ACADEMIC GUIDELINES
POSTGRADUATE PROGRAM 2024

DIRECTORATE OF EDUCATION AND LEARNING
UNIVERSITAS SYIAH KUALA
2024

DRAFTING TEAM

ACADEMIC GUIDELINES OF UNIVERSITAS SYIAH KUALA 2024
Based on Rector's Decree Number 519/UN11/KPT/2024

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RECTOR'S FOREWORD

Universitas Syiah Kuala (USK) plays a highly strategic role in enhancing the quality of human resources (HR), both for local, national, and global needs. USK continuously strives to improve its academic quality in response to evolving demands brought by technological advancements, changing societal needs, and adjustments in government policy. In line with the issuance of the Regulation of the Minister of Education, Culture, Research, and Technology Number 53 of 2023 on Quality Assurance in Higher Education, USK must adapt more rapidly to remain competitive at the global level.

Accordingly, the Rector of USK has established a team to refine the Academic Regulations and the Academic Administration System applicable to the university's postgraduate programs. This book is designed as a manual for academic implementation within Universitas Syiah Kuala, to guide the execution of curricula developed based on SN-DIKTI (National Standards for Higher Education), KKNI (Indonesian National Qualifications Framework), and SPM-DIKTI (Higher Education Quality Assurance System). It also aims to address the challenges of the Industry 4.0 Era, enhancing the quality of learning processes in accordance with SN-DIKTI and KKNI, and advancing the realization of the Merdeka Campus (Independent Campus) initiative.

The 2024 Postgraduate Academic Guidelines represent the final formulation developed through input from various stakeholders. The regulations contained in this Guide take effect starting from the Odd Semester of the 2024/2025 Academic Year, except for some issues that will be specifically regulated. This Guide must also serve as a reference for preparing academic manuals at the Graduate School and Faculties that administer postgraduate programs.

The 2024 Postgraduate Academic Guidelines are by no means free from shortcomings, which may stem from limitations in the drafting team's resources, data constraints, or stakeholder feedback that could not yet be fully accommodated. On behalf of the university leadership, I would like to express my highest appreciation and sincere gratitude to all members of the drafting team for their dedication and hard work in completing this important task. Appreciation is also extended to the Director and Deputy Director of the Graduate School, as well as the Deans and Vice Deans across USK, for their valuable input toward the improvement of this Guide. I hope that this Guide will support ongoing efforts to strengthen the academic quality of Universitas Syiah Kuala.

Darussalam, August 14, 2024
Rector of Universitas Syiah Kuala,

Prof. Dr. Ir. Marwan

LIST OF ABBREVIATIONS

CPL	:	Graduate Learning Outcomes (Capaian Pembelajaran Lulusan)
CPMK	:	Course Learning Outcomes (Capaian Pembelajaran Mata Kuliah)
DAA	:	Directorate of Academic Administration (Direktorat Administrasi Akademik)
DPNA	:	List of Participants and Final Grades (Daftar Peserta dan Nilai Akhir)
DPL	:	Field Supervisor (Dosen Pembimbing Lapangan)
DPP	:	Directorate of Education and Learning (Direktorat Pendidikan dan Pembelajaran)
CGPA	:	Cumulative Grade Point Average
SGPA	:	Semester Grade Point Average
Kemendikbudristek	:	Ministry of Education, Culture, Research, and Technology (Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi)
KHS	:	Study Result Card (Kartu Hasil Studi)
KKNI	:	Indonesian National Qualifications Framework (Kerangka Kualifikasi Nasional Indonesia)
KRS	:	Study Plan Card (Kartu Rencana Studi)
KTM	:	Student Identification Card (Kartu Tanda Mahasiswa)
NK	:	Quiz Score (Nilai Kuis)
NT	:	Assignment Score (Nilai Tugas)
MBKM	:	Merdeka Belajar–Kampus Merdeka (Independent Learning–Independent Campus)
MoA	:	Memorandum of Agreement
MoU	:	Memorandum of Understanding
PAP	:	Criterion-Referenced Assessment (Penilaian Acuan Patokan)
PDDIKTI	:	Higher Education Database (Pangkalan Data Pendidikan Tinggi)
Permendikbudristek	:	Regulation of the Minister of Education, Culture, Research, and Technology (Peraturan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi)
PKRS	:	Study Plan Revision (Perubahan Kartu Rencana Studi)
SOP	:	Standard Operating Procedure
SP	:	Warning Letter (Surat Peringatan)
SDM	:	Human Resources (Sumber Daya Manusia)
SMA	:	Senior High School (Sekolah Menengah Atas)
SN-DIKTI	:	National Standards for Higher Education (Standar Nasional Pendidikan Tinggi)
SKS	:	Semester Credit System (Sistem Kredit Semester)
TA	:	Technical Agreement
UAS	:	Final Examination (Ujian Akhir Semester)
UEPT	:	USK English Proficiency Test
UKT	:	Single Tuition Fee (Uang Kuliah Tunggal)
UTS	:	Midterm Examination (Ujian Tengah Semester)

USK   : Universitas Syiah Kuala

USK   : Universitas Syiah Kuala

RATIONALE

The preparation of the Universitas Syiah Kuala Academic Guidelines 2024 is based on the following laws and regulations:

1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System;
2. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers;
3. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education;
4. Government Regulation of the Republic of Indonesia Number 17 of 2010 concerning the Management and Implementation of Education;
5. Government Regulation of the Republic of Indonesia Number 38 of 2022 concerning Universitas Syiah Kuala as a Legal Entity State University (PTN-BH);
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 51 of 2016 concerning the Implementation of the Government Agency Performance Accountability System within the Ministry of Research, Technology, and Higher Education;
7. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia Number 32 of 2022 concerning Technical Standards for Minimum Educational Services;
8. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia Number 41 of 2021 concerning Recognition of Prior Learning (RPL);
9. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia Number 53 of 2023 concerning Quality Assurance in Higher Education;
10. Decree of the Minister of National Education of the Republic of Indonesia Number 129a/U/2004 concerning Minimum Service Standards in the Field of Education;
11. Guidelines for Curriculum Development in Higher Education in the Era of Industry 4.0 to Support the Merdeka Belajar–Kampus Merdeka Program, Independent Learning–Independent Campus, MBKM) (2020);
12. Academic Guidelines for Diploma and Undergraduate Programs of Universitas Syiah Kuala (2022);
13. Universitas Syiah Kuala Quality Strategic Plan 2019–2024;
14. Strategic Plan of the Ministry of Education, Culture, Research, and Technology 2020–2024; and
15. Strategic Plan of Universitas Syiah Kuala 2020–2024.

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CHAPTER 1. POSTGRADUATE EDUCATION

1.1.   DEFINITIONS

a.   Universitas Syiah Kuala, hereinafter abbreviated as USK, is a state university with the legal entity status (PTN-BH).
b.   The Rector is the leader of USK who is responsible for organizing and managing the university.
c.   The Dean is the head of a faculty who holds authority and responsibility for the administration of education within their respective Faculty at USK.
d.   The Director of the Graduate School is the head of the Graduate School who holds authority and responsibility for the administration of education within each study program under the Graduate School.
e.   The faculty is a collective unit of resources that organizes and manages academic education, vocational education, and/or professional education within a specific cluster of scientific and technological disciplines.
f.   The Graduate School is an academic implementing unit equivalent to a faculty, responsible for organizing and/or administering postgraduate programs.
g.   Postgraduate Education refers to educational programs pursued after completing an undergraduate degree, positioned at Levels 7 (seven) through 9 (nine) of the Indonesian National Qualifications Framework (KKNI), which include Professional, Master's, Specialist, Subspecialist, and Doctoral Programs.
h.   The Indonesian National Qualifications Framework (KKNI) is a framework for classifying the qualifications of Indonesian human resources by aligning, equating, and integrating the education sector with training and work experience sectors within a scheme of competency recognition adapted to the structure of various occupational fields.
i.   A Lecturer is a professional educator and scholar whose primary duties are to transform, develop, and disseminate knowledge, technology, and the arts through education, research, and community service.
j.   A Student is an individual enrolled in a higher education program at USK.
k.   A Study Program is a unified set of educational and learning activities characterized by a specific curriculum and learning methods within one type of academic, vocational, and/or professional education.
l.   The Study Plan Card (Kartu Rencana Studi – KRS) is an academic registration form completed by active students to select the courses they intend to take in a given semester, according to the study load permitted based on their academic performance in the previous semester.
m.   The Study Result Card (Kartu Hasil Studi – KHS) is a record of the courses taken by a student along with the grades obtained.

1.2.   LEVELS OF POSTGRADUATE EDUCATION

The Postgraduate Programs of USK offer postgraduate education corresponding to Levels 7 (seven) through 9 (nine) of the Indonesian National Qualifications Framework (KKNI).

1.2.1.   Professional Education

Professional Education is a program positioned at Level 7 of the KKNI. Graduates of Professional Education programs are expected to possess comprehensive mastery of applied theories in specific fields of knowledge and skills, utilizing science and technology within their professional domains. They must also be capable of managing resources, implementing professional standards, conducting evaluations, and developing organizational strategies.

1.2.2. Master's Education (S2)
Master's Education is a program positioned at Level 8 of the KKNI. Graduates of Master's Programs are expected to have mastery of theoretical knowledge in specific fields of study to advance science and technology through research or the creation of innovative works.

1.2.3. Specialist Education
Specialist Education is a program positioned at Level 8 of the KKNI. Graduates of Specialist Programs are expected to possess mastery of theoretical knowledge in specific disciplines, enabling them to develop science and technology within their fields of expertise and professional practice through advanced professional engagement supported by scientific research.

1.2.4. Subspecialist Education
Subspecialist Education is a program positioned at Level 9 of the KKNI. Graduates of Subspecialist Education programs are expected to possess a strong mastery of the philosophy of science within specific fields of knowledge and skills, and be capable of deepening and expanding scientific and technological knowledge through research or the creation of original, validated work.

1.2.5. Doctoral Education (S3)
Doctoral Education is a program positioned at Level 9 of the KKNI. Graduates of Doctoral Programs must possess a profound understanding of the philosophy of science within their respective fields of study and expertise, and demonstrate the ability to deepen and broaden knowledge and technology through research or the creation of original and validated scholarly works.

1.3. POSTGRADUATE EDUCATION PROGRAMS
Universitas Syiah Kuala offers postgraduate education programs leading to academic degrees through regular programs, full research programs (degree by research), and collaborative programs.

1.3.1. Regular Program
The Regular Program is an educational program designed to award Professional, Master's, Specialist, Subspecialist, or Doctoral degrees through a combination of coursework and research, in accordance with the prescribed credit load and duration required to achieve the expected learning outcomes.

1.3.2. Full Research Program (Degree by Research)
The Full Research Program is an educational track leading to a Master's or Doctoral degree in which the attainment of graduate competencies is achieved entirely through research activities, without participation in classroom-based coursework.

This program may be offered at the master's or doctoral level. For prospective Master's (S2) students, the Full Research Program is intended for individuals who have demonstrated academic excellence, research experience, or prior scientific publications. For Doctoral (S3) candidates, the program is intended for those with proven achievements, research experience, participation in scientific seminars, or publications in national or international journals, whose prior coursework learning outcomes may be recognized (recognized learning achievements). Student admission for the Full Research Program is conducted through a dedicated research-based admission track (degree by research).

1.3.3. Collaborative Program
The Collaborative Program is an educational format—degree-granting or non-degree—implemented under a cooperation agreement between the Graduate School or Faculties at Universitas Syiah Kuala and partner universities, either domestic or international, or with partners from ministries, government agencies, or the private sector. The program aims to address specific human resource development needs in targeted fields. The implementation of such collaborative programs must be reported to and notified to the Directorate General of Higher Education.

1.3.3.1. Forms of Degree-Granting Collaborative Programs
The forms of collaborative degree programs include Joint Degree Programs and Double (or Dual) Degree Programs, which are described as follows:
a. Joint Degree Program
A Joint Degree Program is a form of higher education collaboration conducted by at least two (2) universities within the same study program, designed to award a single academic degree (one degree). This program is implemented with due consideration of the equivalence of learning outcomes between the collaborating study programs. The Joint Degree Program is open to regular students who have completed at least 25% of their total study load at USK. Graduates of this program will receive two (2) diplomas, one issued by USK and one by the partner university. Each diploma must be accompanied by a Diploma Supplement (Surat Keterangan Pendamping Ijazah – SKPI), which details the process and outcomes of the joint degree program.
b. Double or Dual Degree Program
A Double (or Dual) Degree Program is a form of higher education collaboration conducted by at least two (2) universities within different study programs at the same level (academic strata), designed to award two (2) separate academic degrees. The Double Degree Program is only permissible in collaboration with international partner universities. It may be implemented when both study programs share a maximum of 50% similarity in total learning outcomes. This program is available to regular students who have completed at least 25% of their total study load at USK, with the remaining credits completed at the partner university. Graduates will receive two (2) diplomas, one issued by USK and the other by the partner institution. Each diploma must be accompanied by a Diploma Supplement (SKPI) that explains the process and outcomes of the double or dual degree program.

1.3.3.2. Non-Degree Collaborative Programs
The implementation of non-degree collaborative programs may be carried out through Credit Transfer or Twinning schemes. These programs may also be conducted through Student and/or Academic Staff Exchange Programs.

a. Credit Transfer
Credit Transfer is conducted through mutual recognition of educational processes undertaken between study programs—either within the same or different levels, or between different study programs at the same level. The maximum number of credits (SKS) from the partner study program that may be recognized is 50% of the total required study load. The statement of recognition for the number of credits taken at the partner university must be recorded in the student's academic transcript and accompanied by an SKPI that explains the process and outcomes of the collaborative program.

b. Twinning
The Twinning program is implemented through a process of quality and qualification equivalency for students, lecturers, and educational outcomes conducted by partner universities through a systematic evaluation process. Quality equivalence is achieved through benchmarking and the alignment of academic standards between the participating institutions.

c. Joint Supervision in Research
Joint Supervision is conducted by academic advisors or supervisors/promoters and co-promoters in the process of conducting research, preparing publications, writing theses or dissertations, and submitting joint Intellectual Property Rights (IPR) applications. The objective of joint supervision is to enhance the quality of inputs, processes, outputs, and outcomes of academic and research activities.

CHAPTER 2. ADMISSION OF NEW STUDENTS

Admission of new students to the postgraduate study programs at USK is conducted through the New Student Admission Selection Process (Seleksi Penerimaan Mahasiswa Baru – SPMB). The SPMB Committee implements the SPMB under the coordination of the Vice Rector for Academic Affairs. The selection and admission of new students for the Professional, Master's, Specialist, Subspecialist, and Doctoral programs may be conducted each semester, both in the Odd Semester and the Even Semester.

Admission of new students to postgraduate study programs at USK may be conducted through three (3) main pathways: Regular (Test-Based) and Achievement/Scholarship Track, Full Research Track, and Fast Track Program.

