



**DECREE OF THE RECTOR
UNIVERSITY OF SUMATERA UTARA
NO. 701/UN5.5.1.R/SK/SPB/2013**

ON

**ACADEMIC REGULATION
UNDERGRADUATE PROGRAM
UNIVERSITY OF SUMATERA UTARA**

**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF SUMATERA UTARA
MEDAN
2013**

FOREWORD

In line with the development of various policies in implementing higher education, it is necessary to have a regulation on organizing which can accommodate the regulations. For this purpose, University of Sumatera Utara embodies them in the Decree of the Rector on Academic Regulation of Undergraduate Program (*S-I*) which is expected to be able to be used as the reference for all operational units at the university.

Moreover, this regulation is the completion of the previous Academic Regulation of Undergraduate Program (*S-I*) (Decree of the Rector Number 1023/J05/SK/PP/2005) currently used. Various developments in organizing academic process such the use of website based-academic information system (on-line) from the process of registration as freshmen until the issuance of their academic transcription and the improvement of the implementation of regulations have previously been included in this regulation.

We would like to express our sincere gratitude to those who have provided their ideas and input and helped prepare this regulation.

Medan, April 30, 2013

Rector

signed,

Prof. Dr. dr. Syahril Pasaribu, DTM&H, M.Sc. (CTM), Sp.A(K)

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**ON
ACADEMIC REGULATION OF
UNDERGRADUATE EDUCATION PROGRAM
UNIVERSITY OF SUMATERA UTARA**

THE RECTOR OF UNIVERSITY OF SUMATERA UTARA

CONSIDERING:

1. that the Decree of the Minister of National Education of the Republic of Indonesia Number 232/U/2000 on the Guideline for organizing the Curriculum of the Higher Education and the Evaluation of Students' Learning Performance as the implementation of Article 13 and Article 14 of the Government Regulation Number 60/1999 on Higher Education;
2. that as the implementation of Article 23 of the Articles of Association and Article 90 of the Housekeeping Rules of the University of Sumatera Utara;
3. that based on the consideration aforementioned in point 1 and point 2, it is necessary to stipulate Decree of the Rector of the University of Sumatera Utara on Academic Regulation of Undergraduate Education Program.

IN VIEW OF:

1. Law of the Republic of Indonesia Number 20/2003 on National Education System;
2. Law of the Republic of Indonesia Number 14/2005 on Teachers and Lecturers;
3. Law of the Republic of Indonesia Number 12/2012 on Higher Education;
4. Decree of the President of the Republic of Indonesia Number 8/2012 on the Framework of Indonesian National Qualification;
5. Government Regulation Number 17/2010 on the Management and Organization of Education;
6. Decree of the Minister of the National Education Number 17/2010 on the Prevention and Handling of Plagiarism in Higher Education;
7. Government Regulation Number 66/2010 on the Amendment of Government Regulation Number 17/2010 on the Educational Management and Organization;
8. Decree of the Minister of National Education of the Republic of Indonesia Number 232/U/2000 on the Guidelines for Organizing Curriculum of Higher Education and the Evaluation of Students' Learning Performance;
9. Decree of the Minister of National Education of the Republic of Indonesia Number 234/U/2000 on the Guidelines for Establishing Higher Education;
10. Decree of the Minister of National Education of the Republic of Indonesia Number 045/U/2002 on the Curriculum of Higher Education;
11. Decree of Director General of Higher Education of the Republic of Indonesia Number 163/DIKTI/Kep/2007 on the Management and Codification of Study Programs in Higher Education;

12. Decree of the Director General of Higher Education, Department of National Education of the Republic of Indonesia Number 80/DIKTI/Kep/2007 on the Management and Re-stipulation of the Permit of Organizing Study Programs at the University of Sumatera Utara in Medan;
13. Decree of the Board of Trustee of the University of Sumatera Utara Number 1/SK/MWA/I/2005 on the Housekeeping Rules of the University of Sumatera Utara;
14. Decree of the Board of Trustee of the University of Sumatera Utara Number 7/SK/MWA/II/2010 on the Appointment of the Rector of the University of Sumatera Utara.

RECONSIDERING:

1. Operational Manual of Credit System for Higher Education, Department of Education and Culture, Director General of Higher Education, Normalization Project of Campus Life of 1983;
2. Guidelines for Organizing the Process of Higher Education Based on Credit System, Department of Education and Culture. Directorate General of Higher Education, Normalization Project of Campus Life of 1983;
3. Decision of the Academic Senate Meeting Number 11/UN5.1.SA/SPB/2013 on March 19, 2013.

STIPULATING:

Academic Regulation of Undergraduate Program, University of Sumatera Utara.

CHAPTER I GENERAL PROVISIONS

Article 1

In this Academic Regulation, what is meant by:

1. University is the University of Sumatera Utara as a university which organizes academic and/or professional education in a number of disciplines of science, technology, and/or certain arts.
2. Rector is the head of the University who has the authority and responsibility for organizing the University.
3. Faculty is a structural unit at the University of Sumatera Utara which coordinates and/or implements academic and/or professional and/or vocational education in a set of branches of science, technology and/or certain arts.
4. Dean is the head of the Faculty at the University who has the authority and responsibility for organizing the Faculty.
5. Undergraduate Program, henceforth referred to as Program Strata Satu (S-1) is the formal education of academic line which prepares students to become graduates with a set of academic capacity with semester credit points according to the applicable legal provisions.
6. Program Strata Satu (S-1) is an educational program which organizes student enrollment through national and university selection line.
7. Extension Program is Program Strata Satu (S-1) in which the prospective students are the graduates of diploma program (D-3) from the study program with the similar branch of science.
8. Department is the Faculty academic unit/structure/organ/executor that functions to implement academic and/or professional and/or vocational education in a set of branches of science, technology, and/or certain arts.
9. Study Program is the program which includes learning plan unit as the guideline for organizing education which is organized based on a curriculum so that the students can master knowledge, skill, and attitude according to the curriculum target.
10. Laboratory/studio/workshop has the functions to do any activities is a set or branches of science, technology, and/or certain arts as the support for implementing the main task of the department according to the related branch of science.
11. Curriculum is a set of plans and regulations on objectives, content, subjects, and method used as the guidelines for organizing the learning activities to achieve the certain educational objectives.
12. Core Curriculum is the curriculum of a group of study and lesson materials which have to be mastered in a study program formulated in the applicable curriculum nationally.

13. Institutional Curriculum is a number of study and lesson materials as a set of curricula which consist of the supplement of the scientific group in the organized core curriculum by considering the condition and the need of the environment and the specific characteristics of the University.
14. Competency is a set of smart activities, full of responsibility owned by a person as the prerequisite to be able to be regarded by people in carrying out the task in a certain field.
15. Competency Based-Curriculum, henceforth shortened as KBK is a curriculum organized based on competency elements that can make students achieve key competency, supporting competency, and other competencies.
16. Key Competency is students' capability to show their adequate performance in a certain main work condition according to the result of the educational process in a study program.
17. Supporting Competency is students' capability of to support their adequate performance in a certain work condition.
18. Other competencies are students' special capacity and associated with the principal competency.
19. Block is a system of a group of topics of several subjects integrated with the objectives of a certain competency.
20. Semester is the smallest time unit (16-21 weeks) to indicate the duration of an educational program in a certain level.
21. Semester Credit System, henceforth abbreviated as SKS, is a system of organizing education with students' study load, lecturers' work load, and educational program work load in a semester credit unit.
22. Semester credit unit, henceforth abbreviated as sks is a measured amount of reward on learning experience obtained in one semester through scheduled activities per week in 1 (one) course hour or from 2 (two) to 3 (three) hours of practical work, or 4 (four) hours to 5 (five) hours of field work in which each of them is followed by about 1 (one) hour to 2 (two) hours of structured activities and 1 (one) hour to 2 (two) hours of independent activities.
23. Semester Credit is a unit used to indicate the amount of students' study load, the amount of recognition of students' performance, the number of students' efforts to get through a certain program, and the number of efforts to organize education for the university and lectures.
24. Academic Education is the education which directed to master science, technology, ethics, and art organized by the University.
25. Lecturer is a professional educator and scientist with their main tasks to transform, develop, and share science, technology, ethics and arts through education, research, and community service.

