The Rector Decree of Hasanuddin University No. 4843/H4/O/2010 concerning the Development Plan of Hasanuddin University in 2030.

Observing : The Letter from the Chair of the Academic Senate of Hasanuddin University No. 0447/UN4.2/DI/2023 dated October 4th, 2023, concerning the Submission of Consideration Results on the Implementation of undergraduate, Master's, and Doctoral Programs.

HEREBY DECREES:

To Enact : REGULATION OF RECTOR OF HASANUDDIN UNIVERSITY
ON THE ADMINISTRATION OF THE UNDERGRADUATE
PROGRAM AT HASANUDDIN UNIVERSITY.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this regulation, the following definition shall apply:

1. Hasanuddin University, hereinafter referred to as Unhas, is a State Higher Education Institution of Incorporated Legal Entity.
2. Rector is an organ of the Unhas who is in charge of the administration and management of Unhas.
3. Faculty is a collection of supporting resources that organises and manages academic, professional, and/or vocational education within a specific cluster of disciplines and technologies.
4. Dean is the head of a Faculty or School within Unhas who is authorised and responsible for the administration of education within their respective Faculty or School.
5. School is an academic unit equivalent to the Faculty responsible for organising and/or coordinating multidisciplinary Postgraduate Programs.
6. Faculty senate is a unit that performs academic advisory and supervisory functions at the faculty.
7. School Senate is a unit that performs advisory and academic oversight functions at the School.
8. Head of Study Program, hereinafter abbreviated as KPS, is the head of an undergraduate study program.
9. Study program is a unit of educational and learning activities with a specific curriculum and teaching methods in academic, professional, and/or vocational education.
10. Undergraduate Program is a program managed by study programs within Unhas, and its incorporation complies with applicable laws and regulations.
11. New students are recently registered students in an undergraduate program at Unhas enacted by the Decree of Rector.

12. Active students are students who have completed both administrative and academic registrations.
13. Academic Advisor, hereinafter abbreviated as PA, is a Lecturer assigned to provide academic and non-academic advice, guidance, and assistance throughout the educational program.
14. Academic Calendar is the annual schedule of academic activities at Hasanuddin University enacted by the Decree of Rector.
15. Student Tuition Fee, hereinafter abbreviated as single tuition fees (UKT), is a portion of the single tuition tariff (BKT) imposed upon the Student based on the economic capability.
16. Student Tuition Fee, hereinafter abbreviated as single tuition fees (UKT), is a portion of the single tuition tariff (BKT) imposed upon the Student based on the economic capability.
17. Competence is the ability to think, behave, and act consistently as a manifestation of the Student's knowledge, attitudes, and skills.
18. Curriculum is a planned sequence of the objectives, content, materials of instruction, and applied methods as guidelines for organising learning activities to achieve higher education goals.
19. Semester is a unit of effective learning period of at least 16 (sixteen) weeks.
20. Semester Credit System, hereinafter abbreviated as SKS, is an educational system employing semester credit units (sks) to represent students' learning load, lecturers' workload, learning experiences, and the operational load of the academic program.
21. Semester Credit Unit, hereinafter abbreviated as sks, is a quantity of the allocated time for learning activities assigned to students per week and per semester in a learning process through various forms of instruction or the extent of recognition for students' success in participating in curricular activities within a study program.
22. Block System is the grouping of effective learning time into time units designed for students to follow and receive learning material in a maximum and comprehensive manner.
23. Semester Learning Plan, hereinafter abbreviated as RPS, is a learning plan developed for teaching activities over one semester to achieve the learning outcomes required for a specific course.
24. Course is a unit consisting of all lessons with assigned credits listed in the curriculum of a study program.

25. General Mandatory Courses, hereinafter abbreviated as MKWU, are compulsory courses in the curriculum mandated by the ministry and the university.
26. Study Program Competence Courses, hereinafter abbreviated as MKK-PS, are courses designed to achieve basic and advanced competence in the relevant field of study and to fulfil the expected graduate profile of the study program.
27. Study Program Competence Enhancement Courses, hereinafter abbreviated as MKPK, are mandatory courses with learning activities designed to be conducted outside of the study program within the university and/or outside the university.
28. Study Plan Sheet, hereinafter abbreviated as (KRS), is a list of courses programmed in the ongoing semester.
29. Study Result Sheet, hereinafter abbreviated as KHS, is a list of students' academic grades for each semester.
30. Administrative Registration is the payment of the single tuition fee (UKT) under the applicable regulations at Unhas.
31. Academic Registration is the process of filling out and approving students' study plan sheets (KRS) through Unhas academic information system.
32. Academic Information System, hereinafter abbreviated SIA, is a system designed to manage academic information.
33. Semester Grade Point Average, hereinafter abbreviated as IPS, is the academic performance score of students, calculated by multiplying the grade letters by the semester credit units (sks), then dividing by the total semester credit units (sks) taken during the ongoing semester.
34. Cumulative Grade Point Average, hereinafter abbreviated as IPK, is the academic performance score of students, calculated by multiplying the grade letters by the semester credit units (sks), then dividing by the total semester credit units (sks) accumulated throughout the study period.
35. Learning Achievement Index, hereinafter abbreviated as IPB, is the measurement of students' performance during their learning process at higher education institutions.
36. Disability Services are rehabilitation, remediation, support, and guidance services provided to students with disabilities.
37. Study Program Outside the Main Campus, hereinafter abbreviated as PSDKU, is a study program conducted in regencies/cities/administrative cities outside the territory of the main campus.
38. Fast-Track or Accelerated Program is a study program that allows students to complete undergraduate and magister programs within 5 (five) years.

39. International Class Program is a program that can be conducted entirely by Unhas and/or in collaboration with international partner institutions with at least equivalent qualification to Unhas and accredited in their respective countries.
40. Sit-in is a learning approach where students attend one or more courses with the approval of the course coordinator without going through academic registration and without requiring a final evaluation of the course.
41. Credit Transfer is the recognition of a certain quantity of semester credit units (sks) earned by students at another higher education institution through a collaborative mechanism recognised as legitimate by Unhas.
42. Twinning Program is an educational administration by Unhas and a partnering higher education institution with higher accreditation to jointly offer a study program and mutually recognise each other's graduates.
43. Joint Degree is a collaboration between Unhas and other higher education institutions with similar study programs and degree where students can complete their studies at any of the joint institutions and be awarded one degree.
44. Double Degree is a collaboration between Unhas and other higher education institutions with different study programs at the same level by: a) mutual recognition of students' completion of similar courses from each institution; and (b) completing and passing additional courses required by each institution, except for courses mentioned in letter a, to obtain two distinct degrees.
45. Recognition of Prior Learning, hereinafter abbreviated as RPL, is the recognition of students' learning achievements obtained from formal, non-formal, informal educations and/or work experience, which serves as a basis to continue formal education and equalize specific qualifications.
46. Remedial is a reteaching activity for courses within the current semester for students who have not achieved minimal mastery of certain materials as set in the semester learning plan (RPS).
47. Academic Leave is the valid status granted by the Rector to students who postpone their academic activities for 1 semester.
48. Dropout is the status of students who fail to meet academic or non-academic requirements under the applicable regulations.
49. Force majeure is a natural condition beyond human control, preventing students from continuing their academic activities.
50. Diploma is a document given to graduates to recognise their academic achievement and/or completion of an accredited study program offered by a higher education institution.

