



MINISTRY OF EDUCATION, CULTURE,  
RESEARCH, AND TECHNOLOGY

UNIVERSITAS SUMATERA UTARA

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REGULATION OF THE RECTOR OF THE UNIVERSITAS  
SUMATERA UTARA NUMBER 17 OF 2021

ON

CERTIFICATES, CERTIFICATES OF COMPETENCE, CERTIFICATES  
OF PROFESSIONAL, ACADEMIC TRANSCRIPTS, AND CERTIFICATE  
OF BACHELOR COMPANION LETTER

BY THE GRACE OF THE ALMIGHTY GOD  
RECTOR OF THE UNIVERSITAS SUMATERA UTARA

- Considering:
- a. That for the implementation of Regulation Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 59 of 2018 about Certificate, Certificates of Competence, Certificate of Professional, Degrees, and Procedures for Writing Degree at Higher Education, Certificate need to be regulated, Certificate of Competency, Certificate of Profession, Academic Transcript, and Certificate of Bachelor companion letter at the Universitas Sumatera Utara;
  - b. That the Decree of the Rector of the Universitas Sumatera Utara Number: 960/UN5.1.R/LLS/2016 concerning Revision of the Decree of Rector of Universitas Sumatera Utara Number 251/UN5.1.R/SK/LLS/2016 concerning amendments to the Decree of the Rector of the Universitas Sumatera Utara Number 441/J05/SK/PP/2002 about Determination of Standard Form of Certificate Format for Graduates of Diploma, Bachelor, Professional, Master, and Doctoral programs are not compatible with development organization Higher Education;
  - c. That based on the considerations aforementioned in letters a and b, it is necessary to stipulate the Regulation of the Rector of the Universitas Sumatera Utara concerning Certificates, Certificates of Competence, Certificates of Professional, Academic Transcripts, and Certificate of Bachelor Companion Letter;

Remembering: 1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia Number 78 of 2003, addition to State Gazette Number 4301);

2. Law of the Republic of Indonesia Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia No. 158 of 2012, addition to State Gazette Number 5336);
3. Government Regulation of the Republic of Indonesia Number 19 of 2005 concerning National Education Standards as amended several times, most recently by Government Regulation Number 13 of 2015

concerning the Second Amendment to Government Regulation Number 19 of 2005 concerning National Education Standards (State Gazette of the Republic of Indonesia Number 45 of 2015, addition to State Gazette Number 5670);

4. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Organization of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia Number 16 of 2014, addition to State Gazette Number 5500);
5. Government Regulation of the Republic of Indonesia Number 16 of 2014 concerning the Statute of the Universitas Sumatera Utara (State Gazette of the Republic of Indonesia Number 42 of 2014, addition to State Gazette Number 5510);
6. Regulation of the Minister of National Education of the Republic of Indonesia Number 17 of 2010 on the Prevention of and Combating Plagiarism in Higher Education (State Gazette of the Republic of Indonesia Number 23 of 2010, addition to State Gazette Number 5105);
7. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 59 of 2018 concerning Certificate, Certificates of Competence, Certificates of Professional, Degrees, and Procedures for Writing Degrees in Higher Education (State News of the Republic of Indonesia Year 2018 Number 1703);
8. Regulation of the Minister of Education and Culture, Republic of Indonesia Number 3 of 2020 concerning National Standards for Higher Education (State News of the Republic of Indonesia Year 2020 Number 47);
9. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning Accreditation of Study Programs and Higher Education (State News of the Republic of Indonesia Year 2020 No. 49);
10. Decisions of the Board of Trustees of Universitas Sumatera Utara Number 7/SK/MWA/XII/2020 concerning the Termination of the Rector of USU for the Period 2016-2021 and the Appointment of the Rector of the University of Sumatera Utara Period 2021-2026;
11. Decree of the Board of Trustees of the Universitas Sumatera Utara Number 2/SK/MWA/III/2021 concerning the Termination of the Vice Rector for the period 2016-2021 and the Appointment of the Vice Rector of the Universitas Sumatera Utara for the Period 2021-2026;
12. Regulation of the Rector of Universitas Sumatera Utara Number 03 of 2017 concerning Academic Regulations for Undergraduate Programs at the Universitas Sumatera Utara;
13. Regulation of the Rector of Universitas Sumatera Utara Number 04 of 2017 concerning Academic Regulations for Diploma Programs at the Universitas Sumatera Utara;
14. Regulation of the Rector of the Universitas Sumatera Utara Number 06 of 2017 concerning Academic Regulations for Master and Doctoral Programs at the Universitas Sumatera Utara;
15. Regulation of the Rector of the Universitas Sumatera Utara Number 08

of 2017 concerning Academic Regulations for Professional Programs at the Universitas Sumatera Utara;

DECIDE:

To stipulate: REGULATION OF THE RECTOR OF THE UNIVERSITAS SUMATERA UTARA CONCERNING CERTIFICATES, CERTIFICATES OF COMPETENCE, CERTIFICATES OF PROFESSIONAL, ACADEMIC TRANSCRIPTS, AND CERTIFICATE OF BACHELOR COMPANION LETTER.