26. Students are learners who has been validly registered in one of the undergraduate academic programs.
27. Study Assignment Student is the student who comes from another institute and given the task from his office to follow diploma program or training in skill at the University, either from the beginning or continuing to a higher level;
28. An Exchange student is a student who comes from another college which has collaborated with the University to continue his study at the University for a certain time and completing it in his home university.
29. An Audit Student is a University student who studies not more than 2 (two) subjects per semester and not more than one year, not filling out KRS (Study Plan Card), and not taking any exams;
30. A Foreign Student is a student who is not an Indonesian citizen who enrolls and studies at University.
31. Elective Study is studying a very specific of particular field of sciences.
32. Coordinator of Academic Advisor (KPA) is the Vice Dean in academic field who monitors and coordinates Academic Advisors at the related Faculty;
33. Academic Advisors (KPA) are all lecturers that carry out the main role as certain courses lecturers, assigned to guide and advise students in academic activities, and plan the study since the beginning of the course until the students complete their study at the University.
34. Academic Year (TA) is a one year of organizing education, commencing from September and until August on odd semester and even semester.
35. Civitas Academica is the community of lecturers and students at the University.
36. Academic Activity Postponement (PKA) is the postponement period of academic activity by a student for temporarily not doing any academic activity because of certain reasons.
37. Attending Lectures Again (AKK) is following academic activities again after the students have been in PKA.
38. Studying Period is the number of semesters scheduled in the curriculum to be followed by students;
39. The longest study period is the greatest number of semesters allowed for a student to be active in studying to complete his study.
40. Initial Study Period is a study period which enables students to complete their study earlier than the scheduled study period in curriculum.
41. Additional study period is a study period that is still allowed to complete the study in each study program, up to the maximum limit beyond the scheduled study period in the curriculum.

42. Examination is the form of evaluating students' academic performance organized by mid-term exam, final semester exam, comprehensive exam, and thesis exam.
43. System of evaluating academic performance is the activity in evaluating the examination result based on Standard Reference Evaluation (PAP) and Norm Reference Evaluation (PAN);
44. Evaluation on the Success of Students' Study is the final evaluation on students to determine their academic performance, study load, study sustainability, end of the study period, and dropout.
45. Dropout or drop-out is an academic action which causes the loss of students' right to continue their study at the University.
46. Thesis is a scientific report of the research result and/or design as the requirement to get the title of undergraduate degree.
47. Thesis Supervisor is a lecturer who is responsible for supervising students since the beginning of thesis writing to thesis examination.
48. Supervising Proof Sheet (LBB) is a card containing a record on the implementation of thesis supervision by a supervisor;
49. Certificate is a legal document issued by the university to a student who has succeeded in completing his study, and it is the proof of valid ownership;
50. Academic Transcript is official document as the valid proof about a student identity, subjects, and cumulative grade point average needed for supporting certificate completion;
51. Graduation is an inauguration ceremony and conferring certificates upon the graduates of study program and/or professional program carried out in a University open session led by the Rector;
52. Sanction is a punishment given by the University and/or Faculty management to enforce academic regulation as the consequence of students' offenses toward the regulations applicable at the University.
53. Decree of the Rector is the operational manual rules of the academic regulation stipulated by the Rector of the University.
54. Decree of the Dean is the operational manual rule of Academic regulation stipulated by the Dean of the Faculty;
55. Educational Development Payment (SPP) is paying an amount of money by students for each semester according to the specified schedule;
56. Study Plan Card (KRS) is an academic official document containing the plan of taking the subjects according to the number of sks (credit points) determined in one semester;

57. Change in Study Plan Card (PKRS) is an academic official document containing the plan for changing the subjects from the KRS which has been filled out previously according to the number of sks determined in one semester;
58. Study Result Card (KRS) is academic official document containing student academic performance in one semester;
59. Enrollment is the process of registering a student manually and by online to obtain the status as a student and to get the right to follow academic activities at the university

CHAPTER II STUDENT ADMISSION AND ENROLLMENT

Part One Student Admission

Article 2 Selection Line

- (1) Student admission to the University is done through selection line organized nationally and/or by the University;
- (2) Student admission to the University, as aforementioned in point 1 is done through the line which is specified by the Decree of the Ministry of Education and Culture (Kemdikbud)/Directorate General of Higher Education (Ditjen Dikti) and independent line stipulated by the University;
- (3) Student admission of the extension program is regulated by the Decree of the Rector.

Article 3 Prospective Student Requirements

- (1) Anyone who is accepted as a prospective student through selection line stipulated by Kemdikbud/Ditjen Dikti and independent selection line, with prerequisites:
 - a. Having the best academic achievement.
 - b. Senior High School (SLTA) equivalency graduate, last 3 (three) years.
 - c. Maximum age of 23 (twenty-three) years old.
 - d. Fulfill other requirements stipulated by the University.
- (2) Anyone is accepted as a prospective student of extension programs with prerequisites:
 - a. D-3 (Diploma Degree) graduate of accredited study program by National Accreditation Board for Higher Education (BAN-PT) or other associated ministry national accreditation board.
 - b. Maximum age of 30 (thirty) years old.
- (3) Student admission procedure through the national selection as aforementioned in Article 2 point (1) follows Kemdikbud/Ditjen Dikti regulations and other selection lines follow the Decree of the Rector.

Article 4

A person is accepted as a student when he:

- a. Passes the national selection and/or university selection as it is specified in Article 2, point (1).
- b. Fulfills other requirements stipulated by the University.

Part Two Enrollment and Study Plan Card

Article 5 Student Enrollment

- (1) Prospective student is considered passing the entrance selection is required to report and enroll manually and by online according to the schedule and regulation stipulated by the university.
- (2) Prospective student, as aforementioned in point (1), is declared as a student of the University and is given Student ID Number (NIM).
- (3) When the student, as aforementioned in point (2), withdraws or dies, the whole payment which has been paid to the university will belong to the University and it cannot be withdrawn.
- (4) The procedures of the reporting and enrollment are regulated by the Decree of the Rector.

Article 6 Study Plan Card

- (1) Students are required to fill out KRS by online with requirement:
 - a. Paying for SPP by online;
 - b. Getting KHS (Academic Performance Card)
 - c. Taking Credit points per semester as it is stipulated in Article 14;
 - d. Meeting with PA according to the schedule for consulting about filling out KRS;
 - e. KRS which has been acknowledged by PA should be submitted to the Education Sub-section of the Faculty.
- (2) Requirements for filling out KRS, as aforementioned in point (1), for freshmen in semester I (first) should meet letter a and letter c.
- (3) Students are permitted to improve their KRS and/or change the previously chosen subject or block by the time filling out PKRS according to the stipulated schedule.
- (4) PKRS, as aforementioned in point (3) should get approval from PA.
- (5) Valid KRS is the one which is printed from the Academic Information System (SIA) and signed by the Vice Dean in Academic Field;
- (6) When there is the difference between KRS by online and KRS owned by the students, the valid KRS is the one which is in the archive of the Education Sub-section of the Faculty.

- (7) Students should submit the copies of KRS and KHS the previous semester which have been approved by the Vice Dean of the Academic Field to the Academic Advisor.

CHAPTER III EDUCATION PROGRAM, CURRICULUM, AND STUDY PERIOD

Part One Education Program

Article 7

- (1) University organizes undergraduate education program organized by the Faculty.
- (2) Undergraduate program includes some scientific fields managed by study program which is implemented by the relevant faculty.
- (3) Undergraduate program is organized based on semester credit system, guided by the Guidelines for Organizing the Process of Higher Education, based on Credit System.

Part Two Curriculum and Study Period

Article 8 Curriculum

- (1) Curriculum is considered as a document and as a real learning of higher education which becomes the basis of organizing study, consisting of:
 - a. Core curriculum as the characteristic of the key competency.
 - b. Institutional curriculum is the part of the higher education curriculum, complementary core curriculum which are organized by paying attention to the environmental condition and need and the specific characteristic of the related university.
- (2) Credit points and curriculum component of study program are stipulated by the Decree of the Rector with the suggestion of the Dean.
- (3) Faculty/ Study Program evaluates curriculum periodically and sustainably once in 4 (four) years or based on the need.

Article 9

- (1) Curriculum of undergraduate program is organized according to KBK.
- (2) Competency of KBK, as aforementioned in point (1), has its elements consisting of the bases of personality, scientific and skill mastering, capability of working, attitude, behavior in working, and understanding of the principle of social life.
- (3) KBK has the comparison of equivalent load in the form of sks of principal competency in about between 40% to 80%, with the supporting competency between 20% and 40%, and other competencies in the curriculum between 0% and 30%.

- (4) According to the Indonesian National Qualification Framework (KKNI), a study program competency should be in accordance with the description of KKNI qualification level in which a student should:
- a. Be able to apply his skill and use science, technology, and/or art in his field in solving any problems and is able to face any situation.
 - b. Master theoretical concept in that field deeply and be able to formulate procedural problem solving;
 - c. Be able to make any decision accurately based on information and data analysis and be able to give direction in choosing various alternatives for solution, either independently or in groups;
 - d. Be responsible for his own work and could be held accountable for achieving organizational performance.

Article 10

- (1) Every subject or block, as aforementioned in Article 9, point (1), is equipped with GBPP (Teaching Unit Outline), SAP (Course Unit), KP (Lecture Unit Contract), and BA (Teaching Materials);
- (2) The components of GBPP, SAP, P, and BA are gathered based on the applicable regulations.

