



# **ACADEMIC GUIDELINES**

**Undergraduate and Vocational Program 2024**

**DIRECTORATE OF EDUCATION AND LEARNING  
UNIVERSITAS SYIAH KUALA  
2024**

**DRAFTING TEAM****ACADEMIC GUIDELINES OF UNDERGRADUATE AND VOCATIONAL PROGRAM  
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 faculties.

The 2024 Undergraduate and Vocational Program 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 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)
IA	: Implementation of Agreement
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)
KKN	: Community Service Program (Kuliah Kerja Nyata)
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)
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

## **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 53 of 2023 concerning Quality Assurance in Higher Education;
9. 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;
10. 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);
11. Academic Guidelines for Diploma and Undergraduate Programs of Universitas Syiah Kuala (2022);
12. Universitas Syiah Kuala Curriculum Guidelines 2023;
13. Strategic Plan of the Ministry of Education, Culture, Research, and Technology 2020–2024; and
14. Strategic Plan of Universitas Syiah Kuala 2020–2024.

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## CHAPTER 1 EDUCATIONAL IMPLEMENTATION SYSTEM

### 1.1. DEFINITION

#### a. Credit System

The credit system is an educational delivery model that utilizes semester credit units (Satuan Kredit Semester or SKS), the smallest time unit being one semester. It represents the student's academic workload, the lecturer's teaching load, the duration of learning experiences or off-campus activities, and the overall administrative load of the educational program.

#### b. Semester.

- 1) A semester constitutes an effective instructional period of no fewer than sixteen (16) weeks, inclusive of both midterm and final examinations;
- 2) The learning process, as referred to in point (1), may be conducted online for up to forty percent (40%) of the total instructional hours;
- 3) One academic year consists of two (2) semesters, and Syiah Kuala University (USK) may also organize an inter-semester program (Semester Antara);
- 4) Inter-Semester Program (Semester Antara)
  - (i) The Inter-Semester Program is an additional academic term offered by a study program based on the Faculty's academic policy during the transition between semesters. Participation in this program is optional for students;
  - (ii) The Inter-Semester Program provides academic activities equivalent to one regular semester and must be conducted for at least eight (8) effective weeks. The maximum student academic load is nine (9) SKS, in accordance with the intended learning outcomes;
  - (iii) The Inter-Semester Program consists of sixteen (16) class sessions, including the mid-term and final examinations.;
  - (iv) Practicum-based courses are not offered during the Inter-Semester Program; and
  - (v) A Rector's Decree regulates the tuition fee for each SKS in the Inter-Semester Program.

#### c. Semester Credit Unit (Satuan Kredit Semester – SKS)

- 1) An SKS represents a measure of the learning workload assigned to students per week per semester, through various forms of learning activities, or the amount of credit awarded for a student's successful completion of curricular components in a study program. Learning activities may include in-person lectures or participation in Merdeka Belajar–Kampus Merdeka (MBKM) programs; and
- 2) The total number of Semester Credit Units (SKS) per semester and their implementation procedures within each Study Program or Department must receive formal approval from the Rector before implementation.

### 1.2. OBJECTIVES

#### a. General Objective

The general objective of implementing the SKS system at USK is to provide a flexible educational framework that enables students to determine the number

of courses they wish to take each semester. This flexibility allows students to choose courses that align with their interests, talents, scientific and technological developments, and future career aspirations.

b. Specific Objectives

The specific objectives of implementing the SKS system are as follows:

- 1) To provide opportunities for capable and highly motivated students to complete their studies in the shortest possible time;
- 2) To allow students to select courses suited to their interests, talents, and academic abilities;
- 3) To establish a higher education system that is dynamic, adaptive, and responsive to the diverse needs of students in terms of input, process, and outcomes;
- 4) To facilitate periodic curriculum adjustments in accordance with advancements in science and technology;
- 5) To develop a comprehensive system for evaluating student academic progress;
- 6) To provide opportunities for credit transfer among Study Programs, Departments, or Faculties within USK, as well as with other higher education institutions outside USK; and
- 7) To accommodate student mobility and transfer from other universities to USK, or from USK to other universities.

### 1.3. CHARACTERISTICS

- a. Each course carries a designated credit value, except for non-SKS courses as determined by the Rector.
- b. The credit value of each course may vary depending on the nature of the course.
- c. The credit value for each course is determined based on the estimated amount of academic effort required to complete its learning activities, including lectures, laboratory work, fieldwork, or other academic assignments.
- d. The system accommodates Merdeka Belajar–Kampus Merdeka (MBKM) programs, which include various off-campus learning activities such as internships or practical training, community service projects, teaching assistance in educational institutions, student exchange programs, research, entrepreneurship initiatives, independent studies or projects, and humanitarian programs. All activities must be conducted under the supervision of an academic advisor.
- e. Off-campus learning activities are recognized as equivalent to elective course credits and are documented through a Surat Keterangan Pendamping Ijazah (SKPI) or Diploma Supplement.
- f. Each SKS within MBKM programs is defined as an activity hour rather than a learning hour.
- g. The calculation of SKS for off-campus learning activities is equivalent to forty-five (45) hours per semester.

## CHAPTER 2 STUDENT REGISTRATION

### 2.1 DEFINITION

Registration is a mandatory process undertaken by all students at the beginning of each semester, which includes administrative registration, academic registration, and course enrollment. The entire registration process must be completed sequentially within the period specified in the USK Academic Calendar.

### 2.2 ADMINISTRATIVE REGISTRATION

Administrative registration shall be completed by every student at the beginning of each semester. This process may only be carried out after the student has settled all tuition fee obligations as determined by the Rector's Decree.

#### 2.2.1.Objectives

The objectives of administrative registration are to:

- a. Record and process tuition fee payments; and
- b. Collect student data for financial planning and academic program evaluation.

#### 2.2.2.Tuition Fee Payment

- a. Tuition fees for the upcoming semester must be paid during the registration period, per the USK Academic Calendar.
- b. Tuition fees are payable for one semester at a time.
- c. The Rector's Decree shall determine the amount of tuition and other institutional fees, which may vary among students and faculties.
- d. Students granted tuition fee reductions shall be determined by a Rector's Decree issued before the commencement of the payment period.

Based on student status, administrative registration is categorized as follows:

- a. Administrative Registration for New Students  
This process constitutes a continuation of the student admission stage. Applicants who have been officially accepted must register to obtain active student status at USK, per Standard Operating Procedure (SOP) No. 12/UN11/DAA/SOP/2024 concerning the Administrative Registration of New Students (Appendix 1).  
The requirements for administrative registration of new students are as follows:
  - 1) Completing the personal data form and supporting documents for the determination of the Single Tuition Fee (Uang Kuliah Tunggal/UKT);
  - 2) Paying tuition fees as stipulated in the UKT decision;
  - 3) Completing and uploading all required documents through the academic document portal for the issuance of the Student Identity Card (KTM) and entry into the Higher Education Database (PDDIKTI). International students (foreign nationals) must obtain a study permit from the Ministry of Education, Culture, Research, and Technology; and
  - 4) Applicants who fail to meet the above requirements will not be granted student status at USK, even if they have passed the admission selection.

- b. Administrative Registration for Continuing Students  
Administrative registration for continuing students shall be deemed complete once tuition fees have been paid through a designated partner bank. The registration process follows the procedures outlined in SOP No. 13/UN11/DAA/SOP/2024 (Appendix 2).

### 2.3 ACADEMIC REGISTRATION

All students must complete academic registration at the beginning of each semester to obtain the right to participate in educational activities. Academic registration may only be conducted after the completion of administrative registration.