2.1. REGULAR ADMISSION TRACK

Admission of new students through the Regular Track is conducted via a Computer-Based Written Examination (Ujian Tulis Berbasis Komputer – UTBK). Regular admission is offered twice a year, during both the Odd Semester and the Even Semester. The eligibility requirements for applicants under the Regular Track are as follows:

a. Hold a degree from an accredited study program, as follows:
   i. A Bachelor's degree (S1), Diploma IV (D4), or Professional degree for applicants to Master's/Specialist programs; and
   ii. A Master's degree (S2) or Specialist degree for applicants to Doctoral/Subspecialist programs.
b. Have a Grade Point Average (GPA) of ≥ 2.75 on a 4.0 scale;
c. Obtain two (2) recommendation letters from individuals who know the applicant well (such as a supervisor and/or academic advisor from the previous educational institution);
d. Demonstrate English proficiency equivalent to a TOEFL score of ≥ 450 for Master's/Specialist programs and ≥ 475 for Subspecialist/Doctoral programs;
e. Provide a letter of permission from a supervisor (for applicants who are currently employed);
f. Pass the Computer-Based Written Examination (UTBK); and
g. Fulfill any additional requirements determined by the Graduate School or the respective Faculty.

2.2. ACHIEVEMENT AND SCHOLARSHIP TRACK

Admission of new students through the Achievement and Scholarship Track is based on outstanding academic performance and/or successful completion of scholarship selection processes in accordance with the applicable regulations of USK. Applicants may originate from both domestic and international institutions. Registration for the Achievement and Scholarship Track is open year-round and can be completed online via https://pendaftaran.usk.ac.id. The eligibility requirements for applicants under this track are as follows:

a. Hold a Bachelor's degree (S1) or Diploma IV (D4) for Master's program applicants, or a Master's degree (S2) for Doctoral program applicants, from an

accredited study program with a minimum accreditation grade of B or Very Good;

b. Have academic achievement demonstrated by a Grade Point Average (GPA) of ≥ 3.25 on a 4.0 scale;

c. Have achievements in the form of scientific publications, patents, or intellectual property rights (IPR), monumental works, professional accomplishments, community and social engagement, artistic or athletic achievements, or have received awards from the state, local government, non-governmental organizations, professional associations, employers, or other recognized institutions;

d. Have proof of financial support—either from a scholarship-granting institution, a parent/guardian, or another sponsor;

e. Provide two (2) recommendation letters from individuals who know the applicant well (such as a supervisor and/or academic advisor from the previous educational institution);

f. Demonstrate English proficiency equivalent to a TOEFL score of ≥ 477 for both Master's (S2) and Doctoral (S3) programs;

g. Provide a letter of permission from a supervisor (for applicants who are currently employed); and

h. Submit a research proposal or study plan.

Prospective students must submit their application documents, addressed to the Rector, through the designated online system, accompanied by proof of the required qualifications. The applications will be reviewed by a selection committee consisting of the Program Coordinator, the Vice Director/Vice Dean for Academic Affairs, and the Vice Rector for Academic Affairs. Applicants who pass the document screening stage will be invited to an interview, which may be conducted on-site (offline) or online. The selection committee will then propose the list of successful candidates to the Rector for approval. Applicants who pass the interview will receive either an Unconditional Letter of Acceptance (LoA) or a Conditional Letter of Acceptance (LoA) issued by Universitas Syiah Kuala (USK).

2.3. FULL RESEARCH TRACK

Admission of new students through the Full Research Track is intended for applicants with prior research and publication experience who wish to pursue a full research-based program in accordance with the applicable regulations at Universitas Syiah Kuala (USK). Registration for this track is open year-round and conducted online via https://pendaftaran.usk.ac.id. The eligibility requirements for applicants under this track are as follows:

a. Hold a Bachelor's degree (S1) or Diploma IV (D4) for Master's program applicants, and a Master's degree (S2) for Doctoral program applicants, from a study program accredited B (Good) or Very Good;

b. Have academic achievement demonstrated by a Grade Point Average (GPA) of ≥ 3.25 on a 4.0 scale;

c. For Master's (S2) applicants, have research publication experience with at least one paper published in a nationally accredited journal (minimum Sinta 3) or an international conference proceeding;

d. For Doctoral (S3) applicants, have experience as the first author of a scientific publication in a nationally accredited journal (minimum Sinta 2) or an internationally indexed journal;

e. Have relevant experience or achievements in the chosen field of study, as evidenced by a portfolio;

f. Provide proof of financial support, either from a scholarship-granting institution, parent/guardian, or other recognized sponsor;

g. Submit two (2) recommendation letters from faculty members at the previous academic level;

h. Demonstrate English proficiency equivalent to a TOEFL score of ≥ 477 for both Master's and Doctoral programs;

i. Provide a letter of permission from a supervisor (for applicants who are currently employed); and

j. Submit a draft research proposal aligned with the chosen field of study.

Prospective students must submit their application documents addressed to the Rector through the designated online system, accompanied by proof of qualifications that meet the established requirements. The selection process will be conducted by a committee comprising the Program Coordinator, the Vice Director/Vice Dean for Academic Affairs, and the Vice Rector for Academic Affairs. Applicants who pass the document screening stage will be invited to an interview, which may be conducted either on-site (offline) or online. The selection committee will then propose the list of successful candidates to the Rector for final approval. Applicants who pass the interview will receive either an Unconditional Letter of Acceptance (LoA) or a Conditional Letter of Acceptance (LoA) issued by Universitas Syiah Kuala (USK).

2.4. FAST TRACK PROGRAM

Admission through the Fast Track Program is intended for active students who have demonstrated outstanding academic performance and wish to pursue a higher degree while still enrolled in their current program. The eligibility requirements for applicants under the Fast Track Program are as follows:

a. Be an active student at Universitas Syiah Kuala (USK) at the end of the 6th semester of the Bachelor's (Undergraduate) Program for applicants to the Master's Program, or an active student at the end of the 2nd semester of the Master's Program for applicants to the Doctoral Program;

b. Have a Grade Point Average (GPA) of ≥ 3.25 on a 4.0 scale;

c. Demonstrate English proficiency equivalent to TOEFL ≥ 477 or IELTS ≥ 4.5;

d. The target Master's or Doctoral study program, whether mono-disciplinary or multidisciplinary, must be in the same or a related field as the applicant's current study program;

e. Have a research plan approved by the academic supervisor for continuation in the next level of study; and

f. Obtain a recommendation from the target study program to which the applicant intends to continue.

Fast Track students who are admitted will simultaneously attend courses in both programs: undergraduate (S1) courses during the 7th and 8th semesters, and

master's (S2) courses during the 1st and 2nd semesters of the graduate program. Students are required to complete their undergraduate (S1) program by the end of the 8th semester. Those who fail to complete the S1 program on time will be disqualified from the Fast Track Program.

Fast Track students who complete the S1 program on schedule must proceed with Administrative Registration and Academic Registration for the Master's (S2) Program at the beginning of the 3rd semester. Upon registration, students will be issued a Student Identification Number (NPM) and a Student Identification Card (KTM) for the S2 Program. Further procedures and detailed stages of the Fast Track Program can be found in Appendix 13.

CHAPTER 3. ACADEMIC ADMINISTRATION

3.1. STUDENT REGISTRATION

Student registration is a mandatory activity conducted at the beginning of each semester, comprising both administrative and academic registration. The registration schedule is announced annually through the academic calendar issued by Universitas Syiah Kuala (USK). Registration is compulsory for both new and continuing students. Students who have completed both administrative and academic registration are granted active student status and are entitled to access all learning facilities provided by USK.

3.1.1. Registration for New Students
Prospective students who have been declared accepted must complete the registration process to obtain official student status at Universitas Syiah Kuala. The administrative registration procedures for new students are as follows:
a. Complete the student biodata form for the Single Tuition Fee (UKT) via https://uktb.usk.ac.id;
b. Upload the required supporting documents, such as: a study assignment letter from the sponsoring institution and other relevant documents for scholarship recipients; a study permit letter from the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia, and other required documents for international students, via https://berkas-akademik.usk.ac.id;
c. Make the UKT payment (Single Tuition Fee);
d. Obtain a Student Identification Number (Nomor Pokok Mahasiswa – NPM); and
e. Prospective students who fail to complete registration or do not fulfill the above requirements will forfeit their right to student status at USK, even if they have been officially declared as admitted.

3.1.2. Registration for Continuing Students
Registration for continuing students consists of two components: administrative registration and academic registration. Administrative registration is considered complete once the student has paid the tuition fee at the designated bank. Academic registration is conducted at the beginning of each semester to obtain the right to participate in academic activities through the online system at https://krs.usk.ac.id. During academic registration, students must select courses under the guidance of their Academic Advisor (Dosen Wali) or, if the advisor is unavailable, the Program Coordinator. Course selection must follow the applicable curriculum, class schedule, and the student's academic performance in the previous semester.

3.1.3. Sanctions for Failure to Register
a. Students who fail to complete registration within the period specified in the academic calendar are not permitted to participate in any academic activities.
b. Students who do not register in a given semester without submitting an approved academic leave request will have that semester counted toward their total study period.

c. Students who fail to complete administrative registration for two (2) consecutive semesters will be considered to have voluntarily withdrawn from their student status at USK.

3.2. STUDENT IDENTIFICATION CARD

The Student Identification Card (Kartu Tanda Mahasiswa – KTM) is issued to new students who have completed the administrative registration process. The Student Identification Card is available in digital (softcopy) format, which can be downloaded through the student's account on the website https://berkas-akademik.usk.ac.id. The Student Identification Card serves as an official means of identification and is used to access various facilities and services provided by USK.

3.3. ACADEMIC LEAVE

Academic leave is a temporary exemption granted to a student from the obligation to participate in academic activities for a specified period. Applications for academic leave must be submitted online through https://krs.usk.ac.id and addressed to the Academic Advisor (Dosen Wali) for review and approval. The Academic Advisor, Supervisor/Promoter, or Program Coordinator reserves the right to reject an academic leave request if it does not meet the academic or administrative requirements.

The provisions regarding academic leave are as follows:
a. Students are entitled to a maximum of two (2) semesters of academic leave during their entire study period, which cannot be taken consecutively;
b. Applications for academic leave may only be submitted after completing the first two (2) semesters of study;
c. Students who are recipients of scholarships or bonded service programs (ikatan dinas) are not permitted to take academic leave starting from the time they receive such funding or appointment;
d. The number of credits (study load) a student may take in the semester following academic leave is determined based on the Semester Grade Point Average (IPS) from the last semester completed prior to taking leave;
e. Academic leave may be granted to students assigned for more than four (4) weeks for official duties on behalf of the University or the State, with the Rector's approval; and
f. Students applying for academic leave are required to pay the residency fee as stipulated by Universitas Syiah Kuala.

3.4. STUDENT TRANSFER

3.4.1. Transfer Between Study Programs
Students may apply for a transfer to another study program of the same academic level within the Graduate School or Faculty at Universitas Syiah Kuala (USK), or to another higher education institution. The transfer procedure is as follows:
a. The student submits a written transfer request to the Program Coordinator, attaching their student biodata and academic transcript, which will then be

forwarded to the Director of the Graduate School and the Rector of USK for approval;

b. If the transfer is conducted within USK, a credit transfer will be granted based on the equivalence of learning outcomes between the courses from the original study program and those in the receiving program; and

c. The Student Identification Number (Nomor Pokok Mahasiswa – NPM) of the transferred student will be adjusted according to the code of the receiving Faculty or Study Program.

3.4.2. Transfer from Other Universities

Under certain circumstances, students from other universities or from different study programs within Universitas Syiah Kuala (USK) may be eligible to apply for a transfer to a Postgraduate Program at USK. The eligibility requirements for transfer students are as follows:

a. The applicant must not have been dismissed or expelled from their previous university or study program;

b. The applicant must come from a study program in the same field of study that is accredited at least B or Very Good, and from a university accredited at least B or Very Good, with a GPA of ≥ 3.00;

c. The applicant must hold a degree from an accredited study program (minimum B or Very Good), specifically: a Bachelor's degree (S1) or Diploma IV (D4) for Master's program applicants; and a Master's degree (S2) for Doctoral program applicants, with a GPA of ≥ 3.25 on a 4.0 scale;

d. The applicant must demonstrate English proficiency equivalent to a TOEFL score of ≥ 477 or equivalent scores from IELTS/ITP/UEPT/TOEFL-like or similar recognized tests; and

e. The applicant must provide a recommendation letter from their previous university.

Applications for inter-university transfers must be addressed to the Rector of Universitas Syiah Kuala (USK). The decision on admission and credit recognition from the applicant's previous academic transcript is determined by the Director of the Graduate School or the Dean, based on the recommendation and academic assessment of the Program Coordinator.

3.5. TERMINATION OF STUDY

Each student has the right to discontinue their studies voluntarily or may be dismissed from their study program under the following conditions:

a. Voluntary withdrawal, upon the student's own request;

b. Exceeding the maximum study period, which is eight (8) semesters for Master's programs and fourteen (14) semesters for Doctoral, Specialist, or Subspecialist programs; and

c. Violation of Universitas Syiah Kuala (USK) regulations and code of ethics.

Students whose studies are terminated will receive a Rector's Decree officially confirming their termination and will be entitled to obtain a Certificate of Study and a Record of Academic Achievements (Daftar Prestasi Studi).

CHAPTER 4. CURRICULUM AND LEARNING PROCESS

4.1. CURRICULUM

Starting in 2024, the Postgraduate Programs at Universitas Syiah Kuala (USK) will implement an Outcome-Based Education (OBE) curriculum. This educational framework emphasizes learning outcomes over the mere delivery of learning materials. This approach shifts the focus from what is taught to what students are expected to achieve, ensuring that the educational process aligns with the intended competencies, skills, and professional readiness required by both national and global standards.

4.1.1. Graduate Learning Outcomes (Capaian Pembelajaran Lulusan – CPL)
4.1.1.1. Professional Education
Graduates of the Professional Program are expected to have comprehensive mastery of applied theories within specific fields of knowledge and skills, utilizing science and technology in their respective professions. They must be capable of managing resources, implementing professional standards, conducting evaluations, and developing effective organizational strategies.

4.1.1.2. Master's Education
Graduates of the Master's Program are expected to possess advanced theoretical mastery in a specific field of study, enabling them to develop science and technology through research or the creation of innovative works.

4.1.1.3. Specialist Education
Graduates of the Specialist Program are expected to master theoretical knowledge in a specific field of science, enabling them to advance and deepen their expertise in their discipline and professional practice through applied professional experience supported by scientific research.

4.1.1.4. Subspecialist Education
Graduates of the Subspecialist Program are expected to possess a deep understanding of the philosophy of science within a specific field of knowledge and skill, and to be able to pursue advanced specialization in their discipline and professional practice through professional engagement supported by research-based inquiry.

4.1.1.5. Doctoral Education
Graduates of the Doctoral Program are expected to demonstrate mastery of the philosophy of science in their chosen field of knowledge and expertise, and to possess the ability to deepen and expand scientific and technological knowledge through original and validated research or scholarly creation.

