



MINISTRY OF EDUCATION, CULTURE, RESEARCH,
AND TECHNOLOGY

UNIVERSITAS SUMATERA UTARA

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THE REGULATION OF RECTOR OF UNIVERSITAS SUMATERA UTARA

NUMBER 13 OF 2022

ON

ACADEMIC REGULATIONS
UNDERGRADUATE PROGRAMS, MASTER'S PROGRAMS, AND DOCTORAL
PROGRAMS
UNIVERSITAS SUMATERA UTARA

BY THE GRACE OF ALMIGHTY GOD

THE RECTOR OF UNIVERSITAS SUMATERA UTARA,

- Considering: a. that the Regulation of the Rector of Universitas Sumatera Utara Number 10 of 2021 on Academic Regulations for Bachelor's, Master's and Doctoral Programs of Universitas Sumatera Utara as amended by the Regulation of the Rector of Universitas Sumatera Utara Number 25 of 2021 on the Amendments to the Regulation of the Rector of Universitas Sumatera Utara Number 10 of 2021 on the Academic Regulations for Bachelor's, Master's and Doctoral Programs of Universitas Sumatera Utara, is no longer in line with the development and the needs of Bachelor's, Master's and Doctoral Programs in USU;
- b. that based on the consideration referred to in letter a, it is necessary to enact the Regulation of the Rector on the academic regulation for Bachelor's, Master's, and Doctoral Programs of Universitas Sumatera Utara;

- In view of:
1. Law No. 20 of 2003 on National Education System (State Gazette of the Republic of Indonesia of 2003 No. 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
 2. Law No. 14 of 2005 on Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 No. 157, Supplement to the State Gazette of the Republic of Indonesia Number 4586);
 3. Law No. 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

4. Government Regulation No. 4 of 2014 on the Implementation and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 No. 16, Supplement o the State Gazette of the Republic of Indonesia Number 5500);
5. Government Regulation No. 16 of 2014 on the Statute of Universitas Sumatera Utara (State Gazette of the Republic of Indonesia of 2014 No. 42, Supplement to the State Gazette of the Republic of Indonesia No. 5510);
6. Government Regulation Number 57 of 2021 on National Education Standards as amended by Government Regulation of the Republic of Indonesia Number 4 of 2022 on the Amendments to Government Regulation Number 57 of 2021 on National Education Standards (State Gazette of the Republic of Indonesia of 2022 Number 14, Supplement to the State Gazette of the Republic of Indonesia Number 6762);
7. Presidential Regulation No. 8 of 2012 on Indonesian National Qualification Framework (State Gazette of the Republic of Indonesia of 2012 Number 24);
8. Regulation of the Minister of Education and Culture Number 88 of 2014 on the Change of State Higher Education Institutions into State Higher Education Institution of Incorporated Legal Entity as amended by the Regulation of the Minister of Education and Culture Number 4 of 2020 on the Amendments to the Regulation of the Minister of Education and Culture Number 88 of 2014 on the Change of State Higher Education Institutions into State Higher Education Institution of Incorporated Legal Entity (State Gazette of the Republic of Indonesia of 2020 Number 48);
9. Regulation of the Minister of Research, Technology and Higher Education Number 26 of 2015 on Registration of Educators in Universities as amended by the Regulation of the Minister of Research, Technology and Higher Education Number 2 of 2016 on the Amendment to Regulation of the Minister of Research, Technology and Higher Education Number 26 of 2015 on Registration of Educators in Universities (State Gazette of the Republic of Indonesia of 2016 Number 40);
10. Regulation of the Minister of Research, Technology and Higher Education Number 59 of 2018 on Diplomas, Certificates of Competence, Professional Certificates, Titles, and Procedures for writing the titles in Higher Education (State Gazette of the Republic of Indonesia of 2018 Number 1763);
11. Regulation of the Minister of Education and Culture Number 3 of 2020 on National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 47);
12. Regulation of the Minister of Education and Culture Number 5 of 2020 on Accreditation of Study Programs and Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 49);

13. Regulation of the Minister of Education and Culture Number 6 of 2020 on the Admission of New Students of Undergraduate Programs to State Universities (State Gazette of the Republic of Indonesia of 2020 Number 50);
14. Regulation of the Minister of Education, Culture, Research and Technology Number 39 of 2021 on Academic Integrity in Producing Scientific Work (State Gazette of the Republic of Indonesia of 2021 Number 1363);
15. Regulation of the Board of Trustees of Universitas Sumatera Utara Number 3 of 2021 on General Policy of the Universitas Sumatera Utara for the 2021-2026 period;
16. Regulation of the Board of Trustees of Universitas Sumatera Utara Number 1 of 2022 on Organization and Governance of Universitas Sumatera Utara;
17. Regulation of the Academic Senate of Universitas Sumatera Utara Number 1 of 2022 on Academic Policy of Universitas Sumatera Utara;

DECIDED:

Stipulate: THE REGULATION OF THE RECTOR OF UNIVERSITAS SUMATERA UTARA ON THE ACADEMIC REGULATIONS FOR UNDERGRADUATE PROGRAMS, MASTER'S PROGRAMS, AND DOCTORAL PROGRAMS OF UNIVERSITAS SUMATERA UTARA

CHAPTER I
GENERAL TERMS

Article 1

In this Regulation of the Rector, what is referred to as:

1. Universitas Sumatera Utara, henceforth referred to as USU, is a State Higher Education Institution of Incorporated Legal Entity
2. Rector is the organ of USU that leads the organization and management of USU.
3. Academic Senate is the organ of USU that arranges, formulates and establishes policies, and provides consideration, as well as supervises the academic field.
4. Faculty is a set of supporting resources, which can be clustered by Major/Department, that organizes and manages academic, vocational, or professional education in 1 (one) discipline cluster of science, technology, humanities, and/or arts.
5. Study Program is a unified educational and learning activities that have a certain curriculum and learning methods in 1 (one) type of academic, professional, and/or vocational education.

6. Graduate School, henceforth referred to as SPs, is an academic implementation unit that coordinates and/or provide academic education of Master's and Doctoral programs and/or equivalent professional education, in one or a set of branches of Science, Technology and / or certain arts.
7. Dean is the head of Faculty who is authorized and responsible for the implementation of education in USU.
8. Head of Study Program is the leader of Study Program who is authorized and responsible for the implementation of education in USU.
9. Director of SPs is the head of SPs who is authorized and responsible for the implementation of education in USU.
10. Lecturers are professional educators and scientists whose primary tasks are transforming, developing, and disseminating science, technology, and arts through education, research, and community service.
11. Permanent Lecturers of USU are Civil Servant and Non-Civil Servant lecturers who work full-time as permanent educators in USU.
12. Academic Advisors are lecturers whose tasks are to guide and advise the students in terms of carrying out academic activities, and planning their studies from the beginning until the completion of the study.
13. Education Personnel are members of the community who are dedicated and appointed to support the implementation of higher education in USU as their main task.
14. Students are those who enroll in an academic program.
15. Academia Civitas is an academic community consisting of USU lecturers and students.
16. Foreign Students are foreign citizens who attend education in Indonesia.
17. Academic Programs are undergraduate programs, master's programs, and doctoral programs whose education is aimed at mastering science, technology, ethics, and art administered by USU.
18. Undergraduate Program is an academic education intended for graduates of secondary education or equivalent so that they are able to practice science and technology through scientific reasoning.
19. Master's Program is an academic education intended for graduates of Bachelor's Program or equivalent so that they are able to practice and develop science and/or technology through scientific reasoning and scientific research, which consists of Regular Master's programs and Accelerated Master's programs.
20. Regular Master's Program is an advanced education program intended for students whose tuition fee is paid at their own expense, by the institution where they work, and for public society who are applying for scholarships provided by the Ministry in the Republic of Indonesia, who follow the entire series of academic processes and

activities in accordance with the curriculum of Master's Program.