## CHAPTER I GENERAL PROVISIONS

### Article 1

In this Regulation of Rector what is meant by:

1. The university is Universitas Sumatera Utara, which hereinafter abbreviated as USU.
2. The Ministry is a Ministry which organizes duties and responsibilities in the field of Higher Education.
3. The Minister is a Minister who organizes the duties and responsibilities in the field of higher education.
4. The Director General is the Director General who organizes duties and responsibilities in the field of Learning and Student Affairs in the Ministry.
5. The Rector is the Rector of USU.
6. The Faculty is a structural work unit (Satker) at the University that coordinates and /or carries out academic education in one over or a set of branches of science, technology, and/or certain arts.
7. The Postgraduate School is a postgraduate school of the University hereinafter abbreviated as SPs, which is a structural work unit (Satker) at the University in coordinating and/or implementing academic education for one or a set of branches of certain multidisciplinary science, technology, and/certain multidiscipline of arts, specifically postgraduate level (Masters and Doctoral Programs).
8. The Dean/Director is the leader of the faculty/postgraduate school within the University who is authorized and responsible for the administration of the faculty/postgraduate school.
9. Certificate is a document given to graduates of academic education and vocational education as recognition of learning achievements and/or completion of accredited study programs organized by higher education.
10. Certificate of Competence is a document that contains a statement about the competence of graduates in accordance with expertise in their branch of knowledge and/or have achievements outside their study program.
11. Certificate of Professional is a document that contains a statement regarding recognition to perform professional practices obtained by professional education graduates in a Higher Education Program.
12. Academic Transcript is a collection of cumulative course grades that have been taken.
13. Certificate of Bachelor Companion Letter, hereinafter abbreviated as SKPI, is a document that contains information about the academic achievements or qualifications of graduates of degree higher education.
14. Substitute Certificate is a statement document that is valued in conjunction with a certificate, or academic transcript, or SKPI, Certificate of Professional, or Competence Certificate.
15. Higher Education Program is an educational program in higher education that includes diploma programs, undergraduate programs, applied undergraduate

programs, master's programs, applied master's programs, doctoral programs, applied doctoral programs, professional programs, and specialist programs.

16. National certificate numbering, hereinafter abbreviated as PIN, is a system of certificate numbering which is applied nationally by using a certain numbering format and issued by the Minister.
17. Judicium is a decision of the Dean/Director of Graduate School/Head of the Study Program who determines that a student has completed the study and declared graduated in accordance with the provisions of the graduation requirements at the faculty/ graduate school.
18. The Higher Education Database is a collection of data on the implementation of higher education in all higher educations that are integrated nationally.
19. Quick Response Code, abbreviated as QR code, is a two-dimensional barcode that can provide direct information about the owner of the certificate, to open it requires scanning with a smartphone.
20. Passphoto is a small photo from head to chest size 4x6 cm in pixel units 450x660 with a red background of the owner of the certificate, certificate of competence, certificate of professional, academic transcript, and certificate of bachelor companion letter.

## CHAPTER II

### CERTIFICATE, COMPETENCY CERTIFICATES, AND CERTIFICATES OF PROFESSIONAL

#### Part One

#### Certificate

#### Article 2

The issuance of a certificate aims to provide written evidence of student graduation and recognition of learning achievements from an academic education and/or vocational education at the University.

#### Article 3

- (1) The issuance of certificate is based on the principle:
  - a. prudence, i.e. maintaining authenticity certificate so that not easily forged;
  - b. accuracy, i.e. the accuracy of the data and information contained in the certificate; and
  - c. legality, i.e. in accordance with the legislation of regulation.
- (2) The certificate numbering process consists of two stages, namely:
  - a. Reservation of certificate numbers for prospective graduates;
  - b. Attachment of the certificate number with the Student ID Number of the prospective graduate.

#### Article 4

Certificate has the status of an official state document that is valid inside and outside the territory of the Unitary State of the Republic of Indonesia.

#### Article 5

- (1) Certificate which is published by the University must be accompanied with the Academic Transcript and SKPI.
- (2) The certificate aforementioned in paragraph (1) contains:

- a. Front View:
  - i. National Certificate Number;
  - ii. University logo;
  - iii. University Name;
  - iv. Full Name of the Certificate Owner, filled in without including a title, written using capital letters at the beginning of the name and followed by lowercase letters (example of the full name of the certificate owner: Bunga Melati);
  - v. The place and date of birth of the certificate owner are written in accordance with the applicable rules;
  - vi. The title given and its abbreviation are filled in completely with the abbreviation, in accordance with applicable regulations
  - vii. Name of Study Program;
  - viii. Name of Faculty or SPs;
  - ix. Place, date, month, and year of certificate issuance;
  - x. Photo of the owner of the certificate, with provisions including a color photo with a red background with a size of 4x6 cm, clothes for men are complete civilian (white shirt, alma mater suit, and tie}, clothes for women are complete civilian (white shirt and alma mater suit, for female students who wear the hijab adjust the color to the alma mater suit).
  - xi. Dean/Director name of SPs along with title and Employee ID Number;
  - xii. Rector's name, title and Employee ID Number;
  - xiii. Faculty and University stamp;
  - xiv. QR code of certificate.
- b. Rear View:
  - i. University Certificate Number;
  - ii. Student ID Number (NIM);
  - iii. Higher Education Program;
  - iv. National Identity Number (NIK) or Passport Number for foreign national students;
  - v. University Accreditation Decision Number;
  - vi. Higher Education Accreditation Rank;
  - vii. Period of validity of university accreditation;
  - viii. Study Program Accreditation Decision Number;
  - ix. Study Program Accreditation Rating;
  - x. Validity Period of Study Program Accreditation;
  - xi. Date, Month, and Year of Completion;
  - xii. Signature of the certificate owner;
  - xiii. The typeface of the certificate uses Times New Roman font.