4.1.2. Study Load
The study load in the learning process represents the amount of time allocated for student learning activities per week per semester through various forms of instruction. The measure of academic effort and achievement in a study program is expressed in Semester Credit Units (Satuan Kredit Semester – SKS). One (1) SKS of coursework is equivalent to 45 hours of learning activities per semester. For research, thesis writing, or dissertation work, one (1) SKS corresponds to 3–4 hours of academic activity per day over a period of one month, or the equivalent of 20 working days.

4.1.3. Duration of Study
4.1.3.1. Professional Program
The duration of the Professional Program is 2 (two) to 3 (three) semesters, with a minimum study load of 36 Semester Credit Units (SKS).
4.1.3.2. Master's Program
The Master's Program requires a minimum study load of 54 SKS and a maximum of 72 SKS, which can typically be completed within 3 to 4 semesters and may be extended up to a maximum of 8 (eight) semesters.

The credit load for the thesis requirement is 12 SKS, comprising the following components: Research Activities (3 SKS), Data Processing (1 SKS), Scientific Publication (5 SKS), and Thesis Writing (3 SKS). An example of the curriculum composition for a Master's Program at the Graduate School is presented in Table 4.1.

Table 4.1 Example of Curriculum Composition in a Master's Program

No.	Component	Study Load (SKS)	Duration (Semester)	Average Study Load (SKS)
1	Coursework	Min 37		
2	Proposal Seminar	3		
3	Research Seminar	2		
4	Thesis	12		
	- Research Activities (3 SKS)		3 – 4	14 – 18
	- Data Processing (1 SKS)			
	- Scientific Publication (5 SKS)			
	- Thesis Writing (3 SKS)			
	TOTAL	54		

4.1.3.3. Specialist Program
The duration of study and credit load for the Specialist Program range from four (4) to six (6) years. These requirements are jointly determined with the relevant professional organization, ministerial collegium, and/or non-ministerial government agencies responsible for ensuring the quality of professional services, in accordance with applicable laws and regulations.
4.1.3.4. Subspecialist Program
The duration of study and credit load for the Subspecialist Program range from four (4) to six (6) years, established in collaboration with the relevant professional organization, ministerial collegium, and/or non-ministerial government agencies responsible for maintaining professional service standards, in compliance with current laws and regulations.
4.1.3.5. Doctoral Program
The Doctoral Program requires a total credit load of 50 to 60 Semester Credit Units (SKS) and a study duration of a minimum of five (5) semesters and a maximum of fourteen (14) semesters. During the first two (2) semesters, students complete coursework totaling at least 13 SKS. These coursework requirements may be waived for students who have already demonstrated

sufficient prior knowledge and competencies to conduct independent research. Recognition of prior competencies is undertaken through the Recognition of Prior Learning (Rekognisi Pembelajaran Lampau – RPL) mechanism.

From the second to the sixth semester, students participate in research activities, which include Proposal Writing, Research Implementation, a Research Seminar, and scientific publication. Doctoral students are required to defend their dissertations in both a closed defense and an open defense. The distribution of course and research credits may be organized by each Study Program according to its curriculum to ensure the achievement of the intended Graduate Learning Outcomes (CPL). An example of the curriculum composition for a Doctoral Program at the Graduate School of Universitas Syiah Kuala is presented in Table 4.2.

Table 4.2 Example of Curriculum Composition in a Doctoral Program

No.	Component	Study Load (SKS)	Duration (Semester)	Average Study Load (SKS)
1	Coursework	Min 13		
2	Dissertation Proposal	5		
3	Research	18		
4	Research Seminar	8	5 – 6	10
5	Publication	10		
6	Dissertation Defense (closed or open defense)	6		
	TOTAL	60		

4.2. MATRICULATION

Matriculation is a preparatory learning process designed for newly admitted students of the Master's, Specialist, Subspecialist, or Doctoral Programs, conducted before the start of regular coursework. The content and implementation of the matriculation program are determined and managed by the respective Study Program. The duration of the matriculation program is a maximum of two (2) weeks. The purpose of the matriculation program is to align and strengthen the academic competencies of incoming students, ensuring they are adequately prepared to participate in the learning process of the Master's, Specialist, Subspecialist, or Doctoral Programs.

The matriculation program may be offered to students admitted through: the Achievement and Scholarship Track, the Full Research Program (Degree by Research), the Dual/Joint/Split-Site Degree Programs, or other Collaborative Programs conducted in partnership with domestic or international institutions.

4.3. LEARNING PROCESS

The learning process in postgraduate programs at USK is implemented based on the Semester Credit Unit (Satuan Kredit Semester – SKS) system. The implementation of learning activities must adhere to the following principles:

a. Creating an engaging learning environment that is enjoyable, inclusive, collaborative, creative, and effective;

b. Ensuring equal learning opportunities for all students, regardless of educational background, social, economic, cultural, or linguistic differences, admission pathways, or special educational needs;

c. Guaranteeing the safety, comfort, and well-being of the academic community, including the prevention and handling of acts of violence or discrimination against members of the academic community, in accordance with prevailing laws and regulations; and

d. Providing flexibility in the learning process to support lifelong education, which may be conducted through the following formats:
   • Face-to-face instruction, distance learning (online), or a hybrid model combining both methods;
   • Allowing students flexibility in completing various stages of the curriculum or study program in accordance with the study program's curriculum design; and
   • Allowing students to complete their education through Recognition of Prior Learning (Rekognisi Pembelajaran Lampau – RPL), in compliance with applicable regulations and policies.

The learning process is carried out through various academic and experiential learning activities, including lectures, recitations, tutorials, seminars, practicums, internships, studio work, research, design and development projects, theses/dissertations, national defense training, student exchanges, entrepreneurship programs, community service activities, and/or other recognized forms of learning. Learning activities are conducted through a combination of: Guided learning (supervised by faculty members), Structured assignments, and independent learning. Online (distance) learning may be implemented for less than 50% (fifty percent) of the total scheduled instructional sessions.

Fulfillment of learning requirements may also be conducted outside the student's home study program, through the following arrangements:
a. Within a different study program at the same university;
b. Within the same or a different study program at another university; and
c. Within non-university institutions, conducted under the supervision of an academic advisor or assigned supervisor, as designated by the Director/Dean, and/or in collaboration with partner institutions formally recognized for implementing the learning process.

4.4. COMPULSORY COURSES IN POSTGRADUATE PROGRAMS

The compulsory course for the Master's Program is Research Methodology, with a total credit load of 2 (two) semester credit units (SKS). The mandatory course for the Doctoral Program is Philosophy of Science, with a total credit load of 2 (two) semester credit units (SKS).

4.5. ASSESSMENT OF LEARNING OUTCOMES

The assessment of learning outcomes is carried out through both process assessment and outcome assessment. All assessments must adhere to the principles of being educative, authentic, objective, accountable, and transparent. The assessment process covers the following four domains: attitude, knowledge, general skills, and specific skills. Assessment in each domain is conducted as follows.

Evaluation of attitude is conducted through observation, self-assessment, peer assessment (students assessing the performance of their peers in the same field or group), and personality assessment, focusing on aspects such as faith, noble character, self-confidence, discipline, and responsibility in interacting effectively with the social environment, nature, and civilization at large.

Assessment of knowledge is conducted through various forms of written and oral examinations, which may be administered directly or indirectly. Direct assessment refers to situations where lecturers and students meet face-to-face during evaluation activities, such as in seminars, thesis defenses, or dissertation examinations. Indirect assessment refers to evaluations conducted using written exam papers or other equivalent formats without direct interaction.

Assessment of skills is performed through performance evaluations, which may include practicums, field practice, simulations, or professional training activities that enable students to demonstrate and enhance their applied competencies.

4.5.1. Semester Study Load
The maximum study load that a postgraduate student may take in each semester is 24 (twenty-four) semester credit units (SKS).

4.5.2. Course Assessment
The final grade (NA) for each course is determined on a numerical scale from 0 to 100, which is then converted into letter grades according to the Criterion-Referenced Assessment (Penilaian Acuan Patokan – PAP) system, as shown below:

Table 4.3 Categories and Standards of Criterion-Referenced Assessment

Final Grade (NA)	Letter Grade	Grade Point Value
X ≥ 87	A	4,0
78 ≤ X < 87	AB	3,5
69 ≤ X < 78	B	3,0
60 ≤ X < 69	BC	2,5
51 ≤ X < 60	C	2,0
41 ≤ X < 51	D	1,0
X < 41	E	0

4.5.3. Course Grade Improvement
Students are granted the right to improve their grades for courses in which they have received a maximum final grade of BC. Courses that are retaken for grade improvement are included in the semester study load for the period in which the course is repeated. For academic records and grade point calculations, the most

recent grade obtained is used in the computation of both the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA).

4.5.4. Calculation of Semester Grade Point Average and Cumulative Grade Point Average
The Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) are used to measure a student's academic performance and to determine the maximum allowable study load for the subsequent semester. Both IPS and IPK are calculated using the following formula:

$$SGPA = \frac{\sum kn}{\sum k}$$

Where:
K = the credit load (in SKS) for each course taken during the semester.
N = the grade point value corresponding to each course taken during the semester.

$$CGPA = \frac{\sum kn}{\sum k}$$

Where:
Kt = the total credit load (in SKS) for all courses taken since the first semester.
N = the grade point value of each course taken since the first semester.

4.6. RECOGNITION OF PRIOR LEARNING (RPL) IN POSTGRADUATE PROGRAMS

Recognition of Prior Learning (RPL) refers to the acknowledgment of an individual's Learning Outcomes (Capaian Pembelajaran – CPL) acquired through previous education or other learning experiences, whether obtained through formal, non-formal, informal education, and/or work experience. RPL serves as the basis for:
1. Equating prior learning outcomes with the learning outcomes of specific courses within the study program; and
2. Continuing formal education at a higher level based on the recognized learning achievements.

4.6.1. Recognition for Course Learning Outcome Equivalency
Students may apply for Recognition of Prior Learning (RPL) for specific courses during the Study Plan (KRS) submission period to the Study Program Coordinator. The RPL evaluation is conducted by a team consisting of the Study Program Coordinator, the Head of the Academic Quality Assurance Team (TPMA), and the relevant course instructors. The results of the evaluation are documented in the Official Report on the Assessment of Course Learning Outcomes (Berita Acara Penilaian Capaian Pembelajaran Mata Kuliah). The RPL decision may take one of the following forms:
a. Full Recognition – The student receives a final grade for the course at the end of the semester without attending lectures;
b. Partial Recognition – The student is required to take the final examination at the end of the semester, but is exempted from attending classes
c. Rejection – The student must attend and complete the full coursework for the course during the semester.

Recognition of English Proficiency may be applied toward fulfilling graduation requirements. Students may submit an RPL (Recognition of Prior Learning) application for English proficiency at the time of graduation clearance (yudisium). The provisions for English Proficiency RPL are as follows:

a.   The student writes a final project, thesis, or dissertation in English;
b.   The student has presented their research orally in English at an international scientific conference, as evidenced by a certificate of participation and a published article in international conference proceedings; and
c.   The student has participated in a student exchange program or research program conducted in an English-speaking country for a minimum duration of one (1) month, as proven by an official letter of permission from the Director of the Postgraduate School/Dean and a copy of the passport.

Recognition of Learning Outcomes from Other Courses may be conducted based on achievements in specific competitions, work experience, community achievements, participation in non-formal or informal education, or possession of competency certificates, as evidenced by relevant supporting documents.

4.6.2.   Recognition for Continuing Formal Education
RPL may be implemented for continuing formal education at the Master's (S2) and Doctoral (S3) levels. Prospective students applying through the RPL program may utilize the Regular Admission Track, Achievement/Scholarship Track, or Full Research Track.

RPL is conducted through partial recognition of Learning Outcomes obtained from:

a.   Study programs at previous higher education institutions;
b.   Non-formal or informal education (e.g., training, courses, summer schools, and others); and/or
c.   Work experience in a relevant field after completing the previous level of education.

Recognition of Learning Outcomes is granted in the form of credit (SKS) acquisition for one or more courses listed in the study program curriculum. The awarded credits are determined through an official report (Berita Acara) issued by a team appointed by the Director of the Postgraduate School or the Dean of the Faculty, consisting of the Vice Director/Dean for Academic Affairs, the Postgraduate School/Faculty Quality Assurance Unit, the Study Program Coordinator, and the Head of TPMA.

Prospective students applying for the Doctoral Program through the Full Research Track are required to submit an RPL application for learning outcomes corresponding to the courses listed in the study program curriculum. Supporting evidence may include an S2 academic transcript, training certificates, competency certificates from recognized institutions, and scientific articles accredited at least Sinta 2 or published in international journals/proceedings (Q4) as a Presenter, First Author, or Corresponding Author. The RPL application must be submitted before registration for the Doctoral Full Research Program. Students who do not

receive full recognition may participate in a matriculation program after being accepted into the Doctoral Full Research Program.

CHAPTER 5. ACADEMIC ADVISORS

5.1.   ACADEMIC ADVISOR

An Academic Advisor (Dosen Pembimbing Akademik/Wali) is a faculty member appointed by the Rector's Decree to guide students throughout their period of study. The duties of the Academic Advisor are as follows:
a.   Assist students in preparing their Study Plan;
b.   Monitor and support students' academic progress;
c.   Help resolve academic and non-academic issues faced by their advisees;
d.   Report to the Study Program Coordinator if a student experiences problems requiring special attention;
e.   Guide and monitor students' participation in academic activities conducted outside the university; and
f.   Submit a summary report at the end of each semester to the Study Program Coordinator regarding advisees who are at risk of academic dismissal (drop out).

5.2.   THESIS OR FINAL PROJECT SUPERVISOR

A Thesis or Final Project Advisor is a faculty member assigned by the Director/Dean, upon the recommendation of the Study Program, to guide students in completing their final project. The advisor's responsibilities include supervising proposal writing, the proposal seminar, research activities, the research results seminar, thesis writing, scientific publication, and concluding with the thesis or dissertation defense.

5.2.1. Professional Program
The final project advisor for the Professional Program consists of one (1) advisor. The advisor must be a permanent faculty member of Universitas Syiah Kuala (USK) who holds a professional certification issued by the relevant professional association.

5.2.2. Master's Program
The supervisory team for the Master's Program consists of two (2) advisors. For research collaboration or institutional partnership purposes, the supervisory team may include one (1) additional co-advisor from outside Universitas Syiah Kuala (USK). The supervisory team comprises the following:
a.   Main Advisor
The main advisor is one (1) faculty member, a permanent lecturer at USK with a minimum qualification of a Doctoral degree and a minimum academic rank of Assistant Professor (Lektor). The advisor must have expertise relevant to the thesis topic and meet at least one of the following academic criteria: An H-index of at least 3, or at least one (1) scientific publication in an international journal, a national accredited journal (Sinta-2), or a Scopus-indexed proceeding as the First Author or Corresponding Author within the last five (5) years.
b.   Co-Advisor

The co-advisor is one (1) faculty member who is a permanent lecturer at USK. An additional co-advisor from outside USK may be appointed from a partner university, research institution, professional practitioner, or government agency engaged in collaborative research or community service with USK. The co-advisor must hold a Doctoral degree and possess expertise relevant to the thesis topic.