Article 11

- (1) Curriculum of study program contains explanations about:
 - a. Name of Study Program;
 - b. Specific characteristics of the key competency as a differentiator between one study program and another one.
 - c. The main facility needed for organizing study program.
 - d. Lecturers' academic requirements;
 - e. The study substance of the key competency, grouped according to competency elements.
 - f. Teaching-learning process and teaching materials for achieving competency elements.
 - g. Component based-evaluation system.
- (2) Curriculum, as aforementioned in point (1), letters b, e, and f, is the curriculum map;
- (3) Faculty/Study Program is required to organize curriculum and curriculum map.

Article 12

Types of Curricular Activities

- (1) The process of teaching-learning is organized in the form of curricular activities in each subject, as it is intended in Article 10, point (1) embodied in the curriculum.
- (2) Types of choices in curricular activities, among others, are
 - a. Take Course;
 - b. Group discussion or tutorial;
 - c. Practical Work/clinical skill;

- d. Field Work Practice
- e. Designing;
- f. Assignment
- g. Thesis.

(3) Faculty/Study Program organizes curricular activities as aforementioned in point (2) alternatively or cumulatively.

(4) Curricular activities, as aforementioned in point (1) is evaluated with sks as follows:

- a. Take course: 1 (one) sks course of lecture activity in each semester includes three activities per week as follows:
 - 1) Scheduled class meeting activity between lecturers and students in 50 (fifty) minutes.
 - 2) Structured academic activity is an unscheduled activity given by lecturers for students to do in the form of assignment and answer the questions for 60 (sixty) minutes.
 - 3) Independent activity is an unscheduled academic activity that should be done by the students independently to deepen and to self-prepare for 60 (sixty) minutes such as by reading reference books.
- b. One sks of laboratory practice/laboratory skill/lab clinical is a scheduled academic activity done by students in the laboratory from 2 (two) hours to 3 (three) hours per week for 1 (one) semester.
- c. One sks of field work practice is a scheduled academic activity done by students in the field/in building for 4 (four) hours to 5 (five) hours per week in 1 (one) semester.
- d. One sks of designing is an academic activity done by students for exercising making a design/creation based on the theory obtained and under the guidance of lecturers from 4 (four) hours to 5 (five) hours per week for 1 (one) semester;
- e. One sks of thesis is the same as 4 (four) hours to 5 (five) hours per week for 1 (one) semester.

(5) Organizing class meeting of each subject is given at the maximum of 3 (three) academic hours consecutively.

Article 13

Study Period

- (1) Undergraduate program (S-1) is scheduled to be over in 8 (eight) semesters and at the maximum of 12 (twelve) semesters with credit points of 144 sks to 148 sks.
- (2) Undergraduate program (extension) is scheduled to be over in 4 (four) semesters, at the maximum of 8 (eight) semesters with credit points of 144 sks to 148 sks.
- (3) The credit points, as aforementioned in point (2), is the total credit of the subjects recognized/conversed with credits of the compulsory subjects.

**CHAPTER IV
CREDIT POINTS AND EVALUATION**

**Part One
Credit Points**

Article 14

- (1) Credit Points of Strata one (S-1) Program:
 - a. Freshmen are required to take credit points for all courses of semester I (first) which have been specified at the maximum of 20 (twenty) sks.
 - b. Credit points taken in semester II (second) depends on the study performance of semester I (first) by always paying attention to the number of sks at the minimum of 20 (twenty) sks or the whole number of courses which are taken in semester II (second).
 - c. For the freshmen whose IP (Grade Point Average) in semester I (first) is higher or similar to 2.5 (two point five), the credit points are adjusted to the IP obtained;
 - d. Credit points taken in semester III (third) and so on will be based on the study performance in the previous semester.

- (2) Credit Points of Extension Program:
 - a. Students should take credit points of 20 (twenty) to 22 (twenty-two) sks in the initial semester.
 - b. Credit points taken in the next semester will be based on the study performance in the previous semester;

- (3) The maximum credit points taken will be based on Semester Grade Point Average (IPS), as aforementioned in point (1), letters b, c, and d and point (2) letter b as follows:
 - a. IPS of more or similar to 3.00, the sks taken should be at the maximum of 24
 - b. IPS of 2.50 to 2.99, the sks taken should be at the maximum of 22
 - c. IPS of 2.00 to 2.49, the sks taken should be at the maximum of 20
 - d. IPS of 1.50 to 1.99, the sks taken should be at the maximum of 17
 - e. IPS of fewer than 1.50, the sks taken should be at the maximum of 15.

- (4) Credit points in the block system are arranged by each study program and are stipulated by the Decree of the Rector.

**Part Two
Evaluation**

**Article 15
Form of Evaluation**

- (1) The form of students' learning performance evaluation is done to the evaluation as aforementioned in Article 12, point (2) and point (3).

- (2) Course evaluation is scheduled in the academic calendar in condition that:
 - a. Mid-term exam is organized once in 1 (one) semester;
 - b. Final semester exam is organized once on 1 (one) semester;

- c. Students who cannot take final semester exam in some courses with reasonable reasons, the subjects will not be counted in semester IP;
 - d. Students who cannot take final semester exam in all subjects with reasonable reasons, they are allowed to take the credit points of the same subjects in the next semester;
 - e. Certain reasons as aforementioned in letter c and letter d, are stipulated by the Faculty.
 - f. Grades of course examinations are given according to the result of mid-term exam, semester exam, the grades of assignment, the grades of quizzes, and the tutorial with the comparison of the value organized by Faculty/Study Program.
- (3) Evaluation on Practical Work/Clinical Skill in Article 12, point (2), letter c.
- a. Students are required to follow the whole Practical Work/Clinical Skill activities and to make reports.
 - b. Final grades in practical work are the combination of grades of the implementation of practical work, report/journal, practical work exam, and response (if any).
- (4) Evaluation on Field Work Practice, evaluation on designing, evaluation on assignment, and evaluation on thesis writing, as aforementioned in Article 2, point (2), letters d, c, f, and g, which are arranged especially by Faculty by the suggestion of Department/Study Program.
- (5) The evaluation on the lectures as aforementioned in point (2), students are required to follow the lectures at the minimum of 80% (eighty percent) of the scheduled activity.
- (6) In the evaluation on the lectures as aforementioned in point (5) is not fulfilled, the students are not eligible to take final semester exam.

Article 16

Evaluation on Students' Academic Performance

- (1) Faculty/Study Program evaluates students' academic performance based on curricular activities, as aforementioned in Article 12, point (1).
- (2) Evaluation of the performance, as aforementioned in point (1) is intended to:
- a. Count the grades of the subjects which have been taken in the form of grade point average.
 - b. Determine students' study load which is allowed to be taken in the next semester.
 - c. Establish drop-out.

Article 17

Evaluation on Determining Drop-Out

- (1) Freshmen who do not follow lectures in semester I (first) without giving any reasonable reasons will be declared dropout.
- (2) Students who do not participate in lectures in 2 (two) semesters consecutively without giving any reasonable reasons are required to withdraw and drop-out.
- (3) Students' continuity of study is evaluated in the last even semester with the total of sks is at the minimum of 22 sks in semester II (second), at the minimum of 45 sks in the

last semester IV (fourth), at the minimum of 72 in the last semester VI (sixth), and at the minimum of 96 in the last semester VIII (eighth) with the minimum grade of C.

- (4) Evaluation on the students' dropout in the extension program is carried out by the end of the study period.

Article 18
Evaluation on the Last Period of Study

Before the students complete their study and have the right to get the title of undergraduate degree, evaluation on their academic performance is done by fulfilling all requirements as follows:

- a. Have completed credit points with IPK (grade point average) of >2.00.
- b. Have passed thesis exam.
- c. Have the total of grade D should be less than 8 sks.
- d. Have fulfilled other requirements determined by each Faculty.