51. Academic Transcript is a document that lists the grades and achievement index for all courses programmed during the magister program.
52. Diploma Supplement, hereinafter abbreviated as SKPI, is a document that provides information on the fulfillment of graduates' competence in academic and vocational education.
53. Research is an academic activity performed in accordance with scientific principles and methodology in a systematic manner to acquire information and data related to comprehension and/or the testing of a branch of sciences and technology.
54. Final Project is a work based on scientific research that can take the form of an undergraduate thesis, prototype, project, design, or creation of works conducted by students individually or in a group under the guidance of Supervisors.
55. Undergraduate Thesis is a scholarly work that contains a study or application of science and technology related to solving procedural problems aimed at synthesising paradigms, theories, and perspectives under the respective field of study.
56. Design is an academic work in the form of architectural design, construction design, machinery design, or innovative creation as a final project, given to students according to their level of competence.
57. Creation of works is an academic work that includes ideas or concepts for television and radio broadcasting, prepared in the form of suitable, engaging, and commercially valuable scripts for broadcasting, including images, audio, video, film, print media, or digital media.
58. Memorandum of Understanding, hereinafter abbreviated as MoU, is a mutual agreement between Hasanuddin University and the involved parties.
59. Memorandum of Agreement, hereinafter abbreviated as MoA, is a cooperation agreement that serves as the implementation of the Memorandum of Understanding.
60. Implementation Arrangement, hereinafter abbreviated as IA, is a document detailing the implementation plan of cooperative activities based on the previously agreed MoU/MoA.

CHAPTER II

EDUCATION OBJECTIVES AND DIRECTION

Section One

EDUCATION OBJECTIVES

Article 2

Undergraduate program aims to:

- a. apply knowledge and technology through reasoning;
- b. prepare students to be intellectuals and/or educated scientists, able to enter and/or create job opportunities, and develop themselves into professionals.

Section Two

EDUCATIONAL DIRECTION

Article 3

The undergraduate program is aimed at producing graduates with learning outcomes that correspond to Level 6 of the Indonesian National Qualifications Framework (KKNI):

- a. able to apply their expertise and utilise knowledge, technology, and/or art in their field of study to solve problems and able to adapt to the situations they encounter;
- b. master the theoretical concepts of a specific knowledge area generally and the theoretical concepts of specific parts of that knowledge area in depth, and able to formulate procedural problem-solving;
- c. able to make appropriate decisions based on the analysis of information and data, and capable of providing guidance in choosing various alternative solutions independently and collectively; and
- d. responsible for their own work and can be entrusted with organisational work outcomes.

CHAPTER III

EDUCATION ADMINISTRATION

Section One

Program Administration

Article 4

- (1) Program is administrated by faculties in the form of study programs and must:

- a. have an operating license;
 - b. meet quality standards according to the academic quality assurance system; and
 - c. have at least 5 permanent lecturers in accordance pursuant to the applicable regulations.
- (2) New study program must have an operating license pursuant to the applicable regulations.
- (3) The undergraduate program administration is carried out through courses based on the curriculum designed by the study program and enacted by the Decree of Rector.
- (4) The program administration can be performed through:
- a. courses;
 - b. fast-track or accelerated program; and
 - c. recognition of prior learning.
- (5) The program can be offered through regular, collaborative, and international classes.
- (6) The opening, merging, closing, management transfer, and name change of study programs at Unhas must be conducted under applicable regulations.
- (7) In the course implementation, faculties must provide facilities and excellent services for students with disabilities and special needs.

Section Two

Collaborative Classes

Article 5

- (1) Collaborative classes for undergraduate programs are organised based on a Memorandum of Understanding (MoU) between Unhas and other institutions or agencies to meet the demands of human resources (HR) based on the specifications required by the institutions or agencies.
- (2) The MoU, as referred to in paragraph (1), will be implemented in the form of a Memorandum of Agreement (MoA) and/or Implementation Arrangement (IA).
- (3) The curriculum of collaborative classes for undergraduate programs is designed based on the MoU agreement without violating applicable regulations.

Section Three

International Classes

Article 6

- (1) International Classes are conducted using English as the language of instruction.
- (2) International Classes can be conducted entirely by Unhas and/or with partners based on the MoU.
- (3) Students will receive a single degree in International classes conducted entirely by Unhas.
- (4) International classes organised with foreign partnering universities may be conducted in the form of:
 - a. joint degrees; and
 - b. double degrees.
- (5) International class learning model, as referred to in paragraph (3), may be conducted in the form of sit-in, credit transfer, and/or other formats as agreed with partners to gain learning experiences abroad.
- (6) International classes, as referred to in paragraph (4) letters a and b, are conducted by:
 - a. recognising the completion of similar courses by students from Unhas and partnering universities;
 - b. completing and passing courses, other than those specified in letter a, required by Unhas and partnering universities;
 - c. organised with partnering universities in related study programs;
 - d. students participating in joint degree or double degree programs must have a cumulative GPA (IPK) higher than 3.50 and a minimum TOEFL score of 500 or IELTS/TOEIC scores based on partnering university requirements;
 - e. total credits (sks) to be completed at Unhas must be at least 50 (fifty) percent of the total study load;
 - f. publication output in joint degree or double degree programs must involve supervisors from Unhas and the partnering university;
 - g. the study program offering joint degree or double degree at Unhas must be accredited as excellent or international;
 - h. the domestic partner study program must possess accreditation at least equal to the study programs at Hasanuddin University.

- (7) Study programs may propose a twinning program with foreign partnering universities if there is at least 50 percent similarity in the total study load in the same study program;
- (8) Standardising the quality and qualifications of human resources, as referred to in paragraph (7), is carried out systematically and continuously with partnering universities through benchmarking, student exchanges, and faculty exchanges.
- (9) The MoU for twinning programs, joint degrees, double degrees, and/or credit transfers is made by Unhas, followed by the MoA or cooperation agreement by the faculty/school.
- (10) The selection and administration of international classes are regulated in the Decree of Rector.