5.2.3. Specialist/Subspecialist Program
The supervisory team for the Specialist/Subspecialist Program consists of two (2) advisors who hold a Specialist/Subspecialist Certificate and possess more than five (5) years of professional experience in their respective area of specialization.

5.2.4. Doctoral Program
The supervisory team for the Doctoral Program consists of three (3) advisors. For research collaboration or institutional partnership, the supervisory team may be expanded to a maximum of five (5) members, including co-promoters (Kopromotor) from outside Universitas Syiah Kuala (USK). The supervisory team consists of the following:

a. Promoter
The Promoter is a permanent faculty member of USK with a minimum qualification of a Doctoral degree, a minimum academic rank of Associate Professor (Lektor Kepala), and expertise relevant to or within the same scientific field as the dissertation topic.
The Promoter must have an H-index of at least four and a track record of publications in reputable international journals as the First Author or Corresponding Author within the last five (5) years.

b. Co-Promoters
The Co-Promoters consist of two (2) members who may be permanent lecturers of USK or external scholars from other universities, research institutions, professional organizations, or government agencies that maintain research collaboration or community engagement partnerships with USK. Each Co-Promoter must hold a Doctoral degree and possess expertise relevant to the dissertation topic, with a proven record of publications in reputable international journals.

5.3. REPLACEMENT OF ACADEMIC ADVISOR / PROMOTER / CO-PROMOTER

The Study Program may propose the replacement of an Academic Advisor, Promoter, or Co-Promoter. A replacement may be made under the following circumstances:
a. The advisor/promoter/co-promoter is ill;
b. The advisor/promoter/co-promoter is permanently unavailable; or
c. There is a mismatch or incompatibility in the supervision process.

5.4. SUPERVISION PROCESS

Students are required to submit periodic progress reports on their study and research through intensive supervision sessions throughout the learning and

research period, with a minimum of three (3) meetings per semester. Records of study progress, research results, and discussions with the advisor must be documented in a logbook, which is to be signed by the advisor at each meeting. The study progress record is to be completed using the Academic Supervision Monitoring Form, as shown in Appendix 10.

CHAPTER 6. FINAL PROJECT AND SCIENTIFIC PUBLICATION

6.1. FINAL PROJECT
The final project is carried out based on a proposal that the Supervisory Team or Promoter has approved through an examination committee during the proposal seminar. The completion period for the final project is: 1 (one) semester for the Master's Program, and 3 (three) semesters for the Doctoral Program. Progress in completing the final project must be reported to the Study Program Coordinator or submitted through the information system for study progress monitoring. Throughout the implementation of the final project, students are required to consult regularly with their supervisory team or promoter. Students may begin writing scientific publications based on the results of their final project to accelerate the completion of their study period. The forms of final projects for the Postgraduate Program are as follows:

Table 6.1. Forms of Final Projects in Postgraduate Programs

Program	Form of Final Project
Master's, Specialist, or Subspecialist Program	Thesis, or Prototype, or Project; or Scientific publication in a journal with a minimum index of Q3
Doctoral Program	Dissertation; or Prototype; or Project

6.1.1. Thesis
A thesis is an academic paper resulting from an independent study and/or research conducted to obtain a Master's, Specialist, or Subspecialist degree. The thesis must be written in accordance with the thesis writing guidelines issued by the respective Study Program. To prevent plagiarism, the academic office will conduct a similarity test on the thesis draft as a requirement for the thesis defense application. The acceptable similarity index is ≤ 25%. The thesis must be presented and defended in a Master's examination session before a panel of supervisors and examiners. Corrections and suggestions provided by the examiners and supervisors during the defense must be incorporated into the revised thesis draft.

6.1.2. Dissertation
A dissertation is an academic paper resulting from an independent study and/or research conducted to obtain a Doctoral degree. The research presented in the dissertation must demonstrate novelty and originality. The dissertation must be written in accordance with the dissertation writing guidelines issued by the respective Study Program. To prevent plagiarism, the academic office will conduct a similarity test on the dissertation draft as a prerequisite for the dissertation defense application. The acceptable similarity index is ≤ 25%. The dissertation must be presented and defended in a Closed Dissertation Defense and/or an Open Dissertation Defense before the Promoter and the Examination Committee. Corrections and suggestions provided by the promoter and examiners during the defense must be incorporated into the revised dissertation draft.

6.1.3. Prototype
A prototype is an initial model or simplified representation of a product or system designed to test its concept, features, and potential functions. Prototypes are used in various contexts, including software development, physical product design, and technological projects. Students may develop a product prototype as their final project. For example, students in the Master's Program in Science Education may develop a learning model based on artificial intelligence. The outcome of prototype development must include, at a minimum, a copyright registration in the name of the student and all team members involved. The development process and characteristics of the prototype must be documented and presented in the form of a Dissertation.

6.1.4. Project
A project is a planned and executed effort undertaken to achieve specific objectives within defined constraints of time, budget, and resources. A project may consist of a single activity or a series of interrelated activities aimed at producing a unique and beneficial product, service, or outcome. An example of a project is a disaster mitigation project conducted in a specific region, where students are required to apply, test, or validate theories or methods relevant to their field of study in the project's implementation. The results of the project must be documented in the form of a thesis or Dissertation, based on the data analysis derived from the project's execution.

6.2. NOVELTY OF RESEARCH FINDINGS

Research must demonstrate scientific novelty, meaning that the results represent new findings within the field of study being examined. The following are several types of research novelty:

6.2.1. Type-1 Novelty: Invention
Invention refers to a type of novelty characterized by the discovery of something new, involving a fundamental change to an existing principle, practice, or foundational concept. An invention may also be defined as a novel outcome derived from original research that has not previously been conducted or published by other researchers.

6.2.2. Type-2 Novelty: Improvement
Improvement is similar to invention, but it involves enhancing or refining an existing principle, theory, or practice rather than creating something entirely new. In essence, improvement represents a type of novelty that arises from modification, reinforcement, or optimization based on the weaknesses or limitations of previous research findings.

6.2.3. Type-3 Novelty: Refutation
Refutation refers to the stage of argumentation in which a researcher identifies and challenges an opposing or contradictory viewpoint. Refutation can also be defined as the denial or rejection of an argument, opinion, testimony, doctrine, or theory through the presentation of contradictory evidence. For this third type of novelty, a researcher must possess comprehensive insight and a deep

understanding of the field as the foundation for developing a new fundamental principle.

6.3. FINAL PROJECT PROPOSAL

A Final Project Proposal is a structured plan outlining the series of activities a student intends to undertake to complete their final project. The proposal must demonstrate that the project can be carried out within the allotted study period, with available financial resources, and adequate research facilities and infrastructure.

Students who have been assigned an Academic Supervisor or Promoter/Co-Promoter may begin preparing their final project plan in the form of a Final Project Proposal. The proposal must be written in accordance with the Thesis or Dissertation Writing Guidelines established by each Study Program. Once approved by the Supervisory Team/Promoter, the Final Project Proposal must be presented at a Proposal Seminar and evaluated by an Examination Committee.

The Examination Committee for the Master's/Specialist/Subspecialist Program consists of a maximum of four members, including the Supervisory Team and two examiners. The Examination Committee for the Doctoral Program consists of five to seven members, including the Promoter Team and three examiners from Universitas Syiah Kuala, all of whom are experts in the relevant field of concentration.

The Examination Committee will determine one of the following decisions:
a. The Final Project Proposal is approved for implementation;
b. The Final Project Proposal must be revised based on feedback from the Examination Committee; or
c. The Final Project Proposal is rejected due to insufficient quality, time constraints, budget limitations, or inadequate facilities and infrastructure for carrying out the project. A rejected proposal must be resubmitted with a new title within four (4) weeks.

6.4. Research Result Seminar

The Research Result Seminar is conducted after the student has completed the experiment and/or the draft of the final project, which may take the form of research, prototype development, or project implementation. The seminar is presented before the same Examination Committee that evaluated the proposal seminar. The purpose of the Research Result Seminar is to obtain feedback from the Examination Committee. The seminar is held once for Master's programs and twice for Doctoral programs during the study period. The Research Result Seminar before the Examination Committee may be substituted by participation in a national or international seminar recognized by the Study Program Coordinator.

6.5. FINAL PROJECT DEFENSE

6.5.1. Professional Program
a. The student has completed the final project report and has been recommended by the Examination Committee;

b. The student has fulfilled all required academic, financial, and administrative obligations.

The Final Project Defense Committee consists of three (3) members, comprising the Supervisor and two (2) examiners. The Main Supervisor chairs the defense. The student is declared passed only if they achieve a minimum grade of B.

6.5.2. Master's/Specialist Program
The requirements for participating in the final project defense are as follows:
a. The student has completed the final project report and has been recommended by the Examination Committee;
b. The scientific article has been accepted for review in at least a national journal indexed in Sinta-2, an international journal, or an international conference proceeding indexed by Scopus;
c. The student has obtained a TOEFL score above 477 or an equivalent score in IELTS/ITP/UEPT/TOEFL-like or a certificate issued by UPT Bahasa USK;
d. The student has attended at least three (3) final project defenses of other students; and
e. The student has fulfilled all financial and administrative obligations.

The Final Project Defense Committee consists of the Supervisory Team and two (2) examiners, and may include an external examiner if deemed necessary. The Final Project Defense may be conducted in a closed or open session and is chaired by the Main Supervisor. A student is declared passed only if they achieve a minimum grade of B.

Master's program students who have published a scientific article in a reputable international journal indexed in Scopus or WoS, ranked at least Q2, as the first author, may be exempted from the final defense and automatically awarded a grade of A.

For students nearing the end of their study period, the final project defense may be conducted with the approval of the university leadership.

Students who pass the Final Project Defense may submit the required documents for graduation (yudisium). Students who fail the defense are allowed only one opportunity to retake it. Revisions to the final project must be completed within four (4) weeks after the defense date. The diploma will be issued only when the scientific article has been accepted for publication.

6.5.3. Doctoral and Subspecialist Programs
In the Doctoral/Subspecialist Program, the Final Project Defense constitutes the Doctoral/Subspecialist Promotion Examination, which is conducted twice: a Closed Defense (Dissertation Feasibility Examination) and an Open Defense (Dissertation Promotion Examination). Doctoral/Subspecialist students who successfully publish a scientific article in a reputable international journal indexed in Scopus or WoS with a Q1 ranking are exempted from the Open Promotion Defense.

6.5.3.1. Closed Defense
The requirements for participating in the Closed Defense are as follows:
a. The student has completed the final project report in the form of a dissertation, prototype, or project;
b. The student has at least one (1) scientific article as the first author in a reputable international journal indexed in Scopus and/or WoS, with a minimum status of "under review (revision)", as evidenced by an official statement from the publisher;
c. The student has demonstrated English language proficiency equivalent to a minimum TOEFL score of 477 or an equivalent score in IELTS/ITP/UEPT/TOEFL-like or other similar tests, or holds a language certificate issued by UPT Bahasa USK; and
d. The student has submitted the dissertation manuscript to the Closed Defense Committee no later than seven (7) days before the scheduled defense date.

The following documents must accompany the submission for the Closed Defense:
a. Approval form for the Closed Defense from the Supervisory Committee;
b. Proof from the publisher/editor that the scientific article in a reputable international journal indexed in Scopus and/or WoS has at least received a review result (revision);
c. The dissertation report in both hardcopy and softcopy formats;
d. Plagiarism check result showing less than 25% similarity, issued by the academic office of the Graduate School/Faculty;
e. Temporary academic transcript;
f. Study Plan Card (KRS) for the odd and even semesters of the most recent academic year;
g. Proof of payment for tuition fees, examination fees, or other related fees; and
h. A photocopy of the Master's degree diploma (S2)..

The Closed Defense Committee consists of the following members:
a. The Director/Dean or Deputy Director/Deputy Dean serving as the Chair of the Defense;
b. The Supervisory Committee (Promoters);
c. Two (2) examiners from within Universitas Syiah Kuala (USK) who are experts in the relevant field of study; and
d. One external examiner from outside USK, who is an expert in the relevant discipline and affiliated with a study program and higher education institution holding a minimum accreditation rating of B.

Assessment of the Closed Defense Results
a. The examination results are recorded in the Minutes of the Closed Defense, signed by all members of the Closed Defense Committee and ratified by the Chair of the Defense. A student is declared to have passed the Closed Defense only if they achieve a minimum grade of B. Within one month after the Closed Defense, the student may apply for the Open Dissertation

Defense (Public Defense), provided that all revisions recommended by the Committee have been completed;

b. A student who is declared not to have passed the Closed Defense is granted one opportunity for a re-examination, which must be conducted within 60 days from the date of the failed defense; and

c. A Doctoral student who successfully produces a scientific article in a reputable international journal indexed in Scopus Q1 as the first author is exempt from the Open Dissertation Defense and is awarded a grade of A.

6.5.3.2. Open Dissertation Defense (Public Defense)
The Open Dissertation Defense serves as a forum to demonstrate the doctoral candidate's competence in their field of study and to disseminate new research findings to relevant stakeholders after being declared to have passed the Closed Defense. Accordingly, the Rector of Universitas Syiah Kuala (USK), upon the recommendation of the Promoter, formally invites both specific and general stakeholders to attend the Open Dissertation Defense. Media publications related to the event should prioritize highlighting the new findings and contributions resulting from the doctoral research that benefit society.

Requirements for the Open Dissertation Defense (Public Defense):
a. Has passed the Closed Defense and revised the dissertation in accordance with the feedback provided by the Closed Defense Committee;

b. Has at least one scientific article as the first author published in a reputable international journal indexed in Scopus and/or WoS, with accepted (accepted) status;

c. Has submitted at least two (2) names of invitees to attend the Open Defense, representing at least two (2) relevant stakeholders associated with the research results, such as from government institutions, private sector organizations, NGOs, community leaders, and others;

d. Has submitted a formal request for the Open Dissertation Defense to the Rector, through the Director/Dean, no later than 15 (fifteen) days before the defense date, attaching all required documents; and

e. Has submitted the final dissertation manuscript to the Open Defense Committee no later than 7 (seven) days before the scheduled defense date.

The Open Dissertation Defense Committee consists of the following members:
a. The Rector/Vice Rector or their appointed representative, serving as Chair of the Defense;

b. The Director/Dean or Vice Director/Vice Dean, serving as Secretary of the Defense;

c. The Promoter Team;

d. Two (2) examiners from within Universitas Syiah Kuala (USK) who are experts in the relevant field; and

e. One (1) external examiner who is an expert in the field, originating from a study program and university with a minimum accreditation of B.

The Open Dissertation Defense consists of three (3) main stages, namely:
a. Presentation by the Doctoral Candidate (Promovendus/Promovenda);

b. Open Examination conducted by all members of the Defense Committee; and

c. Determination of Graduation (Yudisium).

For students approaching the end of their study period, the final examination (closed and/or open defense) may be conducted with the approval of the university leadership. The diploma will be awarded only after the scientific article has been accepted for publication in a reputable journal.