- a. The requirements for academic registration are as follows:
  - 1) Assignment of an Academic Advisor by the respective Study Program and confirmation of the course schedule;
  - 2) The previous semester's Academic Transcript (KHS) is available for continuing students. For new students, the list of courses is automatically provided as a reference for completing the online Study Plan Card (KRS);
  - 3) Availability of class schedules and academic advising sessions; and
  - 4) Availability of cumulative grade records in the online KRS system.
- b. The academic registration process refers to SOP No. 14/UN11/DAA/SOP/2024 (Appendix 3) concerning the Completion of the Study Plan (KRS), with the following procedures:
  - 1) Before the commencement of a new semester, as specified in the USK Academic Calendar, students shall select courses based on the officially offered courses and assigned coordinators;
  - 2) Course selection shall be conducted under the supervision of the Academic Advisor or Program Coordinator (if the Advisor is unavailable), taking into account the curriculum, class schedule, and academic performance in previous semesters;
  - 3) The selected courses must be accurately entered into the KRS system;
  - 4) The Academic Advisor shall review and approve the KRS online.
  - 5) Once approved, the selected courses and corresponding class schedule will appear in the student's online KRS;
  - 6) Upon approval by the Academic Advisor, the KRS shall be officially recorded as the student's active course plan for the semester
  - 7) Students may request a Study Plan Amendment (PKRS) after obtaining approval from the Academic Advisor or Program Coordinator (if the Advisor is unavailable).
  - 8) Students may also request a Course Cancellation (PKRS) following the same approval procedure;
  - 9) All approved amendments and cancellations are automatically recorded in the Academic Information System (SIKAD), which the Faculty Academic Subdivision monitors; and
  - 10) Failure to complete or accurately fill in the KRS may result in the student's exclusion from class attendance lists and final grade records. Therefore, the student will be classified as inactive for that semester.

- c. The Faculty Academic Subdivision shall process the data students submit to generate each class's official Course Enrollment List

## 2.4 STUDENT IDENTITY CARD (KTM)

- a. The Student Identity Card (KTM) is available in digital format and can be downloaded from the student's account on the academic document portal ([berkas-akademik.usk.ac.id](http://berkas-akademik.usk.ac.id)) after completing administrative registration.
- b. Students may print their Student Identity Card (KTM) independently to gain access to various university facilities.

## 2.5 ACTIVE ENROLLMENT STATUS

Upon completing administrative and academic registration, a student is considered to have an active enrollment status. Students with an active status are entitled to access all educational and learning facilities provided by USK.

## 2.6 AMENDMENTS TO THE STUDY PLAN

Undergraduate and Vocational Program students may revise their study plans per the USK Academic Calendar. Revisions may take two forms:

- a. Study Plan Amendment (PKRS)  
Students may amend their Study Plan (KRS) within the first two (2) weeks of the semester, subject to the following conditions:
  - 1) The amendment must be made within the period specified in the USK Academic Calendar;
  - 2) The total study load before and after the amendment must not exceed the allowable limit based on the previous Semester's Grade Point Average (GPA);
  - 3) Students who are unable to attend classes during the first two weeks of lectures due to official institutional or national assignments, as authorized by the Dean or Rector, may complete the Study Plan (KRS) during the PKRS period. Such courses shall be labeled "Special Dispensation" in the remarks column, accompanied by a brief description of the assigned duties; and
  - 4) The amendment does not apply to students undertaking academic activities outside USK who have obtained prior approval from the Rector.
- b. Course Cancellation  
Students may cancel registered courses during the ninth (9th) week of the semester, under the following conditions:
  - 1) The cancellation must be made within the period specified in the USK Academic Calendar;
  - 2) Course cancellation must be approved by the Academic Advisor or Program Coordinator (if the Advisor is unavailable), based on a valid justification;
  - 3) After cancellation, the total enrolled credits must not fall below twelve (12) credits for Undergraduate and Vocational Programs;



- 4) For students who have exceeded the standard study period, course cancellation may be considered at the discretion of the Academic Advisor; and
- 5) The procedure for course cancellation shall be as follows:
  - (i) The student submits a course cancellation request to the Academic Advisor;
  - (ii) The Academic Advisor reviews and considers the request; and
  - (iii) The approved request shall be forwarded to the Faculty Academic Division through the Faculty Academic Subdivision.

## 2.7 SANCTIONS FOR FAILURE TO REGISTER

- a. Students who fail to register in a given semester without formally applying for academic leave, as stipulated in the USK Academic Calendar, shall be designated inactive students for that semester. The semester will still be counted toward the total duration of study.
- b. Students who fail to complete administrative registration for two (2) consecutive semesters shall be considered to have withdrawn and will be dismissed from USK. However, such dismissal status may be revoked before the Rector's Decree issuance upon submission of a formal written request endorsed by the Dean, allowing the student to resume their studies or process a transfer per applicable regulations.

## CHAPTER 3 ACADEMIC SUPERVISORS

Academic supervisors consist of Academic Advisors and Thesis Supervisors.

### 3.1 ACADEMIC ADVISOR

An Academic Advisor (Dosen Wali) is a faculty member appointed by the Rector through an official decree and assigned to guide students within their respective study programs. The Advisor is responsible for assisting students in planning and completing their studies efficiently and within the designated study period.

Academic advising plays an essential role in supporting student success. The advising process shall be conducted regularly, systematically, and comprehensively. The following provisions apply to ensure the effective implementation of academic advising.

- a. The number of students assigned to each Academic Advisor shall be determined by the conditions of each Study Program, following the principles of fairness and equitable distribution.
- b. The duties and responsibilities of the Academic Advisor are as follows:
  - 1) To assist students in developing their study plans and to provide academic recommendations regarding the number of credits (SKS) and courses to be taken each semester, through the online system <https://perwalian.usk.ac.id>;
  - 2) To monitor and support the academic progress of their advisees, both directly and through the online system <https://perwalian.usk.ac.id>;
  - 3) To provide guidance and assistance to students in addressing academic and non-academic challenges that may affect their performance;
  - 4) To report to the Study Program Coordinator, Head of Department, Dean, or Director if a student encounters issues that require special attention or intervention;
  - 5) To provide direction and supervision for student participation in off-campus academic programs or activities; and
  - 6) To submit an end-of-semester report to the Study Program Coordinator, identifying advisees who are at risk of academic dismissal (dropout).

### 3.2 THESIS SUPERVISOR

- a. Thesis Supervisor is a faculty member appointed by the Dean upon the recommendation of the Study Program to guide students in completing their final project or thesis. Supervision includes all process stages, including proposal development, proposal seminar, research activities, result seminar, and thesis defense.
- b. For undergraduate programs, the Thesis Supervisory Committee may consist of up to two (2) supervisors, including an external or partner supervisor in collaborative research or institutional cooperation cases.

The supervisory team consists of the following:

- a. Main Supervisor  
The Main Supervisor must be a permanent faculty member of Universitas Syiah Kuala (USK) with a minimum qualification of a Master's degree and an academic rank of at least Lektor (Assistant Professor), or a Doctoral degree holder with a

minimum rank of Asisten Ahli (Lecturer). The Main Supervisor must possess expertise relevant to the student's thesis topic.

b. Co-Supervisor

The Co-Supervisor must be a permanent USK faculty member with at least a Master's degree and a minimum academic rank of Asisten Ahli (Lecturer), possessing expertise relevant to the thesis topic. A Co-Supervisor may also be appointed from USK's partner institutions, provided that the individual holds at least a Bachelor's degree and has at least five (5) years of professional experience in a relevant field.

The Examination or Review Committee shall consist of the following:

- a. The committee shall consist of a maximum of four (4) members, including supervisors and examiners/reviewers;
- b. One of the Thesis Supervisors shall serve concurrently as the Committee Chair.
- c. The remaining members, up to a maximum of three (3), shall be permanent USK faculty members with at least a Master's degree and a minimum academic rank of Asisten Ahli (Lecturer), possessing expertise relevant to the thesis topic.
- d. External examiners or reviewers may be appointed from partner institutions with relevant expertise, as stipulated in a Rector's Decree.