Section Four

Study Program Outside the Main Campus (PSDKU)

Article 7

- (1) The opening of study programs outside the main campus (PSDKU) classes involves adding study programs in the same field/discipline and technology as those existing at the main campus.
- (2) The opening, modification, and closing of study program outside the main campus (PSDKU) classes are conducted under applicable regulations and are further regulated by the Regulation of Rector.

Section Five

Accelerated Program (Fast-track) from Undergraduate to Magister Program

Article 8

- (1) Excellent students may pursue undergraduate and magister programs with a shorter study duration.
- (2) Undergraduate program students with good academic performance may participate in a continuous linear magister program that allows them to complete both programs in a shorter study duration.
- (3) Undergraduate program students with good academic achievement, as referred to in paragraph (1), can participate in the fast-track program under the following conditions:

- a. registration for the fast-track program is at the end of the sixth semester and requires the undergraduate program students to complete undergraduate program courses at least 124 credits (sks) for the non-health field of studies or at least 135 credits (sks) for the health field of studies and have a cumulative GPA (IPK) of at least 3.50;
- b. students participating in fast-track programs must have an academic potential test score of at least 475 from institutions recognised by Unhas;
- c. students participating in the fast-track program must have a TOEFL score of at least 450, an IELTS score of at least 5.0, or an EPT score of at least 450 from Unhas or other institutions recognised by language centers proven by test result certificates valid for two years from the date of issuance;
- d. magister program courses that can be programmed must be at least 9 semester credit units (sks);
- e. courses passed in the magister program cannot be used to fulfill the minimum semester credit units (sks) requirements for the undergraduate program.
- f. students participating in the fast-track program must complete the undergraduate program before completing the magister program; and
- g. the extension of the study period for students participating in the fast-track program is a maximum of two semesters.

Section Six

Recognition of Prior Learning (RPL) Program

Article 9

- (1) The recognition of prior learning (RPL) program can only be organised by a study program with excellent accreditation.
- (2) The opening, modification, and closing of the recognition of prior learning (RPL) program are conducted under applicable regulations and further regulated by the Regulation of Rector.

CHAPTER IV
STUDENTS ADMISSION

Section One

General Policy

Article 10

- (1) Students admission to undergraduate program consists of 2 routes, including:
 - a. national admission selection conducted by the ministry; and
 - b. independent admission selection conducted by Unhas.
- (2) Students administration is carried out in an integrated manner by the university.
- (3) Students selection process is conducted by the assigned work unit by the rector.
- (4) Students admission to the undergraduate program is conducted once within one academic year.
- (5) Prospective students who have passed the national admission selection cannot apply through other selection routes.
- (6) Prospective students who have passed the admission selection must have a study completion certificate or a graduation certificate from SMA/MA/SMK or equivalent at the time of new students' re-registration.
- (7) Students enrolled at Unhas and passed the admission selection must withdraw as existing students, and the courses they have completed will be considered invalid.
- (8) Unhas provides access for prospective Students with disabilities to participate in the national or independent admission selection processes according to their specific disability needs.
- (9) The mechanism for students' admission to undergraduate programs is further regulated by Decree of Rector.

Section Two

Capacity

Article 11

- (1) Before the announcement of students' admission, the faculty/school prepares a plan for the students' admission capacity, taking the quality, facilities, infrastructure, and available human resources into consideration.
- (2) The capacity for each study program is enacted in the Decree of Rector by

considering the facilities, infrastructure, and human resource capacity.

- (3) The capacity of students admitted to each study program follows the regulations enacted in the Decree of Rector.
- (4) The use of facilities, infrastructure, and required resources is regulated by the dean, considering shared utilisation for the faculty/school and university entirely.
- (5) The rector shall enact the capacity for each study program by considering the intake plan proposed by the dean.

Section Three

Registration Requirements

Article 12

- (1) The requirements and mechanisms for the national admission selection follow the criteria determined by the ministry.
- (2) The requirements and mechanisms for independent admission selection are established and regulated further by the Decree of Rector.

Section Four

Students Admission through the Affirmation Program

Article 13

- (1) Students' admission through the affirmation program is the admission process that employs a special selection and/or passing system.
- (2) Students admission, as referred to in paragraph (1), is conducted by upholding non-discriminatory principles.
- (3) The participants of the affirmation program, as referred to in paragraph (1), may be domestic or foreign citizens.
- (4) The student admission, as referred to in paragraphs (1), (2), and (3), is enacted by the Decree of Rector.

Section Five

Requirements for International Students

Article 14

- (1) The requirements for International students enrolled in undergraduate programs at Unhas are as follows:
 - a. a curriculum vitae;
 - b. apostilled copies of diplomas and academic transcripts by the relevant authority;
 - c. has a copy of each:
 1. A certificate of participation in the Indonesian Language Proficiency Test (UKBI); or
 2. A certificate of Test of English as a Foreign Language (TOEFL) with a score of at least 500, or an equivalent IELTS/TOEIC score, or passing an English language test administered by the university or other institutions recognised by Unhas.
 - d. a letter of financial guarantee for the duration of studies in Indonesia, including bank account details or sponsorship;
 - e. an internationally valid health insurance;
 - f. a valid passport for at least 1 (one) year;
 - g. a letter of statement declaring that the prospective students will comply with the applicable laws and regulations in Indonesia;
 - h. a recent passport photo; and
 - i. a health certificate from an authorised institution.
- (2) International students can participate in academic activities for a specified period after meeting the applicable permits in Indonesia.

Section Six

Passing the Admission Selection

Article 15

- (1) Acceptance decision in the national admission selection is determined through the coordination between public universities and the Ministry.
- (2) Students declared to pass the independent admission selection are determined through a mechanism regulated in the Decree of Rector.

- (3) Prospective students declared to pass the admission selections to the undergraduate program are enacted by the Decree of Rector.
- (4) Students declared to pass the admission selections will have their required documents confirmed and single tuition fees (UKT) verified.
- (5) Students declared to pass the admission selections must complete administrative and academic registrations according to the schedule determined by the university.
- (6) Prospective Students who do not register according to the schedule determined by the university, as referred to in paragraph (5), will be considered as having withdrawn.

CHAPTER V

ADMINISTRATIVE AND ACADEMIC REGISTRATIONS

Article 16

- (1) Students must complete administrative and academic registrations to participate in academic activities for the ongoing semester.
- (2) Students shall have an active status if they complete administrative and academic registrations.
- (3) Students who do not complete administrative and academic registrations shall be considered inactive.
- (4) Students who remain inactive for 2 (two) consecutive semesters or 4 (four) non-consecutive semesters shall be considered as having withdrawn.
- (5) Students who do not complete administrative registration for 2 (two) consecutive semesters will be considered as having withdrawn.