6.6. SCIENTIFIC PUBLICATION

The final work of students in the Master's Program, Doctoral Program, and Subspecialist Program—in the form of a Thesis, Dissertation, Prototype, or Project—must be published as a requirement for graduation. The publication of research results must be in a form recognized by the Graduate School/Faculty. The types and characteristics of scientific publications, listed in order of quality, are as follows:

6.6.1. National Proceedings
a. Contain a complete paper;
b. Written in Indonesian or English;
c. Authored by contributors from at least four (4) different institutions;
d. The editor or steering committee must consist of experts in the relevant field of study;
e. Possess an ISBN/ISSN; and
f. Published by a reputable scientific institution, such as a professional organization, university, research institution, or government agency.

6.6.2. International Proceedings
a. Contain a complete paper;
b. Written in one of the official United Nations languages (Arabic, English, French, Russian, Spanish, or Chinese);
c. Authored by contributors from at least four (4) different countries;
d. Edited by experts in the relevant field of study from various countries;
e. Possess an ISBN/ISSN; and
f. Published by a reputable scientific institution, such as a professional organization, university, research institution, government agency, or publisher.

6.6.3. Indexed International Proceedings
a. Meet all requirements stated for International Proceedings; and
b. Are indexed in databases such as Scopus, SJR, ISI, Thomson, or Web of Science (WoS).

6.6.4. National Journal
a. Possesses an ISSN registered with a recognized Cross-Reference Agency;
b. Published either online or in print;
c. Aims to communicate scientific research findings or scholarly concepts within a specific discipline;

d. Published by a publisher, scientific body, professional organization, scholarly association, or university and its units;

e. Written in Indonesian and/or English;

f. Contains scientific works authored by contributors from at least two (2) different institutions; and

g. Has an Editorial Board composed of experts in the relevant field from at least two (2) different institutions.

6.6.5. Accredited National Journal

a. Meets all the criteria of a National Journal; and

b. Is indexed in a database recognized by the Ministry of Education, Culture, Research, and Technology (Kemenristekdikti) — such as SINTA, CABI, or Copernicus International — or is classified as an Accredited National Journal with a SINTA rank of 1 to 3.

6.6.6. International Journal

a. Possesses an ISSN registered with a recognized Cross-Reference Agency;

b. Published in one of the official languages of the United Nations;

c. Articles are written in accordance with scientific standards and academic ethics;

d. The editorial board consists of experts in their fields, representing at least four (4) different countries, and is verifiable;

e. Implements a proper blind review process;

f. Publishes a reasonable number of articles per issue, maintaining a consistent format and layout across editions;

g. Contains at least two (2) articles per issue authored by researchers from different countries;

h. The journal's address is traceable online;

i. Is indexed in international databases such as Google Scholar, DOAJ, Copernicus, CABI, or other recognized indexing platforms;

j. Holds a status of active publication (not cancelled or discontinued) at the time of submission; and

k. Is not listed as a predatory journal at the time of submission.

6.6.7. Reputable International Journal

a. Meets all the criteria of an International Journal;

b. Is indexed in a reputable international database such as Scopus, SJR, ISI, Thomson, or Web of Science (WoS) with a ranking of Q1 to Q3; and

c. Holds an active publication status (not cancelled or discontinued) at the time of submission.

6.7. RECOGNIZED INDEXING INSTITUTIONS

The following are several major indexing institutions that provide data and citation services for scientific articles:

a. SINTA (Science and Technology Index) — an Indonesian indexing and ranking institution for journals, books, intellectual property rights (IPR), and authors. The status and ranking of journals indexed by SINTA can be accessed through the website https://sinta.kemdikbud.go.id.

b. GARUDA (Garda Rujukan Digital) — a national indexing institution that indexes scientific articles, publishers, journals, conferences, and subject areas. It can be accessed through the website https://garuda.kemdikbud.go.id.

c. Directory of Open Access Journals (DOAJ) — is a unique and extensive index of a wide range of open-access journals from around the world, supported by a growing community committed to ensuring that high-quality content is freely available online to everyone. DOAJ is committed to maintaining its services at no cost, including journal indexing, and making its data openly accessible. The DOAJ can be accessed through https://doaj.org.

d. Index Copernicus International (ICI) or ICI World of Journals — is a global database dedicated to scientific journals worldwide. Every editorial office registered in the ICI World of Journals database is granted free access to the IT system. The primary purpose of the ICI Master Journal List is to provide opportunities for scientific journals from all over the world to be verified in terms of the application of transparent editorial practices.

e. Scopus — is an abstract and citation database of peer-reviewed literature, including scientific journals, books, and conference proceedings, managed by Elsevier B.V. Scopus provides a comprehensive overview of global research output across the fields of science, technology, medicine, social sciences, as well as arts and humanities, making it a key reference source for institutions worldwide. Journals indexed in Scopus can be accessed at https://www.scopus.com. The list of journals currently indexed or discontinued due to eligibility review can be accessed via https://www.elsevier.com/products/scopus/content#4-titles-on-scopus.

f. Web of Science (WoS) — managed by Clarivate Analytics, formerly known as ISI Thomson Reuters, provides a master list of leading journals to help researchers identify suitable journals across the various indexes hosted on the platform. WoS covers all disciplines and regions. The Core Collection of WoS is the central component of the platform, carefully curated by an internal team of editorial experts to include only journals that demonstrate high editorial rigor and best practices in scholarly publishing. In addition to the Web of Science Core Collection, users can search across specialized collections, including Biological Abstracts, BIOSIS Previews, Zoological Record, Current Contents Connect, and Chemical Information Products, through https://mjl.clarivate.com/home.

6.8. JOURNAL RANKING

SINTA issues rankings of national journals, which can be accessed through https://sinta.kemdikbud.go.id. SINTA ranks journals based on assessments conducted by reviewers during the National Journal Accreditation (ARJUNA) process. The journal ranking categories determined by SINTA are as follows:

Table 6.2. Journal Ranking by SINTA

Journal Rank	Description
Sinta 1	Accredited Rank 1, with an accreditation score of $85 \le n \le 100$
Sinta 2	Accredited Rank 2, with an accreditation score of $70 \le n < 85$
Sinta 3	Accredited Rank 3, with an accreditation score of $60 \le n < 70$

Sinta 4	Accredited Rank 4, with an accreditation score of 50 ≤ n < 60
Sinta 5	Accredited Rank 5, with an accreditation score of 40 ≤ n < 50
Sinta 6	Accredited Rank 6, with an accreditation score of 30 ≤ n < 40

Scopus issues the international journal ranking recognized by USK. Scopus publishes the Q-index, which indicates the quality level of journals indexed explicitly in Scopus. Evaluations and rankings are conducted for journals within each scientific field. The journal ranking categories, which can be viewed on https://www.scopus.com, are as follows:

Table 6.3. Journal Ranking by Scopus (Q-Index)

Journal Rank	Description
Q 1	Percentile 75% ≤ n < 100%
Q 2	Percentile 50% ≤ n < 75%
Q 3	Percentile 25% ≤ n < 50%
Q 4	Percentile < 25%

6.9. PREDATORY JOURNALS

Predatory journals are publications whose quality, credibility, and scientific validity are questionable; therefore, they cannot be counted as fulfillment of graduation requirements for Master's or Doctoral students. Such journals may be either national or international and typically exhibit the following characteristics:
a. The publisher's credibility and existence are doubtful;
b. The publication process does not include a proper peer-review process (blind review) by experts in the relevant field;
c. The quality of published articles is questionable;
d. The publication process is speedy and lacks transparency;
e. The journal's scope is inconsistent with the submitted scientific articles;
f. The service providers and members of the editorial board are unqualified or unreliable; or
g. The journal is not listed, or has been discontinued, in recognized indexing or journal-ranking databases.

CHAPTER 7. GRADUATION AND COMMENCEMENT

7.1. ACADEMIC ACHIEVEMENT OF POSTGRADUATE STUDENTS

The academic achievement of postgraduate students is evaluated at the end of their program of study. A student may be proposed for graduation (yudisium) at the Postgraduate School/Faculty if the following requirements are met:

a. Has completed the final project — a thesis, prototype, product, or other approved form for the Master's/Specialist/Subspecialist Program, or has completed a Dissertation with demonstrated scientific novelty (Type 1, 2, or 3) for the Doctoral Program;

b. Has completed the required credit load as stipulated in the curriculum of the respective Study Program;

c. Has obtained a GPA of 3.0 or higher, with no grades of C, D, or E; and

d. Has achieved a minimum TOEFL score of 477 (or equivalent IELTS/ITP/UEPT/TOEFL-like score) issued by UPT Bahasa USK, IIEF Jakarta, or British Council Indonesia.

Suppose the English proficiency requirement is not met at the time of the Final Examination or Graduation (Yudisium). In that case, the student must attend an English/TOEFL Preparation course conducted by UPT Bahasa USK and is required to retake an English proficiency test, with no minimum score limitation applied for this final attempt.

7.2. REQUIREMENTS FOR SCIENTIFIC PUBLICATION

Graduates of the Master's/Specialist and Doctoral/Subspecialist Programs may be eligible for graduation (yudisium) only after fulfilling the following scientific publication requirements:

Table 7.1 Requirements for Scientific Publication

Program	Publication Requirement
Master's/Specialist Program	Must have at least one (1) scientific article based on thesis research accepted for publication within a maximum of one (1) year after submission. The article must be published at a minimum in an Accredited National Journal (Sinta-2), an International Journal, or Indexed Proceedings (Scopus/SJR/ISI/Thomson/WoS). The student must be the first author affiliated with the Master's/Specialist Study Program, with the main supervisor as corresponding author and other supervisors as co-authors. A Master's/Specialist student who successfully publishes an article in a Reputable International Journal indexed in Scopus (minimum Q3) as the first author will be exempted from the final thesis defense and awarded a grade of A..

Program	Publication Requirement
Doctoral/Subspecialist Program	Must have at least one (1) scientific article based on dissertation research accepted for publication within a maximum of one (1) year after submission. The article must be published in a Reputable International Journal indexed in Scopus/SJR/ISI/Thomson/WoS (minimum Q3). The student must be the first author affiliated with the Doctoral/Subspecialist Study Program, with the promoter as corresponding author and co-promoters as co-authors. A Doctoral/Subspecialist student who successfully publishes an article in a Reputable International Journal indexed in Scopus (Q1) as the first author will be exempted from the Open Dissertation Defense and awarded a grade of A.

7.3. GRADUATION HONORS CATEGORIES

Students of the Postgraduate School/Faculty are declared Graduated after completing all required study loads and achieving the learning outcomes targeted by the Study Program, with a Grade Point Average (GPA) of 3.00 or higher. Graduation honors are awarded based on the GPA as follows:

1. Satisfactory
   Students graduate with a GPA between 3.00 and 3.50.
2. Very Satisfactory
   Students graduate with a GPA between 3.51 and 3.74.
3. With Distinction (Cum Laude)
   Students graduate with a GPA of 3.75 or higher, provided that they meet the following conditions:
   a. Completion of the study program in less than four (4) semesters for the Master's Program or six (6) semesters for the Doctoral Program;
   b. Have never repeated any course;
   c. Have no grade of C;
   d. Have never taken academic leave; and
   e. Have never received any academic warning or sanction.

7.4. GRADUATION EVALUATION (JUDISIUM)

Yudisium is the official decision to confer graduation status upon students who have completed their academic requirements in accordance with university regulations. The Yudisium for the Master's Program is conducted by the Postgraduate School/Faculty through a meeting chaired by the Director/Dean, based on graduation proposals submitted by the Study Program Coordinator.

The Yudisium for the Professional, Specialist, or Subspecialist Programs is carried out after the student has passed the Competency Examination administered by the relevant professional association or collegium. The Yudisium for the Doctoral Program is held at the conclusion of the Open Dissertation Defense, attended by the Promoter, Co-Promoters, and Examiners, and chaired by the Rector or an appointed representative, with the Director/Dean or their representative serving as the session secretary.

The Yudisium meeting produces an official Yudisium Statement formalized in the Minutes of the Yudisium Meeting issued by the Director/Dean, effective as of the meeting date. The results of the Yudisium meeting are submitted to the Directorate of Academic Administration for processing the National Diploma Number (PIN) and issuance of the Electronic Diploma. Subsequently, the Minutes of the Yudisium Meeting are read by the Director/Dean during a ceremony organized by the Postgraduate School/Faculty before the University's commencement ceremony.

7.5. GRADUATION CEREMONY

Graduates who have been declared eligible through the Yudisium process at the Postgraduate School/Faculty are entitled to participate in the graduation ceremony (Wisuda) at Universitas Syiah Kuala. The university holds graduation ceremonies four (4) times a year. Postponement of participation in the graduation ceremony may be granted to graduates; however, it is limited to a maximum of one subsequent graduation period.

7.6. DIPLOMA AND ACADEMIC TRANSCRIPT

Students who are declared to have graduated are entitled to receive a Diploma (Ijazah) and an Academic Transcript. The diploma serves as an official certificate issued to a student who has completed a study program at Universitas Syiah Kuala, accessible through each graduate's online KRS account. Each diploma is signed electronically by the Rector and the Director of the Postgraduate School/Dean of the Faculty. In contrast, the academic transcript is signed electronically by the Director of the Postgraduate School/Dean of the Faculty.

Diplomas are awarded during the graduation ceremony, except for graduates who have not yet fulfilled specific requirements, such as publishing a scientific article. In such cases, the National Diploma Number (PIN) will only be issued once the publication appears in the required journal, and it must be completed within the official study period to maintain eligibility. Graduates who do not attend the graduation ceremony may access their diplomas through their respective online KRS accounts.

CHAPTER 8. CODE OF ETHICS AND ACADEMIC SANCTIONS

8.1.   CODE OF ETHICS ON CAMPUS AND IN THE WORKPLACE

8.1.1. Student Rights
        Every student is entitled to the following rights:
        a. To receive educational services in accordance with their talents, interests, potential, and abilities;
        b. To utilize academic and general facilities at Universitas Syiah Kuala (USK) to support the learning process;
        c. To receive academic guidance from lecturers responsible for their Study Program to complete their studies;
        d. To propose a change of Academic Advisor, Thesis Supervisor, or Promoter/Co-Promoter if incompatibility arises in collaboration or thesis topic;
        e. To obtain information services regarding their Study Program and academic progress;
        f. To complete their studies earlier than the designated study period, provided all applicable requirements are met;
        g. To exercise academic freedom responsibly, upholding reason, moral integrity, and the academic culture;
        h. To transfer to another Study Program outside of USK;
        i. To obtain welfare services in accordance with applicable regulations;
        j. To receive special services for students with disabilities, within the capacity of USK;
        k. To submit complaints regarding violations of their rights through USK's grievance service; and
        l. To receive justice, legal protection, and a safe, orderly, and fair environment both on and off campus while engaging in academic activities.

8.1.2. Student Responsibilities
        Every student has the following obligations:
        a. To bear the cost of educational activities in accordance with applicable regulations;
        b. To help maintain facilities, infrastructure, cleanliness, order, and security at Universitas Syiah Kuala (USK);
        c. To uphold academic ethics;
        d. To preserve the dignity and good reputation of USK;
        e. To uphold national culture;
        f. To respect, observe, and comply with the norms and ethical standards that apply to the USK academic community;
        g. To participate in the learning process in accordance with USK regulations, upholding academic norms and ethics;
        h. To respect others and refrain from demeaning or insulting any member of the USK community;
        i. To protect and preserve the environment;
        j. To maintain harmony and peace to foster social cohesion;
        k. To comply with all regulations and policies enforced at USK; and

l. To uphold academic freedom, freedom of academic expression, and scientific autonomy in carrying out the Tridharma of higher education (education, research, and community service).