(3) The National Certificate Number aforementioned in point (2) letter a point i must follow the PIN system.

(4) The PIN aforementioned in point (3) must be integrated with the Higher Education Database.

(5) The Higher Education Data Framework aforementioned in point (4) is a collection of data on the implementation of higher education at the University which must be updated regularly.

## Article 6

(1) Certificates aforementioned in Article 5 point (1) are verified through an electronic certificate verification system.

(2) Verification of certificate as referred to in point (1) shall apply as an endorsement.

## Article 7

The PIN system aforementioned in Article 5 point (3) and the electronic Certificate Verification System aforementioned in Article 6 are determined by the Ministry and the University.

## Article 8

- (1) Certificates can only be issued to students who have been declared to have completed their education in the study program through a Judicial Decree from the Dean/Director of the Postgraduate School.
- (2) In addition to the graduation status aforementioned in point (1), graduates must also be registered as graduation participants.

## Article 9

- (1) Certificates are issued in Indonesian.
- (2) Certificates are issued in original and duplicate form.
- (3) Certificates and duplicates are only issued 1 (one) time, unless there are errors in the publishing process.
- (4) If required, a translation of the original certificate into English is printed on official paper bearing the University symbol not the certificate paper and signed by the Dean/Director of the Graduate School with the contents of the translation the same as the contents of the original certificate by writing the words 'Certificate translation' in the top center.

## Article 10

- (1) The certificate issued is affixed with the signature and clear name of the Dean of the Faculty Director of the Postgraduate School, then stamped of the Faculty/Postgraduate School of the academic degree recipient;
- (2) The certificate issued is affixed with the signature and bright name of the Rector, then stamped with the University;
- (3) The official who signs the certificate aforementioned in point (1) and (2) above are the Dean/Director of the Graduate School and the Rector who held the position at the time the student receiving the academic degree was declared graduated.
- (4) In addition to signing the certificate aforementioned in point (3), acting Rector, acting Dean of the Faculty, or implementing duties of the Director of the Graduate School may sign the certificate.

## Article 11

- (1) The format of certificate for Diploma, Bachelor, Master, and Doctoral Programs at the Universitas Sumatera Utara is determined with the following specifications:
  - a. The certificate is printed using 205 g Non-fiber security paper with a security element in the form of Invisible Fiber with a size of: 21 cm x 29,7cm issued by the Indonesian Republic of Indonesia Money Printing Company (Perum Peruri);
  - b. Using embossed;

- c. Basic mini text with "USU" logo modulation;
- d. Using invisible fluorescent yellow ink in the form of USU logo on the side left and top right;
- e. Using visible serial numbers;
- f. Using a 4cmx6cm photo holder of the certificate owner;
- g. Using QR code;
- h. The printing of *Black Visible Fluo Green* in the form of an inscribed text:

**UNIVERSITAS SUMATERA UTARA**

which will change color from black to green when viewed using a UV lamp (ultra violet).

- (2) The certificate specimen aforementioned in point (1) is contained in part of the Annex of this Regulation of Rector.

Article 12

- (1) Certificate collection can only be done by the authorized certificate owner and cannot be represented or authorized to other parties.
- (2) In the event that the authorized owner of the certificate dies before the certificate is taken, the certificate can be taken by a family member/heir by showing valid proof.
- (3) In the event that the original certificate is not collected by the authorized certificate owner for any reason within 1 (one) year after graduation, the faculty/SPs is not responsible for damaged/lost certificates, and the risk is borne by the authorized certificate owner.
- (4) In the event that the original certificate is damaged/lost in storage at the University, the certificate can be replaced by attaching a complete official report.
- (5) In the event that the original diploma is lost, damaged, or destroyed in the hands of the certificate owner, the University only issues a Certificate Replacement Letter issued by the Rector on the proposal of the Dean/Director of SPs.
- (6) Certificate replacement letter aforementioned in point (3) is a statement document which is considered the same as a certificate.

