



**THE DRAFT OF THE RECTOR'S REGULATION
NUMBER: 6/UN4.1/2019
CONCERNING
THE IMPLEMENTATION OF STUDENT COMMUNITY SERVICE (KKN)
FOR UNDERGRADUATE PROGRAM
AT UNIVERSITAS HASANUDDIN**

**BY THE BLESSING OF GOD ALMIGHTY
RECTOR OF UNIVERSITAS HASANUDDIN**

- Considering : a. that since Universitas Hasanuddin has been recognized as a Legal Entity State University, as referred to the nomenclature stipulated by the Rector of Universitas Hasanuddin, the UPT KKN (Technical Execution for Community Service) has been renamed to P2KKN (Center for KKN development) and the management is institutionally coordinated by LP2M (Institution for Research and Community Service Universitas Hasanuddin;
- b. that in order to realize the congruence of the implementation of the Undergraduate students' Community Service program in all faculties in Universitas Hasanuddin which was centered on the P2KKN, it is necessary to issue updated guidelines regarding implementation of the new Community Service;
- c. that in order to effectively perform the role of the human resources, the infrastructures, and the finance as well as to optimize the active involvement of the community in the enforcement



of the Community Service program, systematic and sustainable efforts are required;

- d. that based on the considerations as referred to in point a, b, and c, it is necessary to stipulate a Rector's Regulation on the Implementation of Community Service Program of Universitas Hasanuddin.

Bearing in mind : 1. Acts Number 20 of 2003 concerning National Education System.

2. Acts Number 12 of 2012 concerning Higher Education;

3. Government Regulation No. 23 of 1956 on the Establishment of the Hasanuddin University In Makassar;

4. Government Regulation No. 66 of 2010 on the amendment of Government Regulation No. 17 of 2010 on the Implementation and Management of Education;

5. Indonesian Government Regulation No. 53 of 2015 on the Statute of the University of Hasanuddin.

6. Presidential Decree No. 8 of 2012 on Indonesian Qualification Framework;

7. Ministerial Decree of the Minister of Education and Culture of the Republic of Indonesia Number 73 of 2013 regarding Implementation of the National Qualification Framework Higher Education;

8. Ministerial Decree of the Minister of Research, Technology and Higher Education Number 44 of



- 2015 on National Standard of Higher Education;
9. The Decree of the Director General of Higher Education No. 044/DIKTI Kep/2006 on the Implementation Guidelines of the Course of Living in a Society In College;
 10. Regulation of the Rector of the University of Hasanuddin No. 10/UN.1/2018 about the Organization and Working procedures of the Institution and Unit of Hasanuddin University;
 11. Regulation of the Rector of the Hasanuddin University No. 2781/UN4.1/2018 on the Implementation of the Graduate Program of Hasanuddin University;
 12. Regulations of the Academic Senate of Universitas Hasanuddin Number 50850/UN4/PP.42/2016 on Education Policy at Hasanuddin University;
 13. The Regulations of the Academic Senate of Hasanuddin University Number 46929/UN.4/IT.03/2016 on the Policy regarding the Development of the Curriculum of the Study Program, Hasanuddin University;
 14. Rector's Decree No. 4843/H4/O/2010 on May 3rd, 2010 on the Development Plan of Universitas Hasanuddin in 2030.

Observing : Suggestions and recommendations from the Academic Senate of Universitas Hasanuddin on February 10th, 2019 concerning the Implementation of Community Service program at Universitas Hasanuddin.



HEREBY DECREES

To enact : **THE IMPLEMENTATION OF THE STUDENT
COMMUNITY SERVICE (KKN) FOR
UNDERGRADUATE STUDENTS AT
UNIVERSITAS HASANUDDIN**

CHAPTER I GENERAL STIPULATIONS

Article 1

In this regulation, the following definition shall apply:

- (1) Universitas Hasanuddin hereinafter referred to as Unhas is a Legal Entity State University.
- (2) The rector is the organ of Unhas who leads the implementation and management of Unhas.
- (3) The Academic Senate, hereinafter abbreviated as SA is the highest normative body in a university in the academic field comprising the Rector, the Dean of Faculty, Professors, and Non-Professor Lecturers selected through an election, as well as other elements established by the Academic Senate, which sets the policy, provides consideration, and conducts surveillance in the academic field;
- (4) The faculty is the set of support resources that organizes and manages the academic education, professional education, and/or vocational education in a respected field of science and technology;