Section One

Administrative Registration

Article 17

- (1) Administrative registration is carried out at the start of the semester by completing single tuition fee (UKT) payments via mobile banking, automated teller machines (ATMs), or designated bank tellers.
- (2) The amount of single tuition fees (UKT), as referred to in paragraph (1), is enacted by the Decree of Rector.
- (3) Students must pay tuition fees before completing the online student plan sheet

(KRS) for the upcoming semester.

- (4) Students who do not complete administrative registration for one semester and intend to continue their studies in the following semester must pay any overdue and/or tuition fees for the semester not attended.
- (5) Students, as referred to in paragraph (4), must undergo a verification process at the Directorate of Education before making overdue tuition fees.
- (6) Students who receive a suspension sanction must still pay the single tuition fees (UKT) for the ongoing semester, which will be part of their study period.

Section Two

Academic Registration

Article 18

- (1) Academic registration is carried out by completing the student plan sheet (KRS) through the Unhas academic information system (SIA) according to the applicable curriculum.
- (2) The student plan sheet (KRS) will not be approved by the Academic Advisor (PA) if students:
 - a. register for courses with overlapping schedules with other courses; and
 - b. register for courses with incomplete prerequisites.
- (3) If the student plan sheet (KRS) is rejected, the student must correct and resubmit it for approval.
- (4) Students' names will not be listed as course participants if the Academic Advisor (PA) has not approved the student plan sheet (KRS).
- (5) Students whose names are not listed as course participants are not allowed to attend classes, examinations, and other activities for that course, except for sit-in students.
- (6) Students with overdue single tuition fees (UKT) payments may only complete academic registration after settling the overdue from the previous semester.
- (7) Students who do not complete both administrative and academic registrations for two consecutive semesters will be considered as having withdrawn.

Section Three

Academic Calendar

Article 19

- (1) All academic activities refer to the Unhas academic calendar and are divided into 2 (two) semesters each year.
- (2) The commencement of a semester is determined during the active study period and ends before the commencement of the next semester.
- (3) Academic calendar, as referred to in paragraph (1), is enacted by the Decree of Rector.

Section Four

Leaving and Changing Courses

Article 20

- (1) Students may leave or change one or more courses that have been programmed based on the academic calendar.
- (2) Requests for leaving or changing courses, as referred to in paragraph (1), must be approved by the Academic Advisor (PA).

Section Five

Withdrawal from All Courses

Article 21

- (1) Withdrawal from all courses may be permitted in cases of force majeure.
- (2) The withdrawal request, as referred to in paragraph (1), must be approved by the Academic Advisor (PA) and submitted in writing to the Vice-Rector for Academic and Student Affairs through the Head of Study Program (KPS) and the Dean of Faculty/School based on the academic calendar.
- (3) If students withdraw from all courses in the current semester for reasons mentioned in paragraph (1), such semester will not be counted in the study period.
- (4) Withdrawal from all courses, as referred to in paragraph (1), can only be requested once during the study period.
- (5) Scholarship awardee must obtain approval from the sponsor to withdraw from all courses.

- (6) Students in the collaborative programs must obtain approval from their institution to withdraw from all courses.

Section Six

Academic Leave

Article 22

- (1) Academic Leave for one semester may be granted to students a maximum of two times during the study period, is not permitted for two consecutive semesters, and students must not have previously withdrawn from all their courses.
- (2) Academic Leave, as referred to in paragraph (1), cannot be granted if students have previously withdrawn from all courses, as mentioned in Article 21.
- (3) Academic Leave is not allowed during the first and second semesters.
- (4) Students on academic Leave are not required to pay the single tuition fees (UKT).
- (5) Students receiving scholarships are not permitted to take academic Leave.
- (6) Students in collaborative programs cannot take academic Leave unless otherwise regulated in the collaboration agreement.
- (7) The application for academic Leave must be approved by the Academic Advisor (PA) and submitted in writing to the Vice-Rector for Academic and Student Affairs through the Head of Study Program (KPS) and the Dean of Faculty/School, according to the academic calendar.
- (8) During academic Leave, students are not allowed to participate in academic activities.
- (9) Academic Leave period is not included in the calculation of the study period.

CHAPTER VI

STUDY LOAD AND STUDY PERIOD

Section One

Study Load

Article 23

- (1) The study load for all undergraduate programs is at least 144 (one-hundred forty-four) credits (sks) and no more than 155 (one-hundred fifty-five) credits (sks).

- (2) The distribution of study load for the first and second semesters shall not be more than 20 (twenty) credits (sks) and for the third to seventh semesters, the study load shall not be more than 24 (twenty-four) credits (sks).
- (3) The maximum number of semester credit units (sks) per semester is 24 (twenty-four) credits (sks).
- (4) Students are allowed to program fewer than 12 (twelve) semester credit units (sks) in a semester if all the courses they have programmed have been completed, except for special courses such as community service program (KKN), fieldwork/Internship, thesis result seminar, final assignments, and/or other forms of learning outside the study program.
- (5) Students who do not program any course shall be deemed inactive in the ongoing semester.
- (6) The courses that can be programmed by students are the courses offered in the ongoing semester.

Section Two

Study Period

Article 24

- (1) The study period of undergraduate program is scheduled for 7 (seven) semesters and may be extended up to 10 (ten) semesters.
- (2) The study period, as referred to in paragraph (1) may be extended for 1 (one) Semester if:
 - a. An active student; and
 - b. Have completed the final assignment, as proved by the approval sheet signed by the Supervisors.
- (3) Request for an extension of the study period must be proposed by the dean of the faculty to the rector accompanied by the following documents:
 - a. An approval letter from the supervisors;
 - b. A guarantee letter of study completion signed by the student and the supervisor.
 - c. A request letter of study extension from the Head of Study Program (KPS) to the dean of the faculty; and
 - d. A request letter of study extension from the Dean of the Faculty to the Rector before the student's study period elapsed according to the academic calendar.

- (4) The extension of study period is enacted by the Decree of Rector.
- (5) Undergraduate program students who do not complete their study and do not propose a resignation as students will be deemed dropped out.

