



MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY
UNIVERSITAS SUMATERA UTARA

Dr. T. Mansur Street No. 9 USU Medan 20155
Phone: 061-8211633, 8216575, Fax: 061-8219411, 8211822, 8211766
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DECREE OF THE RECTOR OF UNIVERSITAS SUMATERA UTARA
NUMBER 1873/UN5.1.R/SK/SPB/2023

ON

GUIDELINES FOR THE IMPLEMENTATION AND TUITION FEES OF THE INTERIM
SEMESTER OF UNIVERSITAS SUMATERA UTARA FOR
THE 2022/2023 ACADEMIC YEAR

BY THE GRACE OF THE ALMIGHTY GOD

RECTOR OF UNIVERSITAS SUMATERA UTARA

- Considering :
- a. that according to Article 16 Points (3), (4), and (5) of the Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 on Higher Education National Standards, Higher Education institution can organize an Interim Semester;
 - b. that one of the indicators of the success of a Higher Education Institution is the timeliness of study completion and the quality and quantity of alumni produced. Therefore, to expedite and accelerate student studies, Universitas Sumatera Utara (hereinafter referred to as the University) organizes the Interim Semester while still paying attention to and maintaining academic quality, as well as the implementation of the on-time quality target of at least 80%;
 - c. that by taking into account the academic calendar of Universitas Sumatera Utara Academic Year 2022/2023, the holiday period between the even semester and the beginning of the odd semester lectures can be used to carry out the Intermediate Semester Academic Program;
 - d. that according to the considerations as referred to in letters a, b, and c, in an effort to increase the acceleration of student study completion and improve the quality and quantity of graduates, it is necessary to stipulate the Decree of the Rector on Guidelines for the Implementation and Tuition Fees of the Interim Semester at Universitas Sumatera Utara for the 2022/2023 Academic Year.

- In view of :
1. Law of the Republic of Indonesia Number 20 of 2003 on the National Education System;
 2. Law of the Republic of Indonesia Number 12 of 2012 on Higher Education;
 3. Government Regulation of the Republic of Indonesia Number 16 of 2014 on the Statute of Universitas Sumatera Utara;
 4. Government Regulation of the Republic of Indonesia Number 4 of 2022 on Amendments to Government Regulation Number 57 of 2021 on National Education Standards;
 5. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 on Higher Education National Standards;
 6. Regulation of the Board of Trustees of Universitas Sumatera Utara Number 1 of 2022 on the Organization and Governance of Universitas Sumatera Utara;



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7. Decree of the Board of Trustees of Universitas Sumatera Utara Number 07/SK/MWA/XII/2020 on the Termination of the Rector of USU for the 2016-2021 Period and the Appointment of the Rector of USU for the 2021-2026 Period;
8. Decree of the Board of Trustees of Universitas Sumatera Utara Number 2/SK/MWA/III/2021 on the Termination of the Vice Rector for the 2016-2021 Period and the Appointment of the Vice Rector of Universitas Sumatera Utara for the 2021-2026 Period;
9. Regulation of the Rector of Universitas Sumatera Utara Number 13 of 2022 on Academic Regulations for USU Undergraduate Study Programs, Masters Programs and Doctoral Programs.

DECIDED:

Stipulating : DECREE OF THE RECTOR OF UNIVERSITAS SUMATERA UTARA ON GUIDELINES FOR THE IMPLEMENTATION AND TUITION FEES FOR THE INTERIM SEMESTER OF UNIVERSITAS SUMATERA UTARA FOR THE 2022/2023 ACADEMIC YEAR.

CHAPTER I
GENERAL PROVISIONS

Article 1

- (1) Interim Semester is an academic program to utilize students' free time between even semesters to odd semesters;
- (2) The principle of the Interim Semester Activity is to help students accelerate their study period and/or to complete their studies on time;
- (3) Academic activities carried out in the Interim Semester are the same as the implementation of academic activities carried out in even and odd semesters;
- (4) The Interim Semester activity is held after the end of the even semester exam;
- (5) The implementation of the Interim Semester is carried out for students of undergraduate and diploma three education programs.

CHAPTER II
OBJECTIVES AND BENEFITS

Article 2

The purposes of the Interim Semester are:

- (1) To provide opportunities for students to accelerate or finish their study period on time without neglecting academic quality;
- (2) To provide opportunities for students to improve their grades by retaking courses that have not been passed in odd and/or even semesters.

Article 3

The benefits of the Interim academic activities program are:

- (1) To help students accelerate their study period or complete their studies on time, which are 4 (four) years for Bachelor degree and 3 (three) years for Diploma Three degree;



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- (2) To increase students' Grade Point Average (GPA);
- (3) To reduce student drop-out rate.