- (5) Lembaga Penelitian dan Pengabdian Masyarakat, abbreviated as LP2M, is a board which is responsible to manage and conduct basic and applied research as well as the community service;
- (6) Kuliah Kerja Nyata hereinafter referred to KKN (Community Service Program), is the community-service-based learning activity performed by students organized within and/or outside the campus, with 4-credit study load in accordance with the learning outcomes and/or Hours of Effective Work of the Student regulated in the guidelines of each type of KKN;
- (7) Pusat Pengembangan Kuliah Kerja Nyata, abbreviated as P2KKN, is the center of the implementation and development of the CCP for graduate students of Unhas;
- (8) The department is implementing elements of academic affairs; education, research and community service; in Unhas environment as a unit of work that manages human resources, administration and facilities of implementation of study programs;
- (9) Study Program is an implementation of an academic professional or vocational learning on the basis of a curriculum aiming at nurturing students to be knowledgeable, skillful, well behaved with reference to competency stated in curriculum.
- (10) The dean is the authorized head of faculty or school at Unhas who is responsible for the implementation of education in each faculty or school.
- (11) The Faculty senate is the element that performs the function of providing consideration and supervision of academic affairs at the faculty level;
- (12) The Chairman of the Study Program (PPP) is the chairman of the undergraduate program;



- (13) Lecturers are professional educators and scientists at Unhas whose main tasks is to facilitate, transform, develop and disseminate knowledge, technology, arts, and culture through education, research, and community service;
- (14) Students are those who study at the university and have registered and met the other requirements in order to be eligible participate in academic activities;
- (15) The academic calendar is that of annual academic activities of Unhas as stated on Rector's decree;
- (16) Tuition fees are funds paid by the students of Graduate Program at Unhas for each semester and the amount is specified at Rector's Decree.
- (17) Higher education curriculum is a set of plans and arrangements regarding the objectives, contents, teaching materials, as well as the means used to guide the implementation of learning activities in Higher Education;
- (18) Competency is the ability to think, behave, and act consistently as an embodiment of knowledge, attitudes, and skills possessed by the students.
- (19) Semester is a unit of the effective learning time for at least 16 (sixteen) weeks, including the midterm and the final exam of the semester;
- (20) Semester Credit units (sks) is a set of time learning activities charged to the student per week in each semester in the learning process through various forms of learning or the magnitude of the recognition of the students' success regarding curricular activities in a study program;



- (21) Semester Credit system is the provision of education by using the Semester Credit Units (credits) to indicate the student's study load, faculty workload, learning experience, and the education program workload;
- (22) The course is the whole unit lessons with semester credit unit load and is listed in the curriculum of the study program;
- (23) Course selection form (KRS) is a list of courses programmed during the current semester;
- (24) Course results form (KHS) is a list of the scores obtained by the students as learning outcomes in each semester;
- (25) Administrative registration is the payment of the tuition fees as regulated in the effective stipulations in Unhas;
- (26) Academic registration is the filling and ratification of students' Course selection form through the System of Information Management (SIM) Unhas;
- (27) *Force majeure* is a natural condition that is associated with students' unavoidable circumstances which make students not be able to continue the academic activities;
- (28) Learning achievement is the set of knowledge, skills, behavior and actions of intelligence, and full of responsibility that must be possessed, understood, and mastered for a somebody to be considered capable by the society in carrying out tasks in a particular field of work;
- (29) Learning guidelines is a conceptual and operational framework about: competencies, learning materials, learning model and strategies, semester credit system, and the assessment of learning outcomes to achieve the learning objectives;



