



**MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY**

UNIVERSITAS SUMATERA UTARA

Jalan dr. T. Mansur No. 9 USU Medan Campus 20155

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DECREE OF THE RECTOR OF UNIVERSITAS SUMATERA UTARA

NUMBER 2325/UN5.IR/SK/SPB/2022

ABOUT

**LEARNING ACTIVITY GUIDELINES OF
UNIVERSITAS SUMATERA UTARA**

THE RECTOR OF UNIVERSITAS SUMATERA UTARA,

- Considering:
- a. that to ensure that learning activities at Universitas Sumatera Utara achieve quality in accordance with the criteria set out in the national standards of higher education;
 - b. that to implement the Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards;
 - c. that based on the considerations as referred to in letter a, it is necessary to stipulate a Rector's Decree on the Guidelines for Learning Activities at Universitas Sumatera Utara;

- In view of :
1. Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
 2. Law Number 14 of 2005 concerning Teachers and Lectures (State Gazette of the Republic of Indonesia of 2005 Number 157, Supplement to the State Gazette of the Republic of Indonesia Number 4586);
 3. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
 4. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
 5. Government Regulation Number 16 of 2014 concerning the Statutes of Universitas Sumatera Utara (State Gazette of the Republic of Indonesia of 2014 Number 42, Supplement State Gazette of the Republic of Indonesia Number 5510);



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6. Government Regulation Number 26 of 2015 concerning the Forms and Mechanisms of Funding for Legal Entity State Universities (State Gazette of the Republic of Indonesia of 2015 Number 110, Supplement to State Gazette of the Republic of Indonesia Number 5699) as amended by Government Regulation Number 8 of 2020 concerning Amendments to Government Regulation Number 26 of 2015 concerning Forms and Mechanisms of Funding for Legal Entity State Universities (State Gazette of the Republic of Indonesia of 2020 Number 28, Supplement to State Gazette of the Republic of Indonesia Number 6461);
7. Government Regulation Number 57 of 2021 concerning National Education Standards (State Gazette of the Republic of Indonesia of 2021 Number 87, Supplement to State Gazette of the Republic of Indonesia Number 6676) as amended by Government Regulation Number 4 of 2022 concerning Amendments to Government Regulation Number 57 of 2021 concerning National Education Standards (State Gazette of the Republic of Indonesia 2022 Number 14, Supplement to the State Gazette of the Republic of Indonesia Number 6762);
8. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework (State Gazette of the Republic of Indonesia of 2012 Number 24);
9. Regulation of the Minister of Education and Culture Number 88 of 2014 concerning the Transformation of State Universities to Legal Entity State Universities (State Gazette of the Republic of Indonesia of 2014 Number 1302) as amended by Regulation of the Minister of Education and Culture Number 4 of 2020 concerning Amendments to Regulations of the Minister of Education and Culture Number 88 of 2014 concerning the Transformation of State Universities to Legal Entity State Universities (State Gazette of the Republic of Indonesia of 2020 Number 48);
10. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards (State Gazette of the Republic of Indonesia of 2020 Number 47);
11. Regulation of the Minister of Education and Culture Number 5 of 2020 concerning Accreditation of Study Programs and Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 49);
12. Regulation of the Minister of Education, Culture, Research and Technology Number 39 of 2021 concerning Academic Integrity in Producing Scientific Work (State Gazette of the Republic of Indonesia of 2021 Number 1363);



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13. Regulation of the Board of Trustees of Universitas Sumatera Utara Number 3 of 2021 concerning the General Policy of Universitas Sumatera Utara for the 2021-2026 Period;
14. Regulation of the Board of Trustees of Universitas Sumatera Utara Number 1 of 2022 concerning the Organization and Governance of Universitas Sumatera Utara;
15. Regulation of the Rector of Universitas Sumatera Utara Number 13 of 2022 concerning the Academic Regulations of Bachelor, Master, and Doctoral Programs at Universitas Sumatera Utara;
16. Regulation of the Academic Senate of Universitas Sumatera Utara Number 1 of 2022 concerning the Academic Policy at Universitas Sumatera Utara;

DECIDED:

To Stipulate: DECREE OF THE RECTOR OF UNIVERSITAS SUMATERA UTARA CONCERNING GUIDELINES FOR LEARNING ACTIVITIES OF UNIVERSITAS SUMATERA UTARA.

FIRST : Determine the Activity Guidelines for Learning at Universitas Sumatera Utara as listed in the Attachment which is an inseparable part of this Decree of the Rector.

SECOND : This the decree of the Rector comes into effect on the date it is enacted.