Article 13

- (1) The issuance of a replacement certificate letter for a lost, damaged, or destroyed aforementioned in Article 12 verse (3) can be fulfilled by:
  - a. To submit a letter of application from the person concerned by filling out the forms available through the SIA portal independently or through PPT addressed to the Dean/Director of SPs, then a Cover Letter from the Dean/Director of SPs is made addressed to the Rector;
  - b. To attach a Certificate of Loss/Damage from the Police;
  - c. To attach photocopies of certificate, photocopies of duplicate certificates, photocopies of SKPI, photocopies of academic transcripts, or other evidence for graduates whose certificates are lost;
  - d. To attach documentary evidence of damaged original certificate, photocopies of academic transcripts, and photocopies of SKPI for graduates whose certificates are damaged; and,
  - e. To attach a color photograph with a red background measuring 4 x 6 (four times six) cm as many as 3 (three) sheets.
- (2) In accordance with the results of the verification, the Rector issues a Certificate Replacement Letter.

Part Two  
Competency Certificate

Article 14

- (1) Certificates of Competency are issued by the University in collaboration with:
  - a. professional organizations;
  - b. training institutions; or
  - c. accredited certification institutions.
- (2) Competency Certificate aforementioned in point (1) is a competency recognition of the achievements of graduates in accordance with expertise in their branch of knowledge and/or have achievements in their study program.
- (3) Competency Certificate aforementioned in point (1) contains:
  - a. Competency Certificate number;
  - b. University logo and names of professional organizations, training institutions, or relevant certification institutions;
  - c. Name of Study Program;
  - d. The name of the University and the name of the relevant professional organization, training institution, or relevant certification institutions;
  - e. Bright Name of the Competency Certificate owner;
  - f. Place and Date of Birth of the Competency Certificate owner;
  - g. Date, Month, and Year of Competency Test Completion;
  - h. Testing System; and
  - i. The Competency Area of the graduate who holds the Competency Certificate is published on the back page of the Competency Certificate.

Article 15

- (1) The Competency Certificate issued is affixed with the signature and clear name of the Dean of the Faculty, then stamped of the Faculty concerned by the recipient of the academic degree;
- (2) Competency certificates issued are stamped with the signature and name of the Rector, then stamped by the University;
- (3) Officials who sign the Competency Certificate aforementioned in point (1) and (2) above are Deans and Rectors who occupy positions at the time the academic degree recipient student is declared graduated.
- (4) In addition to the signing of the Competency Certificate aforementioned in paragraph (3), the acting Rector and Dean of the Faculty may sign the Competency Certificate.

Article 16

Competency Certificate is written in Indonesian and English in accordance with the provisions of applicable laws and regulations.

Article 17

- (1) The issuance of a replacement Certificate letter of Competency that is lost, damaged, or destroyed can be fulfilled by:
  - a. To submit a letter of request from the person concerned by filling out the forms available through the SIA portal independently or through PPT addressed to the Dean/Director of SPs, then a cover letter from the Dean/Director of SPs is made addressed to the Rector;
  - b. To attach a Certificate of Loss/Damaged from the Police;

- c. To attach a photocopy of certificate, photocopy of duplicate certificate, photocopy of SKPI, photocopy of academic transcript, or other evidence for graduates whose Competency Certificate is lost;
  - d. To attach a proof of damaged original Competency Certificate document, photocopy of academic transcript, and photocopy of SKPI for graduates whose Competency Certificate is damaged; and
  - e. To attach a color photograph with a red background measuring 4 x 6 (four times six) cm as many as 3 (three) sheets.
- (2) In accordance with the results of the verification conducted, the Rector issues a Letter of Competency Certificate Replacement.

### Part Three Professional Certificate

#### Article 18

- (1) Professional Certification published by the University together:
- a. Ministry;
  - b. Other ministries;
  - c. Non-Ministerial Government Institution (LPNK);
  - d. Professional organizations responsible for the quality of professional services; and/or
  - e. Other agencies in accordance with the provisions of laws and regulations applicable.
- (2) Professional Certificate aforementioned in point (1) is a document of recognition to carry out professional practice obtained by professional education graduates in a Program at the University after passing the competency test.
- (3) Professional Certificate aforementioned in point (1) contains:
- a. Professional Certificate Number;
  - b. Logo of the University, other ministries, LPNK, and/or professional organizations responsible for the quality of professional services, and/or other bodies in accordance with the provisions of applicable laws and regulations;
  - c. The name of the University, other ministries, LPNK, professional organizations responsible for the quality of professional services, and/or other bodies in accordance with the provisions of the applicable laws and regulations;
  - d. Name of Study Program;
  - e. Study Program Permit;
  - f. Full Name of Professional Certificate owner;
  - g. Place and Date of Birth of the Professional Certificate owner;
  - h. Date, Month, and Year of Competency Test Completion;
  - i. Citizenship;
  - j. Professional Titles and Their Abbreviations;
  - k. Types of Professional Education;
  - l. Professional or Specialist Education Program; and
  - m. Area Competencies Graduate Owner Certificate Profession published at secure thing behind the Professional Certificate.
- (4) The description of the competencies of graduates of professional certificate owner is determined by the University together with the Ministry, other ministries, LPNK, professional organizations responsible for the quality of professional services, and/or other institutions in accordance with the provisions of applicable laws and regulations.
- (5) The competencies of graduates who hold a Professional Certificate are contained on the back page of the Professional Certificate.