21. Accelerated Master's Program is a Master's Program that is completed within 1 (one) year after finishing Undergraduate Program.
22. Doctoral Program is an academic education intended for graduates of Master's programs or equivalent so that they are able to find, create, and/or contribute to the development, as well as the practice of science and technology through scientific reasoning and research, which consist of Regular Doctoral programs, Research Doctoral Program, and Accelerated Doctoral programs.
23. Regular Doctoral Program is a doctoral Program that is intended for students whose tuition fee is paid at their own expense, by the institution where they work, and for public society who are applying for scholarships provided by the Ministry in the Republic of Indonesia, who follow the entire series of academic processes and activities in accordance with the curriculum of Doctoral Program.
24. Research Doctoral Program is a Doctoral Program aimed at obtaining the highest academic degree through research minimally equivalent to the dissertation research level of Regular Doctoral Program, without having to attend lectures in 1 (one) curriculum of Doctoral program package.
25. Accelerated Doctoral Program is a study program that combines lectures of Accelerated Master Program and Doctoral Program so that it can be completed within 3 (three) years.
26. Capacity is the maximum number of students that a Study Program can accommodate for educational process based on the availability of human resources, learning infrastructure, and/or laboratories in state universities in accordance with the provisions of legislation.
27. Indonesian National Qualification Framework, henceforth referred to as KKNI, is a competency qualification ranking framework that can juxtapose, equalize, and integrate between the fields of education and job training, as well as work experience in order to provide recognition of work competence in accordance with the job structure in various sectors.
28. TALENTA is a competitive excellence of USU which consists of *Tropical Science and Medicine, Agroindustry, Local Wisdom, Energy, Natural Resources, Technology, and Arts*.
29. Education is a conscious and planned effort to create learning atmosphere and learning process so that learners can actively develop their potential to have religious and spiritual strengths, self-control, good

- personality, intelligence, noble character, and the skills required for themselves, society, nation, and state.
30. Learning is a process of interaction between students and lecturers as well as learning resources in a learning environment.
 31. Curriculum is a set of plans and arrangements regarding learning objectives, contents, materials, and ways that are used as guidelines for the implementation of flexible learning activities in order to achieve certain educational goals by learners in 1 (one) period of time in accordance with the Academic Program.
 32. Interprofessional education is a learning implementation attended by students from 2 (two) or more different professions to improve collaboration and service quality, and its implementation can be done in all learning programs, both at the undergraduate program and Clinical Education program to create professional personnel.
 33. Semester Credit Units, hereinafter referred to as sks, are the amount of time required for learning activities imposed to students per week and per semester during the learning process which is conducted through various forms of learning or the amount of recognition for the student success in participating in curricular activities arranged by the study Program.
 34. Study load is a unit used to express the amount of student learning load which is measured in sks (credits).
 35. Matriculation is a course of which Study load is not included in the calculation of the Grade Point Average and the student must pass it, which is intended to equalize and/or prospective student's knowledge before or after prospective students of Master's programs and Doctoral programs are accepted through the stipulation of the decision of the Dean/Director of SPs.
 36. Block is a system which is a collection of several integrated topics or fields with the aim of achieving certain competencies contained in the curriculum structure.
 37. Freedom of Learning is a policy stipulated by the Ministry of Education to encourage students to master various of useful sciences in order to enter the world of work by providing opportunities for them to select courses outside of their Study Program from either inside or outside USU in the form of 8 (eight) types of activities regulated in the guidelines published by the Ministry of Education, or USU that are carried out outside their Study Program either inside or outside USU in order to achieve the core competencies and additional competencies.
 38. USU Compulsory Subjects are mandatory courses for students which are determined by USU. Undergraduate programs as a characteristic or identity of USU.

39. Study Period is the number of semesters scheduled in the curriculum for the student to follow.
40. Maximum Study Period is the maximum number of semesters allowed for a student to take during their education in order to complete his studies.
41. Semester is a time unit of activities consisting of at least 16 (sixteen) weeks of lectures or other scheduled activities, including evaluation.
42. Short Semester is a time unit of activity consisting of 8 (eight) weeks of lectures and/or 16 (sixteen) meetings, including evaluation.
43. Semester Learning Plan, henceforth referred to as RPS, is a learning plan arranged as a guideline for students in carrying out Lecture activities for 1 (one) Semester to achieve determined learning objectives.
44. Study Plan Card, henceforth referred to as KRS, is a study plan stated in the form of Study Load for 1 (one) semester, which includes the study load of Freedom of Learning - Independent Campus program whose study load is based on the semester GPA earned from the previous Semester, except the second Semester.
45. Study Result Card, henceforth referred to as KHS, is an official academic document that contains student achievements for 1 (one) Semester.
46. Research is an activity conducted according to systematic scientific rules and methods to obtain information, data, and information related to the understanding and/or testing of certain branch of knowledge and technology.
47. Research Proposal, hereinafter referred to as the Proposal is a draft of thesis research or other papers equivalent to undergraduate thesis, master thesis, and dissertation, which is arranged adhered to the scientific rules as a guideline in research implementation.
48. Proposal Seminar is a presentation conducted to evaluate student readiness and to find out the *state of the art* of a research or Freedom of Learning activities, as well as the accuracy of the method employed to solve or reveal problems of research according to Academic Programs.
49. Research Result Seminar is a presentation conducted to evaluate the research process or equivalent to Freedom of Learning Activities, results, and scientific truth obtained during activities according to academic programs.
50. Undergraduate Thesis is a scientific report containing the research results, design, and / or innovative products that become the requirement to obtain a Bachelor's degree.
51. Master Thesis is an academic paper written as the result of in-depth study and/or research that meets the rules

- of scientific research writing and the methodological requirements to obtain a Master's degree.
52. Dissertation is an academic paper written as the result of in-depth study and/or research carried out independently and contains new contributions to the development of knowledge or new answers to problems that are temporarily known or to ask new questions to things that are considered established in the fields of Science, Technology, and Art carried out by Doctoral candidates under the supervision and guidance of promoters and co-promoters.
 53. Special Examination is an exam given specifically by the lecturer to students who have finished their studies and/or after completing their research.
 54. Qualifying Examination is an examination specifically intended for the students of Doctoral Programs in order to determine their eligibility to become Doctoral candidates and their eligibility to continue their education.
 55. Final Study Examination is an examination conducted by students of Academic Programs which consists of Undergraduate thesis exams or other forms equivalent to Undergraduate thesis, Master's thesis exams, and dissertation exams.
 56. Closed Examination is an examination carried out to comprehensively assess student's eligibility to obtain a Doctoral degree.
 57. Open Examination is a Doctoral promotion exam that can be taken after the doctoral candidate has completed a closed exam, carried out openly for the scientific and general public so that they know about the feasibility of promovendus based on their field of knowledge.
 58. Main Advisor is a lecturer who has a field of knowledge relevant to the student's research topic.
 59. Assistant Advisor is a lecturer who has required field of knowledge for Student's Research Topic, who accompanies the main advisor guiding the student in completing their Research.
 60. Promoter is the Main Advisor in the Doctoral Program, who is a permanent lecturer at USU whose field of knowledge relevant to the student's research topic.
 61. Co-promoters are Assistant Advisors in Doctoral programs who are lecturers whose fields of knowledge relevant to student's research topics.
 62. Semester GPA, henceforth referred to as IPS, is the result of learning evaluation achieved by graduates at the end of the Study Program, which is stated in grade units calculated by adding up the results of the multiplication of credits and the weighting of the letter score for each of the courses, and divided by the number of course credits taken in 1 (one) semester, which are written on a scale of 0 (zero) to 4 (four).

63. The cumulative GPA, henceforth referred to as GPA, is the assessment result of the student learning achievement at the end of the study, which is expressed in quantities calculated by adding up the results of the multiplication of credits and the weighting of the letter score for each of the courses, and divided by the number of course credits taken, which are written on a scale of 0 (zero) to 4 (four).
64. Academic Activities Postponement, henceforth referred to as PKA, is the time period when students temporarily do not carry out all academic activities for certain reasons.
65. Reactivation of Study, henceforth referred to as AKK, is to resume the period of academic activities after the period of PKA has ended.
66. Dropping out of studies is an academic act that leads to the loss of the student's right to continue studying at USU.
67. Judicium is the Decision of the Dean / Director of SPs stipulating that a student has completed and passed his studies based on graduation requirements of the Faculty or SPs and based on the results of the Judicium meeting.
68. Graduation is an Academic event held by university to inaugurate college graduates who have completed one of the academic programs.
69. Graduation Predicate is a statement of student achievement of a particular academic Program based on curricular achievements in the form of GPA and/or extracurricular in the form of a Diploma Companion Letter.
70. Diploma is an official document issued by USU for the graduates of academic programs in recognition of their learning achievements and/or study completion in the accredited study programs administered by higher education institutions.
71. Academic Transcript is an official document which is a valid proof of the student's identity, courses, and cumulative grades required as complement to Diploma.
72. Diploma Companion Letter, henceforth referred to as SKPI, is a document that contains information about academic achievements or qualifications of graduates of Higher Education with a degree.
73. Academic Integrity is a commitment in the form of conducts based on noble values in carrying out *Tri Dharma* activities of Higher Education.
74. Educational Development Contribution, henceforth referred to as SPP, is a certain amount of money paid by students for each Semester based on a predetermined schedule.

75. Single Tuition Fee, henceforth referred to as UKT, is a portion of the single tuition cost borne by each student based on the economic capability of students, parents, and/or other parties who finance the study.
76. Ministry is a government element who is in charge of government affairs in the field of Education.
77. The minister is the government official who administers government affairs in the field of Education.

