

RECTOR'S DECREE

UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAWA TIMUR
NUMBER 9 OF 2020

REGARDING

UNDERGRADUATE ACADEMIC REGULATIONS (S-1)

WITH THE GRACE OF GOD ALMIGHTY

RECTOR OF UPN VETERAN JAWA TIMUR

DECIDING

To stipulate RECTOR'S REGULATION OF NATIONAL DEVELOPMENT UNIVERSITY "VETERAN" EAST JAVA REGARDING ACADEMIC REGULATIONS FOR UNDERGRADUATE EDUCATION PROGRAMS AT NATIONAL DEVELOPMENT UNIVERSITY "VETERAN" EAST JAVA.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Rector's Regulation

1. University is the National Development University "Veteran" East Java, hereinafter referred to as UPN Veteran Jawa Timur, which is a Public Service Agency State University;
2. Rector is the UPN Veteran Jawa Timur organ that leads the implementation and management of UPN Veteran Jawa Timur;
3. Senate is the UPN Veteran Jawa Timur organ that establishes policies, provides considerations, and supervises academic affairs;
4. Dean is the faculty leader who is authorized and responsible for organizing education in each faculty;
5. Faculty is a collection of supporting resources that organizes and manages

- academic education in a discipline of science and technology;
6. Department is a collection of supporting resources that organizes and manages academic education in a field of science and technology;
 7. Study program is a unit of educational and learning activities that has a certain curriculum and learning method in a type of academic and/or professional education;
 8. Lecturer is a teaching staff who teaches UPN Veteran Jawa Timur students;
 9. Academic Supervisor, hereinafter referred to as PA, is a lecturer appointed by the faculty to guide and direct students in arranging study plans in accordance with applicable rules, as well as monitoring the progress of the studies of students under his/her supervision;
 10. Thesis/final project supervisor is a lecturer appointed by the Dean to supervise students' preparation of final project theses;
 11. Student is a student at the tertiary education level at UPN "Veteran" East Java;
 12. Foreign student is a tertiary education student at UPN "Veteran" East Java who comes from a foreign nationality;
 13. Undergraduate program is an academic education intended for high school or equivalent graduates so that they are able to apply science and technology through scientific reasoning;
 14. Indonesian National Qualification Framework, hereinafter referred to as KKNI, is a framework for the leveling of competency qualifications that can juxtapose, equalize and integrate between fields of education and fields of work training as well as work experience in the context of providing recognition of work competencies in accordance with the job structure in various sectors;
 15. Curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes and assessments used as guidelines for implementing study programs;
 16. Student Centered Learning, hereinafter referred to as SCL, is a learning system that places students as the main actors in the learning process and lecturers serve as facilitators and motivators;
 17. Sit in is a student who is administratively registered at UPN "Veteran" East Java, with the main activity of attending lectures, practicum,

exams and/or other academic activities, but is not burdened with academic activities consisting of exams, research and other assignments;

18. Credit earning is the addition of credits obtained by a student from outside his/her study program which can be taken both inside and outside UPN Veteran Jawa Timur;
19. Credit transfer is the transfer/conversion of credits obtained from outside the study program, which is planned and systematically included in the curriculum of the study program, which can be taken both inside and outside UPN Veteran Jawa Timur;
20. Student exchange is the exchange of UPN Veteran Jawa Timur students with other domestic or overseas universities including academic and/or arts activities based on agreements between the two parties;
21. Twinning program is the development of the same study program between UPN Veteran Jawa Timur and universities from within and outside the country by synchronizing the curricula of the two study programs in order to jointly organize the learning process;
22. Joint program is a form of higher education program implementation carried out based on cooperation between faculties or with other domestic or overseas universities with the aim of equalizing or recognizing the program. Joint programs can produce degrees from dual programs, which are the result of double degree or joint degree programs;
23. Double degree is a dual degree obtained from UPN Veteran Jawa Timur and from another university in Indonesia or overseas university in the context of developing a study program and two (2) diplomas are awarded;
24. Joint degree is a degree obtained from UPN Veteran Jawa Timur together with another university in Indonesia or overseas university in the context of developing a study program and one (1) diploma is awarded;
25. Off Campus Study Program of UPN Veteran Jawa Timur, hereinafter referred to as PSDKU UPN Veteran Jawa Timur, is a study program held in regencies/cities/administrative cities that are not directly adjacent to the UPN Veteran Jawa Timur main campus;
26. Dual status is the position of a student within a certain period of time, having a registered status as a student in two or more regular study programs at State Universities (PTN);

27. Administrative registration is an activity carried out by students to obtain registered status at the university;
28. Academic registration is the activity of registering as a participant in lectures, practicum, exams and/or other academic activities in the study program by filling out the Online Study Plan Card (KRS) with courses offered in the relevant semester;
29. Study Plan Card, hereinafter referred to as KRS, is a plan of academic activities that will be carried out by a student during a certain semester;
30. Semester is a unit of effective learning process for at least 16 (sixteen) weeks including Mid Semester Exams and Final Semester Exams;
31. Credit Semester Unit, hereinafter referred to as SKS, is a measure of the time of learning activities charged to students per week per semester in the learning process through various forms of learning or the amount of recognition of student success efforts in following curricular activities in a study program;
32. Study load is the number of credits that must be taken by students to fulfill the requirements for obtaining a degree;
33. Study period is the limit for completing the study load in pursuing the educational process in their study program;
34. Grade Point Average, hereinafter referred to as GPA, is a measure of students' academic achievement which is the weighted average grade obtained by students each semester;
35. Cumulative Grade Point Average, hereinafter referred to as GPA, is a measure of students' ability up to a certain period of time obtained by the student;
36. Academic Transcript, hereinafter referred to as KHS, is a card containing information about course grades, grade point average in the current semester and total credits earned and GPA;
37. Community Service Program, hereinafter referred to as KKN, is an academic activity in undergraduate education programs that is curricular and interdisciplinary with the aim of identifying and helping solving community problems by prioritizing community empowerment;
38. Final project is a form of scientific work in the form of a thesis or other form in accordance with applicable provisions, which is one of the

requirements for a student's graduation determined based on the applicable curriculum of the study program;

39. Graduation determination is the determination of a student's graduation who has fulfilled the curriculum requirements of the study program at the faculty level;
40. Graduation ceremony is a form of academic ceremony held in an open senate meeting forum to inaugurate graduates;
41. Diploma is a document recognizing learning achievement and/or completion of a level of higher education after passing exams held by higher education institutions;
42. Competency certificate is a document recognizing the competencies of graduates in accordance with their expertise in the branch of science and/or having achievements outside their study program;
43. Diploma Supplement, hereinafter referred to as SKPI, is a document containing information about the academic achievements or qualifications of degree graduates;
44. Certificate of replacement for diploma, competency certificate, and professional certificate is a statement document valued the same as diploma, competency certificate, and professional certificate.

CHAPTER II

PURPOSE OF UNDERGRADUATE EDUCATION

Article 2

1. The undergraduate program aims to prepare students to become ethical, cultured, nationally defensive characterized, competent, globally competitive intellectuals and scientists who are able to enter and/or create employment and are able to develop themselves into professionals;
2. The undergraduate program is directed to produce graduates with main competencies in accordance with the profile of each study program approved by the faculty senate;
3. The undergraduate program is directed to produce graduates with competencies in accordance with level 6 (six) qualifications in KKNl.

