



**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BENGKULU**

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**REGULATIONS OF THE RECTOR OF THE UNIVERSITY OF BENGKULU
NUMBER 25 OF 2020**

**CONCERNING
ORGANIZATION OF ACADEMIC ACTIVITIES OF VOCATIONAL, UNDERGRADUATE,
PROFESSIONAL AND POSTGRADUATE EDUCATION PROGRAMS,
UNIVERSITY OF BENGKULU**

**UNIVERSITY OF BENGKULU
RECTOR**

Considering: a. That for the purpose of implementing the Tri Dharma of Higher Education, it is necessary to organize Academic Activities which are the basic guidelines for the implementation of academic activities within the Bengkulu University;

b. Whereas for the purposes as referred to in point a, it is necessary to stipulate the Rector's Regulation concerning the Implementation of Academic Activities for the University of Bengkulu's Vocational, Undergraduate, Professional and Postgraduate Education Programs.

- In view of:
1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
 2. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 Number 157);
 3. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158);
 4. Law of the Republic of Indonesia Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6);
 5. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16);
 6. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (State Gazette of the Republic of Indonesia of 2012 Number 24)
 7. Presidential Decree of the Republic of Indonesia Number 17 of 1982 concerning the Establishment of Bengkulu University;
 8. Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 17 of 2013 concerning Lecturer Functional Positions and Credit Scores (State Gazette of the Republic of Indonesia of 2013 Number 466);
 9. Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 46 of 2013 concerning Amendment to Regulation of the Minister of Empowerment of State Apparatus and Bureaucratic Reform Number 17 of 2013 concerning Functional Positions of Lecturers and Credit Scores (State Gazette of the Republic of Indonesia Year 2014 Number 15);

10. Regulation of the Minister of Education and Culture Number 63 of 2013 concerning Organization and Work Procedures (OTK) of Bengkulu University (State Gazette of the Republic of Indonesia of 2013 Number 782);
11. Regulation of the Minister of Education and Culture Number 73 of 2013 concerning the Application of the Indonesian National Qualifications Framework for Higher Education (State Gazette of the Republic of Indonesia of 2013 Number 31);
12. Regulation of the Minister of Education and Culture Number 75 of 2013 concerning the Statute of the University of Bengkulu (State Gazette of the Republic of Indonesia of 2013 Number 847);
13. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 15 of 2017 concerning the Naming of Study Programs in Higher Education;
14. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 59 of 2018 concerning Diplomas, Certificates of Competence, Professional Certificates, Degrees, and Procedures for Writing Degrees in Higher Education which contains National Diploma Numbering (PIN) and Online Diploma Verification System (SIVIL));
15. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards;
16. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning Accreditation;
17. Decree of the Minister of Research, Technology and Higher Education Number 412/M/KPT.KP/2017 concerning the Dismissal and Appointment of the Chancellor of the University of Bengkulu for the Period of 2017 - 2021;
18. Regulation of the Chancellor of the University of Bengkulu Number 37 of 2016 concerning the Implementation of Academic Activities for the University of Bengkulu's Vocational, Undergraduate, Professional and Postgraduate Education Programs;
19. Bengkulu University Chancellor Regulation Number 01 of 2020 concerning Delegation of Some of the Rector's Authorities and Responsibilities to the Vice Chancellor and Certain Officials within the Bengkulu University;

HAS DECIDED:

Stipulate: REGULATION OF THE RECTOR OF THE UNIVERSITY OF BENGKULU CONCERNING THE ORGANIZATION OF ACADEMIC ACTIVITIES OF VOCATIONAL, UNDERGRADUATE, PROFESSIONAL AND POSTGRADUATE EDUCATION PROGRAMS OF BENGKULU UNIVERSITY.

CHAPTER I GENERAL PROVISIONS

Article 1 Definitions

1. Ministry is the Ministry of Education and Culture.
2. University is Bengkulu University.
3. The Chancellor is the Chancellor of Bengkulu University.
4. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating Science and Technology through Education, Research, and Community Service.
5. Students are students who are registered at Bengkulu University
6. Faculty is a collection of supporting resources that organize and manage academic,

vocational, and or professional education in one or several trees/groups of science and technology at the University.

7. The Department/Article is a unit under the Faculty contained in the Tertiary Education Institution that manages academic resources.
8. Study Program, hereinafter abbreviated as Study Program, is a unit of educational and learning activities that has a certain curriculum and learning method in one type of academic education, professional education, and/or vocational education.
9. Academic regulations are provisions on everything that regulates the procedures for implementing the process of education and learning activities, and their relation to research and community service.
10. The Indonesian National Qualifications Framework, hereinafter abbreviated as KKNI, is a Competency Qualification Ranking Framework that can juxtapose, equalize, and integrate the fields of education and the field of job training and work experience to provide recognition of work competencies in accordance with the work structure in various sectors.
11. Semester credit units (sks) are the amount of time for learning activities that are charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in following curricular activities in a study program.
12. Semester is a unit of activity time consisting of 16 (sixteen) to 19 (nineteen) weeks of face-to-face lectures or other scheduled activities, along with accompanying activities, including 2 (two) to 3 (three) weeks of assessment activities.
13. The credit score is a measure of the student's study load and the teaching staff's teaching load which is expressed in credits.
14. Final Project Report (LTA) is a written work produced by students through the scientific method as a requirement to complete vocational study programs.
15. Thesis is a research paper produced by students through the scientific method as a requirement to complete their undergraduate studies.
16. Thesis is a research paper produced by students through the scientific method as a requirement to complete the study of a Master's program.
17. A dissertation is a research paper produced by a student through the scientific method as a requirement to complete a doctoral study program.
18. The curriculum is a set of plans and arrangements regarding learning outcomes, study materials, processes, and assessments that are used as guidelines for the administration of study programs.
19. Learning outcomes are abilities obtained through the internalization of knowledge, attitudes, skills, competencies, and accumulated work experience.
20. Diplomas are documents given to graduates of academic education and vocational education as an acknowledgement of learning achievement and/or completion of accredited study programs organized by universities.
21. Academic transcripts are a collection of cumulative course scores that have been taken.
22. Certificate of Associate Diploma, hereinafter abbreviated as SKPI, is a document containing information about the fulfilment of graduate competencies in a Higher Education Program.
23. Certificate of Competence is a document containing a statement regarding the competence of graduates in accordance with expertise in their branch of knowledge and/or having achievements outside the study program.
24. Professional Certificate is a document that contains a statement regarding the recognition for practising professions obtained by graduates of professional education in a Higher Education Program.
25. Degree is a designation given to graduates of academic education, vocational education, professional education, and specialist education.
26. *fast Track Program* is an educational program organized by the University to accelerate *the completion of further studies for* students who have high academic achievements and meet certain requirements.

27. Alternative Courses are courses that can be taken by students outside of their study program.
28. *Blended Learning* is a learning method that is carried out by combining the implementation of face-to-face learning in the classroom with interactive learning in the network (online) without reducing the quality of learning.

Article 2

Objectives and Targets

- (1) The objectives of this academic administration regulation are:
 - a. As a guideline for the implementation of educational and learning activities within the University;
 - b. As a reference in preparing derivative regulations related to academics;
- (2) The objectives of this academic regulation are:
 - a. Students can study following the quality standards set, on time and with satisfactory results;
 - b. Lecturers can teach following established quality standards and can measurably evaluate learning outcomes;
 - c. The unit supporting learning activities can carry out the task of organizing the learning process effectively and efficiently, measurably and producing graduates with the specified competencies;

CHAPTER II CURRICULUM

Article 3

The Curriculum Implementation

- (1) applicable curriculum can be in the form of lectures, practicum, field studies, research, and community service;
- (2) The curriculum aims to equip and direct students to achieve certain skills, knowledge, skills, reasoning, morality and ethics which are carried out at certain levels of education;
- (3) The curriculum serves to realize the goals of education, development of science, technology and the arts;
- (4) The curriculum as referred to in paragraph (1), paragraph (2), and paragraph (3) of this article is guided by the provisions of the applicable laws and regulations;
- (5) The curriculum can be reviewed according to the needs and developments of science, technology, and the arts;
- (6) The applicable curriculum is determined by the Rector's Decree;

Article 4

Preparation, Evaluation and Change of Curriculum

- (1) Each study program is obliged to prepare a curriculum, implement, and evaluate the implementation of the curriculum referring to the KKNi in the field of higher education following policies, regulations, and guidelines on the preparation of the study program curriculum;
- (2) The curriculum of a study program is prepared by a team determined based on the Rector's Decree consisting of personnel who have fields of knowledge that are in accordance with the curriculum to be compiled;
- (3) Changes to the curriculum of University courses are determined by the decision of the Chancellor after receiving consideration from the University Senate;