CHAPTER II PRINCIPLES, OBJECTIVES, AND SCOPE

Section One Principles

Article 2

- (1) This academic regulation applies the principles of:
 - a. justice;
 - b. accountability;
 - c. transparency;
 - d. equalization;
 - e. dissemination; and
 - f. credibility.
- (2) The principle of Justice as referred to in Point (1) Letter A is a principle that is applied so the academic regulation is conducted without distinguishing religion, ethnicity, race, gender, age, social position, region, physical condition, and level of economic capability of prospective students but still taking into account potential, academic and non-academic achievements, as well as the specialty of study programs.
- (3) The principle of Accountability as referred to in Point (1) Letter b is a principle that is applied so that this academic regulation is implemented in a clear and criteria procedure, and can be accounted for.
- (4) The principle of Transparency as referred to in Point (1) Letter c is a principle that is applied so that this academic regulation is implemented transparently and the implementation results can be accessed by all parties easily.
- (5) The principle of Equity as referred to in Point (1) Letter d is a principle that is applied so that this academic regulation is implemented by considering the needs of prospective students who come from leading, outermost, and underdeveloped regions.
- (6) The principle of Dissemination as referred to in Point (1) Letter e is the principle that is applied so that this academic regulation is implemented by considering the distribution of students in each Study Program based on regional origin.

- (7) The principle of Credibility as referred to in Point (1) Letter f is a principle that is applied so that this academic regulation is qualified and trustworthy.

Section Two
Objectives

Article 3

This academic regulation aims to ensure uniformity and bind all academics and education personnel in carrying out academic programs.

Section Three
Scope

Article 4

The scope of this academic regulation includes Undergraduate programs, Master's programs, and Doctoral programs.

CHAPTER III
ACADEMIC PROGRAMS

Section One
General

Article 5

- (1) The academic Programs consist of:
a. Undergraduate Programs;
b. Master's Programs; and
c. Doctoral Programs.
- (2) Undergraduate Program as referred to in Point (1) Letter a is an Academic Program intended for graduates of Secondary Education or equivalent so that they can practice science and technology through scientific reasoning.
- (3) Master's Program as referred to in Point (1) Letter b is an Academic Program intended for graduates of Undergraduate Programs or equivalent so that they are able to practice and develop science and/or technology through scientific reasoning and Research.
- (4) Doctoral Program as referred to in Point (1) Letter c is an Academic Program intended for graduates of Undergraduate programs, Master's programs, or equivalent so that they can find, create, and/or give contribution to the development, as well as practice

science and technology through scientific reasoning and Research.

Section Two
Student Academic Rights and Obligations

Article 6

Students of academic programs are entitled to:

- a. obtain the best service in academic and non-academic fields including obtaining USU attributes;
- b. receive a collection of Academic Regulations and codes of conduct that are applied;
- c. use USU public facilities in accordance with the provisions after carrying out the obligations as stipulated;
- d. get a student ID card;
- e. choose the courses outside USU compulsory courses, faculty/SPs, and study programs to meet learning achievements and additional competencies according to regulations;
- f. get the results of Learning Evaluation for each Semester;
- g. give feedback regarding academic services used by Coordinator and Educational Personnel through teaching and learning evaluation questionnaire;
- h. obtain a statement letter of active student or other necessary letters;
- i. obtain a Diploma, an Academic Transcript, and SKPI immediately after completing education;
- j. join the followings as long as the student complies with the applicable regulations namely:
 1. Student Activities;
 2. intra-campus organization;
 3. professional organizations;
 4. scientific activities;
 5. sports and art activities; and
 6. recreational activities.
- k. become a member of the Alumni Association of study programs, faculties/SPs, and USU directly after graduation; and
- l. obtain other rights based on applicable regulations.

Article 7

(1)

Students of academic programs are obliged to:

- a. maintain and preserve the unity and integrity of the nation and state.
- b. maintain order within USU environment;
- c. comply with applicable regulations and codes of conduct;

- d. take good care of public facilities, infrastructure, as well as learning facilities;
 - e. pay tuition fees in accordance with regulations stipulated by the Decree of the Rector; and
 - f. perform other obligations under applicable regulations.
- (2) Violation of obligations may be subject to sanctions in the form of:
- a. written warning;
 - b. PKA (Study Postponement); or
 - c. Drop out of Studies.

Section Three
General skills in Academic programs

Article 8

The Academic Program is designed and aimed to produce graduates who have general skills based on the guidelines stipulated in the Decree of the Rector.

CHAPTER IV
NEW STUDENT ADMISSION

Section One
Capacity

Article 9

- (1) USU determines the number of new students by considering the input from the faculty.
- (2) The number of new students is determined as referred to in Point (1) by maintaining the standard and balance between the maximum number of students in each Study Program and the capacity of facilities and infrastructure, lecturers, and educational Personnel, as well as services and other educational resources.
- (3) The capacity of each Study Program is determined by referring to the regulations stipulated by the Ministry.

Section Two
Requirements

Paragraph 1
General

Article 10

- (1) Requirements for prospective students:
 - a. Indonesian citizen; and

- b. foreign citizens who obtain a study permit from the Ministry and must master the Indonesian language proved by a Certificate of Indonesian Language Proficiency Test in accordance with applicable regulations.
- (2) Prospective students applying through scholarships must meet the requirements in accordance with the rules of the scholarship institution.
 - (3) Prospective students of Master's and Doctoral programs who apply, as referred to in Point (2), must have a permission letter or assignment letter issued by the work institution in order to attend education to become prospective students who have worked.
 - (4) Further provisions regarding the requirements of prospective students that have not been regulated in this regulation, will be determined by the Decree of the Rector.

Paragraph 2

Prospective Students of Academic Programs

Article 11

- (1) General requirements for prospective students of Undergraduate Programs:
 - a. maximum age of 20 (twenty) years at the time of enrollment;
 - b. have completed their studies and have an original Diploma or Certificate of National Examination Results at the High School Level or equivalent; and
 - c. the year of graduation stated in High School Diploma as referred to in letter b, shall not exceed the period of 3 (three) years.
- (2) The requirements, as referred to in Point (1), are not the requirement used for prospective students who participate in government programs.

Article 12

- (1) General requirements for prospective students of Master's Students:
 - a. graduated from Undergraduate program of state universities which is an accredited Study Program with sciences specified by the Decree of the Rector; and
 - b. graduated from educational program equivalent to an Undergraduate Program from overseas universities recognized by the government based on a Certificate or Statement Letter or other forms of proofs issued by the Ministry and/or by the competent authority.

- (2) Special requirement for prospective students of Regular Master's program namely graduated from domestic Undergraduate programs with both GPA and accreditation status of study program proved by an academic transcript and accreditation certificates with the following requirements:
- a. greater than or equal to 2.50 (two point five zero) on a scale of 0 (zero) to 4 (four) for study programs with Superior or A accreditation predicate;
 - b. greater than or equal to 2.75 (two point seven five) on a scale of 0 (zero) to 4 (four) for study programs with Very Good or B accreditation predicate; or
 - c. greater than or equal to 3.00 (three point zero zero) on a scale of 0 (zero) to 4 (four) for study programs with Good or C accreditation predicate
- (3) Special requirements for prospective students of accelerated Master's Program namely have a GPA of at least 3.50 (three point five zero) at the end of Semester VI (Six) in the Undergraduate Program.

Article 13

- (1) General requirements for prospective students of Doctoral Program:
- a. Student graduated from the field of science that is recognized and accepted by the Study Program; and
 - b. have a pre-Proposal which is suitable with the field of science chosen in the Study Program.
- (2) Special requirements for the students of Regular Doctoral programs and Research Doctoral Program
- a. have a GPA greater than or equal to 3.00 (three point zero zero) on a scale of 0 (zero) to 4 (four);
 - b. graduated from a Master's Program of domestic universities that have Very Good or B Accreditation predicate; and
 - c. graduated from an education program equivalent to a Master's Program from an overseas university recognized by the government and mastered the language of instruction used in lectures.
- (3) Special requirements for prospective students of Accelerated Doctoral Program;
- a. graduated from Undergraduate Program of domestic universities that have Very Good or B Accreditation predicate;
 - b. have a GPA:
 1. a minimum of 3.50 (three point five zero) on a scale of 0 (zero) to 4 (four) for study programs with Very Good or B Accreditation predicate; or
 2. a minimum of 3.25 (three point two five) on a scale of 0 (zero) to 4 (four) for for study programs with Superior or A accreditation predicate.

Paragraph 3
Prospective Foreign Students

Article 14

Requirements for Prospective Foreign Students as referred to in Article 10 Point (1) letter b:

- a. have a valid identity;
- b. have a student visa;
- c. maximum age of 20 (twenty) years for prospective students applying for Undergraduate Programs;
- d. graduated from high school or equivalent in their home country which is equivalent to High School Education in Indonesia for the Undergraduate Program;
- e. graduated from Undergraduate Program for the Master's Program and graduated from Master's Program for the Regular Doctoral Program and Research Doctoral Program, with a GPA of at least 2.75 (two point seven five) on a scale of 0 (zero) to 4 (four) or equivalent, and the accreditation status of the Study Program refers to the University of origin of the student
- f. meet other requirements regulated by applicable regulations.

