



MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY

HASANUDDIN UNIVERSITY

Jalan Perintis Kemerdekaan Km. 10, Makassar 90245 Telepon
(0411) 586200, (6 Saluran), 584200, FAX (0411) 585188
Website www.unhas.ac.id

RECTOR'S DECREE OF HASANUDDIN UNIVERSITY
NUMBER 3969/UN4.1/KEP/2023

CONCERNING

ESTABLISHMENT OF STANDARD OPERATING PROCEDURES
(SOP) FOR THE ADMISSION OF NEW STUDENTS THROUGH
INDEPENDENT PATHWAYS FOR INTERNATIONAL CLASS
HASANUDDIN UNIVERSITY

RECTOR OF HASANUDDIN UNIVERSITY

- Considering:
- that in the context of effectiveness, efficiency, transparency and accountability in the admission of new students through independent pathways for International Class at Hasanuddin University, it is deemed necessary to implement 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;
 - Regulation of Minister of Education and Culture Number 6 of 2020 concerning New Student Admissions at 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 36621/UN4.1/PP.37/2017 dated December 14, 2017 concerning New Student Admission at Hasanuddin University

9. Regulation of Rector Hasanuddin University Number 2781/UN4.1/KEP/2018 dated on July 16, 2018, concerning the Implementation of Bachelor Program in Hasanuddin University;
10. Regulation of Rector of Hasanuddin University Number 2/UN4.1/2022 dated February 2022 concerning Organization and management of Hasanuddin University.

RECTOR,



JAMALUDDIN JOMPA
NID 196703081990031001

Attachment : Decree Letter of Rector of Hasanuddin University
Number : 3969/UN4.1/KEP/2023 on February 29 Juni 2023
Concerning : Establishment of Standard Operating Procedures (SOP) of
New Student Admission for Independent Pathway for
International Class at Hasanuddin University.

Requirement:

1. Candidates must have passed the high school (SMA or equivalent) within the last three years (2020, 2021, and 2022).
2. Candidates who have registered through non-subsidized pathway are not allowed to take the independent pathways of International Class.

Procedure:

1. Sign up to register the candidate account on <https://regpmb.unhas.ac.id>
2. Complete registration payment through the Bank designated by Hasanuddin University.
3. WhatsApp (WA) number of candidates serves as user ID and Access Code/PIN serves as password printed on bank receipt.
4. Fill out the online form on <https://regpmb.unhas.ac.id>.
5. 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.
6. 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).
7. Fill out the Biodata carefully
8. Upload the following documents
9. Print the form
10. Verification Period by Committee
11. Print the exam card in color on A4 paper
12. Exam Materials: English Proficiency Test (EPT), Personality Test, Interview
13. Network connection checking
14. The implementation of Online Exam
 - a. Candidates print the exam card 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 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".

15.Assessment

- a. Formulation of candidates' test result.
- b. Rector conducts FGD (Focus Group Discussion) entrance test result inviting Vice-Rectors, Secretary of University, and Deans of faculty.
- c. Deans will get an Account for the application selection system
- d. Deans shall login on the page <https://portalreg.unhas.ac.id>
- e. The application system will show the list of candidates, test result, and quotas for each study program.
- f. In the admission proposal column, the Deans recommend by selecting "Y" if Passed or "N" if not-passed.
- g. The new student admission Committee prints the recommendation from the Dean to be used as an attachment to the Rector's Decree concerning the announcement of new students admission results, independent pathways for International Class.
- h. Online Announcement can be seen on the page <https://portalreg.unhas.ac.id>
- i. Candidates can access the announcement through their respective account.

16.The announcement of entrance exam result will be done online through candidates’ account.

17.Re-registration/Period of Tuition Payment for Semester 1 (first).

18.New Students Welcoming Ceremony