CHAPTER VII

CURRICULUM

Article 25

- (1) The undergraduate program curriculum supports the achievement of the undergraduate education objectives, as referred to in paragraph 2.
- (2) The learning outcomes of undergraduate program include:
 - a. Attitudes;
 - b. Knowledge;
 - c. General skills; and
 - d. Specialised skills.
- (3) Each study program must define its graduate profiles and apply them to graduate learning outcomes and curriculum.
- (4) Every course in the curriculum must have a semester learning plan (RPS), learning objectives, learning strategies, and learning outcome evaluation methods.
- (5) The curriculum for the undergraduate program must facilitate learning outside the study program to enrich students' scientific knowledge and capacity as lifelong learners.
- (6) The curriculum for the undergraduate program must include at least 144 (one-hundred forty-four) credits (sks) and 155 (one-hundred fifty-five) credits (sks) at most.
- (7) The curriculum for the undergraduate program must include a Community Service Program (KKN) worth 4 (four) semester credit units (sks).
- (8) The curriculum for the undergraduate program is developed by the study program and proposed to the dean to receive approval from the Faculty Senate, following the applicable regulations.
- (9) The curriculum for the undergraduate program is enacted by the Decree of Rector after being reviewed by the work unit assigned by the rector and receiving consideration from the academic senate of Unhas.

- (10) The curriculum is periodically evaluated every 4 (four) years by the study program to align with the needs and developments in Science, Technology, Arts, and Culture.
- (11) The academic activities of the undergraduate program include lectures, field/laboratory practice, internship/work practice, community service program (KKN), seminars, research, final assignment examination, and other forms of learning outside the study program.
- (12) The undergraduate program can directly proceed to the magister program through the fast-track program, with a maximum study period for undergraduate and magister programs is 5 (five) years.
- (13) The fast-track program provisions are referred to in Article 8.
- (14) The fast-track program is allowed to be implemented to accommodate special education for students with high academic achievements or those with highly beneficial and superior research topics.

CHAPTER VIII

COURSE

Section One

Course system

Article 26

- (1) The learning process can be delivered using either face-to-face or blended learning methods as set by the Regulation of Rector.
- (2) The learning process can be delivered using Student-Centered Learning (SCL) methods, such as project-based learning, case studies, and other approaches.
- (3) Courses are conducted pursuant to the academic calendar.
- (4) The course can only be delivered if it is scheduled for the current semester and is attended by students who have programmed the course in their student plan sheet (KRS).
- (5) Students may only attend courses that have been programmed in their student plan sheet (KRS).
- (6) Students may attend courses not programmed in their student plan sheet (KRS) if approved by their Academic Advisor and with permission from the course coordinators (Sit-in).
- (7) Students, as referred to in paragraph (6), will not receive a grade.

- (8) Each course must be delivered by one or more lecturers based on their expertise as proposed by the Head of Study Program (KPS) and appointed by the Decree of Dean.
- (9) Study program competence enhancement courses (MKPK) courses are managed through an integrated application with academic information system (SIA) Unhas and its recognition is regulated separately by the Decree of Rector.
- (10) Course lecturers must have relevant expertise and a Master's degree or a professional qualification equivalent to Level 8 of the Indonesian National Qualification Framework (KKNI).
- (11) Coordinators for course lecturers must have relevant expertise and a Master's degree, or a qualification equivalent to Level 8 of the Indonesian National Qualification Framework (KKNI) and a functional position of at least Associate Professor.
- (12) If the requirements for the Course Coordinators, as referred to in paragraph (2), are not met, adjustments can be made according to the availability of the Study Program/Faculty.
- (13) Each course must have a semester learning plan (RPS) proposed by a lecturer or teaching team and approved by the Head of Study Program (KPS).
- (14) Lecturer or teaching teams must provide the semester learning plan (RPS) and classroom rules to the students at the beginning of the course.
- (15) A course can only be delivered if at least 5 (five) participants are enrolled unless otherwise permitted by the dean.
- (16) Courses must include at least 16 (sixteen) meetings per semester, including learning evaluations.
- (17) Courses may be monitored directly by relevant units using academic quality assurance systems.
- (18) Course monitoring is conducted by the Head of Study Program (KPS) and the Dean and reported through the Unhas SIA.
- (19) The course delivery is evaluated by the quality assurance unit at the faculty level and/or by a unit assigned by the rector at the university level.
- (20) The grade is submitted online through the Unhas academic information system (SIA) pursuant to the schedule in the academic calendar.

Section Two

Lecturers Duties

Article 27

- (1) Lecturer or teams of lecturers must deliver the semester learning plan (RPS) and classroom rules to the students at the beginning of the course.
- (2) Lecturers who do not meet the minimum number of 16 (sixteen) meetings per semester, as referred to in Article 26, paragraph (16), must make up for the missed meetings and/or replace them with equivalent activities.

Section Three

Students Duties

Article 28

- (1) Students must dress and behave appropriately while on campus.
- (2) Students must actively attend at least 13 (thirteen) meetings of each course in their student plan sheet (KRS) for the ongoing semester.
- (3) Absences due to duties assigned by the rector/dean, illness, or other reasons must be accompanied by a valid excuse or permission letter.
- (4) Students who meet the requirements stated in paragraph (3) will be considered present.
- (5) Students who do not fulfil the provisions in paragraphs (3) and (4) will not be eligible to receive a grade.

Section Four

Semester Credit Unit

Article 29

- (1) The learning process is conducted using a semester credit system (SKS).
- (2) The study load in the learning process, as referred to in paragraph (1), is expressed in semester credit units (semester credit units).
- (3) Fulfilment of the study load, as referred to in paragraph (2), is carried out through lectures, responses, tutorials, seminars, practical work, internships, studio work, research, design, development, final projects, national defense training, student exchanges, entrepreneurship, community service, and/or other forms of learning.
- (4) The forms of learning, as referred to in paragraph (3), are carried out through guided learning activities, structured assignments, and/or independent study.
- (5) One semester credit units (sks) is equivalent to 45 (forty-five) hours per semester.

Section Five

Community Service Program

Article 30

- (1) The KKN can take the form of regular KKN, national KKN, partnership KKN, professional or thematic KKN, Field Work Practice, Industrial Work Practice, or other forms determined by the Decree of Rector.
- (2) The Study Programs can choose the type of KKN, as referred to in paragraph (1), that aligns with the formulation of Graduate Learning Outcomes and the Study Program Curriculum.
- (3) The KKN, as referred to in paragraph (1), must have learning objectives formulated by each organiser.
- (4) The mechanism for the KKN is regulated separately by the Regulation of Rector.

Section Six

Credit Transfer

Article 31

- (1) Students may apply for credit transfer for courses taken in the partnering programs.
- (2) Students participating in credit transfer programs, either domestic or abroad, will have their grades and semester credit units (sks) recognised through course conversions, which will be recorded in their Academic Transcript.
- (3) If the grades and semester credit units (sks) from Courses programmed in the Credit Transfer Program cannot be converted, as referred to in paragraph (2), these grades and semester credit units (sks) will be included in the diploma supplement.
- (4) Transferable courses may come from previously attended educational exchange programs recognised within Unhas or outside Unhas.
- (5) The courses must have content equivalent to the courses in the curriculum of the program being pursued.
- (6) The maximum transferable study load is 50 (fifty) percent of the total study load required in the study program being pursued.
- (7) The number of semester credit units (sks) and grades for transferred courses will be evaluated by a team in the study program and determined by the Decree of Dean.