- (30) The Community service theme is an expression that will be a reference that provides an overview of activities and results to be achieved in a community service program;
- (31) Semester plan (SP) is a learning program of a course for one semester which contains basic learning materials, learning activities, and the assessment of learning outcomes aiming to guide students to be active and creative and to achieve the desired competency;
- (32) Community service lecturers abbreviated as CSL, are the students' associates and supervisors during the community service program and the lecturers must be Unhas lecturers under the rector approval;
- (33) The assessment rubric is a guide for the lecturers to conduct an assessment that is consistent and can be accounted to the quality of student learning, and can be used as feedback on the quality of student learning;
- (34) Regular Community Service is a program scheduled every and between the semesters;
- (35) Thematic Community service is a cooperate program conducted with certain external associates and regulated by the Cooperation Agreements with the associates;
- (36) International Community service is a cooperate program conducted with certain external associates held overseas and is regulated by Cooperation Agreements with associates;
- (37) The national community service (KKN Kebangsaan) is a program which is carried out by universities established by Directorate General of Higher Education as a manifestation of the Tri Dharma



Perguruan Tinggi in the form of community service and attended by students from various state/private universities in Indonesia;

- (38) Professional placement is one of learning activities which provides practical experience to students in the community and this is intended to provide experience and knowledge, both in the cognitive, affective and psychomotor learning about activities happening in an institution/company/project that is related with the students' field of education;
- (39) Industrial professional placement is an education, training and learning activities conducted in business or industrial fields that are relevant to the students' competence (ability) according to their field, with specific procedures & mechanism;
- (40) The Interdisciplinary and Comprehensive approach is a learning activity concerning the problem-solving approach by applying a review of various perspectives of science in wider scope;
- (41) Broader dimension, cross-sectoral, and pragmatic learning is an activity covering the broad scope and extensive program, practical and general cross-program of study;
- (42) Scope deals with elements/states/matters where the regulations are applied.

Article 2

Basic Principle

Learning activities during the community service program must contain at least four aspects concerning fundamental and philosophical insight that are not separable, i.e.:



- a. The integration of the implementation of *Tri Dharma Perguruan Tinggi*;
- b. Interdisciplinary and comprehensive approach;
- c. Broader dimension, cross-sectoral, and pragmatic;
- d. The involvement of the associates and communities; and
- e. The empowerment and development of sustainable resources.

CHAPTER II

THE TYPES AND OBJECTIVES OF KKN

Article 3

Types

The community service programs consist of Regular community service (*KKN Reguler*), National community service (*KKN Kebangsaan*), partnership community service (*KKN Kemitraan*), Thematic or Professional community service (*KKN Profesi atau Tematik*), Industrial and Professional Placement, and others which correspond to the Rector's Regulation on the Implementation the Graduate Program of Universitas Hasanuddin.

Article 4

Objectives

- (1) To provide students learning experiences to understand the real-life challenges faced by the partnership and the community through



- application of the concepts of science, technology, art, and culture;
- (2) To carry out community service programs relevant to each field of study.

CHAPTER III

ORGANIZATION, ROLE, AND FUNCTIONS

Chapter 5

Organization of KKN

- (1) The structure of the implementation of the KKN program consists of:
- a. The administrator;
 - b. The practitioners; and
 - c. The responsible lecturers (DPK)
- (2) The administrators of the Community service program as referred to in paragraph (1) point a is the P2KKN, led by the Head of the P2KKN;
- (3) The practitioners of the Community service program referred to in paragraph (1) point b is a unit that carries out the whole activities regarding the community service program proposed by the faculty, the faculty association, and/or the appointed administrators of the community service program who bear responsibility towards the Head of the P2KKN;
- (4) The person in charge of the technical implementation of the community service program is the DPK comprising lecturers of Unhas, who are assigned by the Head of the P2KKN;



- (5) In performing their duties and functions, the administrator of the community service program works with 3 (two) coordinators of each consisting maximum 2 (two) lecturers of Unhas, namely:
- a. The coordinator of the operational and monitoring;
 - b. The coordinator of Program Development and partnerships; and
 - c. The coordinator of Administration and Finance.
- (6) The practitioners consist of:
- a. The practitioners of regular community service;
 - b. The practitioners of KKN Thematic/Profession;
 - c. The practitioners of KKN Kebangsaan;
 - d. The practitioners of the International community service;
 - e. The practitioners of the Industrial/ Professional placement and PPM Dikti; and
 - f. Other types of Community service program enacted by the Rector.