CHAPTER V
GRADING SYSTEM AND GRADE IMPROVEMET

Part One
Grading System

Article 19

- (1) Grading system uses Standard Reference Evaluation (PAP) or Norm Reference Evaluation (PAN) according to the types of curricular activity.
- a. PAP System is the method used to measure the level of students' capacity based on the standard which has been determined, by determining the passing grades of each subject.
 - b. PAN System is the method used to measure the level of students' capacity according to other students' exam results in his group.
 - c. In grading, PAP System is more prioritized to be used.
 - d. The formulation of PAP grading system is as follows:

	A	> 80
75 <	B+	< 80
70 <	B	< 75
65 <	C+	< 70
60 <	C	< 60
50 <	D	< 60
	E	< 50

- e. Formulation of PAN grading system is as follows:

{NT-10% (NT-NR)}	< A ≤ NT
{NT-20% (NT-NR)}	< B+ ≤ {NT-10% (NT-NR)}
{NT-30% (NT-NR)}	< B ≤ {NT -20% (NT-NR)}
{NT-50% (NT-NR)}	< C+ ≤ {NT -30% (NT-NR)}
{NT-70% (NT-NR)}	< C ≤ {NT -50% (NT-NR)}
{NT-90% (NT-NR)}	< D ≤ {NT -70% (NT-NR)}
{NT-100% (NT-NR)}	< E ≤ {NT -90% (NT-NR)}

Explanation: NT = the highest grade, NR = the lowest grade

- (2) In the case of lecturer does not include examination grades in 7 (seven) days after UAS (semester final exam) schedule ends, the entire grades of the students who take the subjects in the exam will be **B**.
- (3) Evaluation on academic performance is determined in each final semester which includes Semester Grade Point Average (IPS) and Cumulative Grade Point Average (IPK).
- (4) IPS is counted according to the number of credit points taken in one semester multiplies by the performance load of each subject, divided into credit points taken.

$$\text{IPS} = \frac{\sum (\mathbf{K}_{is} \times \mathbf{N}_{is})}{\sum \mathbf{K}_{is}}$$

\mathbf{K}_{is} = the number of sks of each subject in a certain semester

\mathbf{N}_{is} = Performance load of each subject in a certain semester

- (5) IPK is counted according to the number of the whole credit points taken from semester 1 (first) until the final semester multiplies by each subject, divided into The number of credit points which have been taken.

$$\text{IPK} = \frac{\sum (\mathbf{K}_{ik} \times \mathbf{N}_{ik})}{\sum \mathbf{K}_{ik}}$$

\mathbf{K}_{ik} = the number of each subject which has been taken, from semester I (first) until the last semester;

\mathbf{N}_{ik} = Performance load of each subject which has been taken from semester I (first) until the last semester.

Performance grades, performance load, and performance quality is stipulated based on the following table:

PERFORMANCE GRADES	PERFORMANCE LOAD	PERFORMANCE QUALITY
A	4.00	Very Good
B+	3.50	Good
B	3.00	Good
C+	2.50	Fair
C	2.00	Fair
D	1.00	Bad
E	0.00	Fail

Part Two
Grade Improvement

Article 20

- (1) Students with grade D, grade C, and grade C+ can improve these grades in the next semester, on condition that their maximum study period has not been exceeded.
- (2) Subject improvement grade in point (1) is inserted to KRS and calculated as semester study load taken.
- (3) Grade improvement is calculated when the grades obtained is higher than the previous one.
- (4) Grade improvement is not special exam done by the Faculty independently.

CHAPTER VI
POSTPONING ACADEMIC ACTIVITY AND ATTENDING
LECTURES AGAIN

Part One
Postponing Academic Activity

Article 21

- (1) Students who have attended lectures at the minimum of 2 (two) semesters can submit PKA with reasonable reasons.
- (2) The Rector issues a permit for PKA based on the suggestion of the Dean after the latter has received the student's request, which is adjusted to the schedule in the academic calendar, and it is non-retroactive.
- (3) PKA should be at the maximum of 4 (four) semesters with condition that it does not exceed the study period.
- (4) Students who take PKA are required to pay 50% of SPP per semester;
- (5) When the request for PKA by students has exceeded the schedule specified in the academic calendar, the students are required to pay their SPP in full.
- (6) During the process of PKA, the students are not allowed to get academic services.

Part Two
Attending Lectures Again

Article 22

- (1) Students who have taken PKA can lodge Attending Lectures Again (AKK).

- (2) The Rector issues a permit for AKK based on the suggestion from the Dean, after the latter has received request from the students, which is adjusted to the schedule in the academic calendar;
- (3) When the AKK submitted by the students has exceeded the period, the AKK will not be processed and the related students are still in the position of PKA.

CHAPTER VII
STUDENT TRANSFERRING
Part One
Types of Transfer

Article 23

Student transferring consists of:

- a. Student transferring within the internal University.
- b. Student transferring from the University to other Colleges.
- c. Student transferring from another College to the University.

Part Two
Student Transferring in the Internal University

Article 24
Freshman Transferring in the Internal University

- (1) Freshman transferring in the internal university is allowed only from S-1 program to the other S-1 programs.
- (2) Student transferring from S-1 program to the other S-1 programs, as aforementioned in point (1), is valid when the related students are colorblind or with physical disabilities which might impede them to study by the Health Team of the University when they start to join the program.
- (3) Student transferring, as aforementioned in point (2), is regulated further with the Decree of the Rector.

Article 25
Student Transferring to D-3 (Diploma) Program

- (1) Students who are imposed by the dropout sanction, as aforementioned in Article 17, point (3), can move to D-3 Program, if:
 - a. At the end of semester two they have obtained 16 sks to 21 sks
 - b. At the end of semester four they have obtained 39 sks to 44 sks
 - c. At the end of semester six they have obtained 66 sks to 71 sks
 - d. At the end of semester eight they have obtained 90 sks to 95 sks.
- (2) Before the sanction is imposed on the related students, as aforementioned in point (2), they can move to D-3 (Diploma) Program in the internal university or withdraw by submitting in written forms to the Dean.

- (3) The request, as aforementioned in point (2), is passed along by the Dean to the Rector to be approved by the Decree of the Rector.
- (4) Student transferring from the Undergraduate Program to D-3 Program is allowed with the condition that it does not exceed the accommodation of the study program.
- (5) Request for transferring, as aforementioned in point (4), should be by the end of filling out the KRS.
- (6) The subjects which have been passed doing the study at the S-1 Program can be conversed according to the regulation in the related D-3 Program.
- (7) D-3 Program which can accept student transferring from S-1 Program is regulated further by the Decree of the Rector.

Part Three
Student Transferring from the University to another College

Article 26
Transferring from the University

- (1) Students who have followed the academic activities in the minimum of 2 (two) semesters are allowed to lodge requests for transferring in written forms to the Dean.
- (2) Student Transferring, as aforementioned in point (1) from the University to the other colleges are allowed by the suggestion of the Dean and which is stipulated by the Decree of the Rector;
- (3) Students whose transfer status has been fixed, as aforementioned in point (2) are not allowed to come back to the University.

Part Four
Student Transferring from another University to the University

Article 27

- (1) The University accepts transferred students from other universities by lodging requests in written form to the Rector;
- (2) Student transferring to the University is required to meet some criteria as follows:
 - a. They come along with the biological parents/husbands/wives who are Civil Servants (ASN)/State-Owned Enterprises (BUMN)/Indonesian National Armed Forces (TNI)/ Indonesian National Police (POLRI), or they themselves are the ASN/BUMN/TNI/POLRI who move to Medan or its vicinity;
 - b. The location of the home university should be the same as the address of the biological parents/husbands/wives.
 - c. The time frame of lodging the request with the transfer to a new post of related biological parents/husbands/wives should be in the maximum of 12 (twelve) months prior to the Letter of Decree of Job Transfer.

- d. The transferred students are not in the position of suspension or drop-out which should be proved by the Decree of the Rector of the home university.
- e. Transferred students should follow the academic activities in their home university at least 25 SKS, have attended lectures at least 3 (three) semesters and have passed at least 40 SKS, have attended lectures at least 4 semesters and have passed at least 55 SKS, have attended lectures at least 5 semesters and have passed at least 70 SKS, have attended lectures at least 6 semesters and have passed at least 85 SKS, have attended lectures at least 7 semesters and have passed at least 100 SKS, and have attended at least 8 semesters and have passed at least 115 SKS.
- f. Transferred students who have passed, as aforementioned in letter e, should be without getting grades D and E.
- g. Credit points which should be taken by the transferred students should be in the minimum of 30 SKS.
- h. The home study program has the same level of BAN PT accreditation as the level of accreditation at the University.

Article 28

- (1) Application for transfer to the University, as aforementioned in Article 27, point (1) should be written on a sheet of paper with the stamp of IDR 6,000 by attaching:
 - a. Original Academic Transcript during attending lectures in the home university which is written by the Dean or the Head of Academic Department.
 - b. Original Certificate of Good Character from the Rector.
 - c. The copy of the Letter of Decree of Job Transfer of their biological parents/husbands/wives which has been legalized by authoritative official.
- (2) Application for transfer should be submitted at the maximum of 3 (three) months prior to academic activity per semester begins.
- (3) The Rector can accept or refuse the application for the transfer after having considered the consideration of the Dean and the capacity.
- (4) Transferred students are accepted after the Decree of the Rector is issued.

Article 29

- (1) Transferred students are required to:
 - a. Enroll 4 (four) weeks at the latest after the date of the Decree of the Rector.
 - b. Fulfill administration requirements as new students of the University.
 - c. Participate in the applicable curriculum of the related Faculty/Study Program.
 - d. Comply with the Academic Regulations and other related regulations at the University/Faculty.
 - e. Complete certain subjects after getting the consideration of the study program about credit transfer stipulated by Decree of the Dean.
- (2) The study period of transferred students is the same as the study period of the students of the university, commencing on they are registered at the home university.

**CHAPTER VIII
STUDY ASSIGNMENT, EXCHANGE,
FOREIGN STUDENTS AND ELECTIVE STUDY**

**Chapter One
Study Assignment Students**

Article 30

- (1) The University accepts a study assignment student when the latter submits a request in a written form to the Rector.
- (2) The institution which sends the prospective study assignment student lodges a request in a written form to the Rector.
- (3) A study assignment student is accepted after the Decree of the Rector is issued.
- (4) The Requirements of study assignment students:
 - a. Have a certificate of D-3 program from the college which the study program is accredited by BAN-PT.
 - b. Minimum IPK (grade point average) is at least 2.75.