Section Three
Selection

Article 15

- (1) The New Student Admission of Undergraduate Program is carried out through:
 - a. National selection which is held in accordance with applicable regulations based on National Joint Admission Selection;
 - b. Admission by Invitation which is the National admission selection carried out based on the search results of academic, non-academic, and / or portfolio achievements of prospective students coupled with other criteria based on special talents that have been determined;
 - c. TALENTA Superior Achievement-based Selection;
 - d. Independent Student Selection;
 - e. International program Selection; and
 - f. other types of selection.
- (2) The admission of New Students of Undergraduate Programs as referred to in Point (1) letter a, through National selection is carried out in accordance with Ministerial Regulation.

- (3) The admission of New Students as referred to in Point (1) letter b, letter c, letter d, letter e, and letter f, shall be carried out based on the Decree of the Rector.

Article 16

- (1) The selection of new student admission for Master's Program is carried out through:
 - a. regular selection;
 - b. selection of cooperation programs;
 - c. selection of Accelerated Master's programs; or
 - d. other types of selection.
- (2) The selection of new student admission for Doctoral Program is carried out through:
 - a. regular selection;
 - b. selection of cooperation programs;
 - c. selection of Accelerated Doctoral Programs;
 - d. selection of Research Doctoral Program; or
 - e. other types of selection.
- (3) Further provisions regarding student admission as referred to in Point (1) letter b and Point (2) letter b, shall be determined by the Decree of the Rector based on the cooperation agreement.
- (4) The new student admission through selection as referred to in Point (1) and Point (2), is carried out at the beginning of each academic year and/or each Semester based on the Decree of the Rector.
- (5) Prospective students of Master's and Doctoral programs who passed will notified through official electronic publications based on the Decree of the Rector.

Article 17

- (1) USU accepts prospective foreign students through a special admission selection.
- (2) Procedures and admission of prospective foreign students are determined by the Decree of the Rector.

Article 18

- (1) Prospective students who have passed the selection are required to:
 - a. complete administrative requirements, file verification, and pay tuition fees, as well as other fees that have been set before the teaching and learning activities begin; and
 - b. the following is a list of programs that are available offline and / or online.

- (2) For prospective students who have passed the selection and have completed the obligations referred to in Point (1) letter A, if they resign or pass away, the tuition fees paid to USU cannot be withdrawn.

Section Four
Transfer Students

Paragraph 1
Transfer from outside USU

Article 19

- (1) USU accepts transfer students from outside USU both from domestic and overseas universities with the accreditation value of the State University of origin that is equivalent or higher issued by the Ministry and comes from the same study Program.
- (2) New student requirements as referred to in Article 10 to Article 14 apply to transfer students.

Paragraph 2
Transfer within USU environment

Article 20

- (1) An Undergraduate student can be transferred to a Diploma program if:
 - a. does not meet the learning achievement;
 - b. not for violating the campus regulation;
 - c. pass the placement test, are not color blind (for the diploma program that requires it) and do not have a physical disability that interferes with the teaching and learning process;
 - d. obtain the faculty's approval through consideration of the department and / or Program of origin, by filling out the approval form provided; and
 - e. obtain the approval from intended Diploma program by taking into account the capacity of the program and/or the results of the recognition of courses that have been taken and/or the remaining Study Period.
- (2) Transfer is allowed to be taken only 1 (one) time.
- (3) Application for transfer is submitted by the student concerned by attaching an approval form no later than 4 (four) weeks before the beginning of the odd/even semester begins based on the academic calendar.
- (4) In the event that the application exceeds the time limit as referred to in Point (3), it will be rejected.

Section Five
Student ID Card

Article 21

- (1) New students will be given a student identification number after doing re-registration.
- (2) New students who have re-enrolled as referred to in Point (1), are given a temporary student identity card until the issuance of a Student Identity Card.
- (3) Students who lose their student identity cards can ask for the replacement by attaching a proof of loss letter issued by the Indonesian National Police or other valid letters and other valid identity cards.
- (4) Students complete the administration for the replacement of Student ID card in the related service unit.

CHAPTER V THE COST OF EDUCATION

Article 22

- (1) The cost of Education consists of:
 - a. SPP (Educational Development Contribution);
 - b. UKT (Single Tuition Fee); and/or
 - c. other fees.
- (2) The cost of Education is established through the decree of the Rector.
- (3) The amount of tuition fees is paid each Semester based on the decree of the Rector by following the schedule in the academic calendar.
- (4) The cost of Education as referred to in Point (1) is paid to bank account of USU or through other means of electronic transaction appointed by USU.
- (5) The penalties for the late payment of education cost are imposed on students who pay tuition fees outside the determined schedule up to 1 (one) week after the current Semester begins.
- (6) The amount of the penalty for the late payment of education cost is determined by the decree of the Rector.

CHAPTER VI THE IMPLEMENTATION OF EDUCATION

Section One Matriculation

Article 23

- (1) Matriculation is carried out for new students of Master's programs and Doctoral programs with criteria namely:

- a. the background of field of science is different from intended Study Program; or
 - b. the accreditation status of the former study Program of new students of Master's Program and Doctoral Program is lower than the accreditation status of the intended Study Program.
- (2) New students for Master's and Doctoral Program who participate in matriculation are determined during the meeting regarding selection results of new students of Master's and Doctoral Program by the director of SPs together with the heads of Study Program and Faculty.
 - (3) Matriculation is carried out no longer than 1 (one) month before students attend lectures regularly.
 - (4) The study load of Matriculation is 9 (nine) sks at most.
 - (5) The material or course of matriculation given is determined by the Study Program.
 - (6) The grading list of Matriculation is issued after students of Master's and Doctoral programs participate in all Matriculation activities.
 - (7) The matriculation fee is stipulated through the decree of the Rector.

Section Two
Semester Credit System and Semester Credit Units

Paragraph 1
Semester Credit System

Article 24

- (1) The education system runs in the form of Semester credit system.
- (2) In 1 (one) academic year, lectures are held in odd Semester and even Semester, and/or short Semester.
- (3) Students collect study load in the form of credits depending on the Academic Program.
- (4) In the event that the amount of study load has been achieved and has completed certain requirements according to the Academic Program, the student is declared to be graduated.

Paragraph 2
Semester Credit Units

Article 25

- (1) 1 (one) credit lecture consists of:
 - a. 50 (fifty) minutes of learning process per week per for each Semester;
 - b. 60 (sixty) minutes of structured assignments per week per Semester; and

- c. 60 (sixty) minutes independent learning per week per Semester.
- (2) 1 (one) credit of seminar or other equivalent forms consist of:
 - a. 100 (one hundred) minutes of learning process per week per Semester; and
 - b. 70 (seventy) minutes of independent learning per week per Semester.
- (3) 1 (one) credit in the Learning Process consist of practicum, studio practice, workshop practice, field practice, work practice, research, design, or development, military training, student exchange, internship, entrepreneurship, and/or community service, 170 (one hundred and seventy) minutes per week per semester.
- (4) Each 1 (one) credit as referred to in Point (1), Point (2), and Point (3) is equivalent to 170 (one hundred and seventy) minutes per week per Semester.
- (5) Learning activities of Freedom of Learning program that take more than 16 (sixteen) weeks or 560 (five hundred and sixty) cumulative hours up to 24 (twenty-four) weeks or 840 (eight hundred and forty) cumulative hours are recognized to be equivalent to 20 (twenty) credits.
- (6) Learning activities of the Freedom of Learning program that take more than 24 (twenty four) weeks or 840 (eight hundred and forty) cumulative hours up to less than 40 (forty) weeks or 1,400 (fourteen hundred) cumulative hours will be given 1 (one) additional credit for every additional 1 (one) week or 35 (thirty five) cumulative hours.
- (7) Learning activities of the Freedom of Learning program that take from 40 (forty) weeks or 1,400 (fourteen hundred) cumulative hours up to 48 (forty eight) weeks or 1,680 (one thousand six hundred and eighty) cumulative hours are recognized to be equivalent to 40 (forty) credits.
- (8) Each 1 (one) credit of learning activities of Freedom of Learning program can be calculated based on the ratio as referred to in Point (6).
- (9) Students are not allowed to take study load beyond the hours or credits that have been determined.

Section Three
Study Load

Article 26

- (1) The total study load of the Academic Program is in accordance with the applicable regulations.
- (2) The study load for joint degree and double degree are arranged together with Partners of Study Program or

foreign universities which are stipulated in the decree of the Rector.

- (3) The implementation of the Study load is based on the guidelines stipulated in the decree of the Rector.

Section Four Curriculum

Article 27

- (1) The curriculum implemented in USU that is based on the Academic Program consists of:
- a. Regular curriculum;
 - b. Block Curriculum;
 - c. Curriculum of Accelerated Study;
 - d. Curriculum of Research Doctoral Program;
 - e. International Classroom Curriculum;
 - f. Double Degree Curriculum;
 - g. Joint Degree Curriculum; and
 - h. Other curriculum.
- (2) The curriculum must accommodate the Freedom of Learning activities for Undergraduate programs that implement a Semester system.
- (3) The curriculum of Master's Program and Doctoral Program can use several Freedom of Learning activities based on their needs.
- (4) The curriculum is implemented based on the guidelines stipulated by the decision of the Rector.