Article 6

Roles and Functions

- (1) The roles of the community service administrators are:
- a. Planning and developing the community service program;
 - b. Promoting cooperation between the university and associates in the implementation of Community service program;
 - c. Encouraging the coordination among the faculties along with the other units; and



- d. Monitoring and evaluating the implementation of the community service program.
- (2) In performing their duties, the Administrator performs the functions as:
- a. The development of student competence in the application of the concept of science, technology innovation, art, and the promotion of culture;
 - b. Increase the humanism in the form of caring towards the community members and the problems they have;
 - c. The application of hard skills and soft skills in team work and/or multidisciplinary; and
 - d. The increase the value of personality; nationalism, work ethic, responsibility, self-reliance, leadership and entrepreneurship.
- (3) The role of the practitioners is to carry out all stages of the community service activities including planning, implementation, monitoring and evaluation of the implementation of the community service program in accordance with the guidelines of the technical program which has been stipulated by the Administrator of the Community service program.
- (4) In performing its duty, the practitioner performs the functions as:
- a. The design of the community service program;
 - b. Proposing the candidates of the DPK to the Administrator of the community service program;
 - c. The provision of cooperation facilities to support the implementation of the community service activities; and
 - d. The implementation of other duties given by the Administrators of the community service program.



- (5) The roles of the DPK are:
- a. Coordinating the students' community service location;
 - b. Guiding the student in arranging the structure of the organization and in preparing the community service work program;
 - c. Monitoring the student activities on the community service location;
 - d. Evaluating and assessing the implementation of community service programs;
 - e. Guiding students in the preparation of scientific articles of community service;
 - f. Delivering reports to the Head of the P2KKN; and
 - g. Other duties stipulated in the technical guidelines of the community service program.
- (6) In performing its duty, the DPK performs the functions as:
- a. The development of the community service program innovation
 - b. Guidance and supervision of students in planning the implementation of the work program activities in their location.
 - c. Guiding students in the preparation of the community service report.

CHAPTER IV

Community Service Partnership

Article 7

- (1) In the implementation of the community service, the Administrator of the community service program can build cooperation with the government and/or non-government institutions; and



- (2) The cooperation referred to in paragraph (1) refers to the provisions stipulated in the Regulations of the Rector.

CHAPTER V

COMPETENCE, THEME, AND CONTENTS

Article 8 **Competence**

- (1) In terms of general competence, students who join community service program are:
- a) Able to plan, implement, supervise, and evaluate the community service activities;
 - b) Able to show discipline and tolerance, cooperate between disciplines and the diversity of cultures/customs;
 - c) Able to act creatively and innovatively;
 - d) Able to raise community awareness;
 - e) Able to work in a team; and
 - f) Able to increase the value of personality; nationalism, work ethic and responsibility, self-reliance, leadership and entrepreneurship.
- (2) Specific competences refer to the types of the community service program the students take.

Article 9 **Theme**

The theme of the community service program is the mission of the program implementation set based on the observation conducted by the Administrator and the needs of the associates



Article 10

Contents of KKN

The community service program has a minimum 4-credit study load including:

- a. Preparation;
- b. Activities;
- c. Seminar;
- d. Reporting; and
- e. Evaluation and Assessment

CHAPTER VI SCOPE

Article 11

The Scope of the Community Service program

- (1) The scope of the Community Service program includes;
- a. The development of facilities and infrastructure;
 - b. Development of Micro-, Small and Medium-sized Enterprises;
 - c. The increase of Agricultural Production, Fisheries, Livestock and Forestry;
 - d. The Development of Natural Resources;
 - e. Community Empowerment;
 - f. Improvement of Public Health;
 - g. Environmental Management and Monitoring;
 - h. The Disaster Literacy;
 - i. The Preservation of Social and Cultural Values;



- j. Gender Equality and Justice;
 - k. Improvement of the Governance;
 - l. Building and Increasing Legal Awareness as well as Harmony of Social Life;
 - m. The increase of National defense and security;
 - n. Understanding the International Technology and Culture, or
 - o. Other substances regarding the implementation of community service activities
- (2) All types of community service programs referred to in Article 3 must meet at least 3 (three) elements of the scope referred to in paragraph

CHAPTER VII

TIME-FRAME AND FINANCE

Article 12

Time-frame

- (1) The time-frame of the community service program refers to the academic calendar Unhas
- (2) The time-frame includes:
- a. The beginning of the semester ranging from September to December
 - b. The end of the semester ranging from January to April
 - c. Inter-Semester ranging from May to August.