Article 31

A study assignment student is required to:

- a. Enroll at least 4 (four) weeks after the date of Decree of the Rector is issued.
- b. Fulfill the administrative regulations as a new student of the University.
- c. Follow the applicable curriculum at the related Faculty/Study Program.
- d. Comply with the Academic Regulations of the University and the other regulations applicable at the University/Faculty.
- e. Complete certain subjects after getting the consideration from the Study Program about credit transfer stipulated by the Decree of the Dean.

**Part Two
Transplant Students**

Article 32

- (1) The University accepts transplant students from a college having a cooperative agreement in the educational field.
- (2) The university which will send its prospective transplant students, lodge a request in a written form to the Rector.
- (3) Transplant student admission is organized at the beginning of the semester.
- (4) Transplant students are accepted after Decree of the Rector is issued.

Article 33

A transplant student is required to:

- a. Enroll at least 4 (four) weeks after the date of Decree of the Rector is issued.
- b. Fulfill the applicable administrative regulations at the University.
- c. Follow the applicable curriculum at the Faculty/Study Program.
- d. Comply with the academic regulations of the University and the other applicable regulations at the University/Faculty.

Part Three Foreign Students

Article 34

- (1) The University accepts foreign students through the special admission selection by the University.
- (2) Foreign student admission is stipulated through the Decree of the Rector.
- (3) Foreign student admission, as aforementioned in point (1) should comply with some requirements:
 - a. Get a permit from Ditjen Dikti (Directorate General of Higher Education)
 - b. Have a valid identity.
 - c. Graduated for the last three years from senior high school or equivalent and obtain recognition from the Educational Attaché of the Republic of Indonesia in the local country.
- (4) The procedure of foreign student admission is separately regulated with the Decree of the Rector.

Part Four Elective Study

Article 35

- (1) Participants of elective study consist of foreign students, students of domestic university, and individuals.
- (2) Prospective participants of elective study should lodge a request in a written form to the Rector.
- (3) The procedure of participants admission in elective study is separately regulated in the Decree of the Rector.

CHATER IX ACADEMIC ADVISOR

Part One Requirements, Role, and Academic Advisor Tasks

Article 36

- (1) A lecturer who will be appointed as an Academic Advisor (PA) is required to fulfill some requirements as follows:
 - a. Permanent lecturer at the associated Faculty.
 - b. Has taught at the Faculty at least three years.
 - c. Is not in the process of assignment study;
 - d. Has participated in the Training of Improving Skills in Instructional Techniques (Pekerti).

- (2) The appointment of an Academic Advisor is based on the Decree of the Dean on the suggestion of the Head of Department/Study Program.

Article 37

- (1) An Academic Advisor (PA) plays his role as:
 - a. Facilitator, helping students to know and identify their academic performance, ethics, and aesthetics.
 - b. Planner, helping students to determine what subjects to take per semester, based on their academic performance.
 - c. Motivator, providing motivation for students who are having obstacles and/or good academic performance.
 - d. Evaluator, identifying and giving solution toward students' academic and non-academic problems.

- (2) Tasks of an Academic Advisor:
 - a. Receiving from the Coordinator of Academic Advisor (KPA).
 - 1) Decree of the Dean on the list of students' names
 - 2) The newest students' Academic Performance Card (KHS).
 - 3) Curriculum and lecture schedule of study program.
 - 4) Academic consultation cards.
 - 5) Academic Regulation Book.
 - b. Determining the schedule for consultation and attendance at the Faculty during the KRS filling out;
 - c. Signing students' Study Plan Card (KRS) and Change in Study Plan Card (PKRS);
 - d. Filing students' KRS and PKRS which have been signed by PA and KPA;
 - e. Monitoring the students' study development at least 3 (three) times per semester;
 - f. Making a report on the students' study development to the Head of the Department/Study Program or KPA;
 - g. Giving consideration of PKA to the students.

Article 38

- (1) The task period of Academic Advisor is the same as the students' study period.
- (2) Academic Advisor can be changed in the cases of:
 - a. Death
 - b. Learning Assignment
 - c. Not being able to do the duty as a lecturer
 - d. Committing disgraceful act
 - e. Requesting to withdraw in a written form with certain reasons
 - f. Students' demand in a written form with certain reasons
- (3) The change in academic advisor, as aforementioned in point (2), letter b, letter c, letter d, letter e, and letter f, is stipulated with the Decree of the Dean after receiving input from PA lecturers, Vice Dean I/Head of Department/Study Program.
- (4) By the time of filling KRS, PA is absent or being prevented from attending due to sickness or others so that his task will be carried out by the Vice Dean I/ the Head of Department/Study Program.

Part Two Rights and Obligation

Article 39

In carrying out his tasks, a PA has the rights to:

- a. Ask for the report on the student academic development.
- b. Get information about the student academic development from other lecturers.
- c. Get incentives.

Article 40

- (1) Every student has his Academic Advisor.
- (2) In the academic consultation, a student is required to:
 - a. Fulfill the administrative requirements.
 - b. Take the KHS that has been approved by the Vice Dean of the Academic Field.
 - c. Consult with PA lecturer in organizing study plan.
 - d. Fill out KRS by online according to academic calendar.
 - e. Take out KRS which has been approved by Vice Dean of the Academic Field.

CHAPTER X

THESIS

Part One

Requirements, Writing, and Advising

Article 41

- (1) Thesis proposal submission by a student is carried out by fulfilling some requirements as follows:
 - a. Passes at least 110 (one hundred ten) sks, excluding grade D and grade E with the minimum IPK of 2.00.
 - b. The student lodges a request in a written form to the Vice Dean of Academic Field/ Head of Department/Head of Study Program, acknowledged by PA lecturer;
 - c. Active student (not in the process of PKA)
 - d. Pay the thesis fee, the amount of which is determined by the Decree of the Rector and/or Decree of the Dean.
 - e. Not later than the end of semester 10 (ten).
- (2) The student who fulfills the requirements, as aforementioned in point (1) is required to submit thesis plan according to the study concentration of the Department/Study Program.

Article 41

- (1) Head of Department/Study Program determines the thesis advisor and appointed by the Decree of the Dean.
- (2) Thesis is written in Indonesian, except in the foreign language Department/Study Program.
- (3) If the student cannot show the development of thesis writing in 6 (six) months at the latest or get through it 12 (twelve) months at the latest, evaluation should be carried out by the Head of Department/Study Program.
- (4) The evaluation, as aforementioned in point (3), and the procedure of thesis writing are regulated in the guideline book of each faculty.

Article 43

- (1) Requirements for thesis advisor are as follows:
 - a. Permanent lecturer;
 - b. Have worked for at least 3 years.
 - c. At least being the rank of III/c and having a rank of *Lektor*.
- (2) Thesis advisor should be not more than 2 (two) lecturers.
- (3) If another advisor from another institution is needed as the second advisor, he/ she should:
 - a. Be at least a Bachelor Degree.
 - b. Master the field of study.
- (4) Thesis advisor determines advisory schedule and fills out the Advisory sheets (LBB).

- (5) When the thesis advisor is not able to do his duty, the Head of Department can appoint a substitute advisor and stipulated by the Decree of the Dean.

Part Two
Requirements and Implementation of Exam

Article 44

- (1) Thesis draft should fulfill the requirements, either in the content or in the writing format, and it has been approved by the advisors by attaching LBB.
- (2) Thesis draft has been accepted by the team of examiners at least 6 (six) work days prior to the implementation of the examination.
- (3) Have completed all the subjects with IPK (Grade Point Average) of > 2.00 and the grade D at the maximum of 8 sks without grade E
- (4) Fulfill the whole administrative obligation and fees to the University/Faculty/Department.

Article 45

- (1) Faculty/Department/Study Program determines the date of thesis exam, and the team of examiners are not more than 4 (four) persons, including the thesis advisor.
- (2) Examiners, as aforementioned in point (2), should understand the thesis materials which will be examined.
- (3) Thesis exam can be carried out when it is attended by at least one thesis advisor and one examiner.
- (4) The component of evaluation on thesis exam consists of:
 - a. Systematic writing
 - b. Substance
 - c. Capability of mastering the substance
 - d. Capability of expressing ideas
- (5) Thesis exam lasts for 60 (sixty) to 90 (ninety) minutes.
- (6) The student's passing is determined by the Team of Examiners in the closed room and stipulated in the minutes of passing and announced by the Head of the Team of examiners by the closing of the exam.
- (7) When the student fails, as it is specified in point 6 (six), is given an opportunity to repeat the thesis exam on condition that it does not exceed his study period.