Enacted in Medan
On September 1, 2022

RECTOR,

SIGNED

MURYANTO AMIN
NIP.197409302005011002

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

Signed and stamped

MUHAMMAD FIDEL GANIS SIREGAR
NIP. 196405301989031019

ATTACHMENT
DECREE OF THE RECTOR OF UNIVERSITAS SUMATERA UTARA
NUMBER 2325/UNS.I.R /SK/SPB/2022
ABOUT
LEARNING ACTIVITIES GUIDELINES OF UNIVERSITAS
SUMATERA UTARA

LEARNING ACTIVITIES GUIDELINES OF
UNIVERSITAS SUMATERA UTARA

CHAPTER I
INTRODUCTION

A. Background

The Minister of Education and Culture Regulation Number 3 of 2020 concerning National Higher Education Standards mandates that higher education institutions ensure learning in study programs achieves quality in accordance with the criteria set out in the National Higher Education Standards. Based on this, Universitas Sumatera Utara uses the National Higher Education Standards as the basis for developing and implementing learning in the curriculum in study programs.

Universitas Sumatera Utara supports the Minister of Education and Culture Regulation Number 3 of 2020 concerning National Higher Education Standards by establishing a Rector's Decree concerning Guidelines for Learning Activities at Universitas Sumatera Utara to be implemented by the academic community and power education in learning activities at Universitas Sumatera Utara.

B. Objective

The objectives of Universitas Sumatera Utara Learning Activity Guidelines:

1. provide guidelines for learning activities within Universitas Sumatera Utara;
2. serve a reference for implementing academic management at the university, faculty and/or program levels in carrying out learning activities within Universitas Sumatera Utara; and
3. guide students in carrying out learning activities within Universitas Sumatera Utara to achieve quality in accordance with the criteria set out in the National Higher Education Standards.

C. Scope

The contents of Universitas Sumatera Utara Learning Activity Guidelines include:

1. general skills on academic programs;
2. study load;
3. curriculum;
4. class group;
5. learning process;
6. practicum or studio activities;

7. academic guardian;
8. assessment weights and calculation of student achievement index;
9. evaluation of learning success; and
10. student academic services.

D. General Provisions

1. Universitas Sumatera Utara, henceforth abbreviated to USU, is a state university as a legal entity.
2. Rector is the USU organ that leads the administration and management of USU.
3. A Faculty is a collection of supporting resources, which can be grouped according to departments, that organizes and manages academic, vocational or professional education in one group of scientific, technological disciplines, humanities, and/or arts.
4. A Study Program is a unit of educational and learning activities that has a specific curriculum and learning methods in 1 (one) type of academic education, profession, and/or vocation.
5. Postgraduate School, henceforth abbreviated as SPs, is an academic implementing unit that coordinates and/or carries out academic education for master's programs and doctoral programs and/or equivalent professional education, in 1 (one) or a set of specific branches of science, technology and/or arts.
6. Dean is the Faculty leader who is authorized and responsible for the implementation of education within USU.
7. Head of the Study Program is the head of the Program who is authoritative and responsible for the administration of educational activities within USU.
8. SPs Director is the SPs leader who holds authority and responsibility for the implementation of education within USU.
9. Lecturer is a professional educator and scientist whose main task are transforming, developing and disseminating science, technology and art through education, research and community service.
10. Academic Guardians are all lecturers who carry out the task of guiding and advising students on academic activities, and planning studies from the start of college until completion of their studies.
11. Students are learner of academic programs.
12. Academic Programs are undergraduate programs, master's programs and doctoral programs aimed at mastery of science, technology, ethics, and the arts provided by USU.
13. Undergraduate Program is a formal education pathway that prepares students to become graduates equipped with a set of academic abilities with a semester credit unit load in accordance with applicable laws and regulations.
14. Master's Program is a formal academic education pathway aimed at mastering specific knowledge in order to obtain a master's degree intended for students who have completed an initial education program equivalent to an undergraduate program comprising regular and an accelerated master's program.

15. Regular Master's Program is a an advanced education program intended for students at their own expense, at the expense of the agency where they work, and the general public who are applying for scholarships from various Ministry sources in the Republic of Indonesia, who follow the entire series of academic processes and activities according to the Master's Program curriculum.
16. Accelerated Study Master's Program is a Master's Program that is completed within 1 (one) year after the Undergraduate Program.
17. Doctoral Program is a formal academic education pathway aimed at obtaining the highest academic degree consisting of a regular doctoral program, a research doctoral program, and an accelerated study doctoral program.
18. Regular Doctoral Program is a Doctoral Program intended for students at their own expense, at the expense of the agency where they work, and the general public who are applying for scholarships from various Ministry sources in the Republic of Indonesia, and follow the entire series of academic processes and activities according to the Doctoral Program curriculum.
19. Research Doctoral Program is a Doctoral Program aimed at obtaining the highest academic degree through the lowest research/research pathway is equivalent to the dissertation research level of the Regular Doctoral Program, without requiring attendance in a lecture program within 1 (one) Doctoral Program curriculum package.
20. Accelerated Study Doctoral Program is a lecture program that combines lectures from the Accelerated Study Master's Program and the Doctoral Program so that it can be completed within 3 (three) years.
21. Indonesian National Qualifications Framework, henceforth abbreviated as KKNI, is a qualifications grading framework for competencies that can compare, equalize and integrate the fields of education and job training, as well as work experience in order to provide recognition of work competencies in accordance with the job structure in various sectors.
22. Education is a conscious and planned effort to create a learning atmosphere and learning process so that students actively develop their potential to have religious spiritual strength, self-control, personality, intelligence, noble character, and skills needed by themselves, society, nation and state.
23. Learning is the process of student interaction with lecturers and learning resources in a learning environment.
24. Curriculum is a set of plans and arrangements regarding objectives, content, learning materials, and methods used as guidelines for implementing flexible learning activities to achieve certain educational goals for students in one period in accordance with the Academic Program.
25. Semester Credit Units, henceforth referred to as credits, are the amount of learning activity time required of students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curriculum activities in a Study Program.
26. Study Load is the unit used to express the amount of Student Study Load in credits.
27. Block is a system which is a collection of several integrated discussion topics/fields with the aim of achieving certain competencies contained in the curriculum structure.