CHAPTER III

IMPLEMENTATION OF UNDERGRADUATE PROGRAMS

Part One

Study Programs

Article 3

- (1) Undergraduate programs are held by faculties in the form of study programs whose implementation must:
 - a. have an operating permit or a valid accreditation;
 - b. meet quality standards according to the academic quality assurance system;
 - c. have at least 5 (five) permanent lecturers with qualifications in accordance with applicable regulations.
- (2) New study programs must be accredited in accordance with applicable regulations;
- (3) The accreditation of the study program referred to in paragraph (2) is:
 - a. BAN-PT accreditation with A, B, or C status;
 - b. BAN-PT accreditation with Excellent, Very Good, Good status; or
 - c. International accreditation by an internationally recognized accreditation agency of the Ministry of Education and Culture.
- (4) Undergraduate programs can be held in the form of regular classes, international classes, partnership classes, and PSDKU;
- (5) International undergraduate classes can only be held in study programs that organize regular undergraduate classes accredited A/excellent/internationally accredited;
- (6) Opening, closing, merging, and changing the name of study programs follows applicable regulations.

Part Two

Regular Class

Article 4

- (1) Regular class is an undergraduate education program that is intended primarily for new graduates (fresh graduates) of High School (SMA) or equivalent;
- (2) Regular classes must use the same curriculum and produce graduates with the same main competencies;
- (3) The main language of instruction in regular classes is Indonesian.

Part Three

Partnership Class

Article 5

- (1) Partnership class is an educational program organized on the basis of a Memorandum of Understanding (MOU) or cooperation agreement between UPN Veteran Jawa Timur and other agencies or companies in order to meet the Human Resources (HR) needs in accordance with the specifications of the relevant agencies;
- (2) The partnership class curriculum is specially designed according to the needs without leaving the provisions required by the Government/Ministry of Education and Culture.

Part Four

International Class

Article 6

- (1) International class is an undergraduate program conducted using English as the language of instruction;
- (2) International classes can be held entirely by the university and/or in collaboration with overseas partner universities that have an international reputation at least equivalent to UPN Veteran Jawa Timur and are accredited in their country;
- (3) International classes held entirely by UPN Veteran Jawa Timur award a single degree from the university;

(4) International classes held based on cooperation with overseas partner universities can award double degrees from UPN Veteran Jawa Timur and from overseas partner universities;

(5) International classes, both awarding single and double degrees, must use at least 50 (fifty) percent of the same curriculum as regular classes and produce graduates with the same learning outcomes;

(6) The number of participants in international classes must not exceed the number of participants in regular undergraduate classes.

Part Five

Off-Campus Study Program Class (PSDKU)

Article 7

(1) Opening PSDKU classes is an addition to the number of study programs in the same field/discipline of science and technology as the existing study programs at the UPN Veteran Jawa Timur main campus;

(2) Study programs that will open PSDKU classes have organized the same study programs at the UPN Veteran Jawa Timur Main Campus with an accreditation rating of A/excellent/internationally accredited;

(3) The opening, changing, closing of PSDKU classes is carried out in accordance with applicable statutory provisions.

CHAPTER IV

ADMISSION OF UNDERGRADUATE STUDENTS

Part One

Selection

Article 8

(1) Admission of new undergraduate students is carried out through selection channels carried out at the national level (SNMPTN & SBMPTN) and UPN Veteran Jawa Timur independent channels;

(2) UPN Veteran Jawa Timur Independent Channels as referred to in paragraph (1) are carried out through 3 (three) patterns, namely: Regular Pattern, Achievement Pattern, and Partnership & Cooperation Pattern.

(3) The selection system as referred to in paragraph (1) can be in the form of written tests based on paper/Paper Based Test (PBT) or computer-based written tests (CBT)/Computer Based Test (CBT) or other selection methods determined by the university;

(4) Selection of new students is carried out in accordance with the schedule set nationally and/or by the university;

(5) The procedure for admitting Undergraduate Program students is regulated in a separate Rector's Regulation.

Part Two

Registration Requirements

Article 9

(1) Prospective undergraduate program students who will register to take part in the selection process must meet the following requirements:

a. Indonesian citizen (WNI) or foreign citizen (WNA) who has obtained a study permit from the Ministry of Education and Culture and masters the language used in class;

b. Graduated from high school or equivalent, or C package program as evidenced by a diploma recognized by UPN Veteran Jawa Timur;

c. High school graduates from T0 to T-2 or the age of the diploma is no more than 3 (three) years.

d. Physically and mentally healthy and not color blind for faculties/study programs that require it.

(2) Requirements for prospective partnership class students are determined based on the Memorandum of Understanding (MOU) and Cooperation Agreement (PKS).

Part Three

Admission Quota

Article 10

(1) The admission quota for each study program is determined in the Rector's Decree of UPN Veteran Jawa Timur by taking into account the capacity of facilities, infrastructure, and human resources owned;

(2) The number of students admitted to each study program follows the provisions stipulated in the Rector's Decree of UPN Veteran Jawa Timur concerning admission quotas;

(3) The use of facilities and infrastructure as well as existing resources in the Faculty is regulated by considering joint use, both for internal faculty use and by the university as a whole;

Part Four

Selected

Article 11

(1) Prospective students are declared to have passed the selection if they meet the required provisions, both in the national selection and/or independent selection;

(2) Prospective students who are declared to have passed the selection must carry out administrative registration and academic registration in accordance with the schedule set by the university;

(3) Prospective students who do not carry out administrative registration in accordance with the determined schedule are considered to have resigned;

(4) Participants who have been declared to have passed the selection may not postpone college;

(5) A prospective student has an official status as a UPN Veteran Jawa Timur student after being inaugurated at the New Student Admission ceremony (PMB) in an Open Senate meeting;

(6) The admission procedure for undergraduate programs is regulated in the Rector's Decree regarding Guidelines for Admission of New Students at UPN Veteran Jawa Timur, and the tuition fees for undergraduate programs are regulated in the Rector's Decree of UPN Veteran Jawa Timur.

Part Five

Dual Status

Article 12

(1) Students are not allowed to register in 2 (two) or more regular study programs at State Universities (PTN), except those who participate in programs organized by the Indonesian Government through the Ministry of Education and Culture;

(2) If a student is found to be registered in more than one study program as referred to in paragraph (1) above, the Deputy Rector for Academic Affairs (WR I) will send a written warning to the person concerned to immediately determine his/her study program of choice with a copy to the Dean;

(3) Written notification of the student's choice as referred to in paragraph (2) above is submitted by the student to the Deputy Rector for Academic Affairs (WR I) with a copy to the Dean no later than 20 (twenty) working days from the date the written warning letter is issued;

(4) The university will issue a Rector's Decree of UPN Veteran Jawa Timur concerning the resignation of students from one of the study programs;

(5) If the choice of study program is not submitted within the specified time limit, the university will issue a Rector's Decree of UPN Veteran Jawa Timur concerning the termination of the study relationship.