### 3.3 SANCTIONS

- a. To fulfill the functions described in Section 3.1(b), students and Academic Advisors must hold structured meetings at least four (4) times per semester. These meetings may be conducted either online or in person.
- b. Should an Academic Advisor fail to perform their duties appropriately, as determined through evaluation by the Study Program Coordinator, the Dean reserves the right to revoke the Advisor's appointment by withholding or withdrawing the official assignment letter.

## CHAPTER 4 ACADEMIC IMPLEMENTATION

### 4.1. CREDIT RECOGNITION (CREDIT TRANSFER)

Students who participate in exchange programs with partner universities or institutions, either domestically or abroad, under collaboration agreements established by Universitas Syiah Kuala (USK), may have their earned credits and grades recognized. Such recognition shall be granted upon review and approval by the student's respective Study Program in accordance with Standard Operating Procedure (SOP) No. 11/UN11/DAA/SOP/2024 (Appendix 4).

The academic credit system follows Article 15 of the Ministry of Education, Culture, Research, and Technology Regulation (Permendikbudristek) No. 53 of 2023, which defines one semester credit as equivalent to 45 learning hours per semester, including lectures, tutorials, or recitations. Credits earned at the host institution may be transferred and equated with courses in the student's Study Program curriculum as previously established.

### 4.2 CREDIT TRANSFER FOR DOUBLE DEGREE PROGRAMS

The credit transfer system for Double Degree programs shall be governed by a Memorandum of Understanding (MoU) and a Memorandum of Agreement (MoA) or Technical Agreement (TA) between participating higher education institutions, signed by officials of Rector-level authority. The implementation of such cooperation must comply with the applicable Ministerial Regulations. The Double Degree Program at the undergraduate level is a joint academic program conducted under formal collaboration between USK and a partner university abroad. The implementation of the Double Degree Program must be reported in writing to the Minister through the Director General of Higher Education. Within this program, students shall complete part of their USK coursework and the partner university's remaining portion. Graduates of the Double Degree Program will be awarded two diplomas—one issued by USK and one by the partner university—with respective degree titles. The admission and implementation of the Double Degree Program shall be regulated under the MoU and MoA or Implementation Agreement (IA).

The implementation mechanism of the Double Degree Program is as follows:

- a. Students shall apply through the designated admission channel.
- b. Accepted students must register, obtain a student identification number, and attend classes according to USK's academic regulations.
- c. Upon completing the required coursework at USK, students may proceed to the partner university. Those who fail to meet the eligibility requirements for overseas study may continue in the regular program of the same Study Program at USK.
- d. Upon arrival at the partner university, students shall complete registration and attend courses in accordance with the academic regulations of the host institution.
- e. During the study period abroad, USK's Directorate of Academic Administration shall ensure that the student's academic status remains active.

- f. Upon completion of studies at the partner university, the Directorate of Academic Administration shall propose the issuance of a Diploma Identification Number (PIN) to the National Higher Education Database (PDDikti) to enable graduation and issuance of the USK diploma
- g. Further provisions regarding the Double Degree Program shall be regulated in a Rector's Regulation consistent with prevailing laws and regulations.

### 4.3 INTERNATIONAL CLASS PROGRAMS

Study Programs that intend to offer an International Class Program shall be required to fulfill the following criteria:

- a. Possess national or international "Excellent" accreditation.
- b. Use English as the medium of instruction.
- c. Maintain active collaboration with international partner institutions throughout the program.
- d. Require students to participate in at least one (1) semester of academic activities at the partner university abroad.
- e. Conduct a dedicated admission and selection process for prospective students.
- f. Further provisions regarding International Class Programs shall be regulated under a Rector's Regulation in accordance with applicable laws and regulations.

### 4.4 DISTANCE EDUCATION PROGRAMS

Distance Education is a teaching and learning process conducted remotely through various communication media. Distance Education may be offered through individual courses, degree programs, or institutional-level programs. Distance Education may be implemented for non-practicum courses, covering up to 40 percent (40%) of total coursework. Courses that involve external instructors, such as practitioners or professionals from within or outside Indonesia, may be conducted through Distance Education for up to 80 percent (80%) of the total coursework. Further provisions regarding Distance Education shall be regulated under a Rector's Regulation in accordance with national legislation.

### 4.5 FAST TRACK PROGRAM

The Fast Track Program is designed for outstanding undergraduate students who wish to continue to a Master's Program with only one (1) additional year of study beyond the Bachelor's level. This program enables high-achieving students to begin their Master's coursework before officially completing their undergraduate degree. Eligible students must come from Study Programs with "Excellent" or international accreditation. The curriculum for both the Bachelor's and Master's programs under the Fast Track scheme shall follow the standard curriculum for each respective level.

Students enrolled in the Fast Track Program are required to meet the following conditions:

- a. Have completed a minimum of six (6) semesters of undergraduate study without taking academic leave
- b. The selected Master's Study Program shall be in the same discipline or in a closely related field as the undergraduate major.

- c. Have earned a minimum of 120 semester credit units (SKS).
- d. Possess a minimum cumulative Grade Point Average (GPA) of 3.25 at the end of the sixth semester.
- e. Provide a valid English proficiency certificate demonstrating achievement of at least one of the following: TOEFL (Paper-Based Test) score of 477 or higher; TOEFL (Internet-Based Test) score of 60 or higher; or IELTS (Academic) score of 5.5 or higher; or USK's English Proficiency Test (TKBI) score of 500 or higher. The certificate must remain valid for a maximum of two (2) years from the date of issuance by a recognized testing institution.
- f. Have an approved undergraduate research proposal that can be extended or integrated into the Master's research project.

#### Study Duration and Academic Status:

- a. Students remain registered as undergraduate students until the Bachelor's degree is officially conferred.
- b. The transfer of academic status from undergraduate to graduate level shall be processed through the Directorate of Academic Administration.
- c. The Master's Program for Fast Track students shall be completed within a maximum of four (4) academic semesters after completing the undergraduate program, with a minimum study load of 54 credits (SKS).
- d. Fast Track students who fail to complete the Master's Program within four semesters shall be considered to have withdrawn from the program.

#### The implementation mechanism of the Fast Track Master's Program is as follows:

- a. Students from regular, parallel, or international undergraduate programs may apply for the Master's Program at the end of their sixth (6th) semester, to a mono- or multidisciplinary program aligned with their field of study. Both the undergraduate and graduate study program coordinators shall submit applications.
- b. During the seventh (7th) and eighth (8th) semesters, students must complete their undergraduate coursework while concurrently beginning the first and second semesters of Master's-level courses, without paying tuition fees for the graduate program.
- c. To ensure continuity, the undergraduate research should form part of the Master's research. It is recommended that the same academic advisor supervises both levels, and therefore, the advisor must hold a Doctoral degree.
- d. In the ninth (9th) semester or the beginning of the second Master's semester, students must re-register and pay tuition fees for the Master's Program.
- e. Students who fail to complete their undergraduate degree by the end of the eighth (8th) semester shall not be eligible to continue the Master's Program under the Fast Track scheme.
- f. For graduation, students must fulfill all graduation requirements for both the Bachelor's and Master's programs.

The implementation of the Fast Track Program follows the scheme illustrated in Figure 2.1.