## Article 19

- (1) The Professional Certification issued is affixed with the signature and the name of the Dean of the Faculty, then stamped of the Faculty concerned by the recipient of the academic degree;
- (2) Professional Certificates issued are affixed with signature and name explained the Rector, then stamped by the University;
- (3) Officials who sign the Professional Certificate as mentioned in point (1) and (2) above are Deans and Rectors who hold positions at the time the academic degree recipient student is declared graduated.
- (4) In addition to the signing of the Professional Certificate aforementioned in paragraph (3), the acting Rector and Dean of the Faculty, may sign the Professional Certificate.

## Article 20

Professional Certificates are written in Indonesian and can be translated into English in accordance with the provisions of applicable laws and regulations.

## Article 21

- (1) The issuance of a replacement certificate letter for a lost, damaged, or destroyed Professional Certificate can be fulfilled by:
  - a. To submit a letter of application from the person concerned by filling out the forms available through the SIA portal independently or through PPT addressed to the Dean/Director of SPs, then a cover letter from the Dean/Director of SPs addressed to the Rector;
  - b. To attach a Certificate of Loss/Damage from the Police;
  - c. To attach a photocopy of certificate, photocopy of duplicate certificate, photocopy of SKPI, photocopy of academic transcript, or other evidence for graduates whose Professional Certificate is lost; and
  - d. To attach documentary evidence of the original damaged Professional Certificate, photocopy of academic transcript, and photocopy of SKPI for graduates whose Professional Certificate is damaged;
  - e. To attach a color photo with a red background measuring 4 x 6 (four times six) cm as many as 3 (three) sheets.
- (2) In accordance with the results of the verification, the Rector issues a Letter of Certificate of Replacement for Professional Certificate.

## CHAPTER III

### ACADEMIC TRANSCRIPT AND CERTIFICATE OF BACHELOR COMPANION LETTER

#### Part One

#### Academic Transcript

## Article 22

- (1) Academic Transcript printed from the Academic Information System (SIA) of the University.
- (2) Academic Transcript aforementioned in Article 5 verse (1) load:
  - a. University logo;
  - b. University Name;
  - c. Name of Faculty/SPs;
  - d. Academic Transcript Number;

- e. National Certificate Number;
  - f. Full Name of Academic Transcript Owner;
  - g. Place and Date of Birth of the Academic Transcript Owner;
  - h. Student ID Number;
  - i. Higher Education Program
  - j. Name of Department/Study Program;
  - k. Registered Start Date;
  - l. Date of Graduation;
  - m. Academic Achievement: sum units credits semester {sks), index Grade Point Average, and Graduation Predicate;
  - n. The title of the Final Project, Undergraduate Thesis, Thesis, or Dissertation is written using capital letters at the beginning of the title and followed by lowercase letters (for example the title: Patient Satisfaction Level in the Perspective of Nursing Services);
  - o. Photograph of the owner of the academic transcript measuring 3 x 4 (three times four) cm;
  - p. Code and list of courses taken and passed, unit weights semester credits, and grades that have been earned;
  - q. Name, Signature, and Employee ID Number of Head of Study Program and Dean/Director of SPs;
  - r. Stamp of Faculty;
  - s. QR code Academic Transcript.
- (3) Academic Transcript published in two languages namely Indonesian and English on the same sheet.

#### Article 23

The format of the Universitas Sumatera Utara for Academic Transcript is as follows:

- a. Academic Transcripts are printed on:
  - i. Material: 100 gram paper
  - ii. Size: 21cm x 29,7cm
  - iii. Color: green
- b. The USU logo (watermark) is located in the center with a diameter of 6 cm.
- c. Using QR code.

#### Article 24

- (1) Academic Transcripts are issued by the faculty or Postgraduate School.
- (2) Academic Transcripts as original documents are only issued 1 (one) time.
- (3) In the event that the Academic Transcript is not taken by the authorized owner of the Academic Transcript for any reason within 1 (one) year after graduation, the University and/or faculty is not responsible for the existence of the Academic Transcript and the risk is borne by the authorized owner of the Academic Transcript.

#### Article 25

- (1) Academic Transcripts issued are affixed with the signature and, the bright name of the Head of the Study Program, then stamped of the Study Program concerned by the recipient of the academic degree.
- (2) Academic Transcripts issued are affixed with the signature and, the clear name of the Dean of the Faculty or Director of SPs, then stamped of the Faculty or SPs.

- (3) Officials who sign the Academic Transcripts as mentioned in point (1) and (2) above are the Head of the Study Program and the Dean of the Faculty or Director of SPs who occupy the position at the time the student receiving the academic degree is declared graduated.
- (4) In addition to signing the Academic Transcript as referred to in point (3), the acting Dean or Director of SPs and the acting Head of Study Program can sign the Academic Transcript.