CHAPTER V

CURRICULUM

Article 13

(1) The undergraduate program curriculum is designed to produce graduates with competencies that are in accordance with the formulation of minimum learning outcomes, which are equivalent to level 6 (six) qualifications in KKNI;

(2) The undergraduate program curriculum is implemented based on competency-based graduate learning outcomes which include formulations of attitudes, general and specific knowledge and skills equivalent to level 6 (six) qualifications in KKNI;

(3) The curriculum is evaluated regularly every three to five years by the faculty senate;

(4) The curriculum is stipulated in the Dean's Decree of UPN Veteran Jawa Timur after obtaining consideration from the Faculty Senate.

Article 14

(1) The curriculum structure of study programs at the undergraduate level consists of:

a. compulsory courses are courses that must be covered in a study program formulated to achieve the main competencies;

b. elective courses are courses chosen by students from courses inside and/or outside their study program to broaden their insights and at the same time fulfill the minimum credit requirements for a level of education.

(2) Compulsory national courses consist of:

a. Religion;

- b. Pancasila;
- c. Indonesian Language;
- d. Citizenship.

(3) Compulsory university courses consist of:

- a. English;
- b. National Defense;
- c. Entrepreneurship;
- d. Leadership.

(4) The number of credits for Compulsory National Courses and Compulsory University Courses are:

- a. Religion 2 credits
- b. Pancasila 2 credits
- c. Indonesian Language 2 credits
- d. Citizenship 2 credits
- e. English 3 credits
- f. National Defense 3 credits
- g. Entrepreneurship 3 credits
- h. Leadership 2 credits

(5) Elective courses as referred to in paragraph (1) point b, can be in the form of:

- a. a set of courses contained in other majors;
- b. a set of courses selected from various other study programs/faculties both inside and outside UPN Veteran Jawa Timur.

(6) Compulsory courses in a study program must be the same, both regular classes, international classes, and partnership classes;

(7) Every undergraduate student is required to pass all compulsory and elective courses included in the study program curriculum structure;

(8) Each student can choose a combination of:

a. compulsory courses and elective courses in the study program; or

b. compulsory courses and courses selected from various other study programs/faculties both inside and outside UPN Veteran Jawa Timur.

(9) Any combination chosen by the student, the number of credits that can be taken must be within the study load limit for undergraduate programs;

(10) The equivalent credit load in the form of credits for compulsory courses in the study program does not include final project/thesis;

CHAPTER VI

ENGLISH LANGUAGE PROFICIENCY

Article 15

(1) Undergraduate program students are required to have good and correct English language skills according to minimum international or institutional standards, as follows: Pearson-LCCI International Certificate JETSET Level 4 - IJK (equivalent to IBT-TOEFL 57-86) or UPN Veteran Jawa Timur Institutional Certificate English Proficiency Test/EPT 450 - LC (equivalent to ITP-TOEFL 450);

(2) New students are required to take an initial English proficiency test at the UPN Veteran Jawa Timur Language Laboratory;

(3) English language skills as referred to in paragraph one (1) are used as a requirement for the final project (thesis).

CHAPTER VII

STUDY PERIOD AND WORKLOAD

Article 16

(1) Undergraduate education programs from high school or equivalent are designed for a maximum of 7 (seven) academic years with a minimum study load of 144 (one hundred and forty four) credits including final project or thesis;

(2) Undergraduate program students are required to take 20 (twenty) credit packages in Semester I and a maximum of 22 (twenty two) credits in Semester II based on the GPA (Temporary Grade Point Average) achieved in Semester I;

(3) Students who have extraordinary achievements can take a study load of 144 credits including final project or thesis in less than 4 years.

(4) Students who have reached the study limit of 7 years (14 semesters) and have not completed their studies will be dropped out (DO).

Article 17

(1) Fulfillment of the study period and workload as referred to in Article 16 paragraph (1) can be carried out by:

a. following the entire learning process in the Study Program at the University in accordance with the study period and workload; or

b. following the learning process within the Study Program to fulfill part of the study period and workload and the rest following the learning process outside the Study Program.

(2) The Study Program and Faculty are required to facilitate the fulfillment of the study period and workload in the learning process as referred to in paragraph (1).

(3) Facilitation by the Study Program and Faculty for the fulfillment of the study period and workload in the process as referred to in paragraph (1) letter b is carried out as follows:

a. at least 4 (four) semesters and a maximum of 11 (eleven) semesters is learning within the Study Program;

b. 1 (one) semester or equivalent to 20 (twenty) credits is learning outside the Study Program at the same University; and

c. a maximum of 2 (two) semesters or equivalent to 40 (forty) credits is:

1) Learning in the same Study Program at a different University;

2) Learning in different Study Programs at different Universities; and/or

3) Learning outside the University.

CHAPTER VIII

LEARNING PROCESS

Article 18

- (1) The learning process consists of: planning, implementing and evaluating learning outcomes;
- (2) The learning process as referred to in paragraph (1) is held in 2 (two) semesters per academic year, namely the Odd/First Semester and Even/Second Semester;
- (3) In one semester the learning process is carried out effectively for at least 16 (sixteen) weeks, including mid-semester exams and final semester exams;
- (4) The learning process as referred to in paragraph (1) is carried out by following the academic calendar set by the university;
- (5) Students are required to carry out administrative registration and academic registration to participate in the learning process as referred to in paragraph (1);
- (6) The learning process as referred to in paragraph (1) can be carried out within the Study Program and outside the Study Program.

Part One

Academic Calendar

Article 19

- (1) The academic calendar as referred to in Article 17 paragraph (3) is a guideline that must be adhered to by faculties/study programs and academic civitas within the University in carrying out the Three Obligations of Higher Education;
- (2) The academic calendar as referred to in paragraph (1) above is issued 1 (one) time in 1 (one) year in the form of a Rector's Decree of UPN Veteran Jawa Timur, and contains at least:
 - a. registration period, selection test, announcement of new student admission selection results;
 - b. schedule of registration (administrative and academic) for new students;
 - c. schedule of new student orientation activities (Open Senate Meeting for New Student Admission, and New Student Campus Life Introduction/PKKMB);
 - d. administrative and academic registration schedule for old students;

- e. lecture period;
- f. schedule for Mid Semester Evaluation (ETS) and Final Semester Evaluation (EAS);
- g. KKN schedule;
- h. thesis/final project exam period;
- i. graduation determination and commencement schedule.

Part Two

Learning Planning

Article 20

(1) Learning planning as referred to in Article 17 paragraph (1) is prepared for each course and presented in the Semester Learning Plan (RPS);

(2) The Semester Learning Plan (RPS) is established and developed by the Lecturer independently or together in a group of expertise in a field of science and/or technology in the Study Program.

(3) The Semester Learning Plan contains at least:

- a. name of Study Program, name and code of course, semester, credits, name of lecturer;
- b. graduate learning outcomes charged to the course;
- c. final abilities planned at each stage of learning to meet learning outcomes;
- d. study materials related to abilities to be achieved;
- e. learning methods;
- f. time provided to achieve abilities at each learning stage;
- g. student learning experiences manifested in task descriptions that must be done by students during one semester;
- h. assessment criteria, indicators, and weights; and
- i. list of references used.

(4) The Semester Learning Plan must be reviewed and adjusted periodically with the development of science and technology.