Part Three
Validation and Originality

Article 46

- (1) If there is a thesis improvement, the student is required to complete it prior to binding.
- (2) Binding is considered valid when it has been signed by supervisors and Dean/Head of Department/Head of Study Program.
- (3) Thesis which has been bound, it is submitted to the Faculty/Department/Study Program, advisors, examiners, Faculty library, and electronic file in the compact disk (CD) is submitted to the University Library, followed by proof of delivery.

Article 47

- (1) The thesis that a student writes is entirely their responsibility.
- (2) Responsibility, as aforementioned in point (1) is proven with the Statement of Originality and enclosed as an attachment in the thesis.
- (3) As far as there is no other thing in the legal provisions, the intellectual property right of the thesis is owned mutually by the student and the advisor.
- (4) If it is revealed that the thesis is not original, administrative sanction can be imposed on the student, and there will be no right to sue.

CHAPTER XI
CERTIFICATE AND ACADEMIC TRANSCRIPT

Part One
Certificate

Article 48

- (1) In order to get a certificate, a student should:
 - a. Pass thesis exam.
 - b. The thesis has gotten approval.
 - c. Have done Yudicium for the Faculty
 - d. Fulfill administrative requirements.
 - e. Participate in the University inauguration.
- (2) When the certificate is not taken out by its valid owner because of some reasons in 3 (three) years after the inauguration, Faculty does not have any responsibility, and the risk is imposed on its owner.
- (3) When the certificate is not taken out in 3 (three) years, as aforementioned in point (2), University/Faculty is not responsible for the certificate.
- (4) Certificate owner has the right to use the title of Bachelor he has gotten according to the applicable regulation

Article 49

- (1) Certificate is issued only once by the University and signed by the Dean and the Rector.
- (2) It is mentioned in the certificate:
 - a. Name of the faculty;
 - b. Name of study program;
 - c. Certificate code and number;
 - d. Name of student;
 - e. Place and date of Birth;
 - f. Student ID number;
 - g. Academic title;
 - h. Date of graduation;
 - i. Date of certificate issued;
 - j. Photo
 - k. Stamps of University and Faculty

Article 50

- (1) If the certificate is missing, damaged, or extinct in the hand of its owner, the University can only issue the Certificate of Replacement Diploma issued by the Rector by the suggestion of the Dean.
- (2) The issuance of certificate for substitute certificate, as aforementioned in point (1) can be obtained by providing:
 - a. Letter of request.
 - b. Cover letter from the Dean.
 - c. Certificate of missing from the State Police of the Republic of Indonesia.
 - d. Copy of the certificate or copy of certificate duplicate.

Part Two Academic Transcript

Article 51

- (1) Academic transcript is an official document as valid evidence about a series of grades of subjects of the students who have passed their level of undergraduate degree.
- (2) Academic transcript is printed from the Academic Information System (SIA) of the University.
- (3) It is mentioned in the academic transcript:
 - a. Number of transcripts.
 - b. Name of the student.
 - c. Place and date of birth.
 - d. Student ID number.
 - e. Name of Study Program.
 - f. Education Level.
 - g. Date of enrollment.
 - h. Date of graduation.

- i. Number of credit points.
- j. Cumulative grade point average.
- k. Quality of performance.
- l. Title of the thesis.
- m. Code, subjects, credit points, grades.

(4) Academic transcript is written in two languages, that is Indonesian and English

(5) Academic transcript is signed by the Dean

(6) Academic transcript is only issued once.

Article 52

- (1) When the academic transcript gets lost, damaged, or extinct in the hand of its owner, the Faculty could only issue its substitute which is signed by the Dean.
- (2) The issuance of substitute academic transcript, as aforementioned in point (1), can be done if the owner submits certificate of loss from the Police of the Republic of Indonesia in the area where the owner lives.

CHAPTER XII GRADUATION

Article 53

- (1) Graduation is carried out by the University.
- (2) In order to participate in the graduation, a student should:
 - a. Pass thesis examination.
 - b. Have done Yudicium for the Faculty that carries it out.
 - c. Fulfill administrative requirements.
 - d. Register by online through SIA according to the schedule.

Article 54

Implementation of Graduation

- (1) Every university graduate is required to participate in graduation.
- (2) In the case of delivering certificates, the Rector is accompanied by Deans of Faculties.
- (3) If the Rector cannot attend the graduation, certificates are conferred by the Vice Rector.
- (4) If the Dean is absent, the Rector is accompanied by the Vice Dean.
- (5) The procedure of the implementation of graduation is further regulated with the Decree of the Rector.

**CHAPTER XIII
PASS PREDICATE**

Article 55

- (1) Faculty organizes thesis exam to declare that the students have completed their study.
- (2) Date of graduation is the date of the implementation of thesis exam and specified in the certificate.
- (3) Pass predicate is indicated by the qualification:
 - a. Satisfactory : IPK of 2.00 to 2.75
 - b. Distinction : IPK of 2.76 to 3.50
 - c. Distinction : IPK of 3.51-4.00 with study period > scheduled plus 1 (one) year.
 - d. Cum laude : IPK of 3.51-4.00 ≤ scheduled and no grade D.

**CHAPTER XIV
STUDENT'S RIGHTS AND OBLIGATION**

Article 56

- (1) Student's Rights:
 - a. Obtain an education.
 - b. Obtain the educational services according to student's talent, interest, and capacity.
 - c. Transfer to another university.
 - d. Get a scholarship for students who have good performance.
 - e. Use the University facilities in organizing learning activity according to the applicable regulations.
 - f. Complete the educational program according to the level of capacity.
 - g. Participate in every student organization activity in the university environment.
 - h. Get special services for the disabled, depending on the capacity of the university.
- (2) Student's Obligation
 - a. Keep the educational norms to guarantee the sustainability of the process and the success in education.
 - b. Pay tuition except that the student is freed from it according to the applicable regulation.
 - c. Comply with the applicable rules, including about paying for other things that are stipulated by the University/Faculty/other units.
 - d. Inform the Academic Bureau about student's address, and the new address if the student moves.
 - e. Look at all announcements at the faculty and university;
 - f. Keep order in the learning process and the hygiene of classrooms, laboratory/clinics, and other rooms in the Faculty and University.
- (3) Student's right and obligation, as aforementioned in point (1) and point (2) by always considering Article 5, point (1), Article 6, point (1) and point (2), Article 14, point (1), point (2) and point (3), Article 15, point (5) and point (6), Article 18, Article 20, point (1), Article 21, point (1), Article 22, point (1), Article 24, point (1), Article 40, point (1) and point (2), Article 46, point (1), Article 48, point (4), Article 53, point (2), and Article 54, point (1).

CHAPTER XV PROHIBITION

Article 57

Every student is prohibited to:

- a. Fill out KRS outside the schedule that has been stipulated by the University.
- b. Counterfeit documents related to academic activities.
- c. Pay the SPP (tuition) outside the schedule stipulated by the University.
- d. Cheat on an examination.
- e. Cheat by copying other students' theses or other people's scientific work, either apart or the whole of them.
- f. Give money and/or bill which is intended to bribe in order to get good grades.
- g. Change or damage classroom facilities, laboratory, or other belongings of the University.
- h. Disgrace the good name of the University.
- i. Commit a criminal offense.

CHAPTER XVI VIOLATION, SANCTION, AND REVOCATION OF BEING A STUDENT

Part One Violation and Sanction

Article 58

- (1) Every violation committed by a student on Article 15, point (5), Article 20, point (1), Article 47, point (4), and Article 57, is regarded as an offense.
- (2) Violation, aforementioned in point (1) is subject to an administrative sanction.
- (3) Besides administrative sanction, as aforementioned in point (2), fine is also imposed as stipulated in the Decree of the Rector.

Article 59

- (1) A student who violates Article 15, point (5) will be imposed a sanction of not be allowed to take mid-term exam and final semester exam.
- (2) A student who violates Article 57, letter b, will be imposed a sanction of being reduced his credit points of 25% of the total sks allowed in the ongoing semester.
- (3) A student who violates Article 57, letter c will be imposed a sanction of not allowed to participate in any academic activity at least 1 (one) semester, and he is still required to pay for the SPP.
- (4) A student who violates Article 57, letter e will be imposed a sanction of being fined of 50% of his SPP per semester.

- (5) A student who violates Article 57, letter d will be imposed a sanction of being given grade E for the related subject.
- (6) A student who violates Article 57, letter g will be imposed an administrative sanction of being suspended and/or compensation.
- (7) A student who violates Article 57, letter f, letter h, and letter i will be imposed an administrative sanction of being suspended.

Article 60

- (1) Violating Law Number 22/2002 on Copyright and in view of Article 70 of Law of the Republic of Indonesia Number 20/2003 on the National Education System, and Article 12 of Decree of the Minister of National Education Number 17/2010 on the Prevention and Handling Plagiarism in the Higher, every student who commit plagiarism in a thesis or other people's scientific works, either in a part or the whole part, as it is specified in Article 57, letter e, will be imposed a sanction of thesis and/or academic revocation.
- (2) University only processes offense committed by a plagiarism perpetrator when the scientific work is written by the student of the University.