CHAPTER III
ORGANIZATION OF THE INTERIM SEMESTER

Section One
Study Load and Courses

Article 4

- (1) The Interim semester is held at least 16 (sixteen) meetings including the Midterm Examination (UTS), Final Semester Examination (UAS), and/or other forms of assessment;
- (2) Student study load that can be taken is a maximum of 9 (nine) credits;
- (3) Student study load must meet the predetermined learning outcomes.

Article 5

- (1) The students of Undergraduate and Diploma 3 (three) Programs can remediate grades E, D, C and C+ in the Interim Semester;
- (2) The types and names of courses that students can take are subsequently regulated by the faculty and/or department/study program;
- (3) The Interim Semester is organized by the faculty by coordinating with the study program.

Second Two
Participants and Requirements

Article 6

- (1) The Interim Semester is not mandatory for every student of the Bachelor or Diploma Three education programs;
- (2) The number of participants in one class is at least 10 (ten) students and at most 25 (twenty-five) students, except for the courses that will be deleted due to curriculum revision;
- (3) The provisions as referred to in point (2) are regulated by the faculty/department/study program.

Article 7

The requirements to participate in the Interim Semester are:

- (1) Students who are active in the even semester of the current academic year;
- (2) Students register to take the Intermediate Semester at the faculty and / or department / study program;
- (3) Students fill out the Study Plan Card (KRS) for the Interim Semester.



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Section Three

Procedures, Implementation, and Assessments of Interim Semester Lectures through Midterm Examinations (UTS), Final Semester Examinations (UAS), and/or Other Forms of Assessment

Article 8

- (1) The lecturers prepare learning content from various sources through USU e-learning management system through <https://elearning.usu.ac.id> page and/or various other media platforms such as *google classroom*, *zoom*, *go to meeting* applications etc;
- (2) Online lectures can also be carried out through other content-based creative media in the form of teaching video recordings by lecturers that are online (indirect) which can be uploaded to chat groups (WhatsApp, Telegram, and others), streaming or viewing YouTube videos (through the lecturer's account on YouTube) or other video platforms and combined with communication via e-mail, social media groups, online discussion forums, websites and other forms that are in accordance with the preferences of the lecturer;
- (3) Online lectures can also be implemented using voice recordings that can be accessed easily by students (for example with sound cloud and discord) and combined with communication via e-mail, social media groups, online discussion forums, websites and other forms in accordance with the preferences of lecturers;
- (4) In preparing online learning, lecturers must pay attention to several things, namely:
 - a) The ease of accessing online lectures by considering the ability of students both financially and geographically to get internet access;.
 - b) The weighting of material content and online lecture assessment /tasks that are in accordance with the weighting of course credits and learning achievements.
- (5) In participating in online lectures, students are required to carry them out safely, by:
 - a) avoiding crowded places;
 - b) using personal internet access;
 - c) avoiding restaurants/cafes/co-working spaces to access the internet.
- (6) Notification regarding the schedule of online lectures to students can be given by the study program or lecturer through various official communication media owned (e-mail/whatsapp/line/ twitter/ instagram).
- (7) To complete the online lecture administration, lecture minutes can be made containing at least the lecture time, topic, number of participating students, media used which is authorized/signed by the faculty/study program, and the name of lecturer. Lecture minutes can be submitted by scanning and e-mailing it to the official e-mail of the faculty / study program or the lectures can also be documented by using screenshot printouts from the application used.



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Article 9

- (1) UTS, UAS, and/or other forms of assessment are carried out online using USU e-learning management system through <https://elearning.usu.ac.id> page and/or various other platforms such as google classroom, etc;
- (2) To complete the administration of UTS, UAS, and/or other forms of online assessment, examination minutes can be made containing at least the examination time, method, media used, number of participating students, number of students who do not participate, names/NIMs of students who do not participate in the exam which are authorized/signed by the faculty/study program, and lecturers who give the exam;
- (3) The signing and submission of the examination minutes can be done by scanning and e-mailing it to the official e-mail of the faculty / study program or the examination can also be documented by using screenshot printouts from the application used.

Section Four

Schedule and Education Development Contribution (SPP)

Article 10

- (1) The Interim Semester is only held once in one academic year;
- (2) The schedule as referred to in Article 8 point (6) takes into account the academic calendar and holiday time between even semester and odd semester (attached);

Article 11

- (1) SPP for students who take the Interim Semester is set at Rp 200,000,- (two hundred thousand rupiahs) per credit per student;
- (2) Students participating in the Interim Semester as referred to in Article 7 point (2) cannot cancel courses that have been taken, and must pay off the SPP of Interim Semester;
- (3) SPP as referred to in point (1) is used for:
 - a. Lecturer's honorarium is based on the University SBM, which is per credit per meeting namely:
 - 1) Professor, Rp. 125,000 (one hundred twenty-five thousand rupiahs);
 - 2) Lektor Kepala, Rp. 105,000, - (one hundred and five thousand rupiahs);
 - 3) Asisten Ahli and Lector, Rp. 75,000, - (seventy-five thousand rupiahs).