Part Three

Lecture System

Article 21

(1) At the end of each semester, faculties/study programs determine the lecture schedule to run a curriculum;

(2) The lecture schedule as referred to in paragraph (1) above includes at least:

- a. name of course and class;
- b. course coordinator;
- c. day and time of lecture;
- d. place/lecture room;
- e. lecturing lecturer;

(3) The General Course Lecture Schedule is determined first by the University then the Courses in the Study Program are determined by the Faculty;

(4) A course can be held in several classes.

Part Four

Credit Semester Unit (SKS)

Article 22

(1) 1 (one) credit in the learning process in the form of lectures, or tutorials, consists of:

- a. 50 (fifty) minutes per week per semester of face-to-face activities;
- b. 60 (sixty) minutes per week per semester of structured assignments; and
- c. 60 (sixty) minutes per week per semester of independent activities.

(2) 1 (one) credit in the learning process in the form of seminars or other similar forms, consists of:

- a. 100 (one hundred) minutes per week per semester of face-to-face activities; and
- b. 70 (seventy) minutes per week per semester of independent activities.

(3) 1 (one) credit in the learning process in the form of practicum, studio practice, workshop practice, field practice, research, community service, internship and/or other similar forms, 170 (one hundred and seventy) minutes per week per semester.

Part Five

Administrative Registration

Article 23

- (1) Students have active status if they have carried out administrative registration and academic registration.
- (2) Administrative registration is carried out at the beginning of the semester, by paying tuition fees online through banks in cooperation with UPN Veteran Jawa Timur and carrying out online re-registration in SIAMIK;
- (3) Students' administrative registration can be canceled if it turns out the student is unable to meet the requirements of the learning evaluation stages.

Part Six

Academic Registration

Article 24

- (1) Academic registration is carried out by filling out the Online Study Plan Card (KRS) in SIAMIK in accordance with the applicable curriculum for the student;
- (2) The number of credits that can be taken is adjusted to the GPA (Grade Point Average) in the student's last active semester;
- (3) For new students, for one year (semesters 1 and 2) the number of credits that can be taken is a package system in Semester I, which is 20 credits and a maximum of 22 credits in Semester II;
- (4) The maximum number of credits that can be taken by students in Semester III and above in each semester is as follows:

Last Semester Grade Point	Maximum Credit Points Taken
<2.00	15
2.00-2.49	16
2.50-2.99	20
≥3.00	24

- (5) KRS will not be approved by the academic supervisor if the student:
- a. takes courses whose lecture schedules conflict with other courses;
 - b. takes courses whose prerequisites have not been met;
 - c. takes credits exceeding the allowed number of credits;
- (6) If the KRS is rejected, the student is required to revise the KRS and resubmit it for approval;
- (7) The student's name will not be listed in the course participant list if the KRS has not been approved;
- (8) Students whose names are not listed in the list of course participants are not permitted to attend lectures, exams and other activities in these courses;
- (9) Replacement of courses can be done by students no later than 1 (one) week after lectures begin;
- (10) Cancellation of courses can be done by students no later than the end of week 4 (four) after lectures begin;
- (11) Course replacement and cancellation must obtain PA (Academic Advisor) approval.
- (12) Students who do not carry out academic registration until 1 (one week) after lectures start will be declared inactive.

Part Seven

Learning Methods

Article 25

- (1) Learning methods are interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered, namely:
- a. Problem-based/case study learning (Problem-based learning);
 - b. Project-based learning (Task-based learning);
 - c. Interactive skill learning (group discussions, role playing and simulation);

(2) The implementation of the learning process is prioritized with the Student Centered Learning (SCL) method:

- a. Problem-based/case study learning (Problem-based learning);
- b. Project-based learning (Task-based learning);
- c. Interactive skill learning (group discussions, role playing and simulation);

Part Eight

Learning Outside the Study Program

Article 26

(1) Learning outside the Study Program as referred to in Article 18 paragraph (6) is a learning process consisting of:

- a. Learning in other Study Programs at the same University;
- b. Learning in the same Study Program at different Universities;
- c. Learning in other Study Programs at different Universities; and
- d. Learning at non-Higher Education institutions.

(2) The learning process outside the Study Program as referred to in paragraph (1) letters b, c, and d is carried out based on cooperation agreements/MoUs between Universities and other related institutions;

(3) The learning process outside the Study Program as referred to in paragraph (1) is an activity in a program that can be determined by the Ministry and/or leaders of Higher Education Institutions;

(4) Forms of learning activities outside the Study Program as referred to in paragraph (1) letters b, c, and d are:

- a. Student exchange activities in taking courses;
- b. Internship/Work Practice;
- c. Village/Thematic KKN Projects
- d. Research

- e. Entrepreneurial Activities
- f. Independent Project Studies
- g. Humanitarian Projects
- h. Teaching in Schools/Educational Units

(5) The results of learning activities outside the Study Program as referred to in paragraph (4) are recognized through credit transfer or credit earning mechanisms;

(6) Learning activities outside the Study Program as referred to in paragraph (4) are carried out under the guidance of lecturers;

(7) The learning process outside the Study Program as referred to in paragraph (1) is carried out at least after the student has taken 3 semesters, except for the Independent Learning Campus programs determined by the Ministry's terms.

(8) The implementation of learning outside the Study Program is further regulated in the Rector's Decree.

Part Nine

Student Obligations in the Learning Process

Article 27

(1) Students are required to dress neatly and behave politely while on campus;

(2) Students are required to comply with applicable regulations;

(3) Students are required to actively participate in learning at least 90 (ninety) percent of scheduled academic activities;

(4) In the event that students are absent from lectures because they are attending activities assigned and/or approved by the Rector or Dean, their absence is not counted as absenteeism;

(5) Students who are absent from lectures due to illness must show a doctor's certificate and their absence is not counted as absenteeism.

(6) Students who are absent other than paragraphs 4 and 5, must have an official excuse letter.

CHAPTER IX

ASSESSMENT AND EVALUATION OF LEARNING OUTCOMES

Part One

Assessment of Learning Outcomes

Article 28

(1) Assessment of student learning outcomes aims to measure the achievement of learning competencies set by the study program;

(2) Assessment of student learning outcomes must cover hard skills and soft skills which can be done in the form of:

- a. written exams, oral exams and/or practical/skill exams, as well as portfolios;
- b. final project can be in the form of a thesis, or other equivalent form;
- c. for certain reasons that can be accounted for, assessment of learning outcomes can be done in other forms.

