



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI

UNIVERSITAS HASANUDDIN

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RECTOR'S DECREE OF HASANUDDIN UNIVERSITY
NO. 03281/UN4.1/KEP/2023

CONCERNING

ESTABLISHMENT OF STANDARD OPERATING PROCEDURES (SOP)
FOR THE ADMISSION OF NEW STUDENTS FOR DOCTORAL PROGRAM
(S3) HASANUDDIN UNIVERSITY

RECTOR OF HASANUDDIN UNIVERSITY

- Considering:
- that in the context of effectiveness, efficiency, transparency and accountability in the admission of new students for Doctoral Program (S3) within Hasanuddin University, it is deemed necessary to implement the Standard Operating Procedures (SOP);
 - that for the interest of point 'a' above, decree letter is necessary;

- Bearing in mind:
- Acts Number 20 of 2003 concerning the National Education System;
 - Act Number 20 of 2012 concerning the National Higher Education;
 - Regulation of Government Number 23 of 1956 concerning the Establishment of Hasanuddin University
 - Regulation of Government Number 4 of 2014 dated January 30, 2014 concerning The Implementation of Higher Education, and The Management of University
 - Regulation of Government Number 53 of 2015 dated July 22, 2015 concerning the Statute of Unhas PTN-BH;
 - Regulation of Minister of Education and Culture Number 6 of 2020 concerning New Student Admissions at University;
 - Regulation of Rector Hasanuddin University Number 36621/UN4.1/PP.37/2017 dated December 14, 2017 concerning New Student Admission at Hasanuddin University
 - Decree of Board of Trustee Number 5/UN4.0/KEP/2022 dated April 21, 2022 concerning Dismissal of the Rector of Hasanuddin University for the 2018-2022 Period and Appointment of the Rector of Hasanuddin University for the 2022-2026 Period;
 - Regulation of Rector Hasanuddin University Number 2785/UN4.1/KEP/2018 dated on July 16, 2018, concerning the Implementation of Doctoral Program in Hasanuddin University;
 - Regulation of Rector of Hasanuddin University Number 2/UN4.1/2022 concerning the Organization and Management of Hasanuddin University.

HEREBY DECREES

To enact: DECREE OF THE RECTOR OF HASANUDDIN UNIVERSITY
 CONCERNING THE ESTABLISHMENT OF STANDARD
 OPERATING PROCEDURES (SOP) FOR THE ADMISSION
 STUDENTS OF NEW DOCTORAL PROGRAM (S3) AT
 HASANUDDIN UNIVERSITY

FIRST : to enact Standard Operating Procedures (SOP) for the
 admission of new Doctoral Program (S3) students within
 Hasanuddin University, as stated in the attachment to this
 decision letter.

SECOND : this decree is effective as of the date of enactment unde the condition
 that if there is any mistake in this decree letter, it will be corrected
 accordingly.

Enacted in Makassar
on April 3 2023

RECTOR,



JAMALUDDIN JOMPA

NIP 196703081990031001

Cc:

1. Head of Academic Senate of Unhas
2. Vice-Rectors of Unhas
3. Secretary of University of Unhas
4. Deans of Faculty/School of Unhas
5. Heads of Bureau and Directors of Unhas
6. Heads of Faculty/School Administration

Attachment: Decree Letter of Rector of Hasanuddin University
Number 03281/UN4.1/KEP/2023 April 3 2023

Concerning: enactment of Standard Operating Procedures (SOP) of New
Student Admission for Doctoral Program (S3) at Hasanuddin
University.

Requirement:

1. Candidate of Doctoral program students must have a Master's program diploma (S2) or equivalent from an accredited study program or from an accredited PTN or PTS.
2. Never declared Drop Out (DO) at Hasanuddin University at the same educational level.
3. Certificate of Graduation (SKL) is allowed provided that the original diploma copy must be submitted to the New student admission committee before the re-registration deadline.
4. Special to Hasanuddin University Staff, candidate must meet the requirements of the [Rector's Circular Letter Number 21360/UN4.1/KP.06.00/2021](#)

Procedure:

1. Candidates must fulfill the requirements before completing the registration payment because registration fee is not refundable
2. Sign up to register the candidate account on <https://regpmb.unhas.ac.id>
3. Complete registration payment through the Bank designated by Hasanuddin University.
4. WhatsApp (WA) number of participant serves as user ID and Access Code/PIN serves as password printed on bank receipt.

5. Fill out the online form on <https://regpmb.unhas.ac.id>.
6. On the Registration Login Form page: for **username**, enter the WA Number used when completing registration payments and **password** enter the Access Code printed on the Bank Receipt.
7. For participants who have paid and cannot log in with an access code from the bank can send the copy of receipt to the Helpdesk (WhatsApp).
8. Select a degree
9. Select a program study (available study program can be seen on <https://regpmb.unhas.ac.id>).
10. Fill out the Biodata carefully.
11. Upload the following documents
 - a. Recents Photograph (red background, uniform without any attribute/logo)
 - b. Citizenship ID Card
 - c. Certificate of Graduation (Bachelor)
 - d. Academic Transcript (Bachelor)
 - e. Certificate of Graduation (Master)
 - f. Academic Transcript (Master)
 - g. Accreditation of the Institution / Study Program of Origin (Master level)
can be screen-captured from the BAN PT website.
 - h. Dissertation draft/research plan (maximum 10 pages, A4 size, Times New Roman, font 12, space 1.5), which consists of introduction, problem formulation, research methods, and expected result
 - i. Statement Letter that states candidate is not registered as a student in one of the Study Programs and does not have Drop- Out status from Hasanuddin University. Download here [Sample Statement Letter](#)
 - j. Bank receipt of registration payment

12. Print the exam card after the document is verified and eligible by the New Student Admission Committee.
13. Print the exam card in color on A4 paper by clicking on the **Validation Results** menu. The colour-printed Exam Card will be shown to the Examination Supervisor before the exam starts (attendance of examinees);
14. Carefully read the information on the Exam Card about the day, date, time, and exam materials;
15. For candidate who have paid the registration fee but did not register online according to the schedule, the participants will be declared invalid and the registration fee cannot be refunded;
16. Exam Materials:
 - Academic Potential Test (APT)
 - English Proficiency Test (EPT)
 - Interview
17. The implementation of Online Exam:
 - a. Candidates print the examcard according to the exam card printing schedule.
 - b. Candidates prepare a Computer/Laptop with operating system (OS) Microsoft Windows to work on questions.
 - c. Candidates' phones are connected to the Zoom application.
 - d. The position of the candidates' phone camera is directed to the computer monitor and the candidate.
 - e. Ensure Good Internet Access in respective place.
 - f. Login with their respective accounts on the <https://regpmb.unhas.ac.id> page.
 - g. Candidates shall be ready 1 hour before the exam starts.
 - h. The time used is Central Indonesian Time (WITA).
 - i. Monitoring will take place via Zoom (Audio and Phone Camera must on during the exam).

- j. Zoom ID and Password will be given before the exam starts.
 - k. Network connection checking will be conducted one day before the exam and must be attended by all candidates.
 - l. The exam supervisor will contact candidates to join the WA Group "Exam Room before the network connection checking.
 - m. Contact the helpdesk if the participant has not been included in the WA Group "Exam Room".
18. The exam result will be announced through respective candidate.
19. Re-registration/Tuition payment period for Semester 1
20. New Students Welcoming Ceremony

RECTOR,



JAMALUDDIN JOMPA

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