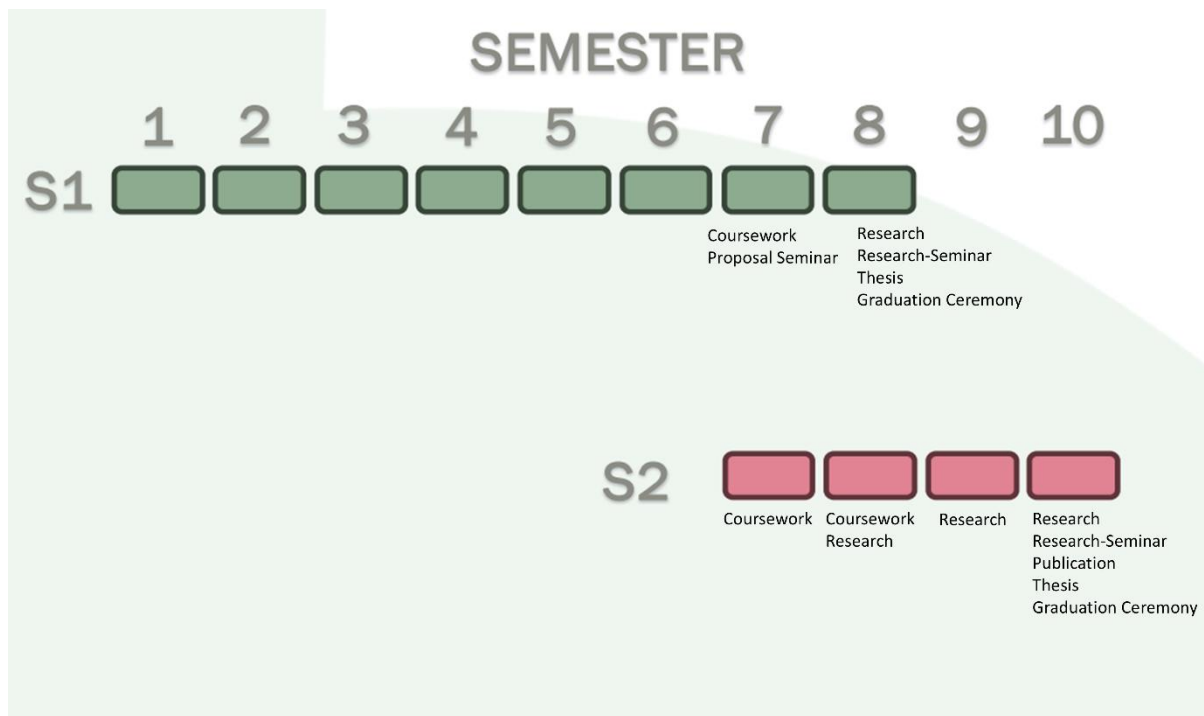


Figure 2.1 Fast Track Program Scheme from Bachelor's to Master's degree - Source: Universitas Syiah Kuala, 2024

## **CHAPTER 5 IMPLEMENTATION OF THE INDEPENDENT LEARNING–INDEPENDENT CAMPUS (MBKM) PROGRAM**

### **5.1. DEFINITION**

The Independent Learning–Independent Campus (Merdeka Belajar–Kampus Merdeka or MBKM) Academic Program constitutes one of the mandates outlined in the National Higher Education Standards of 2020, as stipulated in Article 18 of the Ministry of Education and Culture Regulation (Permendikbud) Number 3 of 2020. This program is designed to fulfill the required duration and academic workload for students enrolled in Bachelor's, Diploma III, and Diploma IV programs. The MBKM Program encompasses academic activities outside the student's home study program, including off-campus learning experiences. These activities may be implemented through the following schemes:

- a. Completing the entire learning process within the student's home study program at the higher education institution, in accordance with the prescribed duration and academic workload; or
- b. Completing part of the learning process within the home study program and fulfilling the remaining portion through learning activities conducted outside the study program.

The MBKM Academic Program comprises the following activities:

- a. Student Exchange  
Participating in courses or completing a semester at another higher education institution, domestically or internationally.
- b. Internship or Industrial Placement  
Undertaking professional internships at companies, non-profit organizations, multilateral institutions, government agencies, or startup enterprises.
- c. Teaching Assistance in Educational Institutions  
Engaging in teaching activities at elementary or secondary schools located in urban, rural, or remote areas.
- d. Research or Scientific Study  
Conducting academic research in science or social humanities under the supervision of an academic advisor or research mentor.
- e. Humanitarian Project  
Participating in community service or social engagement initiatives organized by the university, a foundation, or a humanitarian organization within Indonesia or abroad.
- f. Entrepreneurial Activity
- g. Developing entrepreneurial initiatives or business ventures, either independently or collaboratively with fellow students.
- h. Independent Study or Project
- i. Designing and executing a self-initiated project, carried out individually or in collaboration with other students.
- j. Village Development Project or Thematic Community Service Program (KKN)
- k. Participating in community development or social service programs aimed at empowering rural or underdeveloped communities, focusing on economic advancement, infrastructure improvement, and community welfare.
- l. National Defense Program



Participating in educational or training programs to foster patriotism, civic responsibility, discipline, and a strong sense of national defense among students.

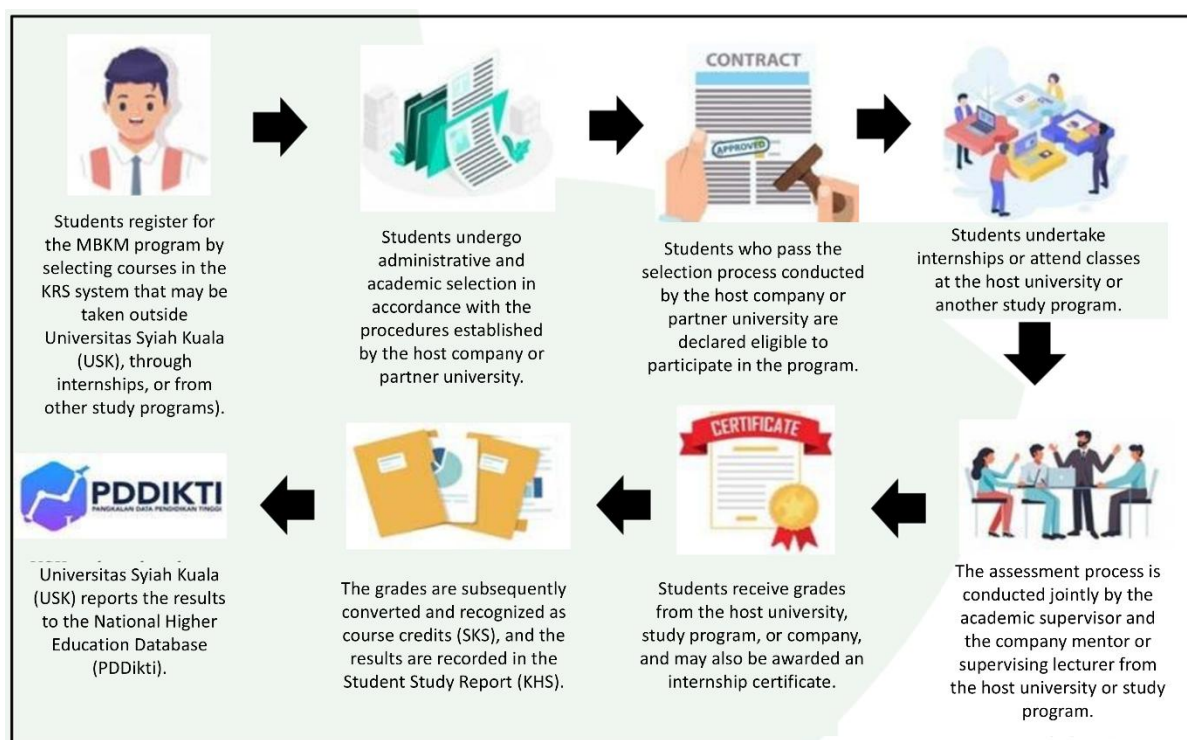


Figure 5.1 Mechanism of Merdeka Belajar – Kampus Merdeka (independent learning-independent) Implementation

Source: Directorate General of Higher Education, Ministry of Education and Culture, 2020

One of the MBKM activities, Student Exchange, is classified as a tutorial activity, similar to regular coursework, conducted outside the student's home study program. Other MBKM academic activities are categorized as non-tutorial activities besides Student Exchange. In reference to the Decree of the Minister of Education, Culture, Research, and Technology No. 210/M/2023, MBKM activities are defined as learning activities undertaken outside the student's undergraduate or vocational study program, with a minimum load of 10 (ten) to 20 (twenty) credits per semester. The detailed stages of MBKM implementation are illustrated in Figure 5.1.