Article 13

Financing Sources

- (1) Tuition Fees;
- (2) Ministry of Research, Technology and Higher Education;
- (3) Associates; and
- (4) Other financing sources without restriction.

Chapter 14

Cost Allocation

The financing of the community service program referred to in Article 14 point (1) includes:

- a. Community service attributes
- b. The cost of the round-trip transport from the campus to the location of the community service and vice versa;
- c. Stabilization of location, Preparation, Monitoring and Evaluation;
- d. Stationery for the Community service administration;
- e. Health and safety insurances; and
- f. Other financing such as incidental damages arising during the time-frame of the community service program.



CHAPTER VIII

THE IMPLEMENTATION OF COMMUNITY SERVICE PROGRAM

Article 15

Requirements of the Participants

- (1) The community service programs conducted in the current semester and inter-semesters can be attended by students who have passed at least 114 CREDITS stated on the Course result form.
- (2) The participants who are qualified as provided in point (1) will be arranged by the administrator based on the proposal from the faculty.

Article 16

Registration

The procedure of registration of the prospective participants is further regulated on the Standard Operating Procedures (SOP) of registration stipulated by the administrators

Article 17

The Community Service Preparation

- (1) Topics of the preparation covering the general and specific topics
- (2) General topics includes
 - a. History and Philosophy of Community Service;
 - b. Ethics;
 - c. Techniques of Field Observation;
 - d. The form of reports;



- e. Assessment Methods;
 - f. The technique of writing Scientific Articles; and
 - g. Other materials needed.
- (3) The specific material refers to the types of the Community Service Program.

Article 18

Field Activities

The field activities include the student departure to the location, the implementation of the work program, and the student return from the community service location.

Article 19

Seminar

The types of the community service seminar include:

- a. Seminar on Work Program;
- b. Seminar on the Evaluation of Work Program; and
- c. Final Seminar.

Article 20

Reports

- (1) The participants have to make reports of the community service program they attend
- (2) The reports include:
 - a. The Report on the community service;
 - b. The report of the sub-district;



- c. The report of the district; and
 - d. Other reports relevant to the types of the community service program.
- (3) The reports referred to in point (1), are adapted to the types of the community service program and delivered to the DPK no later than 7 (seven) working days after the return.

Article 21

Assessment

- (1) The assessment of the community service program refers to the Rector's Regulation regarding Implementation of Graduate Program;
- (2) Assessment mechanism refers to the assessment rubric of community service; and
- (3) The score of the community service course is uploaded to the SIM of Unhas by the DPK.

Article 22

The Evaluation of the Implementation

- (1) A thorough evaluation of the implementation of community service program includes performance of the students, the performance of the DPK and the performance of the practitioners;



- (2) The evaluation referred to in point 1 is conducted by the Administrator of the Community service program after all activities are completed; and
- (3) The results of the evaluation are submitted to the Head of the LP2M.

Article 23

Specific Circumstances

Students suffering from high-risk disease and/or have special interest are obliged to report to the Administrator and must be proven with a certificate issued from competent authorities.

CHAPTER X

CLOSING PARAGRAPH

Article 24

Closing

- (1) Rector's decree and/or regulations associated with the implementation of the Community Service Program not in line with this Rector's Regulation are declared invalid.
- (2) All matters that have not been addressed in this Regulation will be further regulated on a Rector's decree; and
- (3) This regulation comes into force from the date it was stipulated by



- (4) the terms and if errors or inaccuracies found in this regulation at a later date will be amended as necessary.

Enacted in Makassar

On 29th March 2019

Rector

UNIVERSITAS HASANUDDIN



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