#### Article 26

- (1) In the event that the Academic Transcript is lost, damaged, or destroyed in the hands of the owner of the Academic Transcript, the University can only issue a Certificate of Replacement for the Academic Transcript issued by the Dean of the Faculty or Director of SPs at the proposal of the Head of the Study Program.
- (2) The replacement certificate for academic transcripts aforementioned in point (1) is a statement document that is considered the same as an academic transcript.
- (3) The issuance of a replacement certificate for lost, damaged, or destroyed academic transcripts aforementioned in point (1) can be fulfilled by:
  - a. To submit an application letter from the person concerned by filling out the form available on the SIA portal addressed to the Dean of the Faculty or Director of SPs.
  - b. To attach a Certificate of Loss from the Police.
  - c. To attach a photocopy of certificate or photocopy of duplicate certificate, photocopy of SKPI, photocopy of academic transcript, or other evidence.
  - d. To attach a color photograph with a red background measuring 3 x 4 (three x four) cm as many as 3 (three) sheets.

#### Part Two

#### Certificate of Bachelor Companion Letter

#### Article 27

- (1) Certificate of Bachelor Companion Letter (SKPI) aforementioned in Article 5 verse (1) contains:
  - a. SKPI- number,
  - b. National certificate number;
  - c. University Certificate Number
  - d. University logo;
  - e. Name of the University;
  - f. Accreditation Status;
  - g. Name of Study Program;
  - h. Full Name of SKPI Owner;
  - i. Place and Date of Birth of the SKPI Owner;
  - j. Student ID Number
  - k. Date, Month, Year of Entry, and Graduation;
  - l. Degree Awarded and its Abbreviation;
  - m. Type of Education (Academic, Vocational, or Professional) and Higher Education Program,
  - n. Learning Outcomes of Study Program Graduates in accordance with Graduate Competencies Narratively;
  - o. Job Competency Rating according to the Indonesian National Qualifications Framework;
  - p. Language of Lecture Introduction
  - q. Assessment System; and
  - r. Type and advanced education level.

- (2) SKPI aforementioned in point (1) may contain additional information about students' academic achievements which include students' achievements in the fields of curricular, co-curricular, extracurricular, or non-formal education.

#### Article 28

Learning Outcomes aforementioned in Article 25 point (1) letter o consist of:

- a. Attitudes and values are a reflection of attitudes and values as Indonesian citizens;
- b. Mastery of knowledge is the level of mastery, breadth, and depth of knowledge that characterizes the study program;
- c. General skills are general work abilities and responsibilities according to the level and type of higher education;
- d. Special skills are specific work abilities related to the scientific field and expertise of the study program.

#### Article 29

- (1) SKPI is issued by the faculty or Postgraduate School.
- (2) SKPI as an original document is only issued 1 (one) time and is available in the form of e-SKPI.
- (3) In the event that the SKPI is not taken by the authorized SKPI owner for any reason within 1 (one) year after graduation, the University and/or faculty is not responsible for the existence of the SKPI and the risk is borne by the authorized SKPI owner.

#### Article 30

- (1) SKPI issued is affixed with the signature and clear name of the Dean of the Faculty or Director of the SPs and the Head of the Study Program, then stamped of the faculty or SPs and the Study Program concerned by the recipient of the academic degree.
- (2) Officials who sign the SKPI as mentioned in point (1) are the Head of Study Program and the Dean of the Faculty or the Director of SPs who occupies the position at the time the student receiving the academic degree is declared a graduate.
- (3) In addition to signing the SKPI aforementioned in point (2), the acting Dean or Director of SPs and the acting Head of Study Program can sign the SKPI.

#### Article 31

- (1) In the event that the SKPI is lost, damaged, or destroyed in the hands of the SKPI owner, the University can only issue an SKPI Replacement Certificate issued by the Dean or Director of SPs at the proposal of the Head of the Study Program.
- (2) The SKPI Replacement Certificate aforementioned in point (1) is a statement document that is considered the same as the SKPI.
- (3) Issuance of a Certificate of Replacement for SKPI which is lost, damaged, or destroyed as referred to in paragraph (1) can be fulfilled by:
  - a. To submit an application letter from the person concerned by filling in the form available through the SIA portal addressed to the Dean/Director of SPs;
  - b. To attach a Certificate of Loss of SKPI from the Police;
  - c. To attach a photocopy of certificate or photocopy of duplicate certificate, photocopy of SKPI, photocopy of academic transcript, or other evidence;
  - d. To attach a color photograph with a red background measuring 4 x 6 (four x six) cm as many as 3 (three) sheets.

CHAPTER IV  
TRANSITIONAL PROVISIONS

Article 32

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

CHAPTER IV  
CLOSING PROVISIONS

Article 33

With the enactment of this Regulation of Rector, the Decree of the Rector of the Universitas Sumatera Utara Number 960/UN5. 1.R/LLS/2016 concerning Revision of Decree of the Rector of the Universitas Sumatera Utara Number 251/UN5.1.R/SK/LLS/2016 concerning Amendments to the Decree of the Rector of the Universitas Sumatera Utara Number 441/JO5/SK/PP/2002 concerning Determination of the Standard Form of Certificate Format for Graduates of Diploma, Bachelor, Professional, Master, and Doctoral Programs at the Universitas Sumatera Utara is declared invalid.