28. Freedom of Learning is the Ministry of Education's policy to encourage students to master various knowledge useful for entering the workforce by providing opportunities for students to choose courses outside the study program inside and outside USU in the form of 8 (eight) types of activities regulated in guidebook published by the Ministry of Education, or USU which is implemented at outside Study Programs within USU and outside USU in order to achieve the main competencies and additional competencies of graduates.
29. Semester is a unit of activity time for at least 16 (sixteen) weeks of lectures or other scheduled activities, including evaluation activities.
30. Semester Learning Plan, henceforth abbreviated as RPS, is a learning planning document prepared as a guide for students in carrying out lecture activities for 1 (one) semester to achieve predetermined learning outcomes.
31. The Study Plan Card, henceforth abbreviated as KRS, is a study plan in the form of Study Load for 1 (one) current semester, including the Study Load for Merdeka Campus Learning activities with a load according to the achievement index value of the previous semester except Semester II (second).
32. Study Results Card, henceforth abbreviated as KHS, is an official academic document containing student achievements for 1 (one) semester.
33. Main supervisor is a lecturer who has a field of knowledge according to the student's research topic.
34. Promoter is the Main Supervisor in the Doctoral Program who is a Permanent Lecturer at USU who speaks knowledge according to Student Research topics.
35. Semester Achievement Index, henceforth abbreviated to IPS, is the result of assessing learning achievements graduate of which is expressed in quantities calculated by adding multiplication between the letter grade of each course taken and the credits of the relevant course divided by the number of course credits taken in 1 (one) semester written on a scale (zero) until 4 (four).
36. Cumulative Achievement Index, henceforth abbreviated to GPA, is the result of assessing the learning achievements of graduates at the end of the Study Program which is expressed as a quantity calculated by adding up the multiplication of the letter grades for each course taken and the credits of the relevant course divided by the number of credits for the courses taken. taken as written on the scale 0 (zero) to 4 (four).

CHAPTER II GENERAL SKILLS IN ACADEMIC PROGRAMS

A. General Skills of Undergraduate Program Graduates

Undergraduate Program is designed to direct and produce graduate students with general skills who are able to:

1. apply logical, critical, systematic and innovative thinking in the context of the development or implementation of science and technology that pays attention to and applies humanities values in accordance with their field of expertise;
2. demonstrate reliable, quality and measurable performance;

3. examine the implications of developing or implementing technological science that considers and applies humanities values according to expertise based on scientific rules, procedures and ethics in order to produce solutions, ideas, designs or art criticism;
4. prepare a scientific description of the study results in the form of a thesis or other form equivalent to a thesis or final assignment report and upload it on the USU website;
5. make appropriate decisions in the context of solving problems in their field of expertise, based on the results of information and data analysis;
6. maintain and develop working networks with supervisors, colleagues and peers both inside and outside the institution;
7. be responsible for achieving group work results and supervising and evaluating the completion of work assigned to workers under their responsibility;
8. carry out a self-evaluation process for the work groups under their responsibility;
9. manage learning independently; and
10. document, store, secure, and retrieve data to ensure validity and prevent plagiarism.

B. General Skills of Master's Program Graduates

Master's Program is designed to direct and produce students with general skills graduates who are able to:

1. develop logical, critical, systematic and creative thinking in the fields of science and technology that pays attention to and applies humanities values according to their field of expertise through:
 - a. scientific research;
 - b. design creation; or
 - c. artworks.
2. prepare scientific conceptions and study results based on scientific rules, procedures and ethics in the form of a thesis and uploaded on the USU website, as well as papers that have been published in accredited/indexed national journals, or accepted in reputable indexed international proceedings/journals in accordance with the requirements of the Master's Program ;
3. carry out academic validation or studies according to their field of expertise in solving problems in society or relevant industry through developing their knowledge and expertise;
4. compose ideas, thoughts and scientific arguments responsibly based on academic ethics, and communicate them through the media to the academic community and the wider community;
5. identify the scientific field that is the object of research and position it into a research map developed through an interdisciplinary or multidisciplinary approach;
6. make decisions in the context of solving science and technology development problems that pay attention to and apply humanities values based on analytical or experimental studies of information and data;
7. manage, develop and maintain working networks with colleagues and peers within the institution and the wider research community;
8. enhance independent learning capacity; and
9. document, store, secure and retrieve research data to ensure validity and prevent plagiarism.