Undergraduate students have the right to complete all learning activities within their respective study programs, in accordance with the curriculum, which consists of a minimum of 144 (one hundred and forty-four) credits over a study period of four (4) to eleven (11) semesters, in addition to MBKM learning activities. In general, MBKM consists of two categories of activities: On-Campus Activities, conducted outside the student's home study program but within Universitas Syiah Kuala (USK); and Off-Campus Activities, conducted outside USK. Detailed provisions regarding the implementation of MBKM are stipulated in the USK MBKM Handbook and the relevant Rector's Regulations.

a. For Students

One (1) credit for non-tutorial learning activities is equivalent to 170 minutes per unit of activity. Students must have completed one (1) credit of off-campus learning upon completing at least 45 hours of learning activities per semester.

b. For Lecturers

The workload equivalence for supervising students in non-tutorial MBKM activities follows the standards and provisions outlined in the Lecturer Workload Regulation (BKD) currently in effect.

## 5.2 GENERAL REQUIREMENTS

The general requirements for implementing the MBKM Program are detailed in the USK MBKM Handbook, the Rector's Regulation on MBKM, and other relevant technical guidelines formally endorsed by the Rector.

Students eligible to participate in the MBKM Program must fulfill the following criteria:

- a. Be enrolled in a Bachelor's, Diploma IV, or Diploma III Program incorporating an MBKM-oriented curriculum.
- b. Have completed a minimum of 72 credits and a maximum of 124 credits for Bachelor's programs, or meet specific requirements established by government-funded programs or grant providers.
- c. Possess a Grade Point Average (GPA) of at least 2.8, or otherwise specified based on total accumulated credits.
- d. Be registered as an active student at Universitas Syiah Kuala (USK) and listed in the PDDIKTI (National Higher Education Database).
- e. Obtain approval and recommendation from their respective study program or department.
- f. Partner universities abroad participating in MBKM collaborations must be listed in the QS World University Rankings or officially recommended by the Ministry of Education of the Republic of Indonesia.
- g. MBKM programs in Research must be systematically organized in collaboration with external partners—such as national research laboratories, government institutions, or other recognized organizations—and supervised by qualified faculty advisors. Such programs should aim to address significant issues, generate innovative products or policies, or produce scientific publications in accredited national or international journals.
- h. MBKM programs in Teaching Assistance, Humanitarian Projects, and Village Development/Thematic Community Service (KKN) shall be conducted under the coordination of the University or relevant national/regional government institutions.
- i. MBKM programs in Entrepreneurial Activities may serve as an extension of existing Entrepreneurship courses in the curriculum. Proposed entrepreneurial projects must first undergo a feasibility assessment by a supervising lecturer appointed by the study program.
- j. MBKM programs in Independent Study or Project must align with the student's academic discipline and aim to enhance competencies such as computer programming (coding) or the development of innovative products for community service, innovation competitions, or other scholarly achievements, in accordance with the Program Learning Outcomes (PLOs).
- k. All non-tutorial MBKM activities must be supervised by a Field Supervisor (Dosen Pembimbing Lapangan/DPL) appointed by the department or study program and formally approved by the Rector or the relevant Ministry.
- l. The student-to-supervisor ratio shall be determined based on accessibility and the geographical location of the MBKM learning site.

- m. Students officially registered as MBKM participants are required to complete the program. Any student withdrawing without valid justification or supporting evidence will be subject to administrative sanctions, including a reduction in academic credits equivalent to the MBKM course load. Students who fail to complete the program will receive a final E (Fail) grade for the MBKM course.
- n. MBKM activities that extend beyond the semester's grade submission period will be assigned a provisional grade per the Rector's policy. The final grade will be updated upon program completion.
- o. The outcomes of MBKM activities may be recorded in the student's academic transcript or Diploma Supplement (SKPI). MBKM courses listed on the academic transcript shall be included in calculating the student's GPA.

### 5.3 DUTIES AND RESPONSIBILITIES OF THE STUDY PROGRAM

- a. The Study Program curriculum must be designed to facilitate MBKM activities, either through the recognition or transfer of credits or by providing designated learning modules equivalent to MBKM activities.
- b. The Head of Study Program, in collaboration with the Head of Department and Faculty Leadership, shall continuously promote awareness and understanding of the nine (9) types of Merdeka Belajar – Kampus Merdeka (MBKM) activities among faculty members and students.
- c. The Study Program must formally recognize and validate credits earned by students participating in MBKM activities in accordance with the provisions of the program. Credit recognition determination shall be completed before the student engages in the MBKM program and/or before the course registration amendment period (KRS) ends.
- d. The Study Program shall ensure that every student intending to participate in MBKM activities has consulted with their Academic Advisor (Dosen Wali) and the Head of Study Program, and has completed the Approval Form as required by Standard Operating Procedure (SOP) No. 578/UN11.D1/MBKM/SOP/2024 (Appendix 5).
- e. The Study Program is responsible for appointing a Supervising Lecturer for each MBKM activity. Such appointments shall be formalized through a Rector's Decree, except in cases where MBKM activities are directly recognized or deemed equivalent to existing courses that the student's Academic Advisor may supervise.

### 5.4 DUTIES AND RESPONSIBILITIES OF MBKM PARTICIPANTS

- a. Uphold ethical standards and maintain the integrity and good reputation of the individual and Universitas Syiah Kuala (USK).
- b. Comply with all regulations, norms, and values enforced by USK and the respective MBKM host institution or organization.
- c. Conduct themselves with courtesy, civility, and mutual respect toward others, irrespective of religion, gender, ethnicity, race, or social affiliation.
- d. Exhibit honesty, discipline, professionalism, and responsibility; maintain good health and a strong work ethic; and consistently contribute their best efforts toward personal and professional development.
- e. Maintain a neat, modest, and professional appearance.

- f. Safeguard the order, security, and comfort of the learning environment.
- g. Engage in active coordination with the Field Supervisor (DPL) and/or MBKM Supervisor through regular feedback meetings, properly documented in a logbook, progress report, or activity journal.
- h. Follow each stage of the MBKM program per the timeline established by the Committee or the Directorate of Education and Learning (DPP) at USK.
- i. Complete all program stages within the designated period, unless instructed otherwise by the Field Supervisor (DPL) or MBKM Supervisor, based on recommendations from the DPP USK team or other relevant authorities.
- j. Prepare and submit activity and financial reports (if applicable) with the Field Supervisor (DPL) and/or MBKM Supervisor.
- k. Submit the final program deliverables or outputs, as specified in the approved proposal or project plan, to the Field Supervisor (DPL) and the Directorate of Education and Learning (DPP) at USK.

## 5.5 DUTIES AND RESPONSIBILITIES OF THE FIELD SUPERVISOR

- a. Provide consistent guidance and direction to assigned students or student teams to ensure the achievement of all planned objectives, with a minimum frequency of one supervision session per week.
- b. Assist students or teams in developing activity rubrics and assessment frameworks that clearly outline the activity details, duration, and expected competencies. These rubrics shall serve as the basis for the final evaluation conducted by the MBKM Supervisor.
- c. Conduct a comprehensive assessment of student performance and submit the evaluation results to the Study Program/operator and the Directorate of Education and Learning (DPP USK) no later than one week after completing the MBKM program.
- d. Coordinate with the DPP USK team when addressing any issues encountered in the field that may affect the continuity or quality of MBKM implementation.
- e. Maintain ongoing communication with the MBKM Facilitator to monitor student progress, with at least two formal progress reviews conducted during the program period.
- f. Supervise the management and utilization of program funds per the principles of efficiency and effectiveness, and verify financial reports jointly prepared with the DPP USK team.