Section Five Group of Classes

Article 28

- (1) The group of classes is the division of lecture time.
- (2) The Cost of Education for each class group is determined by the decision of the Rector.
- (3) The division of class groups is determined based on the guidelines stipulated by the decision of the Rector.

Section Six Learning Process

Paragraph 1 Learning Methods

Article 29

- (1) The methods material used that effectively facilitate

the fulfillment of learning achievements include:

- a. group discussion;
- b. simulation;
- c. case studies;
- d. collaborative learning methods;
- e. participatory learning methods;
- f. cooperative learning method;
- g. project-based learning methods;
- h. problem-based learning methods; or
- i. other learning methods.

- (2) Each course can use 1 (one) or a combination of several learning methods as referred to in Point (1).

Paragraph 2
Forms of Learning

Article 30

- (1) Forms of learning include: a.
lecture;
b. response and tutorial;
c. seminar;
d. practicum;
e. studio, workshop, field and work practices;
f. Research;
g. design or development;
h. The forms of learning in Freedom of Learning Program;
i. Inter-professional Education; and
j. other forms of learning.
- (2) Total Study Load for Inter-professional Education
Interprofessional Education is determined through the recognition of activity hours stipulated by the Study Program.
- (3) The Learning Form of Interprofessional Education can be carried out by non-medical students.

Paragraph 3
Monitoring and Evaluation

Article 31

- (1) The learning process is monitored study programs through electronic academic systems.
- (2) The monitoring and evaluation are carried out toward:
 - a. Academia Civitas (Academic Community);
 - b. the learning process; and
 - c. facilities and other supporting infrastructure.

- (3) Evaluation must be conducted toward the academic community, learning methods, and forms of learning that include:
 - a. content of assignment;
 - b. quiz;
 - c. midterm exam;
 - d. Semester Exam;
 - e. participation;
 - f. implementation; and
 - g. other types of form.
- (4) The Mid-Semester examination as referred to in Point (3) letter c is a student learning evaluation that is carried out in mid-semester and based on the academic calendar.
- (5) The final semester examination as referred to in Point (3) letter d a student learning evaluation that is carried out at the end of the Semester and based on the academic calendar.
- (6) In the event that the Learning Evaluation is carried out in other forms as referred to Point (3) letter g, it must refer to the Ministerial policy and the decree of the Rector.
- (7) The monitoring and evaluation is carried out based on the guidelines stipulated by the decision of the Rector.

Section Seven
Language of Instruction

Article 32

- (1) The learning material and its delivery is in Indonesian and/or English.
- (2) The learning material and its delivery, for certain study programs, can be given based on the recommended language.

Section Eight
Practicum or Studio activities

Article 33

- (1) Practicum or studio activities can be carried out in a laboratory or studio.
- (2) Implementation of practicum or studio activities led by the head of the laboratory or head of the Studio.
- (3) The implementation of practicum or studio activities must involve the teaching team of the relevant course.
- (4) Under certain circumstances, the implementation of practicum can be assisted by students who act as assistants or mentors.

- (5) The evaluation of practicum or studio activities is carried out jointly by the Head of the Laboratory or the head of Studio and/or the course teaching team.

Section Nine
Learning Facilities

Article 34

- (1) USU provides academic facilities in accordance with:
a. National Standards of Higher Education; and
b. the needs of students with special needs.
- (2) USU provides facilities in the form of:
a. lecture hall;
b. laboratory;
c. studio;
d. lecture devices; and
e. other facilities.
- (3) Space management and course schedules are centrally organized by university based on recommendations from faculties and study programs.

Section Ten
Coordinator Lecturer of Courses

Article 35

- (1) Coordinator Lecturers of Courses are appointed based on:
a. Academic Programs;
b. main skills;
c. highest level of rank; or
d. the determination is conducted jointly by lecturers who teach courses.
- (2) The course coordinator lecturer together with other lecturers in the same teaching team determines:
a. distribution of teaching tasks;
b. RPS;
c. Lesson Plan; and
d. lecture minutes.

Article 36

- (1) A course can be managed together by 1 (one) team-teaching.
- (2) The team of lecturers as referred to in Point (1) who work both as national and international practitioners consists of permanent lecturers and non-permanent lecturers.

- (3) Non-permanent lecturers as referred to in Point (2), are allowed to give lecture for 4 (four) up to 10 (ten) meetings or based on the provisions issued by the Study Program.
- (4) The coordinator lecturer of courses is obliged to input the results of the Learning Evaluation in the form of grades into the electronic academic system.

Section Eleven
Academic Advisors

Article 37

- (1) Academic Advisors for undergraduate programs must meet the requirements namely:
 - a. is a permanent lecturer of USU from a relevant study Program;
 - b. has a functional position;
 - c. not currently studying, interning, being a structural officer outside USU, and not taking sabbatical leave more than 1 (one) Semester; and
 - d. has participated the Training of Basic Instructional Skill Improvement (*Pekerti*).
- (2) For lecturers with the lowest rank of *Lektor Kepala* can become Academic Advisors by only fulfilling the requirements as referred to Point (1) letter a, letter b, and letter c.
- (3) Academic Advisors for students of Undergraduate and Master's programs are determined based on the decision of the Dean/Director of SPs and the proposal from the head of the Study Program.
- (4) Academic Advisors of a new Study Program, can be taken from other Study Program at the same faculty.
- (5) Students of Master's and Doctoral programs receive an Academic Advisors based on the proposal of the head of the Study Program.
- (6) Implementation of Academic Advising Activities is based on guidelines set forth in the decree of the Rector.

CHAPTER VII
COURSES

Section One
Codification and Naming

Paragraph 1
General

Article 38

A course consists of a code and a name of the course, which is an inseparable unity.

Paragraph 2

Codification

Article 39

- (1) Each course has only 1 (one) course code consisting of 3 (three) letters which is the study Program code and followed by 4 (four) numbers without spaces.
- (2) For Freedom of Learning courses / learning activities or similar activities carried outside USU Study Program and outside USU, the course code is given according to the original course code or according to the recognition stipulation.
- (3) USU arranges a separate code for the courses that do not exist or do not originate from Study Program and for courses in a free form as a result of Freedom of Learning activities or as a result of recognition of the student activities.
- (4) Codification is carried out based on academic information systems.

Paragraph 3 Naming

Article 40

Each course has only 1 (one) name that is not owned by other courses.

Section Two Compulsory and Elective Courses

Article 41

- (1) The courses contained in the curriculum, with regard to the implementation of Freedom of Learning program consist of:
 - a. USU Compulsory Courses for Undergraduate Programs;
 - b. Faculty Compulsory Courses, if any;
 - c. Study Program Compulsory Courses; and
 - d. elective or enrichment courses.
- (2) Faculty Compulsory courses, if any, as referred to in Point (1) letter b are the courses that must be given and become the characteristic of the Faculty.
- (3) Study Program Compulsory courses, if any, as referred to in Point (1) letter c and the Scientific Character of the Study Program are the courses that must be given to meet the lowest competence as the basis of Science and Scientific development.
- (4) Elective or enrichment courses as referred to in Point (1) letter d are courses that students can choose to

- complete learning achievements or as additional competencies.
- (5) The group of USU compulsory courses which is applicable to undergraduate programs consists of:
- a. the courses of religious education and Indonesian/ compulsory courses contained in the curriculum include:
 1. Religious education;
 2. Pancasila Education;
 3. Citizenship education; and
 4. Indonesian language.
 - b. basic science, local wisdom, literacy skills, arts and fitness, internationalization, and entrepreneurship;
 - c. Study Program compulsory courses and the scientific character of the Study Program; and
 - d. elective courses and knowledge enrichment.
- (6) USU compulsory subjects in a course group as referred to in Point (5) are regulated separately in the decree of the Rector.

Article 42

- (1) Theory courses and practical courses can be united or can be separated by different codes.
- (2) Practicum material which is suitable with the compulsory course material is given in the same together with the lecture, except if the schedule of the practicum falls on a holiday, so it shall be carried out in different weeks.

Section Three Study Plan Card

Article 43

- (1) Students are required to fill out their KRS (Study Plan Card) after re-registration by paying tuition fees in accordance with the provisions to USU designated bank account.
- (2) Students who have completed their KRS have the status of an active student.
- (3) KRS completion is conducted at the beginning of each Semester through the academic information system according to the current Semester study load which includes independent learning study load, during KRS completion schedule based on the academic calendar after consulting with the Academic Advisor.
- (4) The completion of Study load in KRS of Semester II (two) is not based on Semester GPA earned in Semester I (one), rather it is based on the Curriculum Package of Semester II (two).