- (4) Guidelines for the preparation and procedures for changing the applicable curriculum are stipulated in the Decree of the Rector after receiving consideration from the University Senate;
- (5) The guidelines for curriculum preparation as referred to in Article (4) at least regulate the procedures for:
 - a. preparation and/or change of curriculum
 - b. determination of the name and Course Code consisting of 6 characters; The first 3 characters in the form of letters state the group code for University, Faculties, Study Programmes and Alternative Courses; The next 3 characters in the form of numbers indicate the numbering of the courses (1 first character indicates the year the course is offered and the next 2 characters indicate the order of the courses)
 - c. determination of course credit weights
 - d. provisions for practicum courses that have practicum
 - e. preparation of syllabus and lesson plans for semester courses
 - f. preparation of prerequisite courses, and
 - g. evaluation implementation
- (6) Course structure in the curriculum consists of University, Faculties, Study Programmes and Alternative Courses;
- (7) University Courses as referred to in paragraph (3) are:
 - a. Religious Education : 3 (1-2) credits
 - b. Pancasila : 2 (1-1) credits
 - c. Civic Education : 2 (1-1) credits
 - d. Indonesian : 3 (1-2) credits
 - e. Student Community Service/
Other Activities equivalents : 4 (0-4) credits
 - f. Entrepreneurship : 2(1-1) credits
 - g. English : 2 (1-1) credits
 - h. Computer and Programming (Coding) : 3 (1-2) credits
- (8) University Courses as referred to in article (7) may be increased or decreased in accordance with the development of science, technology and art through the Decree of the Rector after receiving consideration from the University Senate;
- (9) University courses as referred to in article (7) points a, b and c must contain material on state defense, anti-corruption, anti-radicalism, anti-drugs and disaster mitigation;
- (10) The preparation of materials and monitoring of University Courses as referred to in article (7) is carried out by The Office of Quality Assurance and Learning Development (LPMPP – *Lembaga Penjamin Mutu dan Pengembangan Pembelajaran*);
- (11) University, Faculties, Study Programmes and Alternative Courses are stipulated in the curriculum of the concerned study programmes

Article 5

Course Offers

- (1) The unified student study load plan is set out in the curriculum accompanied by credit scores for each course;
- (2) (Only courses that are contained in the curriculum and have a certain credit score can be offered to students;
- (3) The study load or credits of each Study Programme has a certain balance between University, Faculties, Study Programmes and Alternative Courses adjusted to the applicable provisions and the needs of the community;
- (4) Students are allowed to take courses across universities, faculties and study programs provided that the courses are contained in the curriculum of the relevant study program;
- (5) The procedures and requirements mentioned in Article (4) will be further regulated by the rector's regulation;

CHAPTER III
LEARNING SYSTEM AND SEMESTER CREDITS

Article 6
Learning System

- (1) The implementation of the learning process at the University of Bengkulu applies a semester credit system, an integrated block or module system or other forms according to the needs in meeting learning outcomes;
- (2) The learning system aims to:
 - a. provide opportunities for students to complete their studies on time;
 - b. provide opportunities for students to be able to take part in educational activities according to their interests, talents, and abilities;
 - c. simplify the student competency evaluation system.
- (3) The learning system adopted at the University of Bengkulu is student-centered learning, namely student-centered learning;
- (4) Student-centered learning as referred to in Article (3) is learning in which the achievement of competence is achieved through a learning process that prioritizes the development of creativity, capacity, personality, and student needs, as well as developing independence in seeking and finding knowledge;

Article 7
Alternative Course

- (1) Alternative courses can be done outside the study programme;
- (2) The form of learning for alternative courses outside the study program as referred to in Article (1) is a learning process consisting of:
 - a. Learning in other study programmes at the same university;
 - b. Learning in the same study programme at different universities;
 - c. Learning in other study programmes at different universities;
 - d. Learning at non-university institutions;
 - e. Learning in industry or the professional world;
- (3) The learning process outside the Study Programme as referred to in Article (2) letter b, letter c, letter d and letter e is carried out based on a cooperation agreement between the Tertiary Education Institution and the University or other related institutions and the results of the study are recognized through a credit transfer mechanism. ;
- (4) The Learning Process outside the Study Programme as referred to in Article (2) is an activity within the programme that can be determined by the Ministry and/or the Chancellor;
- (5) The learning process outside the Study Programme as referred to in Article (2) is carried out under the guidance of the Lecturer;
- (6) The learning process outside the study program as referred to in Article (2) letter c letter d and letter e is carried out only for undergraduate programs and applied undergraduate programs outside the health sector;
- (7) The form of learning activities as referred to in Article (2) can be in the form of:
 - a. Student exchange
 - b. Internship/Work Practice
 - c. Teaching Assistant in Education Unit
 - d. Research
 - e. Humanity project
 - f. Entrepreneurial activities
 - g. Independent Study/Project
 - h. Building a Thematic Real Work Village/Lecture
- (8) The terms and procedures for the implementation of alternative lectures can then be regulated by the Rector's regulation;

Article 8

Blended Learning

- (1) Lectures can be conducted using an online system that can be compared to face-to-face lectures.
- (2) The implementation of online lectures as referred to in Article (1) is carried out with a minimum load of 30% and a maximum of 79% of the number of meetings planned in the Course Selection Sheet (KRS – *Kartu Rencana Studi*);
- (3) The courses held must be listed in the curriculum in accordance with the academic activities scheduled in the current semester and included in the Course Selection Sheet (KRS – *Kartu Rencana Studi*) of the course;
- (4) Equalized online lectures as referred to in Article (1) must meet the following minimum standards:
 - a. teaching staff standards
 - b. learning content standards
 - c. student competency standards
 - d. learning process standards
 - e. learning management standards
 - f. financing standard
 - g. standard of facilities and infrastructure
 - h. grading standard
- (5) The standards as referred to in Article (4) are further regulated in the Quality Assurance Guidelines for the implementation of online lectures which are stipulated by the Rector's Regulation.

Article 9

Semester Credit

- (1) Semester credit in the learning process are in the form of lectures, responses, tutorials, seminars, practicums, studio practices, workshop practices, field practices, research, community service and/or other similar learning processes;
- (2) One (1) credit in the learning process in the form of lectures, responses or tutorials equivalent to 50 (fifty) minutes of scheduled face-to-face academic activities, 60 (sixty) minutes of structured academic activities plus 60 (sixty) minutes of independent academic activities per week;
- (3) One (1) credit in the learning process in practicum, studio practice, workshop practice, field practice, research, community service and/or other similar learning processes, the implementation is equivalent to 170 (one hundred and seventy) minutes per week per semester;
- (4) One (1) credit in the learning process in the form of seminars or other similar forms means that face-to-face activities are equivalent to 100 (one hundred) minutes per week per semester and independent activities of 70 (seventy) minutes per week per semester;
- (5) Calculation of the learning load in the block system, module, or other form is determined according to the needs in meeting learning outcomes.

Article 10

Study Load and Period

- (1) Study load for vocational and undergraduate students in semesters 1 (one) and 2 (two) in accordance with the study programme curriculum package that applies in that semester;
- (2) Study load for vocational programs and undergraduate programmes, for students who obtain a Semester Achievement Index (IPS – *Indeks Prestasi Semester*) 3.00 (three point zero zero) and meet academic ethics, after 2 (two) semesters in the first academic year can take a maximum of 24 (twenty four) Semester Credit per semester in the following semester.
- (3) The study load of the diploma three (D-3) vocational program is at least 108 (one hundred

- and eight) credits and a maximum of 120 (one hundred and twenty) credits, including Final Report (LTA – *Laporan Tugas Akhir*), which is scheduled to be completed in at least 5 (five) credits semester and a maximum of 10 (ten) semesters;
- (4) The study load for the four-diploma vocational program (D-4) is at least 144 (one hundred and forty-four) credits and a maximum of 160 (one hundred and sixty) credits, including Final Report (LTA – *Laporan Tugas Akhir*), which is scheduled to be completed in at least 7 (Seven) semesters and a maximum of 14 (fourteen) semesters;
 - (5) The study load for the undergraduate program is at least 144 (one hundred and forty four) credits and a maximum of 160 (one hundred and sixty) credits including the thesis, which is scheduled to be completed in at least 7 (seven) semesters and a maximum of within period of 14 (fourteen) semesters;
 - (6) The study load of the Professional program after completing the undergraduate program, or the four applied diploma/bachelor degree program is at least 24 (twenty four) credits, which is scheduled to be completed within a maximum of 6 (six) semesters, unless stipulated by other regulations;
 - (7) The study load for the Master program is at least 36 (thirty six) credits and a maximum of 44 (forty four) credits for study programs that are not in a plot, which is scheduled to be completed in at least 4 (four) semesters and a maximum of 4 (four) semesters. the amount within 8 (eight) semesters;
 - (8) The Doctoral program study load is at least 42 (forty two) credits for a plot and a maximum of 52 (fifty two) credits, which is scheduled to be completed in at least 6 (six) semesters and at the most within 6 (six) semesters. 14 (fourteen) semesters;
 - (9) For students who cannot complete their studies within the maximum time limit, they will automatically drop out (DO) which is determined by the Decree of the Rector's;
 - (10) Students who drop out (DO) are given a transcript according to the achievement in question;