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- b. If there is still an addition to the highest honorarium of lecturers, then each of them is added Rp. 25,000, - (twenty-five thousand rupiahs) per credit per meeting, namely:
 - 1) Professor, Rp. 150,000 (one hundred fifty thousand rupiah);
 - 2) Lektor Kepala, Rp. 130,000, - (one hundred thirty thousand rupiah);
 - 3) Asisten Ahli and Lector, Rp. 100,000, - (one hundred thousand rupiah).
- (4) The honorarium for committees at the university and faculty levels is determined based on the University SBM.

CHAPTER IV
IMPLEMENTATION OF INTERIM SEMESTER

Section One
Total Attendance of Lecturers and Students

Article 12

- (1) The total number of attendance of each class is 16 meetings;
- (2) The total number of attendance as referred to in point (1) includes UTS, UAS, and/or other forms of assessment;
- (3) The number of meetings for students is at least 80% of the total meetings for each course;
- (4) The duration for one meeting is 50 minutes per credit.

Section Two
Activity Implementation

Article 13

- (1) The implementation of the Interim Semester consists of at least 16 (sixteen) face-to-face sessions or other scheduled activities (as regulated in the attachment to this Decree of the Rector);
- (2) The standards of content, process, and assessment of the Interim Semester learning are the same as those carried out in the regular semester provisions;
- (3) Lecturers are required to use the syllabus and Semester Learning Plan (RPS) of the course which are prepared and used in the regular semester.

Section Three
Examination and Assessment

Article 14

- (1) Examinations are carried out twice, namely UTS, UAS, and/or other forms of assessment;
- (2) UAS is conducted based on the schedule after the completion of the 15th (fifteenth) meeting.



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Article 15

- (1) Interim semester grades do not affect the credits that can be taken in the odd semester of the following academic year;
- (2) The norms of assessment and determination of graduation are still based on the provisions of the regular semester.

Section Four
Monitoring and Reporting

Article 16

- (1) The Dean/Vice Dean I through the Quality Assurance Group (GJM) at the faculty level and the Head of the department/study program through the Quality Control Group (GKM) at the department/study program level must supervise the implementation of the Interim semester lectures;
- (2) Deans / Vice Deans I and Heads of departments / study programs in stages are required to submit reports on the implementation of the Interim semester lectures to the Rector.

CHAPTER VI
CLOSING PROVISIONS

Article 17

- (1) This Decree of the Rector is implemented as the basis for organizing the Interim semester for the 2022/2023 Academic Year;
- (2) The Interim semester applies to students of undergraduate and diploma education programs;
- (3) Provisions that have not been specified in the current decree will be stipulated upon at a later time.

Article 18

This decree comes into effect on the date it is enacted.

Enacted in Medan
dated on June 19, 2023
RECTOR

A copy of this Regulation is delivered to:

1. Vice Rector II of USU;
2. Dean of the Faculty;
3. Vice Dean I of the Faculty;
4. Head of USU Bureau of Finance;
5. Head of Diploma (D-3) and Bachelor's (S-1) Study Programs in USU;
6. Head of USU Information System Center.

Signed digitally

MURYANTO AMIN

APPENDIX
DECREE OF THE RECTOR OF UNIVERSITAS SUMATERA
UTARA
NUMBER : 1873/UN5.1.R/SK/SPB/2023
DATED : June 19, 2023
ON
LECTURE SCHEDULE FOR THE INTERIM SEMESTER OF
THE 2022/2023 ACADEMIC YEAR DATED 03 JULY TO
JULY 29 2023 IN UNIVERSITAS SUMATERA UTARA

NO	ACTIVITY	DATE/MONTH/YEAR
1.	Announcement and offering of Intermediate Semester courses at the Faculty	19 - 21 June 2023
2.	KRS filling	19 June - 24 June 2023
3.	Verification of Course Quota by PSI	26 June – 28 June 2023
4.	Verification of Course Quota by Faculty	30 June 2023
5.	Payment of UKT for the Interim semester	01 July - 02 July 2023
6.	Lectures	03 July - 29 July 2023
7.	Mid-Semester Examination	15 July - 16 July 2023
8.	Final Semester Examination (UAS)	22 July - 23 July 2023
9.	Final Exam Assessment	25 July - 29 July 2023
10.	SIA Data Filling	August 2023

Stipulated in Medan

Rector,

Signed digitally

MURYANTO AMIN