(3) The final grade is based on several assessment components such as: Mid Semester Exam (UTS), Final Semester Exam (UAS), assignments, quizzes, practicum and behavioral skills (20%) and outlined in a formula determined by each Study Program;

(4) Grading system:

- a. assessment of learning outcomes is expressed in letters, namely using the letters A, B, C, D, and E;
- b. the minimum passing grade for final project/thesis is B;
- c. to convert numeric grades into letter grades and grade point values, the following guidelines are used:

Score	Grade	Grade Point Value
≥80-100	A	4.00
≥76- <80	A-	3.75
≥72- <76	B+	3.50
≥68- <72	B	3.00
≥64- <68	B-	2.75
≥58- <64	C+	2.50
≥56- <58	C	2.00
≥46- <56	D+	1.50
0.0- <42	D	1.00
	E	0.00

- d. students are declared to have passed a course, if they get a minimum grade of C;
- e. students who get grades of D+, D and E must repeat the learning program and exams in the regular semester;
- f. students who get a C grade can make improvements in the regular semester, and the best grade is used;
- g. if for any reason the value cannot be determined, he/she is given a K grade which means "Incomplete" with a weight value of zero (0). If until the next semester's KRS filling the value is still K status, the student is considered not to have passed (E);

(5) Level of success:

- a. the level of student success in one semester is expressed in GPA;
- b. in calculating GPA, the credit weight of each course is only used once as a divisor and the grade used is the highest achievement grade;
- c. GPA calculation uses the following formula:

$$\text{GPA} = \frac{\sum(K \times N)}{\sum K}$$

where K is the magnitude of the credits of each course, and N is the value of each course;

- d. the CGPA (Cumulative Grade Point Average) calculation uses the formula as above with K being the total credits for all courses taken with the highest value and N being the value of all courses obtained;

(6) Assessment of student learning outcomes is carried out periodically in accordance with the curriculum;

(7) Assessment of learning outcomes in each course is carried out every semester;

(8) Assessment is carried out based on the principles of conformity, accountability, transparency, honesty and justice;

(9) Aspects measured in the evaluation of learning outcomes are:

- a. academic ability which includes cognitive, affective and psychomotor aspects, adjusted to the type and learning objectives in each course; and
- b. behavioral skills, including academic honesty, discipline, courtesy, ability to interact, and cooperate.

(10) Semester Exam Requirements:

a. registered as a lecture/learning activity participant, namely listed in the Course Participant List (DPMK) in the SIAMIK system;

b. has attended lectures/learning activities at least 90 (ninety) percent.

(11) Exam requirements, exam schedule, validity of exam participants and exam rules are further regulated by the Faculty;

(12) Exam results are announced in accordance with applicable regulations;

(13) In the event that the lecturer or team of lecturers does not immediately provide semester exam results until the deadline determined, or no later than 3 (three) days before the KRS filling schedule, the Dean can assign a B grade to all students who meet the exam requirements.

(14) Each student is required to report their learning outcomes (KHS) to the Higher Education Database (PD-DIKTI) in the SIAMIK system at the end of each semester.

(15) Students who do not report their learning outcomes as referred to in paragraph (14) cannot plan their studies (KRS) in the following semester.

(16) Academic Advisor lecturers are required to monitor the reporting of these learning outcomes in paragraph (14) for each student under their academic supervision (PAnya).

Part Two

Evaluation of Learning Outcomes

Article 29

(1) Evaluation of Learning Outcomes is the evaluation criteria carried out in stages on the achievement of GPA to determine the ability of students to continue their studies;

(2) Evaluation of student learning outcomes for a course is carried out by a lecturer or team of lecturers to monitor the learning process and outcomes of students;

(3) Evaluations can be done by means of observation, assignment, written and/or oral exams;

(4) Exams can be held through quizzes, mid-semester exams, final semester exams, practical exams, and final project/thesis exams;

(5) Evaluation of learning outcomes of undergraduate program students from high school or equivalent:

a. Stage I is conducted at the end of semester 4 (four) with the following conditions:

1) able to collect at least 35 (thirty five) credits with a GPA ≥ 2.50 (two point five zero);

2) if able to collect > 35 (thirty five) credits, but GPA < 2.50 (two point five zero) then the highest grades are taken up to a total of 35 (thirty five) credits with a GPA ≥ 2.50 (two point five zero).

b. Stage II is conducted at the end of semester 7 (seven) with the following conditions:

1) able to collect at least 85 (eighty five) credits with a GPA ≥ 2.75 (two point seven five);

2) if able to collect > 85 (eighty five) credits, but GPA < 2.75 (two point seven five) then the highest grades are taken up to a total of 85 (eighty five) credits with a GPA ≥ 2.75 (two point seven five).

c. Stage III is conducted at the end of the program. No later than the end of semester 14 (fourteen), students must have collected and passed all the credit loads set for the undergraduate program and GPA ≥ 2.00 (two point zero zero).

(6) Students who cannot meet the evaluation requirements are deemed unable to participate in academic activities;

(7) Students as referred to in paragraph (6) above, are advised to submit a letter of resignation to the Rector through the Dean;

(8) The university will issue a Rector's Decree of UPN Veteran Jawa Timur concerning the resignation of students from a study program;

(9) If students do not apply for resignation, the university will issue a Rector's Decree of UPN Veteran Jawa Timur concerning termination of study relations;

Part Three

Final Project/Thesis

Article 30

(1) Final project/thesis must be prepared and carried out by every undergraduate student;

(2) Final project/thesis can be taken after students:

a. complete courses with the number of credits required by the Study Program in their respective curriculum and complete the prerequisite courses for this;

b. have a minimum GPA of 2.00 (two point zero zero);

- c. passed the Research Methodology course;
 - d. passed KKN and PKL/KKP/Internship;
 - e. have English language skills equivalent to TOEFL 450 or Pearson-LCCI International Certificate JETSET Level 4-UK (equivalent to IBT-TOEFL 57-86) or UPNVJT Institutional Certificate English Proficiency Test/EPT 450-LC (equivalent to ITP-TOEFL 450);
 - f. are registered as active students in the relevant semester;
 - g. fill out the Thesis KRS.
- (3) Final project/thesis must be prepared based on the rules and ethics of science, free from elements of plagiarism and written based on the Final Project/Thesis Writing Guidelines set by the Faculty;
 - (4) The study load for final project or thesis is 6 (six) to 10 (ten) credits;
 - (5) Final project/thesis exams are held after students have completed all compulsory and elective courses in accordance with the applicable curriculum;
 - (6) Final project/thesis exams are closed in accordance with applicable regulations in study programs and consist of 2 (two) stages, namely presentations by students and questions and answers with a minimum time of 60 minutes;
 - (7) The number of final project/thesis examiners outside the supervisor lecturers is at least 2 (two) people;
 - (8) Under special circumstances, examiners who are not from academic circles but have expertise in related fields can be invited;
 - (9) All outputs in the form of IPR (Intellectual Property Rights), scientific journal articles, etc. related to the final project/thesis material will be jointly owned by students, supervisors and the university;
 - (10) Final projects/theses whose research is collaborative research with third party funds, the rights to use data and outputs (IPR, publications, books, or others) are regulated in cooperation agreements between supervising lecturers and students acknowledged by the Study Program and approved by the Faculty/Dean.
 - (11) If the final project/thesis is written in the form of an article and is successfully published (accepted/published) in an accredited national Sinta journal (1-6) or international journal as the first author, the student still completes the thesis until completion but without examination and is declared to have passed the thesis with an A grade.

(12) The final project/thesis can be made in other forms such as scientific works that have been tested for scientific merit at the national/international level.