- (8) Students participating in credit transfer programs must be of active academic status and continue to complete administrative and academic registrations.

CHAPTER IX

FINAL PROJECT

Article 32

- (1) All undergraduate program students must complete a final project or an equivalent work.
- (2) The final project referred to in paragraph (1) includes:
 - a. Undergraduate Thesis;
 - b. Prototype;
 - c. Project;
 - d. Design;
 - e. Creation of works.
 - f. Other equivalent works.
- (3) The Final Project, as referred to in paragraph (2) letters a, b, c, d, and e, must be prepared as a report and defended to meet one of the study completion requirements.
- (4) Other equivalent works, as referred to in paragraph (2) point f, include:
 - a. scientific works published in accredited national journals and/or internationally indexed journals; and
 - b. works from national/international scientific competitions recognised by the ministry.
- (5) Other works, as referred to in paragraph (4), are not subjected to examination for fulfilling one of the study completion requirements.
- (6) The format for writing the final assignment and/or other equivalent works will be further regulated by the Decree of Rector.
- (7) The semester credit units (sks) load for the final assignment or other equivalent works is determined by the curriculum of each study program.
- (8) Students must sign a notarised statement declaring that the final assignment or other equivalent works are free from plagiarism.
- (9) The supervisors and the Head of Study Program (KPS) must sign the final assignment to be submitted to the Unhas repository system.

CHAPTER X
ACADEMIC ADVISOR, FINAL PROJECT SUPERVISOR,
AND ASSESSOR

Section One

Academic Advisor

Article 33

- (1) Each student must have an Academic Advisor appointed by the faculty upon the recommendation of the study program.
- (2) Academic Advisor is a permanent lecturer with expertise relevant to the study program and is responsible for:
 - a. Guiding students in preparing their study plan and providing advice on course selection;
 - b. Advising students on the number of semester credit units (sks) that can be taken;
 - c. Approving students' student plan sheet (KRS) on Unhas academic information system (SIA); and
 - d. Monitoring the study progress of the students.
- (3) If the Academic Advisor cannot perform their duties, the semester credit units (sks) will be carried out by the KPS, and the student plan sheet (KRS) will be approved by the Vice-Dean.

Section Two

Final Project Supervisor

Article 34

- (1) The Supervisors must possess expertise relevant to the final assignment.
- (2) The Supervisors for the undergraduate program consist of 1 (one) Unhas permanent lecturer with at least a Master's degree or Sp 1 or equivalent to Level 8 of the Indonesian National Qualification Framework (KKNI) and a functional position of at least Associate Professor.
- (3) The Supervisors who do not meet the requirements, as referred to in paragraph (2), may be arranged according to the availability of the Study Program/Faculty.
- (4) The total workload of the supervisors is a maximum of 18 (eighteen) students for all levels.

- (5) The faculty must upload the names of supervised students of each supervisor to the academic information system (SIA) Unhas.
- (6) Changing supervisor may be proposed to ensure the continuity of the final assignment.
- (7) The replacement of the supervisors for the undergraduate program is enacted by the dean at the recommendation of the Head of Study Program (KPS).

Section Three Final Project Assessor Team

Article 35

- (1) The team of assessors must hold at least a magister degree or qualification equivalent to Level 8 of the Indonesian National Qualification Framework (KKNI).
- (2) The team of assessors is proposed by the head of study program (KPS) based on recommendations from the supervisors and is determined by the Decree of Dean.
- (3) The team of assessors consists of 2 (two) lecturers, excluding the supervisors.
- (4) If the evaluators cannot fulfil their duties, the Head of Study Program (KPS) may propose a replacement based on recommendations from the supervisors and with the dean's approval.

Section Four Supervision Period

Article 36

- (1) The supervision is recorded periodically in the logbook and/or Unhas academic information system.
- (2) The supervision period begins in the fifth semester if the students have completed at least 85 semester credit units (sks) until the seventh semester, and the supervisors are determined by the Decree of Dean.
- (3) The supervision will be evaluated by the end of each semester by the Dean of the Faculty in coordination with the Head of Study Program (KPS) and/or the Head of Department.
- (4) The Dean may replace the supervisors based on the evaluation results as referred to in paragraph (3).
- (5) In cases of conflict of interest between the students and the supervisors or the evaluators, the matter will be resolved by the Head of Study Program (KPS) and/or the Head of Department.

BAB XI

RESEARCH, RESEARCH RESULT SEMINAR, AND FINAL EXAMINATION

Section One

Research

Article 37

- (1) Students of the undergraduate program must conduct research as part of their final assignment preparation worth 4 (four) to 8 (eight) semester credit units (sks).
- (2) The research and the preparation of the final assignment or other equivalent works must be supervised and evaluated by the supervisors.

Section Two

Research Result Seminar

Article 38

After conducting the research, students must present it in the research results seminar with the following requirements:

- a. An active student;
- b. The final assignment draft has been approved by the supervisors; and
- c. Have passed all programmed courses in the student plan sheet (KRS) with an cumulative GPA (IPK) of at least 2.00 (two point zero).

Section Three

Final Assignment

Article 39

- (1) The final assignment for the undergraduate program is conducted to assess the students capacity to master the primary task of the final assignment, which has been evaluated and deemed satisfactory by the supervisors.
- (2) The requirements to take the final examination are as follows:
 - a. an active student;
 - b. have passed the research results seminar;
 - c. the final assignment draft has been approved by the supervisors;

- d. have obtained an approval from the head of study program (KPS) and the Dean; and
- (3) The team of assessors consist of a maximum of 3 (three) members, including the supervisors and up to two 2 (two) lecturers with at least a magister degree or a qualification at least equivalent to level 8 (eight) of Indonesian National Qualification Framework (KKNI).
- (4) The final examination can only be held if:
 - a. attended by at least 2 (two) members of the assessors, consisting of the supervisor and 1 (one) examiner; and
 - b. the final assignment examination is held within Unhas and is chaired by the supervisor.
- (5) The final assignment examination is closed and conducted verbally.
- (6) The final assignment examination lasts no longer than 120 (one-hundred twenty) minutes.
- (7) Students who fail the final examination are given one opportunity to repeat the final examination, which must be conducted no later than 3 (three) months.
- (8) Students who do not repeat the final examination, as referred to in paragraph (7), will be considered as having dropped out except for cases of force majeure.