C. General Skills of Doctoral Program Graduates

Doctoral Program is designed to direct and produce graduate students with general skills who are able to:

1. discover or develop significant scientific theories, concepts, or ideas;
2. contribute to the development and practice of science and/or technology that pays attention to and applies humanities values in the field of expertise by producing scientific research based on:
 - a. scientific methodology; and
 - b. logical, critical, systematic and creative thinking.
3. develop knowledge, technology and/or emotional artistry in their scientific field or professional practice through research to produce creative, original and validated work;
4. solve problems in science, technology and/or arts within their scientific field through interdisciplinary, multidisciplinary and transdisciplinary approaches;
5. advance the concept of science, technology, and/or emotional artistry in the field of expertise through research;
6. manage, lead, and develop their research program;
7. carry out interdisciplinary, multidisciplinary and transdisciplinary approaches in their work in their field of expertise; and
8. publish scientific articles in indexed international proceedings/journals which are published in accordance with the requirements of the Doctoral Program.

CHAPTER III STUDY LOAD

A. Undergraduate Program

1. The total number of credits for student studies ranges from a minimum of 144 (one hundred and forty four) credits or a maximum of 7 (seven) academic years.
2. The total number of credits for undergraduate study programs in healthcare is at least 144 (one hundred and forty four) credits which can be completed between 7 (seven) and 8 (eight) semesters.
3. The Study Load per Semester for Undergraduate Program is structured as follows:
 - a. Semester I (first) and Semester II (second) range between 19 (nine chapters) to 21 (twenty one) credits with provision:
 - 1) courses to be taken are determined by the Study Program;
 - 2) IPS is greater than or equal to 3.00 (three point zero zero) the Study load is a minimum of 24 (twenty four) credits; and
 - 3) IPS ranges from 2.50 (two point five zero) to 2.99 (two point half a half) the Study Load is a minimum of 22 (twenty two) credits.
 - h. for the next semester is determined based on the IPS in the previous semester with the following conditions:
 - 1) IPS is greater than or equal to 3.00 (three point zero zero) the Study Load is only 24 (twenty four) credits;
 - 2) IPS ranges from 2.50 (two point five zero) to 2.99 (two point half a half) the Study Load is a minimum of 22 (twenty two) credits;
 - 3) IPS ranges from 2.00 (two point zero zero) to 2.49 (two point four nine) the Study Load is a minimum of 20 (twenty) credits;

- 4) IPS ranges from 1.50 (one point five zero) to 1.99 (one point nine nine) the Study Load is a maximum of 18 (eighteen) credits; or
- 5) IPS is less than 1.50 (one point five zero) the Study load is a maximum of 16 (sixteen) credits.

B. Master's Program

1. The total Study Load for the Regular Masters Program is at least 36 (thirty six) credits divided into 4 (four) semesters.
2. The total Study Load for the Accelerated Study Master's Program is at least 36 (thirty six) to 38 (thirty eight) credits divided into 2 (two) semesters.
3. The Study load per semester for the Regular Master's Program is ranges from 8 (eight) credits to 17 (seventeen) credits and for the Accelerated Study Master's Program between 16 (sixteen) to 20 (twenty) credits.

C. Doctoral Program

1. The total Study Load for Regular Doctoral Programs and Research Doctoral Programs is at least 42 (forty-two) credits divided into 6 (six) Semesters, Doctoral Programs that are not in the same field are required to add scientific courses (remedial courses) of 8 (eight) credits in accordance with their field of study.
2. The total Study Load for the Doctoral Research Program is at least 42 (forty two) to 44 (fourtenty-four) credits divided into 6 (six) semesters.
3. The total Study Load for the Accelerated Study Doctoral Program is 42 (forty two) to 48 (forty eight) credits divided into 6 (six) semesters.
4. The Study load per semester for the Doctoral Program is between 6 (six) credits to 15 (fifteen) credits.

D. Joint Degree Program (*Joint Degree*) and Double Degree (*Double Degree*)

Study Loads are prepared together with study program partners or foreign universities, and determined through the Decree of the Rector.