CHAPTER X

LECTURES FOR TRANSFER CREDIT STUDENTS

Part One

Lectures for Students Transferring Credit to Outside UPN Veteran Jawa Timur

Article 31

(1) Students who take full lectures outside UPN Veteran Jawa Timur for at least 1 (one) semester obtain academic status as transfer credit students;

(2) UPN Veteran Jawa Timur students who take Student Exchange, Joint Degree or Double Degree programs must be registered as UPN Veteran Jawa Timur students;

(3) At the end of the program, students who take part in programs as referred to in paragraph (2) above are required to submit a study report with the grades obtained, to be recognized as courses that have been taken and passed;

(4) Students who take part in Student Exchanges, Joint Degrees, or Double Degrees who fail (return before the end of the program), are only counted for courses that have passed and are not recognized as transfer credit students;

(5) Recognition of courses for transfer credit students is as follows:

a. proof of completing the Student Exchange program is a certificate signed by the Rector and Dean;

b. proof of completing the Joint Degree program is a diploma signed by the Rector of UPN Veteran Jawa Timur together with the Rector of the partner university;

c. proof of completing the Double Degree program is a diploma signed by the Dean and Rector and obtaining a diploma from the partner university;

(6) The study period of transfer credit students is fully calculated as the study period of active students.

Part Two

Lectures for Transfer Credit Students to UPN Veteran Jawa Timur

Article 32

(1) Students from other universities both domestic and overseas who take part in Student Exchange, Joint Degree or Double Degree programs or other similar programs must be registered as transfer credit students of UPN Veteran Jawa Timur;

(2) Transfer credit students from other universities both domestic and overseas may be required/not required to pay tuition fees in accordance with the agreement stated in the cooperation contract or agreement;

(3) Transfer credit students from other universities both domestic and overseas can take several courses in various study programs in one concurrent semester;

(4) Recognition of courses for transfer credit students is as follows:

a. proof of completing the Student Exchange program is a certificate signed by the Rector and Dean;

b. proof of completing the Joint Degree program is a diploma signed by the Rector of UPN Veteran Jawa Timur together with the Rector of the partner university;

c. proof of completing the Double Degree program is a diploma signed by the Dean and Rector and obtaining a diploma from the partner university.

CHAPTER XVIII

DROP OUT

Article 46

(1) Undergraduate program students are declared dropped out if:

a. exceeding the 7 (seven) year study limit or unable to meet the evaluation requirements for learning outcomes as referred to in Article 29;

b. Inactive for 2 (two) consecutive semesters or 4 (four) non-consecutive semesters;

c. declared unfit to continue studies based on health test considerations (both physical and mental health) from a team of doctors appointed by the university leadership;

d. receive sanctions for serious academic violations;

e. receive a court decision that has permanent legal force with a sentence of at least 2 (two) semesters.

(2) Undergraduate program students who drop out as stipulated in paragraph (1) letters a, b and c may:

a. submit a letter of resignation approved by parents, known to the Academic Advisor/Study Program Coordinator addressed to the Dean;

b. The Dean submits a request letter to the Rector for the issuance of a Rector's Decree of UPN Veteran Jawa Timur concerning resignation;

c. Based on the proposal from the Dean, the Rector issues a Rector's Decree regarding resignation;

d. For students who are declared unfit to continue their studies, if within a maximum period of 2 (two) months from being declared unfit to continue their studies the student concerned does not resign, the Rector will issue a Rector's Decree of UPN Veteran Jawa Timur concerning termination of study relations.

(3) Undergraduate program students who drop out as stipulated in paragraph (1) letters d and e:

a. within a maximum of 1 (one) month after the decision of the UPN Veteran Jawa Timur legal team stated in the Rector's Decree of UPN Veteran Jawa Timur or court decisions are issued, the Dean submits a request letter to the Rector for issuance of a Rector's Decree of UPN Veteran Jawa Timur concerning drop out;

b. based on the proposal from the Dean, the Rector issues a Rector's Decree of UPN Veteran Jawa Timur concerning termination of study relations.

CHAPTER XIX

GRADUATION

Article 47

(1) Students are declared to have graduated if they meet the following requirements:

a. passed the final project/thesis exam before the examiner(s);

b. submitted a revision of the final project/thesis that passed the plagiarism detection with a certain application;

c. has the status of an active student in that semester and does not exceed the maximum study period set by the university;

d. completed all administrative obligations including returning all library/laboratory collections borrowed;

e. completed all obligations within the study period and/or duties charged in accordance with the curriculum set for the study program (including the revised final project);

f. uploaded a summary of the final project/thesis to the UPN Veteran Jawa Timur repository;

g. has a final project/thesis article published in at least national proceedings with accepted/published status.

(2) Student graduation is determined through graduation determination at the faculty level;

(3) Graduation determination as referred to in paragraph (2) is held through graduation determination at the faculty level;

(4) Students who do not submit revisions within 1 (one) month from the final project/thesis exam must take the exam again;

(5) Graduation after completing an undergraduate program can be given with or without a title consisting of:

a. Satisfactory;

b. Very Satisfactory;

c. Praise (Cum Laude).

(6) The graduation title "satisfactory" is given if the GPA is 2.76 (two point seven six) to 3.00 (three point zero zero);

(7) The graduation title "very satisfactory" is given if the GPA is 3.01 (three point zero one) to 3.50 (three point five zero);

(8) The graduation title "praise" (cumlaude) is given if the GPA is 3.51 (three point five one) to 4.00 (four point zero zero), there is no C grade on the transcript;

(9) The "praise" (cum laude) graduation title is also determined by considering the scheduled study period (n semesters) plus 1 (one) semester;

(10) The Rector gives an award certificate to graduates with the title "praise" (cum laude).

Part One

Graduation Ceremony

Article 48

- (1) UPN Veteran Jawa Timur holds graduation ceremonies at least 3 (three) times the graduation period in 1 (one) year;
- (2) Students who have been declared to have graduated from undergraduate education at UPN Veteran Jawa Timur are required to attend the graduation ceremony in their graduation period, or no later than 1 (one) subsequent graduation period after being declared graduated;
- (3) Students who have not attended graduation as referred to in paragraph (2) cannot get original diplomas and transcripts;
- (4) Students who have been declared to have graduated from undergraduate programs will receive diplomas, academic transcripts, SKPI and congratulations from the Rector.

Part Two

Titles and Addresses

Article 49

- (1) Bachelor's degree is a degree given to UPN Veteran Jawa Timur graduates who have been declared to have graduated from undergraduate education;
- (2) Types and addresses of academic degrees and their abbreviations are in accordance with applicable regulations and are regulated in the Rector's Regulation of UPN Veteran Jawa Timur.

CHAPTER XX

ADMINISTRATION OF LEARNING OUTCOMES

Part One

Academic Transcript (KHS)

Article 50

- (1) KHS contains information about:
 - a. UPN Veteran Jawa Timur logo;
 - b. the name of the University, the National Development University "Veteran" East Java;

- c. full name of the KHS owner;
 - d. Student Registration Number (NIM);
 - e. name of study program;
 - f. name of faculty;
 - g. place, date, month and year of KHS issuance;
 - h. name, Employee Identification Number (NIP) and signature of Vice Dean I (Academic Affairs);
 - i. faculty stamp;
 - j. all course names taken, credit weights and grades;
 - k. GPA;
 - l. CGPA;
- (2) KHS is issued in printed form in 4 (four) copies, each given to students, academic advisors, parents/guardians and academic administration archives;
- (3) Valid KHS is one that has been signed by the Vice Dean I (Academic Affairs).