Article 11 **Credit Transfer**

- (1) Students can apply for credit transfer for courses obtained from a study programme, both study programmes within the University and other state universities that are accredited at least B (Excellent);
- (2) Courses that can be transferred for credit are from:
 - a. Student exchange program, Sandwich and Double Degree;
 - b. Educational programs that have been followed before, both study programmes in universities and other tertiary institutions that are accredited at least B (Excellent);
 - c. Other activities carried out in non-university institutions;
 - d. Vocational level transfer programmes and fast track programmes;
- (3) Courses that can be credited must meet the following requirements:
 - a. Have material content that is equivalent to the learning outcomes in the courses contained in the curriculum that is being followed;
 - b. If the courses taken do not meet the criteria as in letter a, but support learning outcomes, they can be credited as elective courses;
 - c. The study program that administers the course has a minimum accreditation of B (Excellent) or higher.
 - d. The validity period of the courses is a maximum of 3 (three) years for the Bachelor program, 2 (two) years for a vocational program, 1 (one) year for Professional and Postgraduate programs calculated starting at the time the grade is issued by the original study programme;
- (4) The study load that can be transferred is a maximum of 60 (sixty) percent of the total study load which is required to be taken in accordance with the curriculum in the study program being followed;
- (5) Courses that are transferred for credit are decided through the Dean's Decree on the proposal of study programs;
- (6) Procedures and requirements for credit transfers from non-tertiary institutions as referred to in Article (2) point (c) further regulated by the rector's regulation;

CHAPTER IV

THE OBLIGATIONS AND RIGHTS OF STUDENTS IN LEARNING

Article 12

Students Obligations

- (1) Paying tuition fees (UKT/SPP– *Uang Kuliah Tunggal/Sumbangan Pembinaan Pendidikan*) every semester and other payment obligations regulated by rector regulation;
- (2) Having a Student Identification Number (NIM– *Nomor Induk Mahasiswa*) issued by the University;
- (3) Planning lectures each semester with the guidance of the Academic Adviser (PA– *Pembimbing Akademik*);
- (4) Re-evaluating the results of learning achievements each semester, and adjusting the next study plan of the semester based on the achievement of the results learning gained in the previous semester;
- (5) Attending the learning process activities at least 80% of the scheduled learning process;
- (6) Submitting a valid reason if the attendance requirement as referred to in Article (5) of this article is not fulfilled;
- (7) Following the evaluation of student learning, carried out by lecturers in the forms of assignments, quizzes, midterms, and end-of-semester exams including practicums in practical courses;
- (8) Checking the correctness of basic data (name, date of birth, NIM, National Identity Number (NIK- *Nomor Induk Kependudukan*), name of mother, gender, study program, status, and other basic data) and data academic history (Lecture Status History, Lecture History, and other academic data) at Higher Education Database (PDDIKTI– *Pangkalan Data Pendidikan Tinggi*) official website and report to the relevant department if there are errors data to be corrected;
- (9) Complying with other regulations that apply within the University;

Article 13

Student Rights

- (1) Obtaining services from the unit supporting learning activities (study programme, division, departments, faculties, and universities) to remove learning barriers;
- (2) Choosing courses outside the study program in accordance with the learning outcomes set;
- (3) Students have the right to take academic leave, due to illness or other reasons;
- (4) Get Pocket books, Academic Guides and administrative equipment: lecture schedules, and guidance and counseling books;
- (5) Obtaining the alma mater jacket and its attributes;
- (6) Obtaining the competencies set in the curriculum of the study program being followed;
- (7) Obtaining student worksheets for each type of exam and assignment given;
- (8) Reporting problems related to the learning process and getting settlement from related parties;
- (9) Getting a scholarship in accordance with the specified requirements;

CHAPTER V

ACADEMIC ADMINISTRATION

Article 14

University Academic Calendar

- (1) The academic calendar is determined by the Rector;
- (2) Academic calendar issued by the university before the academic year started;
- (3) The academic calendar begins in the second week of August;
- (4) The academic calendar lists all educational activities and schedules and teaching that applies to all levels of education;

- (5) A special program that for some reason cannot follow the schedule the above academic calendar must be determined by the Rector.

Article 15

Activities in the University Academic Calendar

- (1) Activities that must be included in the Academic Calendar include the following schedules;
- Admission of new students;
 - English pre-test for new students;
 - Tuition Fees (UKT/SPP– *Uang Kuliah Tunggal/Sumbangan Pembinaan Pendidikan*) and Institutional Development Payment Fees (BPI- *Biaya Pengembangan Institusi*) specifically for Independent Admission;
 - Registration of new and old students;
 - Introduction to Campus Life (PKK- *Pengenalan Kehidupan Kampus*);
 - Class schedules and rooms upload;
 - Trusteeship, filling and change of Course Selection Sheet (KRS- *Kartu Rencana Studi*);
 - Period of lecture/practicum/seminars/fieldwork;;
 - Mid-semester exam (UTS- *Ujian Tengah Semester*)/formative;
 - Quiet Week;
 - Final semester exam (UAS- *Ujian Akhir Semester*)/summative;
 - Grade input;
 - Graduation;
 - Dies Natalis (Anniversary);;
 - Regular and Inter-semester Community Services (KKN- *Kuliah Kerja Nyata*);
 - Inter-Semester Course (KAS- *Kuliah Antar Semester*);
 - Higher Education Database (PDDIKTI– *Pangkalan Data Pendidikan Tinggi*) Data Filling;
 - Internal Quality Audit (AMI- *Audit Mutu Internal*)
 - Unib Fair
- (2) Special activities which for some reason cannot follow the schedule of the academic calendar as referred to in Article (1) must be determined by the Rector.

Article 16

Academic Information System and Higher Education Database

(PDDIKTI– Pangkalan Data Pendidikan Tinggi)

- (1) The academic management administration system uses an information system Academic (SIAKAD- *Sistem Informasi Akademik*) University of Bengkulu;
- (2) Submission of Study Program reports in organizing Learning programs is through the Higher Education database (PDDIKTI– *Pangkalan Data Pendidikan Tinggi*).
- (3) The implementation of SIAKAD and PDDIKTI is further regulated in the Regulation of Rector.

Article 17

Admission of new students

- (1) New students come from the State University National Admission Selection (SNMPTN- *Seleksi Naional Masuk Perguruan Tinggi Negeri*), State University Joint Admission Selection (SBMPTN- *Seleksi Bersama Masuk Perguruan Tinggi Negeri*), State University Independent Admission Selection (SMMPTN- *Seleksi Mandiri Masuk Perguruan Tinggi Negeri*), or other designations in accordance with applicable regulations;
- (2) The State University National Admission Selection (SNMPTN- *Seleksi Naional Masuk Perguruan Tinggi Negeri*) or other designations are the processes of accepting new students through a selection without a test based on the academic achievement of the students every semester in high school throughout Indonesia;
- (3) The State University Joint Admission Selection (SBMPTN- *Seleksi Bersama Masuk Perguruan Tinggi Negeri*) or other designations are the processes of accepting new

- students through a national selection test;
- (4) The Independent Admission Selection or other designations is an acceptance process of new students in postgraduate, professional, undergraduate, and vocational programs, through written tests and/or interview/practice by the university;
 - (5) New students who have been accepted have passed high school and for foreign high school graduates, the diploma must be legalized by the competent authority;
 - (6) Admission of new students for professional and postgraduate programs is regulated separately through the Regulation of Rector.

Article 18

Student Registration

- (1) Students are required to register themselves every semester in the Subdivision of Registration, Learning Department at the Bureau of Planning, Learning, and Student Affairs (PPK- *Perencanaan, Pembelajaran dan Kemahasiswaan*);
- (2) New students who are accepted are required to register themselves by submitting the requirements that have been determined;
- (3) Old students who re-register must show their student card and proof of previous semester tuition fee (UKT/SPP- *Uang Kuliah Tunggal/Sumbangan Pembinaan Pendidikan*) payments.
- (4) Students who take academic leave must include a leave letter when re-registering;
- (5) Students who are late for re-registration are given an extension of time maximum of one week from the deadline for registration and the person concerned is burdened with a late fee of 1% of the amount of the last tuition fee (UKT/SPP- *Uang Kuliah Tunggal/Sumbangan Pembinaan Pendidikan*);
- (6) Students who are not registered for 1 (one) semester without proof of leave from the Rector can still register as a University of Bengkulu student in the next semester by paying the semester tuition fee (UKT/SPP- *Uang Kuliah Tunggal/Sumbangan Pembinaan Pendidikan*) when the students are not active and the semester tuition fee (UKT/SPP- *Uang Kuliah Tunggal/Sumbangan Pembinaan Pendidikan*) that will be undertaken;
- (7) Students who are not registered for 2 (two) consecutive semesters can reactivate if they get a recommendation from the Dean and pay the semester tuition fee (UKT/SPP- *Uang Kuliah Tunggal/Sumbangan Pembinaan Pendidikan*) when the students are not active and the tuition fee (UKT/SPP- *Uang Kuliah Tunggal/Sumbangan Pembinaan Pendidikan*) of the semester that will be undertaken;
- (8) The time when the students are not active as referred to in Articles (6) and (7) of this article counts as the study period;
- (9) Students who are not registered for more than 2 (two) semesters without proof of academic leave are considered to have resigned and cannot register to become students again.
- (10) The number of credits taken by students as referred to in Articles (6) and (7) of this article is based on the last grade point (IPS- *Indeks Prestasi Sementara*) that was obtained as active students;