8.1.3. Prohibitions for Members of the Academic Community
Every member of the academic community is prohibited from:
a. Engaging in acts of plagiarism, falsification of administrative or academic documents, and falsification of scientific works, whether individually or in collaboration with others;
b. Committing acts of blasphemy or insults against specific ethnic groups, religions, races, or social groups;
c. Engaging in sexual harassment, sexual violence, pornography, promiscuity, and/or any other form of indecent behavior;
d. Committing bullying—physically, emotionally/psychologically, verbally, or through digital media—in the form of humiliation, assault, defamation, offensive acts, hate speech, threats, or coercion, whether single or repeated, based on race, religion, gender, or social status;
e. Inviting external parties to conduct academic, curricular, or extracurricular activities on behalf of Universitas Syiah Kuala (USK) without official authorization;
f. Disrupting or obstructing other students' rights;
g. Disrupting or obstructing members of the USK community in carrying out their academic duties and activities;
h. Coercing others to use educational or public facilities;
i. Damaging or stealing educational or public facilities;
j. Hindering members of the USK community from practicing their religion or beliefs;
k. Engaging in slander, incitement, insults, provocation, or defamation of USK members or the broader community;
l. Possessing, consuming, distributing, or selling narcotics and/or alcoholic beverages on campus;
m. Engaging in gambling or any other game of chance categorized as gambling;
n. Possessing or using sharp weapons, chemical weapons, and/or firearms;
o. Engaging in acts of violence, fighting, and/or other criminal behaviors that disturb public order;
p. Spreading ideologies or teachings that are prohibited or contrary to prevailing laws and regulations;
q. Committing acts that violate statutory laws and regulations;
r. Smoking in prohibited areas within the campus environment;
s. Attending lectures and/or academic advising sessions in public spaces outside the campus; and
t. Engaging in any act or activity that violates religious, legal, moral, or ethical principles.

8.1.4. Academic Ethics
a. Every member of the academic community is obliged to uphold academic life based on truth and honesty in accordance with applicable laws and regulations;

b. All academic activities must incorporate Islamic values, morality, and ethical principles, particularly in the learning process;
c. The scheduling of academic and other activities must be appropriately arranged so as not to interfere with religious observances;
d. The use of a veiled (hijab) photograph is mandatory for all Muslim women for academic and administrative purposes; and
e. Every student conducting academic activities outside the campus must obtain permission from the Head of the Graduate School/Faculty and/or the Head of the Study Program.

8.1.5. Academic Misconduct
Forms of academic misconduct include:
a. Completing exams, practical reports, or research reports on behalf of another student;
b. Taking university entrance exams on behalf of another applicant;
c. Cheating during learning evaluations or collaborating on exam questions that are required to be completed individually;
d. Copying or imitating another person's research results (plagiarism) or one's own previous work (self-plagiarism); and
e. Forging signatures, administrative documents, data, and/or academic records.

Academic misconduct may result in the following sanctions:
a. Annulment of exam and/or practicum grades;
b. Suspension, during which the suspension period is counted in the study duration; and
c. Dismissal from student status.

8.2.   ACADEMIC SANCTIONS

8.2.1. Types of Sanctions
a. Minor sanctions;
b. Moderate sanctions; and
c. Major sanctions.

8.2.2. Forms of Sanctions
a. Minor sanctions may include:
    i.   Verbal warning;
    ii. Written warning; and
    iii. Admission of wrongdoing and an apology, either verbally and/or in writing.

b. Moderate sanctions may include:
    i.   Suspension from attending classes for a maximum of one (1) semester;
    ii. Revocation of the right to certain facilities;
    iii. Revocation of participation rights in various student activities; and
    iv. Compensation for damages if the violation has caused harm to other parties.

c. Major sanctions may include:

i. Suspension from attending classes for a minimum of one (1) semester and a maximum of four (4) semesters;
ii. Postponement of all academic activities for up to four (4) semesters within the faculty and/or University;
iii. Recommendation for dismissal from student status; and
iv. Compensation for damages if the violation has caused material loss to members of the academic community or the institution.

8.2.3. Classification of Code of Ethics Violations
a. Minor Violations
   i. Completing exams, practicum reports, or research reports on behalf of another student;
   ii. Taking university entrance exams on behalf of another applicant;
   iii. Cheating during learning evaluations or collaborating on exam questions that should be completed individually;
   iv. Engaging in academic activities that are not based on truth and honesty;
   v. Scheduling academic or other activities in a way that interferes with religious observances;
   vi. Using a photograph without a hijab for academic administrative purposes for Muslim female students;
   vii. Smoking in prohibited areas within the campus environment; and
   viii. Attending lectures and/or academic supervision sessions in public areas outside the campus, outside working hours, or in enclosed spaces that may lead to ethical misconduct.

b. Moderate Violations
   i. Inviting external parties to conduct academic, curricular, and/or extracurricular activities on behalf of Universitas Syiah Kuala (USK) without proper authorization;
   ii. Conducting academic activities outside the campus without prior approval from the Head of the Graduate School/Faculty and/or the Head of the Study Program;
   iii. Disrupting or obstructing the rights of fellow students;
   iv. Interfering with or hindering members of the USK academic community in carrying out their duties and academic activities; and
   v. Forcing others to use educational or public facilities.

c. Major Violations
   i. Committing acts of plagiarism, forgery of signatures, administrative documents, academic documents, and scholarly works, either individually or in collaboration with others;
   ii. Engaging in actions classified as blasphemy or insults toward specific ethnicities, religions, races, or groups;
   iii. Committing acts of sexual harassment and violence, pornography, promiscuity, and/or other forms of moral misconduct;
   iv. Engaging in deliberate bullying—physically, psychologically, or verbally—that may constitute a criminal offense;
   v. Damaging or stealing educational or public facilities;

vi. Obstructing members of the Universitas Syiah Kuala (USK) community from performing worship in accordance with their religion or beliefs;
vii. Committing defamation, incitement, insult, provocation, or slander against members of the USK community or others;
viii. Possessing, using, distributing, or selling narcotics and alcoholic beverages on campus;
ix. Engaging in gambling activities in any form;
x. Possessing or using sharp weapons, chemical weapons, or firearms;
xi. Committing acts of violence, fighting, and/or other criminal acts that disturb public order;
xii. Offering or promising something with the intent to defraud, solicit money, and/or provide certain facilities;
xiii. Spreading ideologies or teachings prohibited by law or contrary to existing legislation; and
xiv. Engaging in acts that violate prevailing laws and regulations.

CHAPTER 9. CLOSING
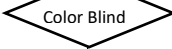
This academic handbook shall serve as the primary reference for the administration and management of academic affairs within the Graduate Programs of Universitas Syiah Kuala (USK) at all academic levels. Further development and adjustments at the Study Program level are permissible, provided that such modifications do not contradict the provisions stipulated in this handbook.

Appendix 1

DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA	Number — 12/UN11/DAA/SOP/2024

Number	12/UN11/DAA/SOP/2024
Date of Creation	August 1, 2017
Date of Revision	February 7, 2024
Effective Date	July 1, 2024
Approved by	Director
	signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
SOP Title	**Administrative Registration of New Students**

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law No. 20 of 2003 concerning the National Education System; 2. Law No. 12 of 2012 concerning Higher Education; 3. Government Regulation No. 4 of 2012 concerning the Implementation of Higher Education and Management of Higher Education; and 4. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Programs	1. Understand the Academic Guidelines of Universitas Syiah Kuala (USK); 2. Be proficient in using the USK Registration Application; and 3. Be proficient in using the USK Academic Information System (Siakad) Application.

RELEVANCE	EQUIPMENT;
	1. Computer/Laptop; and 2. Internet Connection.

WARNING	RECORDING AND DATA COLLECTION
If this procedure is not completed, the applicant cannot be officially designated as a student of Universitas Syiah Kuala.	All data are stored both electronically and manually.

Appendix 1

SOP FOR ADMINISTRATIVE REGISTRATION OF NEW STUDENTS
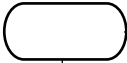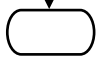
No.	Activity Description	Implementer			Standard Quality			Remark
		Prospective New Students	Admissions and Statistics Division	Bank	Requirements	Duration	Output	
1.	Fill out the personal data and Single Tuition Fee (UKT) form online.	□			Supporting documents/ database (website address)	2 days	Electronic data	
2.	Upload a certificate of color vision/blindness online at https://berkas-akademik.usk.ac.id/.		◇ Color Blind no		Admission card/ supporting documents.	5 minutes	Electronic data	
3.	Receive a report from the concerned prospective new student and further processing for program transfer.		yes □		SOP for Color Vision/ Blindness.	1 week	Electronic data	
4.	Receive UKT payment from the prospective new student.			□	USK admission card.	1 day	UKT payment slip	
5.	Generate Student Identification Number and password.		□		USK admission card.	2 days	Electronic data	
6.	Upload required documents online via https://berkas-akademik.usk.ac.id/ to obtain a Student Identity Card (KTM) and fill out personal data and Study Plan Card (KRS) online via https://krs.usk.ac.id/.	□			1. USK admission card; 2. Legalized copy of diploma; 3. Printout of UKT form; 4. Proof of payment of tuition fees; 5. Proof of health/ drug tests; 6. KIP-K (Kartu Indonesia Pintar Kuliah) Card (if applicable); 7. Proof of parents' latest rank for civil servant/ police/ military; and 8. Statement of UKT amounts approval.	5 days	Electronic data	
8.	Process the Rector's Decree concerning the admission of new students for the current academic year.		□		Rector Decree	3 days	Electronic and manual data	

Appendix 2

Number	13/UN11/DAA/SOP/2024
Date of Creation	August 1, 2017
Date of Revision	February 7, 2024
Effective Date	July 1, 2024
Approved by	Director signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
SOP Title	**Registration of Existing (Continuing) Students**

DIRECTORATE OF ACADEMIC ADMINISTRATION
UNIVERSITAS SYIAH KUALA

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law No. 12 of 2012 concerning the National Education System; 2. Government Regulation No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; and 3. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Programs.	1. Understand the Academic Guidelines of Universitas Syiah Kuala (USK); 2. Be proficient in using the USK Registration Application; and 3. Be proficient in using the USK Academic Information System (SIAKAD) Application.
RELEVANCE	EQUIPMENT;
	1. Computer/Laptop; 2. Internet Connection 3. SIAKAD Application 4. Printed copies of prospective student files.
WARNING	RECORDING AND DATA COLLECTION
Registration of existing students is completed each semester within the designated time period, and registration is deemed complete once the student settles the tuition payment through the appointed bank.	All data are stored both electronically and manually.

SOP FOR REGISTRATION OF EXISTING (CONTINUING) STUDENTS

No.	Activity Description	Implementer					Standard Quality			Remark
		Directorate of Academic Administration	UPT TIK	Directorate of Finance	Bank	Student	Requirements	Duration	Output	
1.	Coordinate with the Directorate of Finance and UPT TIK regarding the schedule for UKT payment and KRS filing.	⬭					1. Student database; and 2. Academic calendar.	2 weeks	Electronic and manual data	
2.	Receive information on the payment schedule for education fees and input UKT amounts into the financial application, and open/ send the student database eligible for education fee payments.			▭			Decree on Education Fees.	1 day	Electronic data	
3.	UPT TIK opens access for the Study Plan Card (KRS).		▭				Student database.	1 day	Electronic data	
4.	Receive the database and record education fee payments.				▭		Proof of payment of education fees.	1 day	Electronic data	
5.	Make a payment for education fees.					▭	Student Identity Card.	3 days	Electronic data	
6.	Fill out the Study Plan Card according to the predetermined schedule.					⬭	Proof of payment of education fees.	1 day	Electronic data	

Appendix 3

	Number	14/UN11/DAA/SOP/2024
	Date of Creation	August 1, 2017
	Date of Revision	February 7, 2024
	Effective Date	July 1, 2024
DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA	Approved by	Director signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
	SOP Title	**Completion of the Study Plan Card (KRS)**

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law No. 12 of 2012 concerning the National Education System; 2. Government Regulation No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; and 3. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Programs.	1. Understand the Academic Guidelines of Universitas Syiah Kuala; and 2. Be proficient in using the Online KRS Application (krsonline.usk.ac.id)

RELEVANCE	EQUIPMENT;
	1. Computer/Laptop; 2. Internet Connection; 3. Online KRS Application (krsonline.usk.ac.id); and 4. Printed copies of student files (if needed).

WARNING	RECORDING AND DATA COLLECTION
Completion of the Study Plan Card (KRS) by existing (continuing) students is carried out each semester within the specific registration period, and the process is considered complete once the student is officially registered in the selected courses.	All data are stored both electronically and manually.

Appendix 3

SOP FOR COMPLETION OF THE STUDY PLAN CARD (KRS)
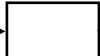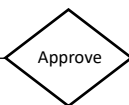
No.	Activity Description	Implementer			Standard Quality			Remark
		Student	Academic Advisor	Study Program	Requirements	Duration	Output	
1.	Submit proposed courses to be taken through the online KRS application at krsonline.usk.ac.id.				1. Student database; and 2. Academic calendar.	1 week	Electronic data	
2.	Forward the proposed list of courses to the academic advisor.				Online KRS.	1 hour	Electronic data	
3.	Approve or reject the student's proposed courses.	Reject	Approve		Student database.	15 minutes	Electronic data	
4.	Archive the approved KRS digitally.		Yes		Online KRS	1 day	Electronic data	

Appendix 4

	Number	11/UN11/DAA/SOP/2024
	Date of Creation	August 1, 2017
	Date of Revision	February 7, 2024
	Effective Date	July 1, 2024
	Approved by	Director signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA	SOP Title	**Credit Transfer**

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law No. 20 of 2003 concerning the National Education System; 2. Law No. 12 of 2012 concerning Higher Education; 3. Government Regulation No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; 4. Minister of Education and Culture Regulation No. 14 of 2014 concerning Higher Education Cooperation; and 5. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Programs.	1. Understand the Academic Guidelines of Universitas Syiah Kuala; 2. Be proficient in using the USK Academic Information System (SIAKAD) Application.
RELEVANCE	EQUIPMENT;
	1. Computer/Laptop; 2. Internet Connection; 3. SIAKAD Application; and 4. Hard copies of prospective student files.
WARNING	RECORDING AND DATA COLLECTION
	All data are stored both electronically and manually.