Part Two

Academic History

Article 51

- (1) Academic history records chronologically all academic activities of a student from the first time entering as a university student until stopping, either due to graduation, dropping out, or resigning;
- (2) The academic status of students in each semester is recorded in the academic history database in BAKPK or at the Faculty;
- (3) Academic history is used as a source of information for students, academic advisors, and study programs regarding student learning success;
- (4) Academic history can be published for certain purposes at the request of students;

(5) Academic history to be used as referred to in paragraph (4) is validated by the Vice Dean I (Academic Affairs).

Part Three

Diploma

Article 52

(1) Diplomas are given to students who have been declared to have graduated from a study program, after being decided at the graduation determination;

(2) The diploma contains information about:

- a. national diploma number;
- b. UPN Veteran Jawa Timur logo;
- c. the name of the University, the National Development University "Veteran" East Java;
- d. accreditation decree number of UPN Veteran Jawa Timur and/or Study Program;
- e. undergraduate program;
- f. name of study program;
- g. full name of diploma owner;
- h. Student Registration Number (NIM);
- i. Population Identification Number (NIK) or Passport Number for foreign students;
- j. place and date of birth of diploma owner;
- k. academic title/degree and abbreviation;
- l. graduation date, month, and year;
- m. place, date, month and year of diploma issuance;
- n. name, Employee Identification Number (NIP) and signatures of Rector and Dean;
- o. UPN Veteran Jawa Timur stamp;
- p. colored 3 x 4 photo of diploma owner.

- (3) The diploma is written in standardized font and size by UPN Veteran Jawa Timur;
- (4) The date of issuance of the diploma is the date of graduation determination at the graduation ceremony;
- (5) The diploma is signed by the Rector and Dean;
- (6) The diploma is issued in Indonesian and can be translated into English on a separate page, and signed by the Dean or authorized official appointed and authorized to translate;
- (7) Diplomas are issued only once for each graduate;
- (8) If the diploma is lost or damaged, the diploma owner can request a replacement diploma certificate;
- (9) The procedure for issuing diplomas and replacement diploma certificates is regulated in the Rector's Decree of UPN Veteran Jawa Timur;
- (10) Deputy Rector I (Academic Affairs) and/or Dean, on behalf of the Rector, signs the legalization of photocopies or copies of diplomas;
- (11) Diplomas will be handed over if students have fulfilled all administrative requirements at the faculty and/or university level.

Part Four

Academic Transcript

Article 53

- (1) Academic transcripts are given to students who have been declared to have graduated from a study program, after being decided at the graduation determination;
- (2) Academic transcripts contain information about:
 - a. UPN Veteran Jawa Timur logo;
 - b. the name of the National Development University "Veteran" East Java;
 - c. accreditation decree number of UPN Veteran Jawa Timur and/or Study Program;
 - d. academic transcript number;
 - e. national diploma number;
 - f. undergraduate program;

- g. name of study program;
- h. full name of academic transcript owner;
- i. place and date of birth of academic transcript owner;
- j. Student Registration Number (NIM);
- k. date, month, and year of graduation;
- l. place, date, month and year of academic transcript issuance;
- m. name, Employee Identification Number (NIP) and signatures of Rector and Dean;
- n. UPN Veteran Jawa Timur stamp;
- o. list of all course names taken and passed, credit weights, and grades obtained from the first semester to the final semester;
- p. CGPA and graduation title.

(3) All courses taken by students, including repeating and those obtained through credit transfer and/or credit earning are listed in the academic transcript;

(4) Academic transcripts can be issued in 2 (two) languages, Indonesian and English;

(5) Academic transcripts are signed by the Rector and Dean;

(6) The procedure for issuing academic transcripts is regulated in the Rector's Decree of UPN Veteran Jawa Timur;

(7) Deputy Rector I (Academic Affairs) and/or Dean, on behalf of the Rector, signs the legalization of photocopies or copies of academic transcripts;

(8) Academic transcripts will be handed over if students have fulfilled all administrative requirements at the faculty and/or university level.

Part Five

Diploma Supplement (SKPI)

Article 54

(1) SKPI is given to students who have been declared to have graduated from a study program, after being decided at the graduation determination;

(2) SKPI contains information about:

- a. UPN Veteran Jawa Timur logo;
- b. the name of the National Development University "Veteran" East Java;
- c. SKPI number;
- d. national diploma number;
- e. accreditation decree number of UPN Veteran Jawa Timur and/or Study Program;
- f. name of study program;
- g. full name of SKPI owner;
- h. place and date of birth of SKPI owner;
- i. Student Registration Number (NIM);
- j. date, month, year of admission and graduation;
- k. diploma serial number;
- l. academic title/degree and abbreviation;
- m. type of academic education;
- n. undergraduate program;
- o. graduate learning outcomes narrative;
- p. Indonesian National Qualification Framework (KKNI) level;
- q. language of instruction;
- r. grading system;
- s. type and level of further higher education; and
- t. higher education system scheme.

(3) Date of issuance of SKPI is the date of diploma issuance;

(4) SKPI is signed by the Dean;

- (5) SKPI is issued only once for each graduate;
- (6) If the SKPI is lost or damaged, the SKPI owner can request a duplicate SKPI;
- (7) SKPI issuance and duplicate procedures are regulated in the Rector's Decree of UPN Veteran Jawa Timur;
- (8) Deputy Rector I and/or Dean signs the legalization of photocopies or copies of SKPI;
- (9) SKPI will be handed over if students have fulfilled all administrative requirements at the faculty and/or university level.

CHAPTER XXI

REPLACEMENT OF DIPLOMA

Article 55

- (1) For alumni whose original diploma is damaged or lost, a Diploma Replacement Certificate will be issued;
- (2) If there are errors in writing the diploma, a Certificate of Correction of Diploma Writing will be issued;
- (3) Issuance of Diploma Replacement Certificate and Certificate of Correction of Diploma Writing is submitted by the Dean to the Rector at the request of the diploma owner accompanied by strong evidence.

CHAPTER XXII

MANAGEMENT OF ACADEMIC DATA

Article 56

- (1) Management of academic data includes the issuance, validation, announcement, storage, confidentiality and all matters relating to the archiving of all academic documents;
- (2) The Rector or appointed official is responsible for managing academic data at the university level;
- (3) The Dean or appointed official is responsible for managing academic data at the faculty level;
- (4) The Head of Department/Study Program Coordinator or appointed official is responsible for managing academic data at the study program level;

(5) Arrangements for academic data management will be further regulated by the Rector's Regulation of UPN Veteran Jawa Timur.

CHAPTER XXIII

GUIDANCE AND COUNSELING

Article 57

- (1) Students who have academic problems, conduct guidance and counseling;
- (2) Implementation of guidance and counseling is carried out at the university or faculty/study program level;
- (3) Implementation of guidance and counseling at the university level is carried out by the Student Guidance and Counseling Service Unit;
- (4) Implementation of guidance and counseling at the faculty/study program level is carried out by the Academic Advisor.