Article 61

The procedure of imposing a sanction upon plagiarism by a student, as aforementioned in Article 58, Article 59, and Article 60 is as follows:

- a. There is a report or information in a written form from a student, a lecturer, or an administrative employee, or other related parties.
- b. Discussion of the report, as aforementioned in letter a, is carried out by the Academic Discipline Committee of the Faculty.
- c. An academic sanction imposed upon the student who violates in the administrative form, as aforementioned in Article 60, is stipulated by the Decree of the Rector after getting input from the Dean;
- d. Academic sanction imposed upon the student who violates in the administrative form, as aforementioned in Article 59, point (2), point (3), point (4), point (5), point (6), and point (7), is stipulated by the Decree of the Dean after getting input from the Academic Discipline Committee of the Faculty.

Part Two Revocation of Being a Student

Article 62

- (1) A student found guilty by the court verdict that is final and conclusive (*inkracht*) with at least 4 (four) year of imprisonment, his enrollment as a student is revoked.
- (2) The revocation of the student enrollment, as aforementioned in point (1) is stipulated by the Decree of the Rector.

**CHAPTER XVII
TRANSITIONAL PROVISION**

Article 63

All administrative regulations, either in the level of University or in the level of Faculty should be adjusted to this regulation in at least 6 (six) months after this regulation is stipulated.

**CHAPTER XVIII
CLOSING REMARKS**

Article 64

By the time this regulation is applicable, all academic implementing regulations applicable at the University and at the Faculty, by considering Article 63, is declared invalid.

Article 65

This regulation is in effect on the date it is signed.

Enacted : in Medan
Dated : April 30, 2013

RECTOR
signed,

Prof. Dr. dr. Syahril Pasaribu, DTM&H, M.Sc. (CTM), Sp.A(K)
NIP. 19500210 197811 1 001

Copies of this Regulation is addressed to:

1. Mendikbud R.I. in Jakarta;
2. Sekjen Kemdikbud in Jakarta;
3. Irjen Kemdikbud in Jakarta;
4. Dirjen Dikti Kemendikbud in Jakarta;
5. Vice Rector at USU;
6. Deans of Faculty at USU;
7. Heads of Department at USU;
8. Heads of Bureau at USU.

Appendix I: Decree of the Rector

Number : 701/UN5.1.R/SK/SPB/2013

Date : April 30, 2013

Diploma Program (D-3) of University Accepting Students Transfers of Program Studi Strata Satu (S-1) at the University

No	Faculty/D-3 Study Program Accepting Students Transfer	Previous S-1 Study Program
1	Economics: 1. Finance 2. Accounting 3. Secretarial Studies	<ul style="list-style-type: none"> - All S-1 study programs at the faculties of Economics, Medicine, and Dentistry - Accounting - All S-1 study programs at the University
2	Cultural Science: 1. Library Science 2. English 3. Japanese Literature 4. Tourism	<ul style="list-style-type: none"> - All S-1 study programs at the University. - English Literature and Medical Education - English Literature, Arabic Literature, and Medical Education - All S-1 study programs at the University.
3	Mathematics and Natural Science: .1. Chemistry 2. Informatics Technique 3. Statistics 4. Physics 5. Metrology and Instrumentation	<ul style="list-style-type: none"> - Chemistry, Pharmacy, Biology, Industrial Engineering, Chemical Engineering, Food Science and Technology, Agroecotechnology. - All S-1 study programs of exact sciences at the University - All S-1 study programs at the University - Physics, Mathematics, Industrial Engineering, Chemical Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, and Architecture - All S-1 study programs of exact sciences at the University
4	Social and Political Science: Tax Administration	<ul style="list-style-type: none"> - All S-1 study programs at the University
5	Pharmacy: Analysis on Pharmacy and Food	<ul style="list-style-type: none"> - Chemistry, Pharmacy, Industrial Engineering, Chemical Engineering, Medical Education, Dentistry Education, Public Health, Agroecotechnology, Food Science and Technology.
6	Nursing: Nursing	<ul style="list-style-type: none"> - Medical Education, Dentistry Education, Pharmacy, and Public Health

Appendix II : Decree of the Rector
 Number : 701/UN5.1.R/SK/SPB/2013
 Date : April 30, 2013

UNDERGRADUATE DEGREE PROGRAM (S-1) AT USU AND MAXIMUM STUDY PERIOD

I. REGULAR PROGRAM

No	Faculty	Study Program	Study Period (Semester}	Maximum of Study Period (Semester)
1	Medicine	Medical Education	8	12
2	Law	Jurisprudence	8	12
3	Agriculture	1. Agroecotechnology (Agronomy Concentration, Plant Breeding, Pedology, and Entomology & Plant Disease)	8	12
		2. Agribusiness (Major: Agricultural Socio-Economics and Counseling & Agricultural Communication)	8	12
		3. Agricultural Engineering (It used to be Agricultural Technique Study Program)	8	12
		4. Food Science and Technology (It used to be Agricultural Production Technology)	8	12
		5. Animal Husbandry (It used to be Cattle Production Study Program);	8	12
		6. Forestry (Major: Forest Management, Forest Product Technology, Ssilviculture)	8	12
		7. Water Resources Management)	8	12
4	1. Engineering	1. Mechanical Engineering	8	12
		2. Electrical Engineering	8	12
		3. Industrial Engineering	8	12
		4. Civil Engineering	8	12
		5. Chemical Engineering	8	12
		6. Architecture	8	12
		7. Environmental Engineering	8	12
5	Economics	1. Development Economics	8	12
		2. Management	8	12
		3. Accounting	8	12
6	Dentistry	Dentistry Education	8	12
7	Cultural Science	1. Indonesian Literature	8	12
		2. English Literature	8	12

		3. Regional Literature for Bataknese Literature	8	12
		4. Regional Literature for Malay Literature	8	12
		5. Historical Science	8	12
		6. Arabic Literature	8	12
		7. Ethnomusicology	8	12
		8. Japanese Literature	8	12
		9. Library Science	8	12
		10. Chinese Literature	8	12
8	MIPA	1. Physics	8	12
		2. Chemistry	8	12
		3. Mathematics	8	12
		4. Biology	8	12
9	ISIP	1. Sociology	8	12
		2. Social Welfare Science	8	12
		3. State Administration Science	8	12
		4. Communication Science	8	12
		5. Social Anthropology	8	12
		6. Political Science	8	12
		7. Trade/Business Administration Science	8	12
10	Public Health	Public Health Science	8	12
11	Nursing	Nursing Science	8	12
12	Psychology	Psychology	8	12
13	pharmacy	Pharmacy	8	12
14	Computer Science – Information Technology	1. Computer Science 2. Information Technology (It used to be Informatics Technique Study Program)	8 8	12 12

II. INDEPENDENT REGULAR PROGRAM

No	Faculty	Study Program	Study Period (Semester)	Maximum of Study Period (Semester)
1	Medicine	Medical Education	8	12
2	Law	Jurisprudence	8	12
3	Agriculture	1. Agroecotechnology (Major: Agronomy, Plant Breeding, Pedology, and Entomology & Plant Disease) 2. Agribusiness (Major: Agricultural Socio-Economics and Counseling & Communication) 3. Agricultural Engineering (It used to be Agricultural Technique) 4. Food Science and Technology (It	8 8 8 8	12 12 12 12

		used to be Agricultural Product Technology) 5. Animal Husbandry (It used to be Cattle Production) 6. Forestry (Major: Forest Management, Forest Product Technology, and Silviculture 7. Water resources Management	8 8 8	12 12 12
4	Engineering	1. Mechanical Engineering 2. Electrical Engineering 3. Industrial Engineering 4. Civil Engineering 5. Chemical Engineering 6. Architecture 7. Environmental Engineering	8 8 8 8 8 8 8	12 12 12 12 12 12 12
5	Economics	1. Development Economics 2. Management 3. Accounting	8 8 8	12 12 12
6	Dentistry	Dentistry Education	8	12
7	Cultural Science	1. English Literature 2. Japanese Literature 3. Library Science 4. Chinese Literature	8 8 8 8	12 12 12 12
8	MIPA	1. Physics 2. Chemistry 3. Mathematics 4. Biology	8 8 8 8	12 12 12 12
9	ISIP	1. Sociology 2. Social Welfare Science 3. State Administration Science 4. Communication Science 5. Social Anthropology 6. Political Science	8 8 8 8 8 8	12 12 12 12 12 12
10	Public Health	Public Health Science	8	12
11	Nursing	Nursing Science	8	12
12	Psychology	Psychology	8	12
13	Pharmacy	Pharmacy	8	12
14	Computer Science – Information Technology	1. Computer Science 2. Information Technology (It used to be Informatics Technique Study Program)	8 8	12 12