- (5) The records of student consultation result with Academic Advisors are entered into the academic information system.
- (6) Academic Advisors access the applicable academic information system when students come to consult about KRS completion at the beginning of the Semester and to have student learning evaluation.
- (7) The Academic Advisors verify KRS that has been approved by the head of the Study Program through the verification process of academic Information system
- (8) KRS that has been approved can be printed by the Academic Community, Study Programs, and/or faculty.
- (9) The head of the Study Program, Vice Dean, or Deputy Director of Academic Affairs must monitor the student learning progress through academic information system after 2 (two) weeks of KRS completion period is ended.

Article 44

- (1) Students are given the opportunity to make changes to the study plan by adding and/or canceling courses based on the schedule set in USU academic calendar.
- (2) Changes to the study plan as referred to in Point (1) must be approved by the Academic Advisor and known by the head of the Study Program in the form of verification on the academic information system.
- (3) Changes to the study plan of Freedom of Learning activities can done after the regular KRS revision period is ended with the approval of USU leaders.

Section Four Study Result Card

Article 45

- (1) The results of the study are recorded in KHS (Study Result Card) issued at the end of Semester.
- (2) KHS is issued no later than 2 (two) weeks after the last schedule of the final Semester exam and after being verified minimally by the head of the Study Program through the academic information system.
- (3) KHS aims to provide information regarding the study results and as a basis for determining the study load in the next Semester.
- (4) At the time of the Final Examination of the study, a temporary academic transcript can be issued by the Study Program as a reference in determining the graduation predicate.

CHAPTER VIII FREEDOM OF LEARNING

Article 46

- (1) Students are entitled to participate in the Freedom of Learning program.
- (2) USU through its faculties and study programs shall support and facilitate students' right to participate in the Freedom of Learning program.
- (3) Freedom of Learning program consists of activity programs of:
 - a. certified internship;
 - b. certified independent study;
 - c. village projects or thematic field practice;
 - d. Campus Teaching;
 - e. Independent Student Exchange;
 - f. Research;
 - g. Independent Entrepreneurs;
 - h. humanitarian projects; and
 - i. other forms of programs.

Article 47

Courses can be recognized in:

- a. a free form namely hard skill and/or soft skills;
- b. structured form;
- c. the mixed form is a mixture of free form and structured form; or
- d. the complete form of freedom of learning - Independent campus program.

CHAPTER IX
PERIOD OF STUDY AND ACADEMIC CALENDAR

Section One
Study Period

Article 48

- (1) Undergraduate Program is scheduled to be completed in a maximum of 14 (fourteen) semesters.
- (2) Regular Master's Program is scheduled to be completed no later than 8 (eight) semesters.
- (3) Accelerated Master's Program is scheduled to be completed within 2 (two) semesters.
- (4) Regular Doctoral programs and Research Doctoral Program are scheduled to be completed within 6 (six) semesters at the earliest and up to 14 (fourteen) semesters at the latest.
- (5) Accelerated Doctoral Program is scheduled to be completed within 6 (six) semesters.

Section Two

Academic Calendar

Article 49

- (1) Academic calendar is issued by USU which contains a timeline of lecture or academic activities set for 1 (one) year.
- (2) The timeline of each academic activity is determined by USU, which can be adjusted to Freedom of Learning activities.
- (3) Academic calendar regulates:
 - a. lecture schedules;
 - b. graduation schedule;
 - c. Short Semester schedule;
 - d. holiday schedule;
 - e. KRS completion schedule;
 - f. KRS revision schedule;
 - g. AKK schedule;
 - h. KHS schedule;
 - i. grade input schedule;
 - j. midterm exam schedule;
 - k. Semester Exam Schedule;
 - l. grading schedule;
 - m. re-registration schedule;
 - n. schedule of education fees payment;
 - o. registration verification schedule;
 - p. PKA proposal schedule;
 - q. Learning Evaluation schedule; and
 - r. other schedules.
- (4) Short Semester is carried out according to the guidelines stipulated by the decree of the Rector.
- (5) Academic calendar is set forth annually by the decision of the Rector.

CHAPTER X

RESEARCH FOR STUDY COMPLETION

Section One

General

Article 50

- (1) Research for study completion consists of:
 - a. Undergraduate Thesis or other form equivalent to Undergraduate thesis for Undergraduate Students;
 - b. Thesis for Master's Program students; and
 - c. Dissertation for Doctoral Program students.
- (2) Research for study completion as referred to in Point (1) letters A and B, is conducted with the assistance of the thesis advisors.

- (3) Research for study completion as referred to in Point (1) letter c, is conducted with the assistance of the Promoter.
- (4) The proposal, stipulation, requirements for advisors or promoters, publication qualifications, replacement requirements, duties of advisors or promoters, and a team of examiners, are based on the guidelines set forth in the decree of the Rector.

Section Two
Undergraduate Programs

Paragraph 1
Undergraduate Thesis

Article 51

- (1) Undergraduate thesis or other equivalent form of thesis as referred to in Article 50 Point (1) letter A is an academic paper drawn up of the results of research, design, and/or innovative products of undergraduate students under the supervision and guidance of advisors as a requirement to obtain a bachelor's degree.
- (2) The writing of undergraduate thesis or other equivalent form of thesis begins after all academic requirements are fulfilled including the Proposal and the provision regarding the number of credits.

Paragraph 2
Proposal Seminar and Research Result Seminar

Article 52

- (1) Proposal Seminar and Research Result Seminar for undergraduate programs are held in a panel system.
- (2) Proposal Seminar and Research Result Seminar for undergraduate programs as referred to in Point (1), is an open seminar and can be attended by the academic community.
- (3) The requirements and implementation of Proposal Seminar and Research Result Seminar for Undergraduate programs are based on the guidelines set forth in the decree of the Rector.

Paragraph 3
Undergraduate Thesis Exam

Article 53

- (1) The undergraduate thesis exam or other equivalent form of thesis for Undergraduate Programs is carried out at the end of Semester XIV (fourteen) at the latest.

- (2) The undergraduate thesis exam or other equivalent form of thesis as referred to in Paragraph (1), shall be conducted behind closed doors.
- (3) The undergraduate thesis exam is carried out in a panel system that act as examiners consisting of: a. advisory team; and
b. team of examiners.
- (4) The requirements, assessment, advisory and examining committee, as well as the implementation of the undergraduate thesis exam are based on the guidelines set forth in the decree of the Rector.

Section Three
Master Program

Paragraph 1
Master's Thesis

Article 54

- (1) Thesis as referred to in Article 50 paragraph (1) letter b is an academic paper drawn up from in-depth study and/or research that meets the rules of scientific research and scientific methodology requirements of Master's Program under the supervision and guidance of advisors, and is a requirement to obtain a Master's degree.
- (2) Thesis research conducted by students of Master's programs is part of the advisor's field of research.

Paragraph 2
Proposal Seminar and Research Result Seminar

Article 55

- (1) Proposal Seminar and Research Result Seminar for Master's program are held in a panel system.
- (2) Proposal Seminar and Research Result Seminar for Master's Program are open seminars and can be attended by the academic community.
- (3) Requirements and implementation of Proposal Seminar and Research Result Seminar for Master's program are carried out based on the guidelines set forth in the decree of the Rector.

Paragraph 3
Master's Thesis Exam

Article 56

- (1) Thesis exam for the Regular Master's Program is carried out at the end of Semester VIII (eight) at the latest.
- (2) Thesis examination as referred to in Point (1), shall be conducted behind closed doors.
- (3) The thesis examination is carried out in a panel system. that acts as examiners consisting of: a. advisory team; and
b. team of examiners.
- (4) The requirements, assessment, advisory and examining committee, as well as the implementation of the thesis exam are based on the guidelines set forth in the decree of the Rector.

Section Four
Doctoral Program

Paragraph 1
Dissertation

Article 57

- (1) The dissertation as referred to in Article 50 Point (1) letter c is an academic paper drawn up from in-depth study and/or research that meets the rules of scientific research and scientific methodology requirements of Doctoral Program students under the supervision and guidance of promoters and co-promoters to obtain a Doctoral degree.
- (2) Thesis research conducted by students of Doctoral programs is part of the promoter's field of research.

Paragraph 2
Qualification Exam

Article 58

- (1) Qualification exam is held to examine the academic, scientific, and Dissertation Research readiness of Doctoral Program students which includes:
 - a. the mastery of research methodology based on their field of knowledge;
 - b. the mastery of field of knowledge for both basic and specific knowledge;
 - c. reasoning ability including the ability to hold abstractions; and
 - d. the ability to systematize and formulate the results of thought.
- (2) The qualification exam held in the form of structured-oral and / or written form shall be conducted no later than the end of the fourth Semester of the study period for Regular Doctoral Program, and at the end of the second Semester of the study period for Research Doctoral Program and Accelerated Doctoral Program.