## 5.6 MONITORING OF MBKM LEARNING PROCESS

To ensure the quality of the MBKM implementation, monitoring and evaluation (Monev) activities are conducted throughout the preparation, implementation, and assessment stages under the coordination of the USK Directorate of Education and Learning (DPP). Monitoring and evaluation serve as a form of accountability for MBKM participants funded by USK, the Ministry of Education, Culture, Research, and Technology (Kemendikbudristek), or other funding sources. These activities review the program's input, process, and output aspects. The monitoring process emphasizes educational and motivational principles to encourage students and MBKM supervisors to complete the program according to the established targets while ensuring continuous quality assurance. In addition, the monitoring and evaluation of the learning process encompass

its characteristics, planning, implementation, instructional activities, and student workload to ensure the achievement of the intended learning outcomes.

The DPP USK carries out the monitoring and evaluation process through an appointed monitoring team during the mid or final phase of the program. The schedule is announced in advance to allow participants to prepare accordingly. Monitoring may be conducted online or on-site, depending on the circumstances. Participants should prepare the following documents:

- a. Activity Report and Logbook;
- b. Program Outputs (publications, drafts, writings, inventions, methods, concepts, products, or other tangible outcomes);
- c. Document project progress (photos, videos, and other supporting evidence); and
- d. Financial Report, if applicable.

Monitoring and evaluation aim to improve the quality, performance, and productivity of the MBKM program. The process includes the following steps:

- a. Non-tutorial learning activities are monitored by academic supervisors (DPL) and partner institutions using the standard forms provided in the latest MBKM Guidelines, Rector's Regulation on MBKM, and officially approved technical instructions.
- b. monitoring is conducted through weekly attendance reports compiled by the academic supervisor, performance rubrics, mentoring rubrics, and progress reports.
- c. Supervisors (DPL) may provide online mentoring but must conduct at least one direct field visit, except for activities outside the Aceh Province.

The evaluation team (Monev Team) may provide feedback, recommendations, or solutions to address issues faced by students or MBKM supervisors. The evaluation process assesses the performance of students, supervisors, and partner institutions during program implementation. The following are key aspects of assessment within the MBKM monitoring process:

- a. Attendance during orientation and implementation;
- b. Discipline and responsibility in completing assigned tasks;
- c. Attitude and professionalism;
- d. Competence in performing assigned duties; and
- e. Ability to prepare reports effectively.

## 5.7 MBKM LEARNING ASSESSMENT SYSTEM

Based on educational relevance, authenticity, objectivity, accountability, and transparency, the assessment process evaluates students' progress and learning achievements throughout MBKM activities. The assessment focuses on the extent to which students achieve the predetermined competencies and learning outcomes (CPL) as defined in their respective study program curricula. It also serves as an accountability mechanism for academic supervisors (DPL) and/or program supervisors in evaluating students' performance during MBKM participation. This assessment further forms the basis for determining final grades following each study program's recognition and

equivalence process. The credit recognition process adheres to the respective study program's curriculum. The following guidelines apply to the MBKM assessment system:

- a. Assessment for tutorial-based MBKM activities follows the same standards as regular academic courses.
- b. Assessment for non-tutorial activities may include one or a combination of evaluation methods such as performance assessment, presentations, portfolios, creative works, products, competition certificates (regional/national level), or published articles (accepted for publication) in reputable journals as determined by the Academic Supervisor (DPL).
- c. Assessment must encompass cognitive, affective, and psychomotor components, conducted at least four times per semester for non-tutorial activities and twice for tutorial-based ones.
- d. Individual student performance scores must be available and documented by the academic supervisor (DPL).
- e. The DPL conducts non-tutorial activity assessments and may combine evaluations from the DPL and partner institutions.
- f. Final grades may be uniform or varied depending on the equivalence of each course.

## 5.8 RECOGNITION AND EQUIVALENCE OF MBKM ACTIVITIES WITH ACADEMIC COURSES

- a. The guidelines for the recognition and equivalence of MBKM activities refer to the most recent USK regulations or the official guidelines on recognizing off-campus student activities. Recognition refers to converting non-tutorial MBKM activities into their equivalent regular courses. Equivalence refers to tutorial-based activities that, although bearing different course titles, may be considered interchangeable or equivalent.
- b. The courses eligible for equivalence and the credit conversion system must be predetermined in the study program curriculum.
- c. MBKM activities conducted outside the university may be recognized as equivalent to regular courses if they are measurable, supervised, and adequately documented, at a minimum, per the MBKM Handbook rubric.
- d. The authority to determine equivalence and recognition lies with the Head of Department or Head of Study Program.
- e. Community Service (KKN), internships, fieldwork, field practicum, research, surveys, or field trips may be integrated into the MBKM framework. Up to 10 credits (SKS) of compulsory courses, excluding Religious Education, may be recommended as equivalent MBKM courses.
- f. For non-arts or sports students, if an MBKM activity involves at least 90 hours per semester, participation in regular KKN is not required.
- g. The Community Service (KKN) grade, as referred to in point (f), may be obtained by recognizing the corresponding MBKM activity.
- h. Students participating in national programs approved by the Study Program, completing the activities, and obtaining 20 recognized credits (SKS) are exempted from the KKN requirement.
- i. Final grades for equivalent courses may be uniform or vary across subjects.
- j. Students undertaking more than 17 MBKM credits (SKS) and completing them under MBKM supervision are exempted from the KKN requirement.

- k. Students who participate in international community service programs organized by USK and complete at least 15 days of activities abroad may have the program recognized as equivalent to KKN.
- l. Learning experiences gained from MBKM non-tutorial activities may be recorded in the Diploma Supplement (Surat Keterangan Pendamping Ijazah – SKPI).
- m. Equivalent MBKM courses must be registered in the student's Study Plan (KRS).

## 5.9 CREDIT RECOGNITION (CREDIT TRANSFER)

Students may participate in academic programs organized by other universities or institutions, domestically or abroad, through USK partnerships or independent arrangements. These may include student exchange programs, summer schools, independent studies, short courses, and similar activities. Credits earned from such programs may be transferred toward specific courses if they support the intended learning outcomes. Students are encouraged to consult with their Head of Study Program before participation.

Procedures for credit recognition include:

- a. Students submit a Credit Recognition Request to the Head of the Study Program, attaching:
  - 1) A certificate or letter of participation from the program organizer; and
  - 2) Documentation describing the learning outcomes achieved during the activity from the activity organizer.
- b. The Head of Study Program forms a Credit Recognition Team consisting of the Department Secretary, the Academic Quality Development Team (TPMA), and relevant course lecturers to assess the alignment of learning outcomes.
- c. The Credit Recognition Team evaluates the learning achievements as follows:
  - 1) Full recognition, if all learning outcomes are achieved and the student receives a grade of A;
  - 2) Partial recognition, if only some learning outcomes are achieved—students must complete a supplementary examination, with grades assigned accordingly;
  - 3) No recognition, if the activity does not support the relevant learning outcomes—students must take the regular course.

## CHAPTER 6 EVALUATION AND ASSESSMENT OF LEARNING OUTCOMES

Educational evaluation is the activity of controlling, ensuring, and determining the quality of education about various educational components at every pathway, level, and type of education as a form of accountability for the implementation of education. Educators evaluate student learning outcomes to monitor the process, progress, and improvement of students' learning outcomes in a continuous manner. The evaluation of learning outcomes is conducted through measurement and assessment.