CHAPTER IV CURRICULUM

A. Curriculum Profile

1. The curriculum organized by the Study Program is a higher education curriculum which refers to the KKNi and National Higher Education Standards.
2. The curriculum must integrate BINTANG's main values in the Learning process.
3. The mandatory curriculum contains mandatory USU courses including mandatory curriculum courses that characterize USU.
4. The curriculum is designed:
 - a. Undergraduate Program for 8 (eight) Semesters;
 - b. Undergraduate program in healthcare for 7 (seven) to 8 (eight) semesters;
 - c. Regular Master's Program for 4 (four) Semesters;

- d. Accelerated Study Masters Program for 2 (two) Semesters;
 - e. Regular Doctoral Program and Research Doctoral Program for 6 (six) Semester; and
 - f. Accelerated Study Doctoral Program for 2 (two) Semesters at master's level and 4 (four) Semesters on doctoral level.
5. The curriculum of the Accelerated Study Masters Program from the Undergraduate Program to the Master Program is designed for 5 (five) years by awarding an Undergraduate degree before obtaining a master's degree.
 6. The Accelerated Study Doctoral Program Curriculum utilizes the Research Doctoral Program Curriculum from Master's to Doctoral Program designed for 3 (three) years by conferring a master's degree before obtaining a doctorate with the following provisions:
 - a. Master's Program curriculum is designed for 1 (one) year; and
 - b. Doctoral Program curriculum is designed for 2 (two) years.
 7. Curriculum documents are compiled at least consists of:
 - a. Study Program identity includes:
 - 1) name of college;
 - 2) Faculty;
 - 3) Study program;
 - 4) accreditation;
 - 5) Academic Program;
 - 6) graduate degree; and
 - 7) vision and mission.
 - b. Curriculum evaluation and tracer study, explaining the results of evaluations of current and ongoing curriculum implementation, by presenting mechanisms for curriculum evaluation results and conducting needs analysis based on tracer study results;
 - c. The basis for designing and developing the curriculum includes:
 - 1) philosophical foundation;
 - 2) sociological basis;
 - 3) psychological foundations;
 - 4) juridical basis; and
 - 5) other foundations.
 - d. formulation of vision, mission, goals, strategies, and USU grading system;
 - e. formulation of graduate competency standards expressed in graduate learning outcomes consisting of:
 - 1) aspects of attitudes and general skills are least adopted from National Higher Education Standards; and
 - 2) aspects of specific knowledge and skills formulated according to the KKNi description in accordance with the Academic Program.
 - f. Determination of study materials based on graduate learning achievements and/or utilization of the body of knowledge of a Study Program for the formation of new courses and evaluation and revision of existing courses;
 - g. formation of courses and determination of credit weights which explains the mechanism for formation of courses based on graduate learning achievements along with its derivatives at the course level, study materials, and determination of credit weights;
 - h. curriculum matrices and maps that describe the organization of courses or Curriculum maps in a logical and systematic structure according to learning outcomes of the Study Program and distribute courses arranged in a series of semesters during the study period in the Study Program;

1. RPS is prepared from the results of the learning design, written in full for all courses in the Study Program accompanied by learning tools including:
 - 1) task plan;
 - 2) assessment instruments in the form of briefs and/or portfolios;
 - 3) teaching materials; and
 - 4) other learning tools.
 - j. The plan to implement the right to study in the Undergraduate Program is a maximum of 3 (three) semesters or equivalent to 60 (sixty) credits with details of 2 (two) semesters outside USU and 1 (one) semester outside the study program at USU which is the implementation of the Freedom of Learning program policy expressed in the form of learning:
 - 1) outside the Study Program at USU;
 - 2) within the same study program outside USU;
 - 3) within different Study Programs outside USU; and/or
 - 4) at non-tertiary institutions.
 - k. Curriculum management and implementation mechanisms are curriculum implementation plans and internal quality assurance system tools related to Curriculum implementation.
8. In case of Curriculum changes, old students are not disadvantaged through the issuance of conversion or recognition provisions regarding the completion of courses in the new Curriculum.

B. Curriculum Types and Standards

1. The Curriculum must accommodate the activities of the Freedom of Learning program for Undergraduate Programs which run the Semester system, while the Curriculum in the Master's Program and Doctoral Program is allowed to implement several activities of the Freedom of Learning program as needed.
2. An open curriculum refers to courses available for students to take without paying attention to the origin of the study program as part of completing their education.

C. Achievements of the Indonesian National Qualifications Framework

1. Learning outcomes of Academic Program graduates must be in accordance with the KKNI level which refers to the National Higher Education Standards.
2. Undergraduate programs must reach KKNI level 6 (six).
3. Masters programs must reach KKNI level 8 (eight).
4. Doctoral programs must reach KKNI level 9 (nine).

D. Curriculum Implementation

1. Each course or block is equipped with RPS, teaching program units, lecture contracts and teaching materials.
2. RPS components, teaching program units, lecture contracts, and teaching materials are prepared based on applicable regulations.
3. Courses consist of compulsory and elective courses that must be taken and are included in the calculation of IPS and GPA, except for courses in the matriculation program.
4. Courses are distributed proportionally across odd and even semesters.
5. Students of the Master Program and Doctoral Program can take credit transfer activities as needed, both internally (inbound) and externally (outbound) by referring to the credit transfer system established by the Decree of the Rector.