Article 19

Academic Leave

- (1) Students who apply for academic leave, must submit a written application to the Head of the Department/Division or Study Program Coordinator for the faculty who do not have a Department/Division;
- (2) The Dean proposes to the Rector according to the schedule on the Academic Calendar, to then issue a permit for academic leave by the Rector;
- (3) Student academic leave is granted for a maximum period of 2 (two) semesters, whether in a row or not for all levels of the program;
- (4) Students are allowed to apply for academic leave after taking lectures for two semesters;
- (5) Students who are on leave from academic activities as referred to in Article (1) can be reactivated according to the leave letter received;
- (6) Academic leave time is calculated in determining the deadline for the completion of studies.
- (7) The number of credits taken after academic leave is based on the last grade point

- (IPS- *Indeks Prestasi Sementara*) before academic leave;
- (8) Students on academic leave status are not entitled to academic and student services;
- (9) Students who receive scholarships are not allowed to take academic leave;

Article 20

Transfer between study programs and universities

- (1) The transfer of students between study programs in UNIB is regulated by the following conditions:
- a. Having a minimum GPA (IPK- *Indeks Prestasi Kumulatif*) of 2.00 and have completed academic activities for at least 2 (two) semesters;
 - b. Obtaining approval from the Dean of the faculty of origin based on the consideration of the Head of Department/Head of Division;
 - c. Approved by the Dean and Head of Department/Head of Division or coordinator of the intended study program;
 - d. Passing the test held by the intended Study Program;
 - e. The credits owned by the transfer student can be considered by the Study Program Coordinator for transfer as long as they are in accordance with the new study program curriculum;
 - f. Transfer of students between study programs only applies once at the beginning of the academic year;
 - g. Transfers from non-regular programs to regular programs are not permitted;
 - h. The study period of students in Article (1) of this article is calculated from the time they are accepted at the University of Bengkulu;
- (2) Students who are going to move to another tertiary institution must have an active status and have studied for 2 (two) semesters at the University of Bengkulu;
- (3) Students who transfer as referred to in Articles (1) and (2) are determined by a Decree of the Rector;
- (4) Students who have been approved by the Rector to move to another tertiary institution cannot move back to become Bengkulu University students.

Article 21

Transfer Students

- (1) The university accepts transfer students from state universities who have the same study program and/or are allied with the study program at Bengkulu University;
- (2) Universities may accept or reject transfer students from other tertiary institutions by considering the quality or quality of the university or study program of origin;
- (3) Universities can only accept transfer students at the beginning of the academic year;
- (4) Transfer students as referred to in Articles (1) and (2) must meet the following criteria:
- a. Having active student status at the university of origin and registered at PDDIKTI (PDDIKTI- *Pangkalan Data Pendidikan Tinggi*).
 - b. If the students have participated in academic activities for 2 (two) semesters, the students concerned must have completed at least 30 (thirty) credits with a GPA (IPK- *Indeks Prestasi Kumulatif*) equal to or more than 2.50 (two points fifty),
 - c. If the students have participated in academic activities for 4 (four) semesters, the students concerned must have completed at least 60 (sixty) credits with a GPA (IPK- *Indeks Prestasi Kumulatif*) equal to or more than 2.50 (two points fifty),
 - d. If the students have participated in academic activities for 6 (six) semesters, the student concerned must have completed at least 80 (eighty) credits with a GPA (IPK- *Indeks Prestasi Kumulatif*) equal to or more than 2.50 (two point fifty),
 - e. If the students have participated in academic activities for 8 (eight) semesters, the student concerned must have completed at least 100 (one hundred) credits with a GPA (IPK- *Indeks Prestasi Kumulatif*) equal to or more than 2.50 (two point fifty),
 - f. not in the process of being expelled (drop out), receiving academic/ethical or

other sanctions from the original institution proven by a certificate from the Rector of the original institution;

(5) Students who will move to the University of Bengkulu must submit an application to the Rector of the University of Bengkulu by attaching the requirements as stipulated in Article (4);

(6) Transfer students must pass the examination held by the designated study program at the University of Bengkulu;

(7) Transfer students must comply with the applicable academic, curriculum, and study period provisions at the University of Bengkulu;

(8) The period of study for transfer students is in accordance with the time limit for the study program taken at the University of Bengkulu which is calculated when the students are registered at the original university before moving to the University of Bengkulu;

(9) Transfer students are referred to in Article (1) and determined by the Decree of the Rector.

Article 22

Foreign Students

- (1) The University may admit students of foreign nationals, in accordance with the prevailing laws and regulations;
- (2) The foreign nationals can study since the first year at the University of Bengkulu or be transferred from universities abroad according to the specified requirements;
- (3) The selection of foreign students is through an entrance examination which is specially carried out for that purpose;
- (4) The procedures and requirements for the admission of foreign students shall be stipulated by the Regulation of the Rector.

Article 23

Introduction to Campus Life and Matriculation

- (1) Introduction to campus life for new students (PKK-MABA UNIB- *Pengenalan kehidupan kampus bagi Mahasiswa Baru Universitas Bengkulu*) or other designations is an activity that must be followed by all new and transfer students with the aim of introducing campus life which includes; academic, organizational/institutional and student activities at the University of Bengkulu;
- (2) Campus life introduction activities as referred to in Article (1) are required to disseminate the Regulation of the Rector concerning:
 - a. Student Code of Ethics;
 - b. Implementation of Academic Activities for the University of Bengkulu Vocational, Undergraduate, Professional, and Postgraduate Education Programs;
- (3) The activities as referred to in Article (1) are carried out at the University and Faculty level for a period not exceeding 4 (four) days, which are carried out in coordination between the student affairs of the university and faculties;
- (4) Students who have participated in the activities in Article (1) are entitled to a certificate;
- (5) The certificate as referred to in Article (4) is one of the requirements for obtaining scholarships and membership in Student Organizations (ORMAWA- *Organisasi Mahasiswa*) both at the university, faculty, department and study program level;
- (6) Introduction to campus life for new students (PKK-MABA UNIB- *Pengenalan kehidupan kampus bagi Mahasiswa Baru Universitas Bengkulu*) is only applied to vocational and undergraduate program students;
- (7) If deemed necessary, matriculation can be carried out at the faculty/department/study level in the form of credit-free learning activities for new students who require scientific equality;;
- (8) The schedule for the implementation of matriculation in each faculty/department/study is determined by the faculty/department/study that organizes it;

CHAPTER VI

STUDENT STUDY PLAN

- (1) Students is required to fill in online a Course Selection Sheet (KRS-*kartu Rencana studi*) based on the curriculum of each study program according to the schedule in the academic calendar;
- (2) At the beginning of the semester, students prepare a learning plan with the guidance of an Academic Advisor (PA-*Pembimbing Akademik*) appointed by the Rector;
- (3) Course Selection Sheet (KRS-*kartu Rencana studi*) that students have filled in must obtain Academic Advisor (PA-*Pembimbing Akademik*) approval online after consulting with Academic Advisor (PA-*Pembimbing Akademik*) lecturers;
- (4) Due to something that is not possible for the Academic Advisor (PA-*Pembimbing Akademik*) to approve the student Course Selection Sheet (KRS-*kartu Rencana studi*), the guidance and approval are carried out by the head of the department/Study Program after obtaining approval from the Academic Advisor (PA-*Pembimbing Akademik*) ;
- (5) Students who have not filled in the Course Selection Sheet (KRS-*kartu Rencana studi*) or have not received Academic Advisor (PA-*Pembimbing Akademik*) approval by the deadline for the Course Selection Sheet (KRS-*kartu Rencana studi*) change schedule according to the academic calendar are not allowed to attend lectures, exams and get grades;
- (6) At the start of each semester, students are entitled to receive online Course Result Sheet (LHS-*Lembar Hasil Studi*)
- (7) The Course Result Sheet (LHS-*Lembar Hasil Studi*), as referred to in paragraph (6), becomes the basis for filling in the next semester's learning plan;
- (8) The study load that a student can take is based on the results of studies in the previous semester or the Semester Grade Point Average (IPS-*Indeks Prestasi Semester*) with the following conditions:
 - a. Semester Grade Point Average (IPS-*Indeks Prestasi Semester*) $\geq 3,00$, can take a maximum of 24 (twenty-four) Course Credit
 - b. $2,50 \leq$ Semester Grade Point Average (IPS-*Indeks Prestasi Semester*) $\leq 2,99$, can take a maximum of 21 (twenty-one) Course Credit
 - c. $2,00 \leq$ Semester Grade Point Average (IPS-*Indeks Prestasi Semester*) $\leq 2,49$, can take a maximum 19 (nineteen) Course Credit
 - d. $1,51 \leq$ Semester Grade Point Average (IPS-*Indeks Prestasi Semester*) $\leq 1,99$, can take a maximum 16 (sixteen) Course Credit
 - e. $1,50 \leq$ Semester Grade Point Average (IPS-*Indeks Prestasi Semester*) , can take a maximum 13 (thirteen) Course Credit
- (9) Specifically for new students, taking credits in semesters 1 (one) and 2 (two) is in accordance with the number of credits required in the semester package;

Specifically for new students, taking credits in semesters 1 (one) and 2 (two) follows the number of Course Credit (SKS-*Satuan kredit semester*) required in the semester package;

Article 25

Change of Study Plan

- (1) Changes in the Study Plan can only be made by students who have filled out the Course Selection Sheet (KRS-*kartu Rencana studi*) and have obtained Academic Advisor (PA-*Pembimbing Akademik*) approval according to a predetermined schedule;
- (2) Changes in the Study Plan can only be carried out according to the academic calendar, provided that it has obtained approval from the Academic Advisor (PA-*Pembimbing Akademik*)
- (3) Changes to the Study Plan, as referred to in paragraph (1), are carried out by filling in the Course Selection Sheet Change (KPRS-*kartu perubahan Rencana*

- studi*) online, the procedure of which is the same as filling out the Course Selection Sheet (KRS-*kartu Rencana studi*) ;
- (4) Changes in the Study Plan can be made to cancel or replace courses with courses that have the same or fewer credits or add classes as long as they do not exceed the maximum number of credits courses (SKS - *Satuan Kredit Semester*) that a student can take.