The measurement of student learning outcomes refers to efforts to determine the extent of students' achievement of competencies in a particular course or field after they have undertaken learning and/or practice activities within a specific method and timeframe. Student learning outcomes are measured using instruments such as tests and/or non-test techniques.

Assessment is a systematic effort to collect, process, and compile reliable and valid data and information regarding students' competencies obtained through measurement. The assessment of student learning outcomes is the process of making decisions to determine the success of students' learning and/or practice.

### 6.1 OBJECTIVES

- a. To assess students' understanding and mastery of the learning materials studied during the current semester.
- b. To serve as the basis for decision-making in determining the completion of a course at the end of the academic term.
- c. To ensure the quality of education and learning, as well as students' learning progress, as a form of accountability for implementing education to relevant stakeholders.
- d. Lecturers assess learning outcomes through periodic evaluations through examinations, assignments, or observations.
- e. The assessment of learning outcomes serves as the basis for categorizing grades into the following criteria: Excellent (A), Very Good (AB), Good (B), More than Fair (BC), Fair (C), Poor (D), and Very Poor (E).
- f. The assessment of learning outcomes for a course may also be expressed in terms of Pass or Fail.

### 6.2 ASSESSMENT PROCEDURES

- a. Components and Requirements of Assessment
  - 1) The assessment of student learning outcomes consists of three components: knowledge (cognitive), attitude (affective), and skills (psychomotor). These are carried out in an integrated manner in accordance with the Course Learning Outcomes (CLOs), referring to the USK Curriculum Guidelines 2023. The lecturer may determine the weight of each assessment component according to the characteristics of the course.
  - 2) The assessment of learning outcomes may include several components, such as participatory activities (attendance, activeness, and case-based



activities), project outcomes (team-based projects), and cognitive/knowledge (assignments, quizzes, mid-semester examination, and final examination).

- 3) The lecturer may determine the weight of each assessment component according to the characteristics of the course. The proportion of each type of examination within a course is determined proportionally in line with the subject load.
- 4) The final grade (FG) of student learning outcomes after the lecture process is calculated based on the following formula, adjusted to the CLO assessment mechanism as stated in the USK Curriculum Guidelines 2023:

$$FG = (CLO1 + CLO2 + CLO3 + \dots + CLOn)$$

- 5) To be eligible for the final examination, students must have an attendance rate of at least 75% of the total number of face-to-face meetings.
- 6) Suppose a student does not meet the minimum attendance requirement of 75%. In that case, the final grade assigned is E, even if the cumulative results of other components exceed the qualification for grade E.

b. Remedial

- 1) Remedial is a teaching program in the form of repeated assignments, examinations, or learning materials to ensure that students achieve the established learning outcomes (minimum passing standards of the CLOs).
- 2) Students who do not reach the minimum CLO score set by the course instructor must undergo remedial activities for the respective CLOs.
- 3) Subsequent remedial activities are conducted after completing assignments, quizzes, mid-term examinations, or final examinations to evaluate CLOs that have not yet met the target. The course instructor may determine the schedule and technical implementation of remedial activities.
- 4) Students who do not fulfill the requirements in points (1)-(3) may participate in remedial activities the following semester.

### 6.3 GRADE CONVERSION

The final grade for each course represents an indicator of the academic achievement attained by a student. It is awarded based on the assessment of all evaluation components conducted throughout the semester, considering each component's predetermined weighting. The final numerical score of a course is converted into a letter grade through a specific procedure. The grade conversion is carried out as follows:

- a. Students' examination scores in numerical form (on a scale of 0–100) are converted into letter grades based on the Criterion-Referenced Assessment (CRA) method; and
- b. The CRA grading scale is as follows:

Table 5.1 Criterion-Referenced Assessment (CRA) Score Range

Score Range (FG)	Letter Grade	Category	Remarks
$X \geq 87$	A	Excellent	Pass
$78 \leq X < 87$	AB	Very Good	Pass
$69 \leq X < 78$	B	Good	Pass
$60 \leq X < 69$	BC	More than Fair	Pass
$51 \leq X < 60$	C	Fair	Pass
$41 \leq X < 51$	D	Poor	Fail
$X < 41$	E	Very Poor	Fail

#### 6.4 SUBMISSION OF ASSESSMENT RESULTS

##### Procedure for Submitting Final Grades

- The course instructor uploads the grades in accordance with the evaluation components—participatory activities, project outcomes, and cognitive/knowledge—through the USK Academic Advisor/Supervisor Lecturer System in the grade submission section.
- Students are allowed to submit objections within two (2) working days after the lecturer uploads the grades into the system.
- If the lecturer fails to upload the grades into the system within the specified deadline, all students enrolled in the course will automatically be declared as having passed with a grade of AB.

#### 6.5 GRADE IMPROVEMENT

- The lowest final grade that cannot be improved is BC.
- Courses for which the final grade is improved are considered in determining the study load for the following semester.
- The calculation of the Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) is based on the latest grade achieved by the student for the respective course.
- Efforts to improve grades must be carried out within the prescribed study period as soon as possible.

#### 6.6 STUDENT ACHIEVEMENT INDEX

- Academic achievement is expressed in the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA). The calculation of both GPA and CGPA is carried out by first multiplying the letter grade by its weight, as follows:

$A = 4; AB = 3.5; B = 3; BC = 2.5; C = 2; D = 1; E = 0$

The calculation of SGPA and CGPA is then conducted as follows:

- Semester Grade Point Average (SGPA)

$$SGPA = \frac{\sum KN}{\sum K}$$

Where:

K = Credit load (in semester credit units/SKS) of each course in that semester.

N = grade weight of each course taken in that semester.

2) Cumulative Grade Point Average (CGPA)

$$\text{GPA} = \frac{\sum KtN}{\sum Kt}$$

Where:

K<sub>t</sub> = The total credit load (in semester credit units/SKS) of each course taken since the first semester.

N = The grade weight of each course taken since the first semester.

b. Grade Point Average and Study Load per Semester

- 1) In the first and second semesters, students are required to take all courses prescribed in the curriculum for those two semesters; and
- 2) The study load that students are permitted to take in subsequent semesters is determined by the GPA of the previous semester, with the following provisions.

Table 5.2 Grade Point Average and Maximum Study Load per Semester

GPA (Semester)	Maximum Study Load
≥ 3,50	24 credits
3,00 – 3,49	22 credits
2,50 – 2,99	20 credits
2,00 – 2,49	18 credits
1,50 – 1,99	16 credits
≤ 1,50	14 credits

For students who take a leave of absence, the GPA used as a reference is the GPA from their last active semester.

## CHAPTER 7 FINAL PROJECT

### 7.1 FORMS OF FINAL PROJECT

- a. The forms of final project for undergraduate/Diploma Four students, as stipulated in Article 18 of the Ministry of Education, Culture, Research, and Technology Regulation (Permendikbud) No. 53 of 2023, include a thesis, prototype, project, scientific publication, or other equivalent forms of final project, either individually or in groups.
- b. All forms of final projects must be accompanied by a proposal and presented in a seminar.