6. Doctoral Program students can take courses offered with sit-in status with the same rights and obligations as regular students.
7. Doctoral Program students who are listeners as referred to in number 6 get grades, but credits and grades are not taken into account in the calculation of IPS and IPK.
8. Doctoral Program Students who come from a Study Program that is not in the same field are required to take postgraduate courses determined by the Promoter and/or Head of the Study Program between 8 (eight) to 12 (twelve) credits with the provisions of the number of credits the student takes in the Doctoral Program does not exceed the number of credits.

E. Curriculum Evaluation

1. The Curriculum is prepared, evaluated and revised as per the Study Program follows USU's Curriculum preparation guidelines which must involve internal and external stakeholders including consortia, collegiums, and/or Study Program discipline organizations, and it refers to the provisions or guidelines of USU's Curriculum evaluation.
2. The Study Program carries out curriculum evaluations periodically and continuously at least once every 3 (three) years or as needed.

BABV CLASS GROUPS

A. Class Group Type

1. Types of class groups are divided into:
 - a. regular classes are classes that hold learning activities including course practicum every weekday between 07.00 WIB and 17.00 WIB for Academic Program Students;
 - b. parallel classes are classes that hold learning activities including lectures and practicum every weekday between 13.30 WIB to 21.00 WIB for Master's Program and Doctoral Program Students; or
 - c. special classes are classes that hold learning activities including course practicums every Friday and Saturday from 07.00 WIB until 21.00 WIB for Masters Program Students.
2. In the case of Freedom of Learning program activities, the implementation of art, fitness, and / or other similar activities can be carried out outside the regular lecture schedule, but not concurrently with scheduled class sessions.

B. Determining Class Type

1. Determining the types of classes to be taken, such as regular classes, parallel classes, and special classes, and transfer of study program for reasons that can be accepted by prospective Master's and Doctoral Program students is carried out during file verification.

2. Class transfer can be made after verification files only from regular classes to parallel classes or special classes in the same Study Program.
3. Class transfer as intended on number 1, does not apply from parallel or special classes to regular classes.

CHAPTER VI LEARNING PROCESS

A. General

1. The method of delivering learning material is in the form of direct face to face (onsite), indirect face to face (online) or a combination of direct face to face and indirect face to face (blended learning) which is conducted through lectures, practicums, seminars, exams, demonstrations, independent studies, research, and the Independent Learning program or other later forms recognized as a form of learning.
2. Lecturers are required to include lecture materials in the *learning management system* managed by USU.

B. Learning Monitoring and Evaluation

1. Implementation of evaluation in the form of support facility and technical during the learning process, materials which in accordance with the RPS, ease of understanding and ease of access, with indicators in the form of evaluation of the Academic Community, organizational assesment, implementation effectiveness and materials through instruments *learning management system*.
2. Implementation of exams and quizzes through a proper recording mechanism.
3. Assessments must be recorded in the academic information system.
4. Discussion on evaluating student learning outcomes must be conducted systematically and scheduled with correct actions and follow-up plans.
5. Control involves achieving, exceeding or not achieving quality standards by using indicators such as:
 - a. the entire series of planning, implementation and evaluation of learning must meet the National Education Standards, and is even encouraged to exceed National Education Standards;
 - b. control is carried out in the form of quality assurance control meetings at the Faculty/SPs level; and
 - c. control reviews/decides on further action plans for proposed corrective actions/improvement of learning quality.
6. All activities as intended in number 5 must be included in the control meeting report and follow-up action plan documents.
7. Increasing academic achievement which includes steps to improve learning quality standards is achieved by measuring indicators in the form of:
 - a. baseline value of Learning;
 - b. current grades of Learning;
 - c. cumulative percentage of learning outcomes to be achieved in the next period; and
 - d. baseline calculation document, latest achievements and goals.
8. *Benchmarking* is conducted as a comparison and insight development to assist in the process of improving academic achievements.

C. Learning Quality Standards

1. The implementation of learning takes the form of a learning process that is in accordance with the applicable code of ethics, regulations and legislation.
2. Material is provided in electronic presentations tailored to specific needs and types of electronic presentations.
3. Delivery of material aligns with the predetermined mapping program, ensuring consistency between the method of delivery and the established mapping program.
4. The provision of material must be current, relevant and attractive in terms of content and appearance (*layout*).
5. Providing supporting facilities makes it easier for students to access and navigate all electronic presentation materials from the electronic academic system.
6. Monitoring can be carried out on access and navigation as referred to in number 5.
7. Learning is designed to ensure interaction between students and students, lecturers and students, and students with materials in the form of the availability of good interaction plans in the form of access to materials, discussions, quizzes, and assignment submissions.

D. Learning Quality Standard Indicators

1. Availability of lecture plans that have received approval from the Faculty/SPs or USU.
2. The availability of internet access whose speed supports the learning process.
3. Availability of access and facilities that support the entire learning process including related applications and databases (*database*) Learning that can be accessed online (*online*) from inside and outside campus.
4. Documents available in the form of:
 - a. books/teaching materials designed for teaching as part of the completeness of learning; and
 - b. College contract documents according to established standards.
5. Availability of access that connects learning facilities and implementation and technical administration for learning implementation.