Article 26

Academic Advisor

- (1) Each student is guided by an Academic Advisor (PA-*Pembimbing Akademik*) who is appointed and dismissed based on a Rector Decree;
- (2) If the Academic Advisor (PA-*Pembimbing Akademik*) is unable to carry out their duties due to official affairs, study permits or other reasons that cause the supervisor to be unable to carry out their duties;
- (3) The duties and functions are replaced by the Study Program Coordinator/Head of Department/Head of Department/Deputy Dean for Academic Affairs;
- (4) The Academic Advisor's (PA-*Pembimbing Akademik*) negligence in carrying out its duties and responsibilities can result in the revocation of the Decree of the Academic Advisor by the Rector .

Article 27

Academic Advisor Requirements

- (1) Academic Advisor (PA-*Pembimbing Akademik*) who is appointed at most minuscule a lecturer with the functional position of Expert Assistant;
- (2) Academic Advisor (PA-*Pembimbing Akademik*) guides students until the student completes his studies, except under certain conditions Academic Advisor (PA-*Pembimbing Akademik*) can be released from his guidance duties;
- (3) Academic Advisor (PA-*Pembimbing Akademik*) is appointed and dismissed by the Rector on the recommendation of the Head of Department/Head of Department/study Program Coordinator;

Article 28

Duties and Responsibilities of Academic Advisors

- (1) Guiding students in preparing study plans;
- (2) Provide guidance and advice to students regarding reasonable study procedures to complete their studies;
- (3) Give consideration and or approval of the Course Selection Sheet (KRS-*kartu Rencana studi*) and changes to the study plan card and filling in the modified Course Selection Sheet (KRS-*kartu Rencana studi*) ;
- (4) Serving academic and non-academic consultations and maintaining the confidentiality of material consulted by students, which is private and as long as it does not involve violations of applicable ethics and laws;
- (5) Provide academic recommendations to other parties regarding the students under their guidance if necessary;
- (6) Provide time for a consultation at least 3 (three) times in 1 (one) semester on campus;
- (7) Invite parents/guardians of students who have problems in the learning process if necessary.

CHAPTER VII

LEARNING PROCESS

Article 29

Lecture Period

- (1) Odd semester lectures begin on the second week of August and end on the second week of December of the current academic year;
- (2) Even semester lectures begin in the second week of January and end in the second week of June of the current academic year.

Article 30

Inter-Semester Course / Intersession

- (1) Inter-Semester Course (KAS-*Kuliah Antar Semester*) are held to help students improve the grades of courses they have take
- (2) Inter-Semester Course (KAS-*Kuliah Antar Semester*) are lectures held between even and odd semesters with a length of time equivalent to regular lectures, which are compressed within 8 (eight) weeks;
- (3) Inter-Semester Course (KAS-*Kuliah Antar Semester*) can only be attended by active students of the current semester;
- (4) The maximum number of credits course (SKS-*Satuan kredit Semester*) hat can be taken is 9 (nine)credits course (SKS-*Satuan kredit Semester*);
- (5) Inter-Semester Course (KAS-*Kuliah Antar Semester*) can only be carried out if attended by at least 15 (fifteen) people;
- (6) If paragraph (5) of this article is not fulfilled, Inter-Semester Course (KAS-*Kuliah Antar Semester*) can still be carried out with the permission of the Dean;
- (7) Inter-Semester Course (KAS-*Kuliah Antar Semester*) registration is carried out at the faculty, and registration is carried out at the university;
- (8) Students who will take Inter-Semester Course (KAS-*Kuliah Antar Semester*) are required to fill out a Course Selection Sheet (KRS-*kartu Rencana studi*) online with the same procedure as filling out the Course Selection Sheet (KRS-*kartu Rencana studi*) for regular lectures;
- (9) Achievement of Inter-Semester Course (KAS-*Kuliah Antar Semester*) Grade Poin (IP-Indeks Prestasi) is not a consideration in taking credits for the next regular semester;
- (10)Inter-Semester Course (KAS-*Kuliah Antar Semester*) are held equal to the number of meetings in regular semester lectures and according to the student's learning load to meet predetermined learning outcomes.
- (11)The cost of holding Inter-Semester Course (KAS-*Kuliah Antar Semester*) is borne by students, the amount of which is determined following applicable regulations;

Article 31

Remedial Lectures and Tutorials

- (1) Remedial Lectures are lectures intended for students with particular conditions
- (2) The particular conditions, as referred to in paragraph (1), are:
 - a. student who has 2 (two) times failed to pass specific courses and his study period almost over;
 - b. students who have taken all courses except LTA/thesis/dissertation and still have a maximum of 2 (two) courses that have not passed;
 - c. students who take courses or fail to pass but are no longer offered due to curriculum changes;
- (3) Tutorial lectures are lectures held to meet the number of face-to-face meetings and learning outcomes that have been determined;
- (4) Tutorial Lectures can be conducted for students who leave lectures due to assignments from Bengkulu University as evidenced by written evidence or other institutions with the permission of the Rector;
- (5) The organising faculty make Rules for implementing Remedial Lectures and Tutorials.
- (6) Funding for the implementation of Remedial and Tutorial is charged to students, the amount of which is determined by applicable regulations;
- (7) Implementation and support of remedial and tutorial courses are determined by a decision of the Chancellor;

Article 32

Responsible for Courses

- (1) Each course must have a lecturer and person in charge/course coordinator;
- (2) The supporting lecturer and person in charge of the course is obliged to carry out and develop the learning process, as well as provide the final grade for the period in question;
- (3) The person in charge of the courses is the lecturer who coordinates the lecturers who teach the same class with a total of 2 (two) people or more;

- (4) The Persons in charge of courses are appointed and dismissed by the Dean on behalf of the Rector based on the recommendation of the Head of Department/Division Head / Study Program taking consideration the minimum academic position of Head Lector or the highest educational qualification;
- (5) Course coordinators are lecturers who coordinate lecturers for the same subjects offered in several study programs to guarantee the quality of learning;
- (6) some instances, the Dean on the recommendation of the Head of Department/Division Head /Chief of Study Program, may appoint a course coordinator whose functional position is not yet Head Lector.

Article 33

International Class

- (1) International classes are lectures that are carried out based on an international standard curriculum and use international languages as the language of instruction;
- (2) Study Programs which hold international classes with Indonesian students and international students participating with specific requirements;
- (3) The requirements, as referred to in paragraph (3) of this Article are:
 - a. Study Program has superior accreditation or credible international accreditation;
 - b. Have foreign university partners as outlined in a cooperation agreement;
 - c. Have adequate academic resources and be able to provide education and services in international languages;
 - d. Have a regular curriculum that has been translated into international languages;
 - e. Obtain permission from the Chancellor after receiving a recommendation from the University Academic Senate;
- (4) The international class curriculum is taken in the organising Study Program at least 60% of the study load and the rest at partner universities;
- (5) Implementation of lectures at tertiary partner institutions can be carried out face-to-face or in a network (online) system;
- (6) Graduates who take part in international classes are entitled to receive diplomas and transcripts in two languages, namely Indonesian and international languages, be included in the Diploma Companion Certificate (SKPI) as participants in the International class;

Article 34

Implementation of the Fast Track Program

1. Universities can host Fast Track programs;
2. Fast Track Programs for undergraduate (S1) and master (S2) programs are pursued with a the study period of 5 (five) years;
3. The Fast Track Program for masters (S2) and doctoral (S3) programs are pursued with a the study period of 4 (four) years;
4. The Fast Track Program aims to facilitate a particular education system for undergraduate and master students who have high academic achievements and have excellent research themes, and are very useful to continue at the level above to improve the quality of their research results further;
5. The Rector's Regulation further regulates provisions regarding the implementation of the Fast Track program;

CHAPTER VIII LEARNING STANDARDS

Article 35

Learning Process Standards

- (1) The standard of the learning process is the minimum criteria regarding the implementation of learning in study programs to obtain graduate learning outcomes;
- (2) Process standards, as referred to in paragraph (1), include:
 - a. characteristics of the learning process;
 - b. learning process planning;
 - c. implementation of the learning process; and
 - d. student study load

ARTICLE 36

Semester Course Detail

- (1) Planning the learning process for each subject and presenting in the Semester Course Detail (*RPS-Rencana Pembelajaran Semester*);
- (2) Semester Course Detail (*RPS-Rencana Pembelajaran Semester*), as referred to in paragraph (1), are determined and developed by lecturers independently or together in a group of experts in a field of science and technology in the study program;
- (3) Semester Course Detail (*RPS-Rencana Pembelajaran Semester*) shall at least contain the following:
 - a. The name of the study program, the name and code of the course, semester, credits, the term of the supporting lecturer;
 - b. The learning outcomes of graduates charged to the courses;
 - c. Final capabilities planned at each stage of learning to meet graduate learning outcomes;
 - d. study materials related to the capabilities to be achieved;
 - e. learning methods;
 - f. The time provided to achieve the ability at each stage of learning;
 - g. Student learning experience embodied in the description of tasks that students must do for one semester;
 - h. Criteria , indicators, and assessment weights; and
 - i. List of references used.
- (4) Semester Course Detail (*RPS-Rencana Pembelajaran Semester*) must be reviewed and adjusted periodically no later than 2 (two) years or according to developments in science and technology.