Enacted in Medan  
On September, 7<sup>th</sup> 2021

RECTOR

Stamped  
Signed

MURYANTO AMIN  
NIP 197409302005011002

A copy of this Regulation is delivered to:

1. Vice Rector in the USU environment;
2. Secretary of USU;
3. Dean of the Faculty within USU;
4. Director of the USU Postgraduate School;
5. Vice Dean I of the Faculty;
6. Deputy Director I of the USU Postgraduate School;
7. Head of Bureau in USU environment;
8. Heads of Departments/Study Programs within USU;
9. Head of USU Information System Center.

Attachment to the Regulation of the Rector of the Universitas Sumatera Utara

Number : 17 of 2021

Date : September, 7<sup>th</sup> 2021

About : Certificate, Competency Certificates, Professional Certificate, Academic Transcripts, and Certificate of Bachelor Companion Letter.

The following are the attachments:

1. Format of competency Certificate for higher education level;
2. Format of competency certificate for Professional program;
3. Format of professional certificate for Specialist program;
4. Format of academic transcripts for all levels of higher education;
5. Format of Certificate of Bachelor Companion Letter for undergraduate level.

QR Code

National Certificate Number:



## UNIVERSITAS SUMATERA UTARA

confers upon

(filled in with the full name of the certificate owner without a degree)

Born in.....,on.....

Certificate

(filled in with the degree and abbreviation of the degree of study program)

Study Program.....(filled in with the name of study program)

(filled in with the name of faculty/postgraduate school)

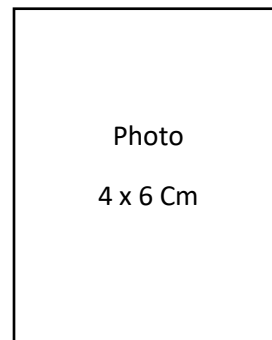
and all the rights and obligations pertaining to that academic degree.

Conferred in Medan, on.....(certificate submission date and graduation date must be the same)

Dean

Rector

(filled in with the name of the Dean of the Faculty/Director  
of the Postgraduate School along with the title)  
NIP.....



(filled in with the name of the Rector along with the title)  
NIP.....



UNIVERSITAS SUMATERA UTARA

**COMPETENCY CERTIFICATE**

**Number of Certificate:**

**This is to certify that**

**Full Name**

**Student ID Number**

**Place, Date of Birth**

**Nationality**



**Has fulfilled all requirement for completing.....(filled in with the name of study program)....study program**

**filled with testing system.....(filled with testing system)**

permit number

**He/She is designated as**

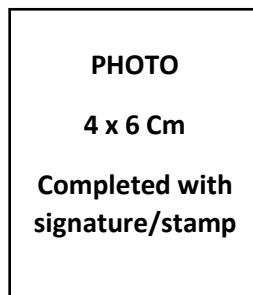
.....filled in with the field of profession, (.....(filled in with degree))

**Date, year of graduation**

Dean of.....

(Full name)

NIP



**PHOTO**

**4 x 6 Cm**

**Completed with  
signature/stamp**

Published in (city) (date) (year)

Rector,

(Full name)

NIP

Professional certificate is recognized as certificate of completion (certificate)



UNIVERSITAS SUMATERA UTARA  
PROFESSIONAL CERTIFICATE



**Number of Certificate:**

**This is to certify that**

**Full Name**

**Student ID Number**

**Place, Date of Birth**

**Nationality**

**Has fulfilled all requirement for completing.....(filled in with the name of study program)....study program**

**Permit of study program.....(filled with permit number of study program)**

permit number

and has passed the National Competency Examination for.....

**He/She is designated as**

.....filled in with the field of profession, (.....(filled in with degree)

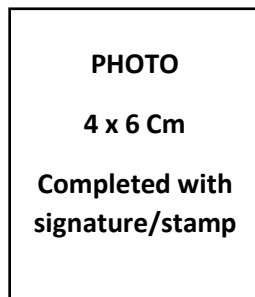
**Date, year of graduation**

**valid for life, and admitted to have right for professional practice according to the right and obligations of those profession**

Dean of.....

(Full name)

NIP



**PHOTO**

**4 x 6 Cm**

**Completed with  
signature/stamp**

Published in (city) (date) (year)

Rector,

(Full name)

NIP

Professional certificate is recognized as certificate of completion (certificate)



UNIVERSITAS SUMATERA UTARA

QR Code

FACULTY.....

Academic Transcript

Transcript Number.....(filled with number of university certificate)

Name of Student:

Place/Date of Birth:

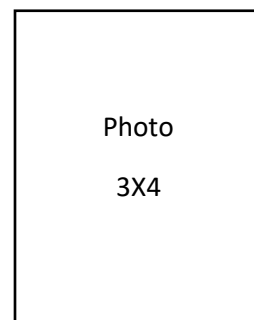
Student ID Number:

Education Program:

Department/Study Program:

Date of Entry:

Date of Completion:



Academic Result:

Number of Credit:

Grade Point Average:

Predicate:

The Title of Final Project, Undergraduate Thesis, Thesis, Dissertation/Paper:

No.	Code	Subject	Credit	Grade
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
etc				

Head of Department/Study Program.