Appendix 4

SOP FOR CREDIT TRANSFER
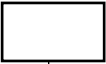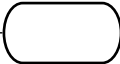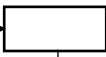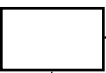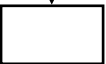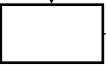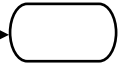
No.	Activity Description	Implementer				Standard Quality			Remark
		Student	Academic Advisor	Department/ Study Program	Vice Dean for Academic Affairs	Requirements	Duration	Output	
1.	Submit a request for credit transfer to the Head of Department/ Study Program Coordinator with the knowledge of the Academic Advisor.					1. Application letter for credit transfer; 2. Assignment letter for student exchange from Dean/Rector; 3. An academic transcript from internal USK or other universities.	1 week	Electronic and manual data	
2.	The Head of Department/Study Program Coordinator reviews grades and credit weights that can be transferred.					1. Academic transcript from internal USK or other university; 2. Curriculum Guidebook of the relevant study program.	3 days	Electronic and manual data	
3.	The Head of Department and Study Program Coordinator submit recommendations for credit transfer to the Vice Dean for Academic Affairs.			No	Approve	1. Student's application file; and 2. Recommendation letter from the Head of Department/ Study Program Coordinator.	3 days	Electronic and manual data	
4.	Study Program processes course equivalence/recognition in the SIAKAD system.				Yes	Approval letter from the Vice Dean for Academic Affairs.	1 day	Electronic and manual data	

Appendix 5

EDUCATION DIVISION
BUREAU OF ACADEMIC AFFAIRS
UNIVERSITAS SYIAH KUALA

Number	01/UN11/DAA/SOP/2024
Date of Creation	August 1, 2017
Date of Revision	February 7, 2024
Effective Date	January 1, 2020
Approved by	Director, signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
SOP Title	**Evaluation of the Study Period**

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law No. 12 of 2012 concerning Higher Education; 2. Regulation of the Minister of Research, Technology, and Higher Education No. 71 of 2017 concerning the Guidelines for the Preparation and Evaluation of Business Process Maps and Standard Operating Procedures within the Ministry of Research, Technology, and Higher Education; 3. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education (State Gazette No. 47 of 2020); and 4. Rector Regulation No. 1 of 2023 concerning Organization and Working Procedures of Rectorate Units at Universitas Syiah Kuala.	1. Minimum education of Diploma III/Undergraduate Program's Degree; 2. Understand duties and functions within the academic system; and 3. Be proficient in good communication and use proper language.

RELEVANCE	EQUIPMENT;
SOP for Graduation Certificate Processing.	1. Computer/Laptop; 2. Scanner; 3. Internet Connection; and 4. Exit Survey and Online KRS Applications.

WARNING	RECORDING AND DATA COLLECTION

Appendix 5

SOP FOR EVALUATION OF STUDY PERIOD
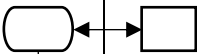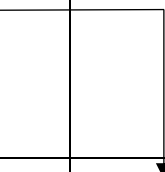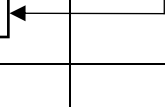
No.	Activity Description	Implementer				Standard Quality			Remark
		Directorate of Academic Administration/ Academic Data & Information Division	Faculty/ Graduate Program	Student	SIAKAD	Requirements	Duration	Output	
1.	Academic Data and Information Division retrieves evaluation data for students' study period of 2nd semester, 6th semester, and final semester from siakad.usk.ac.id.	▭			⬭	Evaluation data for students' study period of the 2nd semester, 6th semester, and final semester.	2 days		
2.	The Academic Data and Information Division sends the students' study period evaluation data.		▭			Evaluation data for students' study period of the 2nd semester, 6th semester, and final semester.	1 day		
3.	Faculty/Graduate Program validates and verifies the study period evaluation data. The verification result will be sent back to the Directorate of Academic Administration.	▭				Evaluation data for students' study period of the 2nd semester, 6th semester, and final semester.	7 days		
4.	The Academic Data and Information Division validates the data period evaluation data received from the faculty/ graduate program.	▭				Evaluation data for students' study period of the 2nd semester, 6th semester, and final semester.	3 days		
5.	Academic Data and Information Division processes the Rector's Decree concerning the Drop Out/ Dismissal and Transfer Letter.	▭			⬭	Evaluation data for students' study period of the 2nd semester, 6th semester, and final semester.	30 days	Rector's Decree concerning the Drop Out and Transfer Letter	

Appendix 6

	Number	15/UN11/DAA/SOP/2024
	Date of Creation	August 1, 2017
	Date of Revision	February 7, 2024
	Effective Date	July 1, 2024
EDUCATION DIVISION **BUREAU OF ACADEMIC AFFAIRS** **UNIVERSITAS SYIAH KUALA**	Approved by	Director signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
	SOP Title	**Academic Leave**
LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS	
1. Law No. 20 of 2003 concerning the National Education System; 2. Law No. 12 of 2012 concerning Higher Education; 3. Government Regulation No. 4 of 2012 concerning the Implementation of Higher Education and Management of Higher Education; and 4. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Program.	1. Understand the Academic Guidelines of Universitas Syiah Kuala.	
RELEVANCE	EQUIPMENT;	
	1. Computer/Laptop; 2. Internet Connection; and 3. Printed copies of prospective student files.	
WARNING	RECORDING AND DATA COLLECTION	
	All data are stored both electronically and manually.	

Appendix 6

SOP FOR ACADEMIC LEAVE
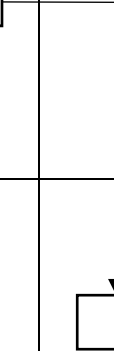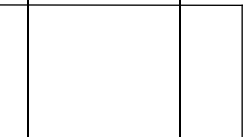
No.	Activity Description	Implementer				Standard Quality			Remark
		Student	Academic Advisor	Department/ Study Program	Faculty	Requirements	Duration	Output	
1.	Student consults with academic advisor regarding the plan for academic leave.						2 weeks		
2.	Download the academic leave form.					1. Parental consent form for academic leave; 2. Recommendation form from academic advisor; 3. Recommendation form from Head of Department/ Study Program Coordinator; 4. Laboratory clearance form; and 5. Library clearance form.	1 hour		
3.	Fill out and submit the academic leave documents for the Dean's approval.					Approved leave documents.	1 day		
4.	Dean issues official academic leave approval, and the Department/Study Program updates the student's data in the SIAKAD system.					Approved leave documents.	1 day	Electronic Data	
5.	Receive the academic leave letter signed by the Dean.					Approved leave documents.	1 day	Electronic Data	

Appendix 9

  DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA	Number	16/UN11/DAA/SOP/2024
	Date of Creation	August 1, 2017
	Date of Revision	February 7, 2024
	Effective Date	July 1, 2024
	Approved by	Director signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
	SOP Title	**Transfer Admission to Universitas Syiah Kuala (USK)**

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law No. 20 of 2003 concerning the National Education System; 2. Law No. 12 of 2012 concerning Higher Education; 3. Government Regulation No. 4 of 2012 concerning the Implementation of Higher Education and Management of Higher Education; and 4. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Program.	1. Understand the Academic Guidelines of Universitas Syiah Kuala.

RELEVANCE	EQUIPMENT;
1. SOP for registration of new students.	1. Computer/Laptop; 2. Internet Connection; 3. Registration/ Online KRS Application; and 4. Printed copies of prospective student files

WARNING	RECORDING AND DATA COLLECTION
	All data are stored both electronically and manually.

Appendix 7

SOP FOR TRANSFER ADMISSION TO UNIVERSITAS SYIAH KUALA (USK)

No.	Activity Description	Implementer						Standard Quality			Remark
		Prospective New Student	Admissions and Statistics Division	Vice Rector for Academic Affairs	Guidance and Counseling Division	Faculty	Department/ Study Program	Requirements	Duration	Output	
1.	Submit a request for transfer to the Rector of USK.	⬭						1. Recommendation Letter; 2. Personal biodata; 3. Academic transcript; 4. Copy of High School Diploma; 5. Copy of High School Report Card 6. Recommendation from the originating university. 7. Copy of accreditation certificates from the originating study program and university.	1 day	Manual data	
2.	Verify the application completeness and create a request for academic consideration regarding admission and credit equivalence to the faculty.		▭					1. Recommendation Letter; 2. Personal biodata; 3. Academic transcript; 4. Copy of High School Diploma; 5. Copy of High School Report Card 6. Recommendation from the originating university. 7. Copy of accreditation certificates from the originating study program and university.	1 day	Manual data	
3.	The Rector requests recommendations from the Guidance and Counseling Division and an assessment from the Dean of the target faculty.			▭				1. Recommendation Letter; 2. Personal biodata; 3. Academic transcript; 4. Copy of High School Diploma; 5. Copy of High School Report Card 6. Recommendation from the originating university. 7. Copy of accreditation certificates from the originating	1 day	Manual data	
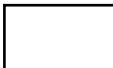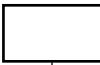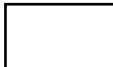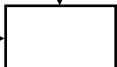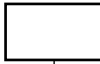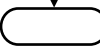
No.	Activity								Documents	Time	Method	
									study program and university.			
4.	The Guidance and Counseling Division provides a recommendation to the Admissions and Statistics Division.				□				Recommendation Letter.	1 day	Manual data	
5.	The Admissions and Statistics Division sends the recommendation results to the faculty.		□						1. Recommendation Letter; 2. Personal biodata; 3. Academic transcript; 4. Copy of High School Diploma; 5. Copy of High School Report Card 6. Recommendation from the originating university. 7. Copy of accreditation certificates from the originating study program and university.	1 day	Manual data	
6.	The Dean requests a further assessment from the Head of Department/ Study Program Coordinator.					□			1. Recommendation Letter; 2. Personal biodata; 3. Academic transcript; 4. Copy of High School Diploma; 5. Copy of High School Report Card 6. Recommendation from the originating university. 7. Copy of accreditation certificates from the originating study program and university.	1 day	Manual data	
7.	The Head of Department/Study Program Coordinator interviews the transfer applicant.						□		1. Recommendation Letter; 2. Personal biodata; 3. Academic transcript; 4. Copy of High School Diploma; 5. Copy of High School Report Card 6. Recommendation from the originating university. 7. Copy of accreditation certificates from the originating study program and university.	1 day	Manual data	

#	Description							Documents	Duration	Type	
8.	The Head of Department/ Study Program Coordinator provides an assessment result.					▭ ←		1. Recommendation letter from the Head of Department/Study Program; and 2. Recognized credits.	3 days	Manual data	
9.	The Dean provides the final academic recommendation.			▭ ←				1. Recommendation letter from the Faculty; and 2. Recognized credits.	3 days	Manual data	
10.	The Rector issues an official decision regarding admission approval or rejection.		▭ ←					Rector's Decree.	3 days	Manual data/ softcopy	
11.	The admitted student completes the administrative registration.	▢ ←									

Appendix 8

<table>
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<td rowspan="6">

DIRECTORATE OF ACADEMIC ADMINISTRATION
UNIVERSITAS SYIAH KUALA</td>
<td>Number</td>
<td>04/UN11/DAA/SOP/2024</td>
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<tr>
<td>Date of Creation</td>
<td>August 1, 2017</td>
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<tr>
<td>Date of Revision</td>
<td>February 7, 2024</td>
</tr>
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<td>Effective Date</td>
<td>August 1, 2017</td>
</tr>
<tr>
<td>Approved by</td>
<td>Directorate of Academic Administration,

signed

Darmawan, S.T., M.M
Official Reg. No. 197607241995121001</td>
</tr>
<tr>
<td>SOP Title</td>
<td>**Graduation Ceremony Registration Procedure**</td>
</tr>
</table>

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law No.12 of 2012 concerning Higher Education; 2. Regulation of the Minister of Research, Technology, and Higher Education No. 71 of 2017 concerning Guidelines for the Preparation and Evaluation of Business Process Maps and Standard Operating Procedures within the Ministry of Research, Technology, and Higher Education; 3. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education (State Gazette No. 47 of 2020); 4. Regulation of the Minister of Education, Culture, Research, and Technology No. 6 of 2022 concerning Graduation Certificates, Competency Certificates, Professional Certificates, Degrees, and Equivalence of Foreign Higher Education Diplomas (State Gazette No. 167 of 2022); and 5. Rector Regulation No. 1 of 2023 concerning the Organization and Working Procedures of Rectorate Units at Universitas Syiah Kuala.	1. Minimum education of Senior High School/Diploma III/Undergraduate Program's Degree; 2. Understand duties and functions within the academic system; and 3. Be proficient in good communication and use proper language.
RELEVANCE	EQUIPMENT;
SOP for Graduation Certificate Processing.	1. Computer/Laptop; 2. Scanner; 3. Internet Connection; and 4. Exit Survey and Online KRS Applications.
WARNING	RECORDING AND DATA COLLECTION
Students who do not register for graduation according to the schedule set by the Rector of Universitas Syiah Kuala are not allowed to participate in the graduation ceremony.	

Appendix 8

SOP FOR GRADUATION CEREMONY REGISTRATION PROCEDURE

| No.	Activity Description	Directorate of Academic Administration/ Academic Data & Information Division	Subdivision of Learning and Academic Affairs in Faculties/ Graduate Program	Graduating Student	Public Relations and Protocol Division	Supporting Documents	Duration	Output	Remark
		Implementer				Standard Quality			
1.	The Academic Data and Information Division processes and sends the graduation registration announcement to the faculties/graduate programs.	⬭ →	☐			Announcement	1 day		
2.	The Subdivision of Learning and Academic Affairs in the faculties/graduate programs sends the list of prospective graduates.	☐				Official Letter/Data	2 days		
3.	Graduates complete the Exit Survey and pay the deposit fee for the graduation gown.			☐			7 days	Graduation Gown Deposit Slip	
4.	The Academic Data and Information Division processes the issuance of digital invitations through students' online KRS accounts.			☐		Graduates Data	7 days	Digital Invitations	
5.	The Academic Data and Information Division sends the list of graduates and those receiving Cum Laude honors to the Public Relations and Protocol Division to prepare the seat number.	☐			☐	Graduates Data	7 days	Graduates Numbering List	
6.	Graduates collect their graduation gowns, download the invitations, and attend the rehearsal.			☐		Payment slips and graduation gown deposit slip	7 days	Graduation Gown	
7.	Conduct the graduation ceremony.			⬭		Graduation Certificate	2 days	Graduation Certificate	

Appendix 9

<table>
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DIRECTORATE OF ACADEMIC ADMINISTRATION
UNIVERSITAS SYIAH KUALA</td><td>Number</td><td>03/UN11/DAA/SOP/2024</td></tr>
<tr><td>Date of Creation</td><td>August 1, 2017</td></tr>
<tr><td>Date of Revision</td><td>February 7, 2024</td></tr>
<tr><td>Effective Date</td><td>August 1, 2017</td></tr>
<tr><td>Approved by</td><td>Directorate of Academic Administration,

signed

Darmawan, S.T., M.M
Official Reg. No. 197607241995121001</td></tr>
<tr><td>SOP Title</td><td>Graduation Certificate Processing for Graduates of Universitas Syiah Kuala</td></tr>
</table>

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law No.12 of 2012 concerning Higher Education; 2. Regulation of the Minister of Research, Technology, and Higher Education No. 71 of 2017 concerning Guidelines for the Preparation and Evaluation of Business Process Maps and Standard Operating Procedures within the Ministry of Research, Technology, and Higher Education; 3. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education (State Gazette No. 47 of 2020); 4. Regulation of the Minister of Education, Culture, Research, and Technology No. 6 of 2022 concerning Graduation Certificates, Competency Certificates, Professional Certificates, Degrees, and Equivalence of Foreign Higher Education Diplomas (State Gazette No. 167 of 2022); and 5. Rector Regulation No. 1 of 2023 concerning the Organization and Working Procedures of Rectorate Units at Universitas Syiah Kuala.	1. Minimum education of Diploma III/Undergraduate Program's Degree; 2. Proficient in using the Graduation Certificate Application; and 3. Responsible.
RELEVANCE	**EQUIPMENT;**
SOP for Graduation Certificate Processing.	1. Computer/Laptop; 2. Scanner; 3. Internet Connection; 4. Graduation Certificate Application; and 5. Official Rector's Seal of Universitas Syiah Kuala
WARNING	**RECORDING AND DATA COLLECTION**
If not implemented according to this SOP, the graduation certificate cannot be processed.	