CHAPTER VII PRACTICAL OR STUDIO ACTIVITIES

A. Implementing Practicum or Studio Activities

1. Lecturers who teach courses carry out practicum or studio activities.
2. The course instructor is assisted by students as assistant/mentor in carrying out practicum or studio activities, proposes the name of the student to the Study Program along with considerations regarding the student's qualifications.
3. Students as assistants/mentors can be given awards in the form of recognition of activity credits or a form of appreciation in a certificate accompanying their diploma.

B. Implementation of Practicum or Studio Activities

1. Students as assistants/mentors are assigned to prepare technical matters in the implementation of practicum or studio activities.
2. Students as assistants/mentors do not have the right to hold quizzes, exams, or similar activities and carry out assessments of practicum or studio activities.
3. Head of the Laboratory/Studio or Principal in charge is obliged to stop practicum or studio activities if the Learning Load deadline for practicum or studio activities exceeds.
4. Head of Laboratory/Studio or lecturer in charge or Student as activity assistant/mentor If a practicum or studio allows practicum activities to exceed the time limit as referred to in number 3, the Dean/Director of SPs gives a written warning to the Head of the Laboratory/Studio.
5. Dean/Director of SPs gives a written warning to the Head of the Laboratory/Studio as referred to in number 4, recorded in the academic information system application.

CHAPTER VIII ACADEMIC TRUSTEES

A. General

1. The Academic Trustee acts as the main supervisor or temporary promoter if the student does not yet have a main supervisor or promoter, until a main supervisor or promoter is determined through a meeting to determine the main supervisor or promoter.
2. For students who have not yet received an Academic Trustees, the Head of the Study Program acts as the Student's Academic Trustees.

B. Duties and Terms of Service for Academic Trustees

1. Academic Trustees have the duties to:
 - a. provide considerations in determining the courses to be taken per semester, including the Independent Learning program activities based on students' academic abilities, postponement of academic activities, and active return to study;
 - b. directs, determines and approves the Student Learning Load and the types of courses to be taken each semester based on the Student's IPS, including determining choices for the Freedom of Learning program activities;
 - c. monitor and evaluate student study progress at least 3 (three) times per semester as proven by academic guidance documents;
 - d. verify KRS and changes to Student KRS and assist Students in recognizing and identifying their academic abilities;
 - e. provide motivation so that students are able to study well;
 - f. provide alternative solutions to academic or non-academic problems for students to overcome their problems, including facilitating students to consult with professionals provided by USU; and
 - g. direct students to take part in co-curricular and extra-curricular activities.

2. Academic Trustee Term
 - a. The academic Trustee's term of office is the same as the student's study period.
 - b. The Academic Trustee can be replaced if:
 - 1) die;
 - 2) advanced studies;
 - 3) unable to carry out duties as a lecturer;
 - 4) committing disgraceful acts;
 - 5) at their own written request for specific reasons; or
 - 6) upon request, the Student provided a written statement with specific reasons.
 - c. The replacement of the Academic Trustee as referred to in letters b numbers 2 to 6 is appointed by the Dean after receiving input from the Head of the Study Program.
 - d. If the Academic Trustee is not present or is unable to complete the KRS due to illness or other reasons, the Academic Trustee's duties are carried out by the Head of the Study Program.
 - e. Academic Trustees are assigned to be advisors for most 20 (twenty) students per academic year for undergraduate students or determined by the Dean.
 - f. Study Programs and/or Faculties/SPs do the least 1 (one) monitoring and evaluation of the Academic Trustee's activities per semester as evidenced by the Academic Trustee's monitoring and evaluation document.

CHAPTER IX
ASSESSMENT WEIGHTS AND CALCULATION OF STUDENT ACHIEVEMENT
INDEX

A. Assessment Score

Assesment Score according to Assessment Form

A =	greater or equal to 80 (eighty);
B+=	greater or equal to 75 (seventy five) and less than 80 (eighty);
B =	greater or equal to 70 (seventy) and smaller from 75 (seventy-five);
C+=	greater or equal to 65 (sixty five) and more small than 70 (twenty);
C =	greater or equal to 60 (sixty) and smaller from 65 (sixty five);
D =	greater or equal to 50 (fifty) and smaller than 60 (sixty);
E =	smaller than 50 (fifty).

B. Exam Assessment

1. Students who have not yet carried out qualification exams, proposal seminars, research results seminars, thesis exams or other forms equivalent to theses, thesis exams, and dissertation exams but these activities have been included in the KRS will be given "T" deferred status in the academic information system at the end of the current semester.

2. Lecturer does not enter course exam scores no later than 10 (ten) working days after the relevant subject exam or the end of the current semester for Program Undergraduate, all students who took this course were declared to have passed with a grade of B, while for Masters and Doctoral Program students were declared to have passed with a grade of B+.