Medan, (date of signatred)  
Dean

(Filled with the name of the head of

(filled with the name of  
Department/ Study  
Program with title)  
Dean with  
title)

Grade	Meaning
C	Average
D	Poor

NIP

NIP

Grade	Meaning
A+	Excellent
A	Very Good
B+	Good



SKPI Number:.....

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

**UNIVERSITAS SUMATERA UTARA**

**DECREE OF UNIVERSITY ESTABLISHMENT**

**The Republic of Indonesia Government Regulation Number .....of.....**

**FACULTY OF\_**

**CERTIFICATE OF BACHELOR COMPANION LETTER**

**This Certificate of Bachelor Companion Letter refers to the Indonesian Qualification Framework and UNESCO Convention on the recognition of studies, certificate, and degrees in higher education. The purpose of the letter is to provide a description of the nature, level, context, and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this letter is appended.**

**1. Information Identifying the Holder of Certificate of Bachelor Companion Letter**

<b>Full name</b>	<b>Place, Date of Birth</b>
<b>Student ID Number</b>	<b>Date of Entry</b>
<b>Date of Completion</b>	<b>National Certificate Number</b>
<b>Title</b>	<b>Duration of Study</b>
<b>Credits</b>	<b>Grade Point Average</b>

**1. Information Identifying the Holder of Certificate of Bachelor Companion Letter**

University Certificate Number

**2. Information Identifying the Awarding Institution**

Awarding Institution's License

Study Program

Education Degree

Access to Further Study

Scheme Level in the Indonesian  
Qualification Framework

Admission Requirement

Grading System

Professional Status  
(If Any)

Accreditation Status

Language of Instruction

**3. Information Identifying the Qualification and Outcomes Obtained****A. Learning Outcomes**  
Bachelor Level  
Indonesian National Qualification  
Framework (KKNI) LEVEL 6

General Competence

Knowledge Competencies

Special Attitude

Specific Competence

**B. Additional Information**

Honors and Awards

Organizational Experiences

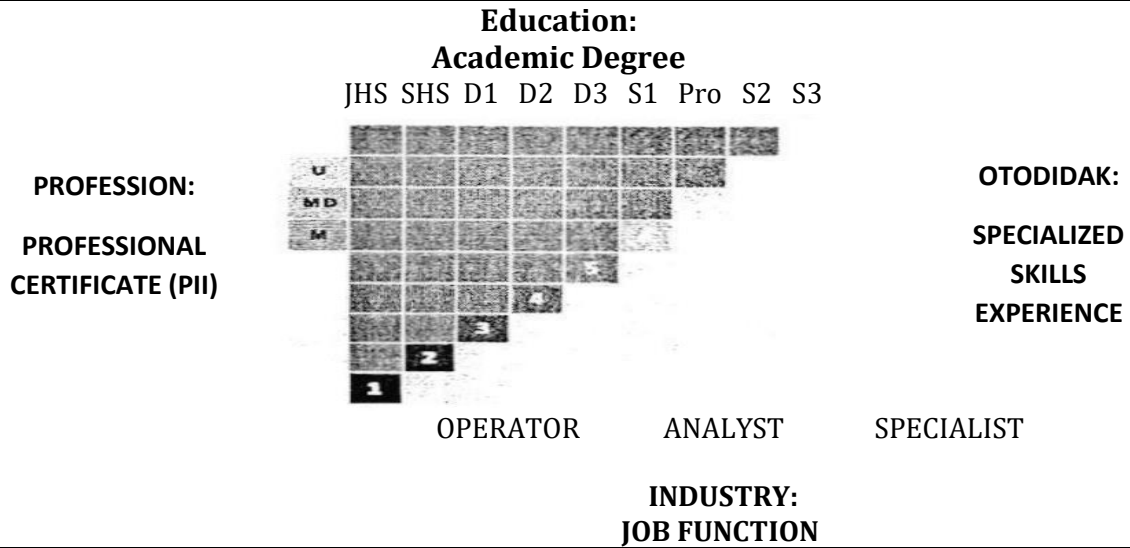
<b>3. Information Identifying the Qualification and Outcomes Obtained</b>	

	International Language
	Research and Community Service
	Non-competition awards
	Innovation

<b>4. Information on the Indonesian Higher Education System and the Indonesian National Qualifications Framework</b>	
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	Higher Education System in Indonesia
	Levels of Education and Conditions of Learning
	Semester Credit Unit and Duration of Study

<b>5. Indonesian Qualification Framework</b>	
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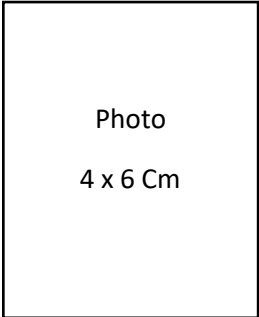


<b>6. SKPI Legalization</b>
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Medan, August 2019

Dean of the Faculty of.....

Head of Study Program



.....

.....

NIP:.....

NIP:.....

Enacted in Medan  
On September, 7<sup>th</sup> 2021

RECTOR

Stamped  
Signed

MURYANTO AMIN

NIP 197409302005011002