Appendix 9

SOP FOR GRADUATION CERTIFICATE PROCESSING FOR GRADUATES OF UNIVERSITAS SYIAH KUALA

No.	Activity Description	Implementer					Standard Quality			Remark
		Directorate of Academic Administration/ Academic Data & Information Division	Subdivision of Learning and Academic Affairs in Faculties/ Graduate Program	Dean	Rector	Graduates	Supporting Documents	Duration	Output	
1.	The Academic Data and Information Division sends an official letter requesting input on the data of graduates.						Official letter.	1 day		
2.	The Subdivision of Learning and Academic Affairs in faculties/graduate programs inputs the graduates' data into the SIAKAD application and submits graduation certificate creation requests for students who have passed the commencement ceremony.						Minutes of Commencement Ceremony.	15 days		
3.	Subdivision of Learning and Academic Affairs in faculties/graduate programs validates graduates' academic data in the Electronic Signature System (TTE).						1. ID Card/ Passport; and 2. Latest graduation certificate.	15 days		
4.	Academic Data and Information Division processes the creation of Graduation, Professional, and Cum Laude Certificates in the tte.usk.ac.id application.						1. ID Card/ Passport; and 2. Latest graduation certificate.	30 days		If the documents are incomplete, the faculty will be notified.
5.	Process Dean's signature approval.									
6.	Process the Rector's signature approval.						Draft of Graduation, Professional, and Cum Laude Certificates.	7 days	Graduation, Professional, and Cum Laude Certificates.	
7.	The certificates become available for download in the students' Online KRS account.								Graduation, Professional, and Cum Laude Certificates.	

Appendix 10

Academic Guidance Activity Monitoring Form

Student Name   :
Student Number   :
Study Program   :
Title of Final Project (Thesis/Dissertation   :
Name of Supervisor/Promoter   :
Name of Co-Supervisor/Co-Promoter   :
                                                   1.
                                                   2.
                                                   3.
                                                   4.

Day/Month /Year*	Consultation Topic	Suggestions from Supervisor/Promoter	Supervisor/Promoter's Initials				
			1	2	3	4	5

*Minimum of 3 (three) consultation meetings per semester (attach 1 photo excerpt from each meeting); must be reported every semester.

Year of Admission :	Estimated Year of Graduation :	Promoter's Notes on Publication Progress (circle the most recent progress)**			
Current Progress Toward Graduation (in %)**=		**Drafted**	**Submitted**	**Accepted**	**Published**
1. Reputable International Journal					
2. Accredited National Journal (Sinta-2/Sinta-1)					
3. Indexed International Proceedings					
4.					

** by Main Supervisor/Promoter

Notes on the Student's Study Progress Related to Research/Dissertation Writing, etc. (to be completed by Promoter/Co-Promoter)

Appendix 11

DIRECTORATE OF ACADEMIC ADMINISTRATION
UNIVERSITAS SYIAH KUALA

Number	17/UN11/DAA/SOP/2024
Date of Creation	August 1, 2017
Date of Revision	June 2, 2024
Effective Date	July 1, 2024
Approved by	Director
	signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
SOP Title	**Admission of Postgraduate Students through the Achievement and Full Research Tracks**

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law Number 20 of 2003 concerning the National Education System; 2. Law Number 12 of 2012 concerning Higher Education; 3. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and the Management of Universities; and 4. Regulation of the Rector of Universitas Syiah Kuala Number 273 of 2021 concerning the Postgraduate Academic Guidelines.	1. Understand the Academic Guidelines of Universitas Syiah Kuala (USK); 2. Be proficient in using the USK Registration Application; and 3. Be proficient in using the USK Academic Information System (SIAKAD) Application.

RELEVANCE	EQUIPMENT;
SOP for registration of new students.	1. Computer/Laptop; 2. Internet Connection;

WARNING	RECORDING AND DATA COLLECTION
If not carried out, prospective students in the Achievement Track and Full Research Track cannot be designated as Postgraduate Students of USK.	All data are stored both electronically and manually.

Appendix 11

ADMISSION OF POSTGRADUATE STUDENTS THROUGH ACHIEVEMENT AND FULL RESEARCH TRACKS

No	Activity Description	Implementer				Quality Standard			Remark
		Student	DAA USK	Faculty/Postgraduate School Team	Rector of USK	Requirements	Time	Output	
1	Prospective students pay the registration fee to activate their registration account at https://pendaftaran.usk.ac.id	⬭				Proof of bank payment			
2	Students fill in the required data and upload the necessary documents.	⬭				1. Diploma and transcript 2. Passport photo 3. Proof of achievement 4. Recommendation letter 5. TOEFL certificate 6. Permission letter from supervisor 7. Research plan 8. Application letter			
3	The Directorate of Academic Affairs (DAA) verifies the completeness and authenticity of the documents, then forwards them to the Postgraduate School/Faculty.		◇				3 days	Minutes of document verification	
4	The Postgraduate School/Faculty evaluates the documents and conducts interviews with the prospective students.			▭			3 days		
5	P			▭			1 day	Minutes of document verification and interview	
5	The Rector issues a Decree of Acceptance, Conditional Acceptance, or Rejection to the DAA.				◯		7 days	Decree	
6	The DAA uploads the Decree to the system at https://pendaftaran.usk.ac.id.		◇				1 day		
7	Students download the Decree and complete administrative and academic registration at Universitas Syiah Kuala by presenting the Decree.	⬭							
8	Students begin their coursework.	⬭							

Notes
1. USK : Universitas Syiah Kuala
2. SPs   : Postgraduate School
3. Fac   : Faculty
4. DAA : Directorate of Academic Affairs

Appendix 12

  DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA	Number	18/UN11/DAA/SOP/2024
	Date of Creation	August 1, 2017
	Date of Revision	June 2, 2024
	Effective Date	July 1, 2024
	Approved by	Director
		signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
	SOP Title	**Implementation of the Double Degree/Split-Site Program**
LEGAL BASIS		QUALIFICATION OF IMPLEMENTERS
1. Law Number 20 of 2003 concerning the National Education System; 2. Law Number 12 of 2012 concerning Higher Education; 3. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and the Management of Universities; and 4. Regulation of the Rector of Universitas Syiah Kuala Number 273 of 2021 concerning the Postgraduate Academic Guidelines.		1. Understand the Academic Guidelines of Universitas Syiah Kuala (USK); 2. Be proficient in using the USK Registration Application; and 3. Be proficient in using the USK Academic Information System (SIAKAD) Application.
RELEVANCE		EQUIPMENT;
SOP for New Student Administrative Registration SOP for Diploma Processing		1. Computer/Laptop; 2. Internet Connection;
WARNING		RECORDING AND DATA COLLECTION
If not carried out, prospective students in the Achievement Track and Full Research Track cannot be designated as Postgraduate Students of USK.		All data are stored both electronically and manually.

Appendix 12

IMPLEMENTATION OF DOUBLE DEGREE/SPLIT-SITE PROGRAM

No	Activity Description	Implementer							Quality Standard			Remark
		Student	Study Program	Faculty/Graduate School Team	Directorate of Academic Administration	Directorate of Finance	PDDIKTI	Partner Institution	Requirements	Time	Output	
1	The Study Program Coordinator and Partner University draft a Cooperation Agreement for the Double Degree or Split-Site Program.		▢					▢	MoU and Cooperation Agreement (PKS)			
2	The student pays tuition fees and completes administrative and academic registration.	▢							Proof of Tuition Fee Payment from the Bank			
3	The student fills out the Study Plan Card (KRS).	▢							Study Program Curriculum			
4	The student attends classes at Universitas Syiah Kuala (USK) according to the designated schedule.	▢										
5	The student departs for and studies at the partner university while continuing to fill out the KRS at USK every semester.	▢										
6	The partner university conducts academic activities and sends the Academic Transcript (KHS) to the Study Program every semester.							▢				
7	The Study Program converts the KHS to align with its curriculum and submits the converted KHS to the Directorate of Academic Administration (DAA) for system entry at USK.		▢						Academic Transcript from the Partner Institution and Study Program Curriculum	10 minutes	Hard Copy	Recorded in the dispatch logbook
8	DAA inputs the KHS into PDDIKTI and reports it to the Directorate of Finance for the student's active status.				⬭	⬭	⬠		Academic Transcript (KHS) from the Study Program and Reactivation Letter to the Directorate of Finance	During the study period	Hardcopy and Softcopy	
9	At the end of the study at the partner university, the student applies for graduation (yudisium) and uploads all graduation requirements through the USK online KRS system.	▢							Graduation (Yudisium) Requirements	10 minutes	Softcopy	Sent via SINDE
10	The Study Program conducts the yudisium and proposes the issuance of the diploma to DAA.		▢						Yudisium Documentation Completeness	30 minutes	Softcopy	
11	DAA processes the National Diploma Number (PIN) and graduation ceremony (wisuda).				⬭					1 day	Softcopy	The transcript can be accessed through the student's KRS account
12	The student participates in the graduation ceremony and receives a diploma from Universitas Syiah Kuala.	▢								1 day	Softcopy	PIN submission for diploma completion

Notes
1. USK : Universitas Syiah Kuala
2. SPs : Graduate School
3. Fak : Faculty
4. DAA: Directorate of Academic Administration
5. PS   : Study Program
6. KTM: Student Identity Card

Appendix 13

|		
	Number	18/UN11/DAA/SOP/2024
	Date of Creation	August 1, 2017
	Date of Revision	June 2, 2024
	Effective Date	July 1, 2024
	Approved by	Director
DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA		signed Darmawan, S.T., M.M Official Reg. No. 197607241995121001
	SOP Title	**Fast Track Registration**

LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS
1. Law Number 12 of 2012 concerning the Higher Education System 2. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and the Management of Universities 3. Minister of Education, Culture, Research, and Technology Regulation Number 53 of 2023 concerning Quality Assurance of Higher Education 4. Rector Regulation Number 5 of 2024 concerning the Organization and Working Procedures of Universitas Syiah Kuala 5. Rector Regulation Number 8 of 2018 concerning Guidelines for the Implementation of the Fast Track Program at Universitas Syiah Kuala	1. The chosen study program at the Master's level (Strata-2/S2) must be linear with the study program currently pursued at the Bachelor's level (Strata-1/S1). 2. The Bachelor's (S1) student must have completed the study load up to the sixth semester. 3. Must have completed and passed a minimum of 120 credits (SKS). 4. Must have a minimum Cumulative Grade Point Average (CGPA) of 3.25 at the end of the sixth semester. 5. Must have an English proficiency score of at least 477 on the International Test of English as a Foreign Language (Paper-Based Test), or a minimum of 60 on the International TOEFL (Internet-Based Test), or a minimum score of 5.5 on the International English Language Testing System (IELTS) Academic, or a minimum score of 500 on the USK English Proficiency Test (Tes Kemampuan Bahasa Inggris – TKBI), proven by a valid certificate issued no more than two (2) years prior by a recognized institution. 6. Must complete the Bachelor's program within eight semesters (four years).
RELEVANCE	EQUIPMENT;
	1. Computer/Laptop; 2. Scanner; 3. Internet Connection; and 4. Exit Survey and Online KRS Applications.
WARNING	RECORDING AND DATA COLLECTION
Must complete the Bachelor's program within eight semesters. If a student is unable to complete the study load within four years, they will be disqualified from the Fast Track Program.	All data are stored both electronically and manually.

Appendix 13

SOP FOR FAST TRACK REGISTRATION FOR SEMESTER 7 (UNDERGRADUATE) / SEMESTER 1 (MASTER'S)

No	Activity Description	Implementer					Quality Standard			Remark
		DAA/Academic Data and Information Division	Faculty/ Graduate School	Student	Bank	ICT Center	Requirements	Time	Output	
1	Announcement of Fast Track registration for the new cohort							30 days	Announcement	1. Has never taken academic leave or inactive status. 2. In the 6th semester. 3. GPA ≥ 3.25. 4. Has completed a minimum of 120 credits (SKS). 5. TOEFL minimum 477 or IELTS minimum 5.5 issued by USK. 6. Parent/guardian consent letter (with Rp10,000 duty stamp). 7. Must complete undergraduate studies (S1) within a maximum of 8 semesters, as stipulated in the graduation meeting minutes (yudisium) of May–July of the current year.
2	Prospective students register in the Fast Track system according to the specified requirements.						Letter/Data	3 days	Registration ID	Registration website: https://pendaftaran.usk.ac.id
3	The faculty conducts the selection of Fast Track candidates and announces the results.						Data	7 days	Graduation Decree (SK of Completion)	Dean's Graduation Decree (SK) for Fast Track candidates
4	Candidates fill out the Study Plan (KRS) and attend trial lectures (Master's level semesters 1 and 2)						Courses	1 day	Data	1. Website: https://krs.usk.ac.id/ 2. Lecture activities for Semesters 1 and 2 follow the regular schedule in the study program.
5	Course grades during the trial period (semesters 1 and 2) are entered by the Master's program operator.						Grades	1 day	Grade Data	di web https://krs.usk.ac.id/perwalian
6	Issuance of cancellation letter from the Fast Track program (if applicable)		Do not graduate					1 day	Letter	Failure to complete the undergraduate (S1) program according to the Fast Track requirements (maximum of 8 semesters).
7	The faculty approves students continuing in the Fast Track program (Master's level semesters 3 and 4)		Graduate on time				Decree	1 day	Decree (SK)	Registered as a candidate from the previous year (Dean's Decree).
8	Fast Track students pay tuition fees to the Faculty/Graduate School.							1 day	Data	Payment is made using the initial Registration ID.
9	Fast Track students complete administrative and academic registration						Registration Number	1 day	Data	Payment of UKT for Semester 3, obtaining a Student Identification Number (NPM), and filling out KRS for Semester 3.
10	The ICT Center (UPT TIK) synchronizes transferred credits (semesters 1 and 2) to the Academic Information System (SIAKAD) based on student ID number (NPM)						Courses and Grades	1 day	Announcement	Transferred credit data are synchronized into the Academic Information System (SIAKAD) based on the Fast Track student's Student Number.
11	Submission of documents and issuance of graduation decision for Fast Track students						Documents and Data			Rector's Graduation Decree, NPM Decree, Data Transfer Checkpoint 1.