CHAPTER XII

STUDENTS STATUS

Article 40

- (1) The status of the undergraduate program students are active and inactive.
- (2) The active status as referred to in paragraph (1), is given to the student who:
 - a. completed the administrative and academic registrations; and
 - b. is currently participating in the regular program, credit transfer program, twinning program, joint degrees, and/or double degrees.
- (3) The inactive status as referred to in paragraph (1), is given to the student who:
 - a. failed to complete the administrative and academic registrations;
 - b. is currently taking academic leave;
 - c. is serving a suspension;
 - d. is terminated from Unhas;
 - e. resigned from Unhas;

- f. is transferred to another higher education institution; and
 - g. deceased.
- (4) The period of inactivity, as referred to in paragraph (3) letters a and c, is counted as part of the Study Period.

CHAPTER XIII

ASSESSMENT, REMEDIAL, AND EVALUATION OF LEARNING OUTCOMES

Section One

Assessment of Learning Outcome

Article 41

- (1) The learning outcomes of courses conducted through face-to-face learning is evaluated following these requirements:
- a. the course participants must be active students;
 - b. the lecturers must have conducted 16 (sixteen) meetings of the planned face-to-face meetings as outlined in the semester learning plan (RPS); and
 - c. students must have attended at least 13 (thirteen) meetings of the learning activities.
- (2) The evaluation of students' learning outcomes is conducted based on the semester learning plan (RPS).
- (3) The scores are expressed as letter with the following numerical conversions:

Numerical Range	Letter Grades	Converted Grades
85 – 100	A	4,00
80 - < 85	A-	3,75
75 - < 80	B+	3,50
70 - < 75	B	3,00
65 - < 70	B-	2,75
60 – < 65	C+	2,50
50 – < 60	C	2,00
40 – < 50	D	1,00
< 40	E	0,00

- (4) A to D represent passing grades, while E represents failing grades.

- (5) Courses with an E must be reprogrammed in the next semester until a passing grade is achieved.
- (6) Courses with a passing grade cannot be reprogrammed in the next semester, except:
 - a. E; and
 - b. C with the requirement of passing at least 114 credits (sks) and cumulative GPA (IPK) of at most 3.00
- (7) The reprogrammed course, as referred to in paragraph (6), can only be reprogrammed once with the highest grade being accepted.
- (8) The evaluation of the reprogrammed course, as referred to in paragraphs (5) and (6), must adhere to the requirements referred to in paragraph (1).
- (9) K (Incomplete) is given to students who withdraw from a course legally and in writing, with the approval of the Academic Advisor and acknowledged by the head of study program (KPS) and the dean.
- (10) T (Pending) can be given to students participating in learning outside the study program in progress that has not been graded by the grading deadline.
- (11) T (Pending) is given by the supervisors at the end of the semester for the final assignment components in progress that have not been graded by the grading deadline.
- (12) T (Pending) is not included in the semester GPA (IPS) calculation.
- (13) Courses, where students received a T (pending) until the end of the semester, must be reprogrammed for the next semester in the student plan sheet (KRS).
- (14) The learning outcome is evaluated by the lecturer or teaching team and reported to the academic information system (SIA) Unhas by the course coordinators according to the schedule on the academic calendar.
- (15) The submission of the competence enhancement courses (MKPK) grades is performed through a special application integrated with the academic information system (SIA) Unhas.

Section Two

Remedial

Article 42

- (1) Remedial can be scheduled at any stage of the learning process or at the end of the semester.
- (2) The forms of the remedial are determined by the lecturers.

Section Three

Submission of Learning Outcome Grades

Article 43

- (1) The final grades must be submitted online by the course coordinator for each course to the academic information system (SIA) Unhas pursuant to the schedule of the academic calendar.
- (2) If the grades, as referred to in paragraph (1), are not submitted accordingly, the academic information system (SIA) Unhas will assign A to all students of the course.

Section Four

Mechanism for Submitting Grade Appeals

Article 44

- (1) Students may submit an appeal regarding their grades in the current semester.
- (2) The mechanism for submitting grade appeals, as referred to in paragraph (1), refers to the Decree of Rector.

Section Five

Assessment of Seminars and Final Project Examination

Article 45

- (1) The assessment of the seminars and the final examination is based on the students' mastery of the materials referred to in the assessment rubric.
- (2) The assessment is conducted by each attending seminar or final examination assessor team and is written in numbers.
- (3) The grade for seminars and final examinations is the average grade from the evaluators and is converted to a letter grade: A/A-/B+/B/E.
- (4) Grades A to C are passing grades, while grade E is a failing grade.

Section Six

Achievement Levels

Article 46

- (1) Student academic achievement is expressed as a achievement index (IP).

- (2) The semester GPA (IPS) is calculated from the conversion of grades and the semester credit units (sks) of each course listed in the student plan sheet (KRS) using the following formula:

$$IPS = \frac{\sum (N_i \times K_i)}{\sum K_i}$$

where

K_i = the semester credit units (sks) of a course in a semester

N_i = the grade value after being converted to the course

- (3) The cumulative GPA (IPK) is calculated from all the courses completed by the students using the formula referred to in paragraph (2).
- (4) The semester GPA (IPS) and cumulative GPA (IPK), as referred to in paragraphs (2) and (3), are recorded on the study result sheet (KHS).
- (5) The learning achievement index (IPB) of a graduate is calculated using the following formula:

$$IPB = \frac{W}{M} \times IPK$$

where

IPB = academic performance index

W = normal study completion time according to the curriculum of the study program in months

M = duration to complete the study (in months, rounded up)

IPK = cumulative GPA calculated based on paragraph (3)

- (6) The outstanding graduate of the undergraduate program at the study program/faculty/school/Unhas level is the graduate with the highest learning achievement index (IPB) during that graduation period.
- (7) The excellent graduate proposed by the faculty must not exceed one graduation period after the graduation date.

Section Seven

Evaluation of Learning Outcomes

Article 47

- (1) The evaluation of students learning outcomes is conducted at the end of the fourth and tenth semesters.
- (2) Students who fail to achieve a cumulative GPA (IPK) of at least 2.00 from the 48

semester credit units (sks) by the end of the fourth semester are declared to have dropped out.

- (3) Students in the tenth semester who do not show progress in completing their studies are declared to have dropped out.

CHAPTER XIV

GRADUATION REQUIREMENTS AND HONOURS

Section One

Graduation Requirements

Article 48

- (1) Pass all the compulsory courses and meet the minimum semester credit units (sks) specified in the study program curriculum with a cumulative GPA (IPK) of at least 2.00 (two point zero).
- (2) Have completed all administrative requirements specified by the study program, faculty/school, and Unhas.
- (3) Have completed all administrative requirements.
- (4) Have been officially graduated and have an alumni number.
- (5) The graduation date is based on the graduation date stated in the final examination minutes.
- (6) The graduation ceremony is organised by each faculty/school.