Article 37 Practicum

- (1) Practicum can be part of a course or a stand-alone course.
- (2) Practicum can be in the form of practical activities in the laboratory, work in the studio, workshop or field practice that must be followed by students.
- (3) Practicum which is an integral part of a course, in the case of repetition of the course, can be taken separately from the course.
- (4) The number of practical and face-to-face events are arranged and carried out based on the competencies to be achieved in the relevant courses.
- (5) Practical exams are carried out to measure comprehensive psychomotor and affective aspects or solving daily problems.

Article 38

The Language of Introduction in the administration of Education

- (1) The language of instruction used in the administration of education at Bengkulu University is Indonesian;
- (2) The regional language can be used as the language of instruction if necessary in the delivery of knowledge and/or training and/or skills of the relevant regional language;
- (3) Foreign languages can be used as the language of instruction if necessary in the delivery of knowledge and/or training and/or skills;
- (4) The use of foreign languages other than the provisions of paragraph (3) shall be

- adjusted to the provisions of the prevailing laws and regulations;
- (5) The language of instruction for international classes is the international language.

Article 39

Learning Assessment Standards

- (1) Learning assessment standards are the minimum criteria to assess student learning processes and outcomes in order to fulfill graduate learning outcomes;
- (2) The assessment of student learning processes and outcomes as referred to in Article
- (1) includes:
- Assessment principle;
 - Assessment techniques and instruments;
 - Assessment mechanisms and procedures;
 - Assessment implementation;
 - Assessment reporting; and
 - Student graduation.

Article 40

- (1) The principles of assessment as referred to in Article 39 Article (2) point a include educative, authentic, objective, accountable, and transparent principles that are carried out in an integratedly;
- (2) The educational principle as referred to in Article 1 (1) is an assessment that motivates students to be able to:
- improve planning and learning method; and
 - achieve the graduate learning outcomes;
- (3) The authentic principle as referred to in Article (1) is an assessment that is oriented towards a continuous learning process and learning outcomes that reflect the ability of the students during the learning process;
- (4) The objective principle as referred to in Article (1) is an assessment that is based on a standard agreed between lecturers and students and is free from the influence of the subjectivity of the assessor and the one being assessed;
- (5) The principle of accountability as referred to in Article (1) is an assessment carried out in accordance with clear procedures and criteria, agreed upon at the beginning of the lecture, and understood by students;
- (6) The transparent principle as referred to in Article (1) is an assessment whose procedures and results of the assessment can be accessed by all stakeholders.

Article 41

- (1) The assessment technique as referred to in Article 39 Article (2) point b consists of observation, participation, performance, written test, oral test, and questionnaire;
- (2) The assessment instrument as referred to in Article 39 Article (2) point b consists of process assessment in the form of a rubric and/or outcomes assessment in the form of a portfolio or design work;
- (3) Assessment of attitude can use observation assessment techniques;
- (4) Assessment of mastery of knowledge, general skills, and special skills is carried out by selecting one or a combination of various assessment techniques and instruments as referred to in Article (1) and Article (2);
- (5) The final result of the assessment is an integration between various assessment techniques and instruments used.

Article 42

- (1) The assessment mechanism as referred to in Article 39 Article (2) point c, consists of:
- compiling, conveying, agreeing on stages, techniques, instruments, criteria, indicators, and assessment weights between assessors and the one being assessed in accordance with the lesson plan;
 - carrying out the assessment process in accordance with the stages, techniques, instruments, criteria, indicators, and assessment weights that contain the assessment principles as referred to in Article 39;

- c. providing feedback and opportunities to question students' assessment results; and
 - d. documenting the assessment process and student learning outcomes in an accountable and transparent manner.
- (2) The assessment procedure as referred to in Article 39 Article (2) point c includes the planning stage, activities for assigning tasks or questions, observing performance, returning observations, and giving final grades;
- (3) The assessment procedure at the planning stage as referred to in paragraph (2) can be done through a gradual assessment and/or re-assessment.

Article 43

- (1) The implementation of the assessment as referred to in Article 39 Article (2) point d is carried out in accordance with the learning plan;
- (2) The implementation of the assessment as referred to in Article (1) may be carried out by:
- a. supporting lecturer or team of supporting lecturers;
 - b. teaching lecturer or teaching lecturer team by involving students; and/or
 - c. supporting lecturers or a team of lecturers by involving relevant stakeholders;
 - d. The implementation of the assessment as referred to in Article (1) for sub-specialist programs, doctoral programs, and applied doctoral programs must include an external assessment team from different universities.

Article 44

- (1) The assessment report as referred to in Article 39 Article (2) point e is in the form of a success qualification of the student in taking a course which is stated in the range of:

Score Range	Letter	Score Value
85– 100	A	4
80 – 84	A ₋	3.75
75 – 79	B ₊	3.5
70 – 74	B	3
65 – 69	B ₋	2.75
60 – 64	C ₊	2.5
55 – 59	C	2
45 – 54	D	1
0 – 44	E	0

- (2) The results of the assessment are announced to students after one stage of learning in accordance with the lesson plan;
- (3) The results of the assessment of graduate learning achievements in each semester are shown by the Grade Point Semester (GPS);
- (4) The results of the assessment of graduate learning outcomes at the end of the study program are shown by a Grade Point Average (GPA);
- (5) The Grade Point Semester (GPS) as referred to in Article (4) is stated in a quantity calculated by adding up the multiplication between the letter grades of each course taken and the credits of the respective courses divided by the number of credits of courses taken in one semester;
- (6) The Grade Point Average (GPA) as referred to in Article (5) is stated in a quantity calculated by adding up the multiplication between the letter grades of each course taken and the credits of the respective courses divided by the number of credits of the taken courses.

Article 45

Precondition of the Lecturer and Student Attendance

- (1) The final semester exam can only be conducted if the lecturer has met face-to-face at least 90% of the scheduled lecture and/or practicum activities;
- (2) Lecturer that do not meet the conditions of Article (1) must conduct a substitute face-to-face meeting as much as the number that has not been implemented;
- (3) A student is only allowed to take the final semester exam if he has attended 80%

- of the scheduled number of lessons;
- (4) The students who do not meet the requirements as referred to in Article (3) of this article without valid reasons are not allowed to take the final semester exam.

Article 46

Course Pass Limit

- (1) University Course passing grade is a minimum of C+;
- (2) Passing grades for other courses is a minimum of D for vocational and undergraduate programme;
- (3) Passing grades for other courses is a minimum of C+ for postgraduates and professions programme;
- (4) Passing grade for prerequisite courses is stipulated by the study program;
- (5) Passing grade for the module of medical and health programmes is regulated by the regulations that apply to it.

Article 47

Grade Inputting and Submitting by the Lecturer

- (1) Lecturers are required to input the grades online at most 2 (two) weeks after the Final Examination;
- (2) Lecturers are also required to submit a complete grades that includes the calculation of the weight of the assessment aspect to the study program to be submitted to the sub-division of academic of the faculty;
- (3) The dean writes a reprimanding to the lecturer who is late in inputting and submitting the grades based on the proposal from the head of the department/division or study program coordinator for faculties that do not have a department/division;

Article 48

Incomplete Assessment

- (1) If the student has not fulfilled the assessment component at the time the grade is announced, then the score of the course for the current semester is declared incomplete (BL - *Belum Lulus*);
- (2) If within 2 (two) weeks after the schedule for inputting grades, the student has not been able to fulfill the assessment components as referred to in Article (1), then the BL score is declared E;
- (3) If there is a change in the value due to Articles (1) and (2), the score can be announced after being signed by the related Head of the Department/Head of Article/Coordinator of the Study Program;
- (4) Grades that have been received by the sub-division of Academic Administration of the Faculty cannot be changed again unless it is proven that there is an error which can be proven by an official letter from the Head of the Department/Head of Article/Prodi Coordinator with the attached evidence of the error.