III. EXTENSION PROGRAM

No	Faculty	Study Program	Study Period (Semester)	Maximum of Study Period (Semester)
1	Engineering	1. Mechanical Engineering	4	8
		2. Electrical Engineering	4	8
		3. Industrial Engineering	4	8
		4. Civil Engineering	4	8
		5. Chemical Engineering	4	8
2	Economics	1. Development Economics	4	8
		2. Management	4	8
		3. Accounting	4	8
3	Cultural Science	1. English Literature	4	8
		2. Japanese Literature	4	8
		3. Library Science	4	8
4	MIPA	1. Physics	4	8
		2. Chemistry	4	8
		3. Mathematics	4	8
		4. Biology	4	8
5	ISIP	1. State Administration Science	4	8
		2. Communication Science	4	8
6	Public Health	Public Health Science	4	8
7	Nursing	Nursing Science	4	8
8	Pharmacy	Pharmacy	4	8
9	Computer Science Information Technology	Computer Science	4	8

Rector
signed,

Prof. Dr. dr. Syahril Pasaribu, DTM&H, M.Sc. (CTM), Sp.A(K)
NIP. 195002101978111001

Appendix III : Decree of the Rector
 Number : 701/UN5.1.R/SPb/2013
 Date : April 30, 2013

**DECREE ON PERMIT TO ORGANIZE UNDERGRADUATE DEGREE
 PROGRAM (S-1) AT USU**

I. REGULAR PROGRAM :

No	Faculty	Study Program	Decree Number/Date
1	Medicine	Doctor Education	80/Dikti/Kep/2007 4/2/2007
2	Law	Jurisprudence	80/Dikti/Kep/2007 4/2/2007
3	Agriculture	1. Agroecotechnology (Major: Agronomy, Plant Breeding, Pedology, and Entomology & Plant Disease 2. Agribusiness (Major: Agricultural and Counseling & Agricultural Communication 3. Agricultural Engineering (It used to be Agricultural Technique Study Program) 4. Food Science and Technology (It used to be Agricultural Technology Study Program) 5. Animal Breeding (It used to be Cattle Production Study Program 6. Forestry (Major: Forest Management, Forest Product Technology, 7. Water Resources Management	163/Dikti/Kep/2007 4/2/2007 (Structuring and Codification Study Program) 163/Dikti/Kep/2007 4/2/2007 (Structuring and Codification Study Program) 163/Dikti/Kep/2007 4/2/2007 (Structuring and Codification Study Program) 163/Dikti/Kep/2007 4/2/2007 (Structuring and Codification Study Program) 163/Dikti/Kep/2007 4/2/2007 (Structuring and Codification Study Program) 163/Dikti/Kep/2007 4/2/2007 (Structuring and Codification Study Program) 940/H5.1.R/SK/PRS/2009 5/11/2009
4	Engineering	1. Mechanical Engineering 2. Electrical Engineering 3. Industry Engineering 4. Civil Engineering 5. Chemistry Engineering 6. Architecture 7. Environmental Engineering	80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 2359/UN5.1.R/SK/PRS/2011 9/6/2011
5	Economics	1. Development Economics 2. Management 3. Accounting	80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007

6	Dentistry	Dentistry Education	80/Dikti/Kep/2007 4/2/2007
7	Cultural Science	1. Indonesian Literature 2. English Literature 3. Regional Literature for Batakese Literature 4. Regional Literature for Melayunese Literature 5. Historical Science 6. Arabic Literature 7. Ethnomusicology 8. Japanese Literature 9. Library Science 10. Chinese Literature	80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 3630/D/T/2004 9/9/2004 3063/D/T/2006 8/23/2006
8	MIPA	1. Physics 2. Chemistry 3. Mathematics 4. Biology	80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007
9	ISIP	1. Sociology 2. Social Welfare Science 3. State Administration Science 4. Communication Science 5. Social Anthropology 6. Political Science 7. State/Business Administration Science	80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 80/Dikti/Kep/2007 4/2/2007 1123/D/T/2008 4/23/2008 928/H5.1.R/SK/PRS/2009 5/11/2009
10	Public Health	Public Health Science	80/Dikti/Kep/2007 4/2/2007
11	Nursing	Nursing Science	80/Dikti/Kep/2007 4/2/2007
12	Psychology	Psychology	80/Dikti/Kep/2007 4/2/2007
13	Pharmacy	Pharmacy	80/Dikti/Kep/2007 4/2/2007
14	Computer Science – Information Technology	1. Computer Science 2. Information Technology (It used to be Informatics Technique Study Program)	3551/D/T/2002 11/22/2001 1629/D/T/2007 7/6/2007

II. INDEPENDENT REGULAR PROGRAM

No	Faculty	Study Program	SK Number/Date
1	Medicine	Doctor Education	28/Dikti/Kep/2002 6/5/2002
2	Law	Jurisprudence	28/Dikti/Kep/2002 6/5/2002
3	Agriculture	1. Agroecotechnology (Major: Agronomy, Plant Breeding, Pedology, and Entomology & Plant Disease 2. Agribusiness (Major: Agricultural and Counseling & Agricultural Communication 3. Agricultural Engineering (It used to be Agricultural Technique Study Program)	28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002

		4. Food Science and Technology (It used to be Agricultural Technology Study Program)	28/Dikti/Kep/2002 6/5/2002
		5. Animal Breeding (It used to be Cattle Production Study Program)	28/Dikti/Kep/2002 6/5/2002
		6. Forestry (Major: Forest Management, Forest Product Technology,	28/Dikti/Kep/2002 6/5/2002
		7. Water Resources Management	940/Dikti/Kep/2002 5/11/2009
4	Engineering	1. Mechanical Engineering 2. Electrical Engineering 3. Industry Engineering 4. Civil Engineering 5. Chemistry Engineering 6. Architecture 7. Environmental Engineering	28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 2359/UN5.1.R/SK/PRS/2011 9/6/2011
5	Economics	1. Development Economics 2. Management 3. Accounting	28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002
6	Dentistry	Dentistry Education	28/Dikti/Kep/2002 6/5/2002
7	Cultural Science	1. English Literature 2. Japanese Literature 3. Library Science 4. Chinese Literature	28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002
8	MIPA	1. Physics 2. Chemistry 3. Mathematics 4. Biology	28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002
9	ISIP	1. Sociology 2. Social Welfare Science 3. State Administration Science 4. Communication Science 5. Social Anthropology 6. Political Science 7. State/Business Administration Science	28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 28/Dikti/Kep/2002 6/5/2002 80/Dikti/Kep/2002 4/2/2007 28/Dikti/Kep/2002 6/5/2002 928/H5.1.R/SK/PRS/2009 5/11/2009
10	Public Health	Public Health Science	28/Dikti/Kep/2002 6/5/2002
11	Nursing	Nursing Science	28/Dikti/Kep/2002 6/5/2002
12	Psychology	Psychology	28/Dikti/Kep/2002 6/5/2002
13	Pharmacy	Pharmacy	28/Dikti/Kep/2002 6/5/2002
14	Computer Science – Information Technology	1. Computer Science 2. Information Technology (It used to be Informatics Technique Study Program)	3551/D/T/2002 11/22/2001 1629/D/T/2007 7/6/2007

III. EXTENSION PROGRAM

No	Faculty	Study Program	SK Number/Date
1	Engineering	1. Mechanical Engineering 2. Electrical Engineering 3. Industrial Engineering 4. Civil Engineering 5. Chemical Engineering	513/Dikti/Kep/1996 11/1/1996 513/Dikti/Kep/1996 11/1/1996 513/Dikti/Kep/1996 11/1/1996 513/Dikti/Kep/1996 11/1/1996 513/Dikti/Kep/1996 11/1/1996
2	Economics	1. Development Economics 2. Management 3. Accounting	511/Dikti/Kep/1996 11/1/1996 511/Dikti/Kep/1996 11/1/1996 511/Dikti/Kep/1996 11/1/1996
3	Cultural Science	1. English Literature 2. Japanese Literature 3. Library Science	36/Dikti/Kep/1997 2/27/1997 199/Dikti/Kep/1996 6/24/1996 199/Dikti/Kep/1996 6/24/1996
4	MIPA	1. Physics 2. Chemistry 3. Mathematics 4. Biology	526/Dikti/Kep/1996 11/26/1996 526/Dikti/Kep/1996 11/26/1996 526/Dikti/Kep/1996 11/26/1996 526/Dikti/Kep/1996 11/26/1996
5	ISIP	1. State Administration Science 2. Communication Science	199/Dikti/Kep/1996 6/24/1996 199/Dikti/Kep/1996 6/24/1996
6	Public Health	Public Health Science	199/Dikti/Kep/1996 6/24/1996
7	Nursing	Nursing Science	199/Dikti/Kep/1996 6/24/1996
8	Pharmacy	Pharmacy	526/Dikti/Kep/1996 11/26/1996
9	Computer Science – Information Technology	Computer Science	28/Dikti/Kep/2002 6/5/2002

Rector
signed,

Prof. Dr.dr. Syahril Pasaribu, DTM&H, M.Sc. (CTM), Sp.A(K)
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