C. Mechanism for calculating student achievement index

1. Semester Achievement Index Calculation Mechanism

Social Studies is calculated based on the total study load taken in 1 (one) semester multiplied by the achievement weight for each course, divided by the number of Study Behans taken using the formula:

$$IPS = \frac{(Kis \times Nis)}{Kis}$$

Kis = Number of credits for each course in a particular semester.

Nis = Record the achievements of each course in a particular semester.

2. Cumulative Achievement Index Calculation Mechanism

The IPK is calculated based on the total amount of study load taken starting from Semester I (first) to the last semester by calculating the final grade multiplied by the achievement weight for each course divided by the number of Study Behans that have been taken using the formula:

$$GPA = \frac{(Kik \times Nik)}{Knc}$$

Kik = The number of credits for each course taken starts from Semester I (first) to the last semester.

Nik = Review the achievements of each course that has been taken starting from Semester I (first) to the last Semester.

CHAPTER X LEARNING SUCCESS EVALUATION

A. Monitoring and Learning Success Evaluation

1. Undergraduate Program students who do not achieve lecture attendance of at least 80% (eighty percent) or 11 (eleven) face to face meetings out of a total of 14 (fourteen) face to face meetings are declared failed and given an E grade, while Masters Program Students are given a grade C.
2. Undergraduate Program students who do not achieve 100% (one hundred percent) practicum attendance or clinical skills are declared failed and given a grade of E, while Masters Program Students were given a grade of C.
3. Evaluation of the lecture process each semester is carried out using assessment techniques which can come from observation, participation, performance, written tests, oral tests, questionnaires, tutorials, structured assignments, case studies, and/or other assessment techniques that are adjusted to the learning outcomes recognized by weight determined by the recognition team.

4. Evaluation of the practicum process or clinical skills is carried out with the provision that the assessment comes from practical exams, response journal reports, and other recognized forms with a weight determined by the recognition team.
5. Evaluation of the design is regulated separately by the Faculty at the suggestion of the Study Program.
6. Students who take part in competitive activities in the name of USU and/or activities that bring glory to USU which means they cannot attend lectures and practicums as they should, have the right to be given lectures and practicums outside the schedule or in the form of equivalent activities.
7. Evaluation/follow-up exams or other assignments must given by lecturers to students who take part in competition activities as referred to in number 6.
8. In the event that a student suffers from serious illness as proven by a doctor's letter and is unable to participate in learning evaluation activities, the student will receive a "T" grade on the KHS.
9. Lecturers/Lecturer teams who do not achieve the least number of face-to-face meetings 12 (twelve) meetings in the current semester are not permitted to issue grades.
10. Lecturers/Lecturer teams as referred to in number 9 are given sanctions by the Dean with a reduction in the courses taught.
11. Results of the learning process evaluation in the form of course grades and other related records are included in the academic information system.

B. Responsible for Evaluation of Learning Results

1. Lecturer or course/block coordinator is required to enter the results of the evaluation of learning outcomes in the form of course grades into the relevant system application very carefully so as to avoid errors in entering grades.
2. In the event that an error occurs in entering grades due to accident, correction of grades must be made no later than 1 (one) week after the next semester's lectures take place.
3. Improvements in grades must be officially reported by the Lecturer to the Study Program and then forwarded to the Deputy Dean/Deputy Director for Academic Affairs for appropriate corrections.
4. Study Program is obliged to monitor the implementation of lecturers entering course grades according to the specified time.
5. Study Program is obliged to report any violations in the entry of grades no later than 1 (one) week after the last time the grades were submitted to the Faculty.
6. Faculty carries out general monitoring of the value entry process.
7. In the event that an error occurs in entering grades with a percentage of 10% (ten percent) of the number of students registered for the course, the Faculty is obliged to provide a warning letter to the lecturer concerned.
8. In the event that the same lecturer makes the same mistake in 2 (two) Semesters, the Faculty will take action in the form of reducing the Lecturer's workload from elements of education and teaching, or not being permitted to teach in the following Semester.

CHAPTER XI
STUDENT ACADEMIC SERVICES

A. General

1. Study Program and Faculty/SPs offices and related service units are where students can receive their education academic administration services.
2. There are no special fees for processing academic administration letters, except those that have been determined through the Rector's Decree.

B. Academic Administration Services

1. Visa processing and extension services for foreign students are carried out at the international affairs office.
2. The services provided must adhere to the principles of being fast, fair, transparent, accountable, credible, quality, and trustworthy.

CHAPTER
XII
CLOSING

This decree is a guideline for all students in postponing, withdrawing, and terminating their studies at USU. By formulating this guideline, it is expected that the process of postponing, withdrawing, and terminating studies can be conducted effectively, efficiently, and in accordance with the provisions of laws and regulations.

Stipulated in Medan
Rector,

Signed

MURYANTO AMIN

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

Signed and stamped

MUHAMMAD FIDEL GANIS SIREGAR
NIP. 196405301989031019