Article 49

Make-Up Examination

- (1) Make-up exams can only be given to students if:
 - a. Sickness, proven by a valid doctor's certificate;
 - b. State/institutional duties, proven by a Letter of Assignment or Permit from the Rector or Dean;
 - c. The death of a parent, wife/husband, biological child, sibling, or close family proven by a certificate from a regional official;
- (2) The make-up examination as referred to in Article (1) can only be conducted maximum 2 weeks after the previously scheduled examination.

Article 50

Remedial

- (1) Remedy the grades can only be made by re-taking and participating in full courses at the time the relevant courses are offered;
- (2) The recognized grade of the repeated courses is the best value;
- (3) In the condition that a student has not graduated after repeating 2 (two) times the remedy of the grade as referred to in paragraph (1) can be carried out through remedial lectures;
- (4) In the condition that the student has not passed the course due to the assignment of the University or official institution with the permission of the Rector as evidenced by an official assignment letter so that it is not possible to take lectures and/or exams, tutorial lectures can be carried out.

Article 51

Community Service (KKN - *Kuliah Kerja Nyata*)

- (1) Every undergraduate programme student is required to take part in KKN or other equivalent activities as long as the certain requirements are fulfilled;
- (2) KKN is an intracurricular activity carried out by students in the field (community) whose material is adjusted to the achievement of the Tri Dharma of Higher Education social competence;
- (3) The implementation of KKN is interdisciplinary (between disciplines of science) whose implementation is managed by the Center of Development and Implementation of KKN (P3KKN - *Pusat Pengembangan dan Pelaksanaan Kuliah Kerja Nyata*) or the unit designated for it;
- (4) KKN participants are undergraduate students who have completed a minimum study load of 100 (one hundred) credits with a minimum GPA of 2.00;
- (5) The implementation of KKN is interdisciplinary (inter-fields of knowledge) whose implementation is managed by the KKN Program Executor (P3KKN) or the unit designated for that;
- (6) KKN participants, namely undergraduate students who have completed a minimum study load of 100 (one hundred) credits with a GPA as low as 2.00;
- (7) Students who are participating in KKN are not allowed to take other courses, both theory and practice;
- (8) KKN participants are stipulated by the Decree of the Rector on the recommendation of P3KKN or other units appointed for it;
- (9) KKN is given a weight of 4 (four) credits and is conducted for 2 months consisting of preparation, implementation and final examination;
- (10) Assessment on the results of KKN is regulated by the Decree of the Rector;
- (11) KKN can be held in the form of Contextual Thematic KKN, International KKN, and Student Activities which are equivalent to KKN;
- (12) Requirements for participating in Contextual Thematic Community Service Program have a minimum GPA of 3.00 and have completed 100 credits;
- (13) The requirements for participating in International KKN have a minimum GPA of 3.00, have completed 100 credits and a minimum TOEFL score of 450;

Article 52

Recognition of KKN

- (1) The recognition of KKN at least meets the following requirements:
 - a. Activities that are directly related and provide benefits to the community/agencies/institutions/professional groups;
 - b. Activities carried out by groups of students who come from crossdisciplinary, interdisciplinary and monodisciplinary;
 - c. Activities at the category of service for the community/agencies/institutions/profession groups that are carried out voluntarily without work ties or remuneration;
 - d. Have the same number of credits as KKN courses;
 - e. The minimum period of time for implementing the activities is the same as the implementation of KKN Courses;
 - f. Have structured activities at least including preparation, implementation and final examination;

- (2) The equivalent lectures can be in the form of Internships, Practical Work in Industry, Teaching in Front, Outermost, Disadvantaged (3T - *Terdepan, Terluar, Tertinggal*) regional schools, Community Services, or other activities as proposed by the Dean.
- (3) The organizer of the courses as referred to in Article (2) is the Faculty and reports to the Rector through the University KKN Organizing Centre.

Article 53

Final Project Report, Undergraduate Thesis, Postgraduate Thesis, Dissertation

- (1) Students are required to compile a Final Project Report (LTA - *Laporan Tugas Akhir*) for vocational programmes, Thesis for undergraduate programmes, Thesis for postgraduate programmes, and Dissertation for doctoral programmes;
- (2) The requirements to take the Final Project Report (LTA) and Thesis are to have passed at least 80 (eighty) and 100 (one hundred) credits, respectively;
- (3) LTA credits are 3 (three) to 5 (five) credits and Undergraduate Thesis 4 (four) to 6 (six) credits;
- (4) The postgraduate thesis credit is 8 (eight) credits and the Dissertation is 12 (twelve) credits;
- (5) The systematics and content of LTA, Undergraduate Thesis, Postgraduate Thesis, and Dissertation are guided by the rules of scientific writing and are determined by the Faculty.

Article 54

Supervisor of LTA, Thesis, and Dissertation

- (1) In the process of writing LTA students are guided by at least 1 (one) supervisor, while for Thesis and Dissertation by at least 2 (two) people;
- (2) Supervisor requirements for LTA and Thesis guidance:
 - a. Main Advisor with a minimum qualification of magister's degree or with a functional position of at least Assistant Professor;
 - b. The co-supervisor has a minimum qualification of magister's degree with a functional position of at least Assistant Professor;
- (3) The Dean on behalf of the Rector appoints and dismisses the supervisor and co-supervisor at the suggestion of the Head of Department/Head of Article or Study Program Coordinator for faculties that do not have majors/Articles;
- (4) The Dean on behalf of the Rector appoints and dismisses the co-supervisor from outside the University at the suggestion of the Head of Department/Head of Article or Study Program Coordinator for faculties that do not have majors/Articles;
- (5) The requirements for the co-supervisor as referred to in Article (4) are professionals who have relevant scientific qualifications according to the Indonesian National Qualifications Framework (KKNI - *Kerangka Kualitas Nasional Indonesia*);
- (6) Supervisor requirements for Postgraduate thesis guidance:
 - a. Supervisor with a minimum qualification of a doctoral Degree with a functional position of at least Assistant Professor;
 - b. The assistant supervisor has a minimum qualification of magister's degree with a functional position of at least Associate Professor;
- (7) Supervisor requirements for dissertation guidance:
 - a. Supervisor with a doctoral qualification with a functional position of at least Associate Professor and within the last 5 (five) years has produce at least 1 (one) scientific paper in a nationally accredited journal or a reputable international journal or 1 (one) other form recognized by a group of experts determined by the University senate;
 - b. Qualified co-supervisor must be a doctoral qualification with a functional position of at least Associate Professor
- (8) Main Advisor for Vocation, Bachelor, Master, and Promoter levels at the Doctoral level have scientific qualifications relevant to the field/scientific concentration;
- (9) In the case of special conditions, the main supervisor of the Thesis and Dissertation may come from outside the University as determined by the Rector on the proposal of the Study Programme.

Article 55
Duties and Responsibilities of Supervisors

- (1) Principal Supervisors have full authority in the supervisory thesis process, while Companion Supervisors assist the Main Supervisors' duties;
- (2) Duties and responsibilities of supervisors are:
 - a. Guiding (special tasks) students in preparing research proposals/internships, conducting research, analyzing and processing data, and compiling research;
 - b. Examine, test, and score the Final Report, Undergraduate Thesis, Master Thesis, and Dissertation that have been done by students during the guidance process.

Article 56
Examination of Final Report, Undergraduate Thesis, Master Thesis, and Dissertation

- (1) Students are required to attend seminars and/or proposal examinations with the procedures and requirements determined by the study programme;
- (2) The implementation of the Final Report, Undergraduate Thesis, Master Thesis, and Dissertation exams is determined by the Head of Department/Article or Study Programme Coordinator for Faculties that do not have majors/Articles;
- (3) To be declared as passing the Final Report, Undergraduate Thesis, Master Thesis, and Dissertation, a student must at least achieve a C+ grade for Vocation and Bachelor students and a B grade for Profession and Master students.

Article 57
Examining Team of Final Report, Undergraduate Thesis, Master Thesis, and Dissertation

- (1) The Final Report examination is conducted by an Examiner Team whose composition consists of 1 (one) Supervisor and at least 1 (one) Examiner;
- (2) The Undergraduate Thesis examination is conducted by the Examiner Team whose composition consists of 2 (two) Advisory Lecturers and a minimum of 2 (two) Examiners;
- (3) The Master Thesis examination shall be conducted by the Examining Team whose composition consists of 2 (two) Advisory Lecturers and a minimum of 2 (two) Examiners;
- (4) The dissertation examination is conducted by the Examining Team whose composition consists of 2 (two) Advisory Lecturers and a minimum of 2 (two) Examiners;
- (5) Appointment of the Chair and members of the examination team based on the Decree of the Rector signed by the Dean on behalf of the Rector, at the suggestion of the Head of Department/Head of Article/Study Programme Coordinator/programme organizer.