- (3) Students apply for the qualification exam through academic information system which can be conducted independently or through academic services unit by attaching an electronic copy of the Proposal.
- (4) The grade and credit score of the qualification exam either can be used or not used for calculating Semester Grade Cumulative Point and GPA according to the curriculum of the Study Program.
- (5) Qualification exam is conducted based on the guidelines set forth in the decree of the Rector.

Paragraph 3
Proposal Seminar

Article 59

- (1) Proposal Seminar for Doctoral program is held in a panel system.
- (2) Proposal Seminar for Doctoral program is an open seminar and can be attended by the academic community.
- (3) The requirements and implementation of the Doctoral Program Proposal Seminar are based on the guidelines set forth in the decree of the Rector.

Paragraph 4
Research Result Seminar

Article 60

- (1) Research Result Seminar for Doctoral program is held in a panel system.
- (2) Research Result Seminar for Doctoral program is an open seminar and can be attended by the academic community.
- (3) The requirements and implementation of the Research Result Seminar for Doctoral program are based on the guidelines set forth in the decree of the Rector.

Paragraph 5
Dissertation Exam

Article 61

- (1) Dissertation exam consists of:
 - a. Closed Exam; and
 - b. Open Exam or promotion.

- (2) The dissertation examination as referred to in Paragraph (1), shall be conducted no later than the end of Semester XIV (fourteen) for Regular Doctoral Program and Research Doctoral Program.

Article 62

- (1) The closed exam as referred to in Article 61 Point (1) letter a, shall be conducted behind closed doors.
- (2) Closed exam is led by the Promoter as the Chief Examiner.
- (3) Closed exam is attended by a committee consisting of:
 - a. Chairperson of the Committee;
 - b. Promoters and co-promoters who act as examiners;
 - c. team of examiners; and
 - d. external examiners.
- (4) students who have special achievements is not required to have open examination, so in their Closed examination, one of the examiners in addition to Promoter and co-promoter must come from outside USU namely either from a college or other institution that has institutional accreditation level equivalent to or higher than USU with the lowest academic position equivalent to Lektor Kepala in the same or similar field of knowledge.

Article 63

- (1) Open examination as referred to in Article 61 point (1) letter b, shall be conducted openly.
- (2) Open examination is led by the Rector that can be delegated to the Vice-Rector and Dean as the Chairperson of the examination.
- (3) Open exam is attended by a committee consisting of:
 - a. Chairperson of the Committee;
 - b. Promoters and co-promoters who act as examiners;
 - c. team of examiners;
 - d. external examiners; and
 - e. Academic Community.
- (4) one of the examiners in addition to Promoter and co-promoter must come from outside USU namely either from a college or other institution that has institutional accreditation level equivalent to or higher than USU with the lowest academic position equivalent to Lektor Kepala in the same or similar field of knowledge.
- (5) In addition to the Examiner, in the open exam, questions can be asked by academic audiences who hold Doctorate title (Dr.).

CHAPTER XI

GRADE STANDARD AND EVALUATION OF LEARNING ACHIEVEMENT

Section One
Grading Standard and Grade Remedial

Article 64

The weighting of grades is determined in accordance with the form of assessment and the calculation of both Semester GPA and GPA based on the guidelines set forth in the decree of the Rector.

Article 65

- (1) Students of the Undergraduate Program can undergo grade remedial in the Short Semester or in the same Semester of the following year.
- (2) Students the Study Master's Program can remediate a C grade in the following year with the provision that the maximum study period has not been exceeded.
- (3) Remedial courses as referred to in Point (1) and Point (2), are included in KRS and calculated as the study load taken in the current Semester.
- (4) The grade used in the calculation of GPA and stated in the academic transcript for the course as referred to in Point (3) is the best grade earned in the course.
- (5) The study Program is not allowed to hold a Special Exam to improve grades, etc.
- (6) Study programs that violate the provisions as referred to in Point (5), are notified in the form of warnings and sanctions; and the value earned is not recognized by the faculty.
- (7) The actions taken by the faculty as referred to in Point (6) are recorded in the academic information system.

Section Two
Learning Achievement Evaluation

Article 66

- (1) Learning achievement evaluation is carried out systematically at the end of each Semester.
- (2) Learning achievement evaluation as referred to in Point (1) is aimed to:
 - a. calculate the grade of each course taken in the form of Grade Point Average;
 - b. determine the Study load that students are allowed to take in the next Semester; and
 - c. stipulate study dropout.
- (3) Learning achievement evaluation is carried out based on the guidelines set forth in the decree of the Rector.

CHAPTER XII
GRADUATION AND GRADUATION PREDICATE

Section One
Graduation

Paragraph 1
General

Article 67

- (1) Students are declared graduated if they have met the administrative and academic requirements in each academic Program.
- (2) The administrative and academic requirements of each Academic Program are prepared by the Study Program and included in the minutes of the Final Examination of a study.
- (3) Students who have passed the final examination are obliged to:
 - a. revise the manuscript of undergraduate thesis or other equivalent forms of Undergraduate thesis, Master's thesis, and Dissertation by considering the input of the examiners and the team of advisors/promoters; and
 - b. submit the complete manuscript of undergraduate thesis or other equivalent form of Undergraduate thesis, Master's thesis, and Dissertation, that has been approved by following the writing format that has been set, to the advisory team/promoter team and USU through the central library, study programs, faculties/SPs no later than 2 (two) months after the Study Final Examination, especially for doctoral students, must submit no later than 3 (three) months after the final examination.
- (4) Students who fail to carry out the aforementioned in Point (3) letter b, must retake the Study Final Examination as long as they meet the maximum period of study.
- (5) In the event that a student is unable to retake the Study Final Examination as referred to in point (4), the student may submit his / her withdrawal from study or be declared Dropped out.

Paragraph 2
Students of Undergraduate Program

Article 68

- (1) Graduation requirements for undergraduate students namely:

- a. have completed the entire study load with a GPA greater than or equal to 2.00 (two point zero zero);
 - b. have passed the undergraduate thesis exam or other form equivalent to Undergraduate Thesis; and
 - c. the number of D grades do not exceed 8 (eight) credits.
- (2) Students of Undergraduate Program are entitled to hold a degree after they are declared to have passed the Undergraduate thesis exam or other equivalent form of Undergraduate thesis.
- (3) The end of the study period for undergraduate students is declared after passing the undergraduate thesis exam or other equivalent form of thesis.

Paragraph 3
Students of Master's Program

Article 69

- (1) Graduation requirements for Master's Program students:
- a. have completed the entire study load with a GPA greater than or equal to 3.00 (three point zero zero) with the lowest course grade of B for Regular Master Program students;
 - b. have completed the entire study load with the lowest GPA equal to 3.50 (three point five zero) for accelerated master Program students; and
 - c. have passed the Master's thesis exam.
- (2) Students of Master's Program are entitled to hold a degree after they are declared to have passed the Master's thesis exam.
- (3) The end of the study period for Master's students is declared after passing the Master's thesis exam.

Paragraph 4
Students of Doctoral Program

Article 70

- (1) Graduation requirements for Doctoral Program students:
- a. have completed the entire study load with the lowest GPA equal to 3.25 (three point two five) for regular Doctoral Program students;
 - b. have completed the entire study load with the lowest GPA equal to 3.50 (three point five zero) for the students of Research Doctoral Program and Accelerated Doctoral Program; and
 - c. have passed the Open Dissertation Examination.

- (2) Doctoral Program students are entitled to hold a Doctorate (Dr.) degree after taking an Open Examination.
- (3) In the event that the Doctoral Program student has 2 (two) publications in reputable international journals with a factor of at least 2.50 (Two Point Five Zero) with the status of the article is ready for publication and the evidence will be published from the journal publisher as the first author, the student is entitled to only carry out a closed examination without an open examination.
- (4) The granting of a degree to a student who meet the requirements as referred to in Point (3) is carried out in a Closed Examination.
- (5) The end of the study period for the Doctoral Program is after passing the open examination, except for those as referred to in Point (3), the Study Period is after taking the closed examination.

Section Two
Graduation Predicate (Academic Distinction)

Article 71

- (1) The Graduation Predicate consists of Very Satisfactory, Satisfactory, and With Honor (*Cum Laude*).
- (2) The Criteria of Graduation predicate are determined based on the guidelines set forth in the Decree of the Rector.

CHAPTER XIII
ACADEMIC INTEGRITY

Article 72

- (1) The academic community is obliged to uphold the value of Academic Integrity in producing scientific works.
- (2) The value of Academic Integrity in producing scientific works as referred to in Point (1), includes:
 - a. honesty;
 - b. trust;
 - c. justice;
 - d. dignity;
 - e. responsibility; and
 - f. determination.
- (3) The implementation of the value of Academic Integrity in producing scientific work in the university environment is guided by the University and Ministries.
- (4) Violation of Academic Integrity in producing scientific work consists of:
 - a. fabrication;
 - b. falsification;
 - c. plagiarism;
 - d. unauthorized authorship;

- e. conflict of interest; and
 - f. plural submission.
- (5) Further provisions regarding academic integrity are set forth in the Regulation of the Rector.