CHAPTER XXIV

ACADEMIC VIOLATIONS

Part One

Types of Academic Violations

Article 58

(1) Minor academic violations:

a. cheating and/or cheating:

is deliberately or unintentionally using or attempting to use information materials or other study aids without permission from the lecturer concerned in academic activities.

b. assistance or attempted assistance for minor academic violations:

is deliberately or unintentionally assisting or attempting to assist in providing facilities or infrastructure that can lead to minor academic violations.

c. participation in minor academic violations:

is deliberately or unintentionally cooperating or participating in or ordering the commission of acts that lead to minor academic violations.

(2) Moderate academic violations:

a. fraud:

is deliberately or unintentionally replacing or performing duties or activities for the benefit of others, at the request of others or of their own accord, in academic activities;

b. repetition of minor academic violations;

c. assistance or attempted assistance for moderate academic violations:

is deliberately or unintentionally assisting or attempting to assist in providing facilities or infrastructure that can lead to moderate academic violations.

d. participation in moderate academic violations:

is deliberately or unintentionally cooperating or participating in or ordering acts that lead to moderate academic violations.

(3) Severe academic violations:

a. plagiarism:

is deliberately or unintentionally in obtaining or attempting to obtain credit or value for a scientific work, by quoting part or all of the work and/or scientific work of other parties which is acknowledged as their scientific work, without stating the source properly and adequately;

b. forgery:

is deliberately or unintentionally, without permission from the authorities to replace or alter/falsify symbols (stamps), letterhead and/or instruments in academic administration letters, names, signatures, values or academic transcripts, diplomas, student ID cards, assignments, lab reports, information, or reports within the scope of academic activities;

c. gratification:

is giving gifts or promises, while it is known or should reasonably be suspected that the gift or promise is given to encourage lecturers or education staff to do or not do something in their position, which is contrary to their obligations;

d. bribery:

is deliberately or unintentionally influencing or attempting to influence others by persuading, giving gifts or threats with the intention of influencing the assessment of their academic performance;

e. insult:

is deliberately or unintentionally conveying words, writings or in any form which in essence demeans the position of fellow students, lecturers, administrative staff and officials within the UPN Veteran Jawa Timur environment;

f. criminal acts which are threatened with imprisonment of 1 (one) year or more based on applicable laws and regulations.

g. repetition of moderate academic violations.

h. severe violations of administration and discipline: are deliberate or unintentional acts, either alone or in cooperation, doing acts that are contrary to the provisions of discipline and administration issued by the Ministry of Education and Culture of the Republic of Indonesia.

i. assistance or attempted assistance for severe academic violations:

is deliberately or unintentionally assisting or attempting to assist in providing facilities or infrastructure that can lead to severe academic violations.

j. participation in severe academic violations:

is deliberately or unintentionally cooperating or participating in or ordering acts that lead to severe academic violations.

Part Two

Sanctions for Academic Violations

Article 59

(1) Sanctions against students:

a. sanctions for minor academic violations:

1. severe verbal warning by the lecturer/exam committee or written warning by the faculty leader/department head/study program/section head.

2. reduction of exam grades and/or declaration of failing the course or academic activity carried out by the lecturing lecturer concerned either at the request of the faculty leader/department head or not.

b. sanctions for moderate academic violations: revoked the right/permit to participate in academic activities temporarily by the leadership of UPN Veteran Jawa Timur for a maximum of 2 (two) semesters.

c. sanctions for severe academic violations: dismissal or expulsion (permanent revocation of student status) by the leadership of UPN Veteran Jawa Timur.

(2) Sanctions for alumni proven to have committed severe academic violations during their studies at UPN Veteran Jawa Timur:

a. revocation of diploma, transcript, and SKPI;

b. loss of right to continue studies at UPN Veteran Jawa Timur.

(3) sanctions against lecturers or administrative staff involved in academic violations are determined based on applicable laws and regulations.

Part Three

Procedure for Imposing Sanctions

Article 60

(1) Procedure for imposing sanctions against students who are later found to have committed minor academic violations:

a. determination of evidence of violation;

b. confirmation of evidence and violation by the course lecturer/Head of Department/Study Program Coordinator/Section Head;

c. determination of sanctions by the course lecturer/Head of Department/Study Program Coordinator.

(2) Procedure for imposing sanctions against students or alumni who are later alleged to have committed moderate and severe academic violations:

a. The Dean appoints an investigative team to examine and gather facts/data/information on allegations of moderate and/or severe academic violations;

b. the investigative team is led by the Dean with the Vice Dean for Academic Affairs (Wadek I) as secretary and the Study Program Coordinator as a member;

c. in order to examine and gather facts/data/information, the investigative team has the authority to summon related parties and request data, evidence of alleged moderate and/or severe academic violations;

d. the results of the investigation team's examination of allegations of moderate and/or severe academic violations are submitted to the Dean to be forwarded to the university leadership;

e. after considering and taking into account the minutes of the results of the examination and collection of facts/data/information on the case, the university leadership and PPID form an academic violation settlement team;

f. the academic violation settlement team consists of:

1. university leadership;

2. 3 (three) legal experts appointed by university leaders at the suggestion of PPID;

3. reporting faculty leader;

4. administration staff as clerk of trial proceedings.

g. during the trial process, students who are suspected of committing moderate and/or severe academic violations are given the right to defend themselves;

h. based on the results of the special hearing, university leaders can decide to impose sanctions against the students concerned by taking into account the severity or type of academic violation and sanctions that can be imposed.

(3) Imposition of severe academic sanctions in the form of permanent dismissal of status as UPN Veteran Jawa Timur student as referred to in Article 59 paragraph (1) letter c specifically against students who commit severe academic violations;

(4) If the severe academic violation as referred to in paragraph (3) above is not processed in court, the imposition of such severe academic sanctions can still be enforced;

(5) In the event that a student suspected of committing a criminal act as referred to in Article 58 paragraph (3) letter f is being detained and or has received a District Court verdict stating that the student concerned is guilty, the university leadership can impose a temporary suspension sanction of no later than 2 (two) semesters and calculated as study period;

(6) In the event that after the temporary suspension sanction has been served it turns out that the student concerned is still in detention, the study period of the student concerned is suspended (temporarily not calculated) until the issuance of a court decision that has permanent legal force;

(7) In the event that a student suspected of committing a criminal act as referred to in Article 58 paragraph (3) letter f in a court decision that has permanent legal force is declared guilty and sentenced to criminal sanctions, the study period while the person concerned is detained and/or temporarily dismissed is calculated as study period;

(8) Imposition of severe academic sanctions in the form of permanent revocation of status as UPN Veteran Jawa Timur student, specifically for students who commit criminal acts as referred to in Article 58 paragraph (3) letter f can only be imposed after a court decision that has permanent legal force which declares the student concerned guilty and subject to criminal sanctions;

(9) Students who are sanctioned for committing academic violations at all levels have the right to submit objections and/or administrative appeals within 14 (fourteen) days from receipt of notification of the academic violation sanctions.

CHAPTER XV

CLOSING

Article 61

1. All previous academic regulations that are contrary to the contents of this Rector's Regulation are declared invalid;
2. This Rector's Regulation comes into force from the date of stipulation.

Stipulated in Surabaya

On December 21, 2020

RECTOR,

Signed

AKHMAD FAUZI

NIP 196511091991031002

in accordance with the original at the General Bureau & Finance,

NIP. 5907101987032001