Article 58
Prerequisites for the Final Report, Undergraduate Thesis, Master Thesis, and Dissertation Examining Team

- (1) The requirements for the Final Report and Undergraduate Thesis examiner teams are as follows:
 - a. Minimum qualification of Master and at least a functional position of Expert Assistant;
- (2) Permanent lecturer status at Bengkulu University or other competent parties in their fields appointed by the Rector based on the proposal of the Dean/Head of Department/Head of Article/ Study Programme Coordinator;
- (3) The requirements of the Master Thesis and Dissertation examiner team are as follows:
 - a. At least a relevant doctoral qualification and at least have the functional position of Assistant Professor;
 - b. The status of a permanent lecturer at the University of Bengkulu or other parties who are competent in their fields appointed by the Rector based on the organizer's proposal;
- (4) In certain cases, the Rector at the suggestion of the Head of Department/Head of Article/ Study Programme Coordinator may appoint an Examiner whose

functional position is lower as referred to in paragraphs (1) and (2).

CHAPTER IX LEARNING EVALUATION

Article 59 Evaluation of Learning Outcomes

- (1) Evaluation of learning outcomes is measured based on the Achievement Index (IP - Indeks Prestasi) which consists of Achievement Index (IPS - Indeks Prestasi Semester) and GPA (Grade Point Average) which is determined by the following formula:
 - a. $IP = \sum KN_i \times K^{-1}$;
 - b. IP = Achievement Index,
K = Number of credits for each course, and N_i = Value of each course;
- (2) Evaluation of study success for Vocation and Bachelor students is done at the end of each academic year with a minimum GPA of 2.00;
- (3) Evaluation of study success for Master programme students is done at the end of each academic year with a minimum GPA of 3.00;
- (4) Evaluation of study success for Profession programme students is done at the end of each academic year with a minimum GPA of 2.75;
- (5) Evaluation of study success for Doctoral programme students is done every academic year with a minimum GPA of 3.00;
- (6) For students who cannot fulfill the provisions as referred to in Article (2), (3), (4), and (5) can be given a warning through the Student Academic Portal and/or a written warning by the Dean at the suggestion of the Head of the Department/Article or Study Programme Coordinator for Faculties that do not have majors/Articles;
- (7) For students who cannot meet the provisions as referred to in Articles (2), (3), (4), and (5) are given a maximum of 1 year to correct the GPA according to the requirements;
- (8) Evaluation of student learning outcomes based on data from the Academic Information System (SIKAD - Sistem Informasi Akademik);
- (9) For students who are unable to meet the requirements as referred to in paragraph (7) of this article, they will automatically be declared DO (drop out) by a Rector's Decree;

Article 60 Graduation

- (1) A student is declared to have passed the Vocation and Bachelor Programme if he has fulfilled the following requirements:
 - a. Registered as an active student in the current semester;
 - b. Have taken all of the assigned learning loads and have graduate learning outcomes targeted by the study programme;
 - c. Have a minimum Grade Point Average (GPA) of 2.00 with a D value of no more than 2 (two) courses;
 - d. Have passed the TOEFL Prediction test with a minimum score of 400 organised by the Technical Implementation Unit of Language or an equivalent test from a recognised international institution;
 - e. Has fulfilled all the requirements set by the study programme;
- (2) A student is declared to have passed the Professional and Master programme if he has met the following requirements:
 - a. Registered as an active student in the current semester;
 - b. Have taken all of the assigned learning loads and have graduate learning outcomes targeted by the study programme;
 - c. Have a minimum Grade Point Average (GPA) of 3.00 and no courses with a grade of C;
 - d. Have passed the TOEFL Prediction test with a minimum score of 500 for doctoral programmes and a minimum of 425 for master and professional programmes organised by the Technical Implementation of Language or equivalent test from a recognised international institution;
 - e. Has fulfilled all the requirements set by the study programme; For the

professional level, the graduation requirements will be further regulated by applicable regulations.

Article 61

Yudisium

- (1) Yudisium is a meeting of faculty decisions regarding the graduation of a student before the graduation ceremony;
- (2) Determination of graduation predicate for Vocation and Bachelor students is as follows:
 - a. The student is declared to have passed with a satisfactory predicate if he reaches a cumulative achievement index (GPA) of 2.76 (two point seven six) to 3.00 (three point zero);
 - b. The student is declared to have graduated with a very satisfactory predicate if he reaches a cumulative achievement index (GPA) of 3.01 (three point zero one) to 3.50 (three point five zero);
 - c. The students are declared to graduate with Cumlaude if they achieve a cumulative achievement index (GPA) of more than 3.50 (three points fifty).
- (3) Determination of graduation predicate/yudisium for Profession, Master, and Doctoral students are as follows:
 - a. The student is declared to have passed with a satisfactory predicate if he reaches a cumulative achievement index (GPA) of 3.00 (three point zero zero) to 3.50 (three point five zero);
 - b. The student is declared to have graduated with a very satisfactory predicate if he reaches a cumulative achievement index (GPA) of 3.51 (three point five one) to 3.75 (three point seven five);
 - c. The students are declared graduated with honors if they achieve a cumulative achievement index (GPA) of more than 3.75 (three point seven five);
- (4) Additional requirements for granting graduation/yudisium predicate for students graduating from the Doctoral Programme as regulated in paragraph (3) are regulated by the Dean or an official at the level of the Dean;
- (5) The awarding of graduation predicate/yudisium with honors for Doctoral programme students is a GPA of 3.75 (three point seven five) and evaluation of the Dissertation and its Publications, which is conducted by a team of at least 3 people appointed by the dean;
- (6) The predicate with Cumlaude predicate as referred to in paragraph (2) letter c is given to Diploma III graduates who have completed a maximum of 3 (three) years of study and with a minimum course grade of B;
- (7) The predicate with Cumlaude predicate as referred to in paragraph (2) letter c is given to Diploma IV graduates who have completed a maximum of 4 (four) years of study and with a minimum course grade of B;
- (8) The predicate with Cumlaude predicate as referred to in paragraph (2) letter c is given to Bachelor graduates who have completed a maximum of 4 (four) years of study and a minimum course grade of B;
- (9) The predicate with Cumlaude predicate as referred to in paragraph (3) letter c is given to Master graduates who have completed a maximum of 2 (two) years of study and a minimum course grade of B;
- (10) The predicate with Cumlaude predicate as referred to in paragraph (3) letter c is given to Doctoral graduates who have completed a maximum of 4 (four) years of study, the minimum course value is B, and has a reputable international publication.

CHAPTER X

ACADEMIC TRANSCRIPTS, DIPLOMAS, CERTIFICATES, AND DIPLOMA COMPANION CERTIFICATE

Article 62

Academic Transcripts

- (1) Academic transcripts are a measure of student academic performance in the form of course grades in a curriculum;
- (2) Academic transcripts are issued by the university and signed by the Dean or Vice Dean for Academics;
- (3) The format of the published transcript follows the laws and regulations;

Article 63

Diplomas, Certificates. and Diploma Companion Certificate

- (1) Students who are declared to have passed the vocation, bachelor, or master programme are entitled to obtain a diploma in accordance with applicable regulations;
- (2) A diploma is a letter of completion of study given to vocation, bachelor, and master graduates issued by the university by complying with the applicable regulations;
- (3) Professional and competency certificates are awarded to graduates of professional programmes;
- (4) Diploma Companion Certificate is given to vocation, bachelor, and master graduates issued by the Faculty unless otherwise stipulated by the laws and regulations.
- (5) Academic Degrees for all Vocation, Bachelor, Profession, and Master Study Programmes follow the provisions of the applicable Ministry and are determined by the Rector;
- (6) The format of diplomas, certificates, and diploma companion certificates issued follows the laws and regulations;

CHAPTER XI

DEGREE AND GRADUATION

Article 64

Graduation

Students who are declared to have passed the vocation, bachelor, profession, and master programmes are entitled to obtain academic degrees and diplomas in accordance with applicable regulations;

Article 65

Graduation

- (1) Graduation is the inauguration of an academic degree at the university level which is attended by students who have met the graduation requirements/judgments;
- (2) Candidate graduates are required to register online in accordance with the academic calendar;
- (3) Candidate graduates who have graduated from the Yudisium are proposed by the Dean to the University no later than 3 (three) weeks before the graduation ceremony;
- (4) Candidate graduates are required to have a National Diploma Number except for professional programmes;
- (5) Graduation ceremony is a university academic ceremony in the context of handing over diplomas and transcripts to graduates which are carried out in accordance with the academic calendar of the university;
- (6) At each graduation, all the best graduates in each Faculty and the best graduates are announced at the University level.

CHAPTER XII

TRANSITION

Article 66

This regulation applies to all batches except the rules regarding University Courses, Graduation, TOEFL Scores, and Community Service Equivalents are applied to students starting from the 2020/2021 academic year.

CHAPTER XIII

CLOSING


Article 67

- (1) Matters that have not been regulated in this academic administration regulation will be regulated in a separate regulation;

- (2) (2) With the enactment of this regulation, the Regulation of the Rector of the University of Bengkulu Number 37 of 2016 concerning the Implementation of Academic Education Programmes Activities for the Vocation, Bachelor, Profession, and Master of the University of Bengkulu, is declared no longer valid.

Bengkulu
April 13th, 2022
Rector University of Bengkulu

Ditetapkan di Bengkulu
Pada tanggal 13 April 2020
REKTOR UNIVERSITAS BENGKULU




REKTOR
RIDWAN NURAZI
NIP 196009151989031004 