CHAPTER XIV PLAGIARISM

Article 73

- (1) The act of plagiarism namely:
- a. to take part or all of someone else's work without mentioning the exact source;
 - b. to rewrite one's work without using their own language for part or duplicate all of one's work despite mentioning the source;
 - c. to take a part or all of one's work or ideas that have been published without mentioning the exact source.
- (2) Everyone can report the violations of suspected plagiarism to the Rector.
- (3) The Rector follows up the report by conducting an investigation through a team formed by the Academic Senate.
- (4) Academic Community who is proven to to be violated are imposed sanction by the Rector by considering the recommendations of the Academic Senate.
- (5) Plagiarism violations committed by students are subject to administrative sanctions in the form of:
- a. reduction of the value of scientific work;
 - b. postponement in granting some student rights;
 - c. cancellation in granting some student rights;
 - d. grade cancellation of 1 (one) or several courses earned by students;
 - e. dismissal of the student status; or
 - f. cancellation of Diplomas, Certificates of competence, or professional certificates.
- (6) The case of plagiarism is dealt based on the guidelines set forth in the decree of the Rector.

CHAPTER XV DROPOUT OF STUDIES

Section One Evaluation of the Determination of Study Dropout

Article 74

- (1) Evaluation of learning achievement is determined every 2 (two) consecutive semesters based on Semester GPA,

- GPA, and learning progress in the form of credits that passed.
- (2) Evaluation of the determination of study dropout is carried out at the end of each:
- a. Semester II (one);
 - b. Semester IV (four);
 - c. Semester VI (six);
 - d. Semester VIII (eight);
 - e. Semester X (ten);
 - f. Semester XII (twelve);
 - g. Semester XIV (fourteen); and
 - h. The maximum Period of Study according to the Academic Program, except for those who take PKA.
- (3) For students who take PKA, the evaluation is still carried out 2 (two) semesters calculated from the Semester that has not been evaluated.
- (4) Students who do not re-enroll for 3 (three) consecutive semesters are declared to withdraw from study.

Section Two DROP OUT OF STUDIES

Article 75

- (1) Students are entitled to withdraw from study before they are declared dropout of their studies or for other reasons.
- (2) Students may submit their withdrawal or be declared dropout if they meet criteria of Dropout determination as referred to in Article 74 Point (2).
- (3) Students who have declared Dropouts are not entitled to:
- a. obtain academic transcripts or grading list and other academic letters; and
 - b. re-enroll as a new student at USU, if you have re-enrolled and/or have attended college, you are required to withdraw before enrolling.
- (4) If the student does not withdraw as referred to in Point (2) letter b, then the student's graduation in the new study Program, is canceled.
- (5) All warnings and dropout statements are stated in a systematized manner and determined through the decree of the Rector.
- (6) The implementation of student withdrawal and dropouts is carried out based on applicable guidelines.

CHAPTER XVI POSTPONEMENT OF ACADEMIC ACTIVITIES AND REACTIVATION OF STUDENT STATUS

Section One

Postponement of Academic Activities

Article 76

- (1) PKA consists of 2 (two) forms namely:
 - a. PKA conducted through submission; and
 - b. PKA conducted through the automatic system.
- (2) PKA as referred to in Point (1) letter A, is submitted through an academic information system conducted independently by students or through related service units before the time of completing KRS at the latest.
- (3) The submission of PKA that has been verified by the Study Program and Faculty/SPs is set forth by the decree of the Rector.
- (4) PKA as referred to in Point (1) letter b is conducted when:
 - a. Students do not pay Education fees as referred to in Article 22 Point (3);
 - b. Students pay the Education fees as referred to in Article 22 Point (3) but do not complete the KRS; or c. Students pay the Education fee as referred to in Article 22 Point (3) and complete the KRS but do not attend lectures due to severe illness or prolonged illness.
- (5) PKA is allowed to be taken for a maximum of 2 (two) semesters.
- (6) The period of PKA is excluded from the student's study period.
- (7) PKA submission is carried out based on the guidelines set forth in the decree of the Rector.

Section Two

Reactivation of Student Status

Article 77

- (1) AKK (Reactivation of Student Status) is proposed through the academic information system conducted independently by students or through related service units no later than 1 (one) week before the study begins.
- (2) AKK submission that has been verified by the Study Program and Faculty/SPs is then set forth in the decree of the Rector.
- (3) Students can be active again after paying off financial expenses and filling KRS.
- (4) The study load that can be taken by students is based on the provisions set which is related to the last Semester GPA earned before taking PKA.
- (5) AKK submission is carried out based on the guidelines set forth in the decree of the Rector.

CHAPTER XVII

JUDICIUM AND GRADUATION

Section One Judicium

Article 78

- (1) Students enroll and fill out the requirements form for the Judicium through the academic information system or through the related services unit.
- (2) The Academic Division of the Faculty / SPs conducts a thorough evaluation regarding student's academic achievements.
- (3) The implementation of Judicium is based on the guidelines set forth in the decree of the Rector.

Section Two Graduation Ceremony

Article 79

- (1) Graduation ceremony is attended by graduates and can be carried out face to face directly (offline) or face to face indirectly (online) depending on the situation and existing conditions.
- (2) Students who have graduated, enroll through the academic information system and complete the administration in order to attend the graduation ceremony.
- (3) Graduation Ceremony is carried out based on the guidelines set forth in the decree of the Rector.

CHAPTER XVIII DIPLOMA, ACADEMIC TRANSCRIPT, DIPLOMA COMPANION LETTER, AND CERTIFICATE OF GRADUATION PREDICATE

Article 80

- (1) Diploma, academic transcript, SKPI (Diploma Companion Letter), and certificate of graduation predicate are issued by USU Academic Division.
- (2) A rue copy of the Diploma in the form of digital document is stored in the academic information system.
- (3) The original Diploma is awarded to students who have completed all obligations.
- (4) Copies of diplomas, academic transcript, SKPI, and graduation predicate certificate in the form of certified photocopies are given as many as 5 (five) copies.
- (5) Diplomas, academic transcript, SKPI, and graduation predicate certificate are drawn up based on the guidelines set forth in the decree of the Rector.

CHAPTER XIX

QUALITY ASSURANCE SYSTEM

Section One Learning Quality Assurance

Article 81

- (1) Learning Quality Assurance is carried out in accordance with National Standards of Higher Education in USU consisting of:
 - a. graduate competency standards;
 - b. learning content standards;
 - c. learning process standards;
 - d. learning assessment standards;
 - e. Lecturer and Education Personnel standards;
 - f. facilities and infrastructure standards;
 - g. learning management standards;
 - h. learning financing standards; and
 - i. USU internal Quality Assurance System is integrative.
- (2) Learning quality assurance is conducted based on the cycle of USU Internal Quality Assurance System, which consists of the establishment, implementation, evaluation, monitoring and improvement of the standards as referred to in Point (1), in a measured, systemic, comprehensive and scheduled manner.

Section Two Learning Quality Standards

Article 82

- (1) Learning planning includes the determination of learning quality standards in the form of:
 - a. lecture;
 - b. The academic community has access to learning facilities and infrastructure;
 - c. Lecturers must have access to Learning-based development facilities and Learning-based teaching facilities;
 - d. availability of books or teaching materials namely teaching design which is Learning standard quality-based; and
 - e. availability of access to training facilities for learning implementation.
- (2) Faculty/Study Program / Course Coordinator Lecturer implements the learning quality standards as referred to in Point (1).
- (3) Learning Quality Standards and the indicators as referred to point (1), is based on the guidelines set forth in the decree of the Rector

CHAPTER XX
TRANSITION PROVISION

Article 83

- (1) All the academic process which has been carried out based on the Regulation of the Rector prior to the stipulation of this Rector Regulation, is still applied no later than 6 (six) months since the enactment of this Rector Regulation.
- (2) In the event that the appointed Promoter do not meet the requirement determined in the guideline as referred to Article 50 point (4), the replacement of Promoter is conducted in accordance with the applicable guideline.

CHAPTER XXI
CLOSING PROVISION

Article 84

At the time of this Rector Regulation coming into force, the Rector Regulation Number 10 of 2021 on Academic Regulation for Undergraduate, Master's, and Doctoral Programs of USU that has been amended to Rector Regulation Number 25 of 2021 on the Amendment to Rector Regulation Number 10 of 2021 on Academic Regulation for Undergraduate, Master's, and Doctoral Programs of USU, is declared to be revoked and invalid.

Article 85

This Rector Regulation of the Rector comes into effect on the date it is enacted

Enacted in Medan
dated on August 1, 2022

RECTOR

Signed

MURYANTO AMIN
NIP 197409302005011002

This is a true copy of the original document.
Secretary of University

Signed and stamped

MUHAMMAD FIDEL GANIS SIREGAR
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