Section Two

Graduation Honours

Article 49

- (1) Graduation honours consist of 4 (four) levels: ordinary, satisfactory, very satisfactory, and honours or cum laude, as stated on the academic transcript.
- (2) Graduation honours, as referred to in paragraph (1), are based on the following cumulative GPA (IPK):
 - a. IPK of 2.00 – 2.75 : ordinary;
 - b. IPK of 2.76 – 3.00 : satisfactory;
 - c. IPK of 3.01 – 3.50 : very satisfactory; and
 - d. IPK of 3.51 – 4.00 : honors or cum laude.

- (3) The honors or cum laude distinction is awarded if the final assignment grade is A, all course grades are at least B, there are no course repeats, and the study period does not exceed 8 (eight) semesters by the time of graduation.
- (4) If the conditions, as referred to in paragraph (3), are not met, the graduation honour is Very Satisfactory.

CHAPTER XV

DROPOUT

Article 50

- (1) Students are declared to have dropped out, in addition to what is referred to in Article 24 paragraph (5), Article 39 paragraph (8), Article 47 paragraphs (2) and (3), if:
 - a. resign voluntarily; and
 - b. terminated for committing a criminal offense and/or violating regulations of the government and/or Unhas.
- (2) The decree on the termination of study is issued by the Decree of Rector.
- (3) Students at risk of dropping out, as referred to in paragraph (1) letters a, may submit a resignation request through the following procedure:
 - a. submit a resignation letter, acknowledged by the Academic Advisor/Head of Study Program (KPS), forwarded to the dean for recommendation to the rector;
 - b. the rector upon the dean's recommendation, issues a decree regarding the resignation; and
 - c. if, within a maximum of 2 (two) months after being declared unfit to continue studies, the students do not submit a resignation request, the rector will issue a decree on the termination of the studies.
- (4) Students who have dropped out, as referred to in paragraph (1) letter b, within a maximum of 1 (one) month after the legal team's decision is formalised in the Decree of Rector or a court ruling with legal force, the rector will issue a decision on the termination of studies with a copy sent to the relevant dean of the faculty/school.

CHAPTER XVI

DIPLOMA, ACADEMIC TRANSCRIPT, DIPLOMA SUPPLEMENT, DEGREE, AND GRADUATION CEREMONY

Section One

Diploma

Article 51

- (1) Students who have completed their program will be awarded a diploma.
- (2) The diploma signing refers to the Regulation of Rector.
- (3) The diploma is signed electronically by the dean of the faculty/school and the rector.
- (4) Copies of the diploma are apostilled by the dean of the faculty/school.

Section Two

Academic Transcript

Article 52

- (1) Students who have completed their program will be awarded an academic transcript.
- (2) The academic transcript signing refers to the Regulation of Rector.
- (3) The academic transcript is signed electronically by the dean of the Faculty/School and the Rector.
- (4) Copies of the academic transcript are apostilled by the dean of the faculty/school.

Section Three

Diploma Supplement

Article 53

- (1) In addition to the diploma, Unhas issues an academic transcript and diploma supplement.
- (2) Diploma supplement is written in Bahasa Indonesia and English.
- (3) The format of the diploma supplement refers to the Regulation of Rector.
- (4) The diploma supplement is signed electronically by the dean of the faculty.

- (5) Copies of the diploma supplement are apostilled by the dean of the faculty.

Section Four

Degree

Article 54

- (1) Students who have completed their undergraduate program are entitled to hold a degree corresponding to their field of study as stated in the diploma.
- (2) The degree is awarded pursuant to the applicable laws and regulations.

Section Five

Graduation Ceremony

Article 55

- (1) Graduates are students who have completed their education and must be registered online by the faculty/school to participate in the current graduation period.
- (2) Graduates are not allowed to postpone their participation in the graduation ceremony for more than one period after their graduation date.
- (3) The graduation ceremony is conducted pursuant to the academic calendar.
- (4) Graduates eligible for the graduation ceremony are enacted by the Decree of Rector.
- (5) Graduates participating in the graduation ceremony will receive their diploma and academic transcript pursuant to the applicable regulations.
- (6) The issuance of diplomas and academic transcripts for graduates, as mentioned in paragraph (5), will be postponed if the program's accreditation has expired.

CHAPTER XVII

ACADEMIC SANCTIONS

Article 56

- (1) Academic sanctions may be imposed on students and lecturers who violate the provisions of this Regulation of Rector.
- (2) Types of student violations may include:
 - a. late registration;

- b. failing to meet the attendance requirements;
- c. involved in fraud and/or forgery in academic activities; or
- d. committing plagiarism.

(3) Types of lecturer violations may include:

- a. failing to meet the teaching attendance requirements;
- b. late grade submission; or
- c. committing plagiarism.

(4) Academic sanctions that may be imposed on students who commit violations, as referred to in paragraph (2), include:

- a. verbal reprimand;
- b. written warning;
- c. ineligibility to receive grades;
- d. revocation of final grade obtained in the relevant course;
- e. temporary suspension from attending classes;
- f. denial of academic services for a certain period;
- g. being declared as having resigned from Unhas; and
- h. revocation of the awarded diploma.

(5) Academic sanctions that may be imposed on lecturers who commit violations, as referred to in paragraph (3), include:

- a. verbal reprimand;
- b. written warning;
- c. automatic assignment of an A grade by the system;
- d. reassignment of teaching duties to another lecturer;
- e. suspension of academic promotion proposals; and
- f. suspension.

(6) The authority to impose academic sanctions on students and lecturers is granted to the head of the study program (KPS), head of department, dean of the faculty/school, and the rector, depending on the type of violation.

CHAPTER XVIII
TRANSITIONAL PROVISIONS

Article 57

- (1) The provisions in this regulation apply to all undergraduate program students at Unhas.
- (2) Upon the enactment of this regulation, the study period provisions referred to in Article 7 of the Regulation of Rector No. 2781/UN4.1/2018 concerning the Administration of the Undergraduate Program at Hasanuddin University will remain valid for undergraduate program students admitted as new students in the 2022/2023 academic year and beforehand.

CHAPTER XIX
CONCLUDING PROVISION

Article 58

- (1) Regulations and/or Decree of the Rector of Unhas concerning the administration of the undergraduate program shall remain in effect as long as they do not conflict with this regulation.
- (2) All matters that are not sufficiently regulated in this regulation shall be regulated by the Decree of Rector.
- (3) This Regulation of Rector is effective from the date of its enactment.
- (1) To ensure public awareness, the Regulation of Rector will be published in the Official Gazette of Hasanuddin University.

Enacted in Makassar

On October 17th 2023

RECTOR OF HASANUDDIN UNIVERSITY,

JAMALUDDIN JOMPA