### 7.2 ALTERNATIVES TO THE FINAL PROJECT

The alternatives to a thesis as a form of final project are as follows:

- a. Collaborative project refers to students who work in teams with multidisciplinary backgrounds to complete innovative projects relevant to their fields of study. These projects may include research, product or service development, or even solutions to real-world social problems.
- b. A portfolio refers to developing a portfolio in which students compile their works throughout their studies (such as essays, presentations, projects, and other academic achievements demonstrating progress during their study period). Study Programs are required to determine clear boundaries and minimum standards regarding which works may be included in the portfolio in accordance with the intended graduate competency outcomes. In addition to quantity, the quality of the work must be supervised by academic advisors/supervisors who guide the students from the beginning of their studies.
- c. Internship and Field Practice incorporate internship and fieldwork experiences where students work in industries or organizations relevant to their study program to gain practical experience. This internship must differ from the 20-credit internship program under the Merdeka Belajar Kampus Merdeka (MBKM) policy. In this final project internship, students are assigned more significant and discipline-related projects or complete a specific project currently being developed by the company, thereby making it equivalent to a thesis, master's thesis, or dissertation. Through this process, students can build professional networks and gain insights into the latest industry requirements and expectations.
- d. Product Prototype, where a prototype is an initial model or a simple 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 technology projects. Students may develop a product prototype as their final project; for instance, students from the automotive engineering department can create a motor vehicle prototype with their team. From a financial perspective, this project can also be directly funded by a company that requires the prototype, making it advantageous for students, as they can be freed from the high cost of research.
- e. Scientific Publication refers to writing scientific articles, attending conferences, or participating in research with lecturers. Although both involve research,

publication provides more tangible benefits to the academic world. Students can actively contribute knowledge within their discipline and share their research results with the scientific community and industry, thereby facilitating the dissemination of useful knowledge.

The research topics of scientific publications written by undergraduate students must align with their field of study. Students must be the first author of the scientific article published in a nationally accredited journal (SINTA 1 or 2), an international journal indexed in Scopus, or proceedings indexed in Scopus. Scientific articles may include research papers, theoretical papers, design project reviews, or book reviews. Students who successfully publish an article according to the above requirements may be exempted from the final thesis defense and awarded an A grade.

- f. Student Achievement in National/International Competitions refers to student accomplishments in winning competitions in the form of works such as products, prototypes, designs, features, or applications at national/international levels that meet criteria and are relevant to the graduate learning outcomes of the study program. Students must obtain recommendations from the Program Coordinator to participate in competitions, ensuring that the output quality is achieved through lecturer guidance in the respective Study Program.
- g. Each student who chooses one of the final project alternatives as a substitute for the thesis (from point a to f) is required to prepare a report containing the background of choosing the alternative, a description of the type of alternative chosen, the process, and the outcomes of the alternative project. This report must be approved by the supervising lecturer and the Program Coordinator per SOP Number 02/UN11/DPP/SOP/2024 on the Submission of Alternatives to the Final Project as a Thesis Substitute (Appendix 6).
- h. The mechanism for implementing one of the alternatives in point g is determined by the respective Study Program and stipulated in the SOP as part of the Study Program curriculum.
- i. The Final Project/Thesis must be completed within a maximum period of 12 (twelve) months, following the SOP of each Study Program. If the writing is not completed within this time limit, the Thesis/Final Project/Scientific Work proposal must be reviewed again by the respective Program Coordinator.
- j. For groups of students in Diploma Three/Diploma Four/Undergraduate Programs who receive PKM (Student Creativity Program) grants, the group leader may convert the PKM into a Thesis/Final Project. The PKM scheme that can be converted into a Thesis/Final Project is determined by each Study Program, considering graduate learning outcomes.
- k. For groups of students in Diploma Three, Diploma Four, or Undergraduate Programs who receive a PKM-Community Service (Pengabdian Kepada Masyarakat) grant, the activity may be considered equivalent to participating in a Community Service Program (KKN), provided that the group members come from multiple study programs.
- l. Student activities that are structured and scheduled may be converted into credits for the Community Service Program (KKN) course per established regulations.

- m. When registering for the Thesis/Final Project/Scientific Paper examination, undergraduate students must submit the USK English Proficiency Test (UEPT) with a minimum score of 477 or its equivalent.
- n. The Thesis/Final Project/Scientific Paper defense is carried out under the following conditions:
  - 1) Completion and passing of at least 130 credits (SKS) for Undergraduate Programs.
  - 2) Completion and passing of at least 100 credits (SKS) for Vocational Programs.
- o. Scientific publication is not a requirement for the Thesis Defense and Graduation (Judisium). However, the results of the Thesis/Final Project/Scientific Paper may be published by the student and the supervisory team.
- p. The Thesis/Final Project/Scientific Paper must include:
  - 1) An Approval Sheet following the format of the Study Program/Faculty and signed by the supervisory team, the Study Program Coordinator, and/or the Dean; and
  - 2) A Statement of Originality for the Thesis/Final Project/Scientific Paper, following the Study Program/Faculty format.

## CHAPTER 8 EVALUATION OF STUDY SUCCESS

### 8.1 EVALUATION OF STUDY SUCCESS FOR UNDERGRADUATE AND VOCATIONAL PROGRAMS

a. Evaluation of study success in the first two semesters

At the end of the first two semesters of study, the success of undergraduate students is evaluated, and they must meet the following requirements:

- 1) Completion of at least 18 credits (SKS); and
- 2) Achieving a GPA  $\geq 2.00$ .

If, within the first two semesters, the student has accumulated more than 18 credits but the GPA is  $< 2.00$ , then, for evaluation purposes, 18 credits from the courses with the best grades will be taken. A Rector's decree will dismiss students who fail to meet these requirements.

b. Evaluation of study success in the first six semesters

At the end of the first six semesters of study, the success of undergraduate students is evaluated, and they must meet the following requirements:

- 1) Completion of at least 54 credits (SKS); and
- 2) Achieving a GPA  $\geq 2.00$ .

If, within the first six semesters, the student has accumulated more than 54 credits but the GPA is  $< 2.00$ , then, for evaluation purposes, 54 credits from the courses with the best grades will be taken. Students who fail to meet these requirements will be dismissed through a Rector's decree.

c. Evaluation of study success at the end of the study period

Students are declared to have completed their Undergraduate and Applied Undergraduate programs if they meet the following requirements:

- 1) Completed all compulsory courses;
- 2) Completed a minimum of 144 credits (SKS) with a GPA  $\geq 2.00$  for undergraduate and applied undergraduate programs;
- 3) Completed a minimum of 110 credits (SKS) with a GPA  $\geq 2.00$  for diploma III programs;
- 4) Obtained a minimum passing grade of C in all courses;
- 5) No grades of D or E; and
- 6) Completed the thesis/final project/written work as required by the curriculum of the respective Study Program.

The study period evaluation is conducted for students who have not been able to complete their studies within a maximum of 1.5 times the designated study period for the undergraduate level (4 years). This evaluation is carried out at the end of the 9th, 10th, and 11th semesters as a Warning Letter (SP) issued to students at the beginning of the 10th, 11th, and 12th semesters.

The final evaluation is conducted at the end of the 12th semester. Suppose students are still unable to complete their studies by the end of the 12th semester. In that case, they will be asked to withdraw or be given the opportunity to submit a request for an extension of one semester to the Dean of their respective faculty, along with the required supporting documents. If the Dean approves the request for an

extension, students are granted an additional two semesters to complete their studies.

The Rector will dismiss students who fail to meet the above requirements after obtaining consideration from the relevant Faculty Senate. The study period evaluation refers to SOP Number 01/UN11/DAA/SOP/2024 (Appendix 7) on Study Period Evaluation.

## 8.2 SANCTIONS

- a. Students who fail to meet the academic success standards will receive warnings each semester from their Academic Advisor/Supervisor and the Coordinator of the respective Study Program.
- b. Undergraduate and Vocational Program students who cannot complete their studies on time are required to pay tuition fees per the Rector's Decree.



## CHAPTER 9 LEAVING ACADEMIC ACTIVITIES AND STUDENT TRANSFER

### 9.1 LEAVING ACADEMIC ACTIVITIES

- a. Leaving academic activities refers to the condition in which a student is inactive in academic activities in a particular semester.
- b. If a student leaves academic activities without permission, the semester in which the student leaves academic activities will still be counted toward the total study period.
- c. Students are permitted to leave academic activities with permission, referred to as academic leave, for a maximum of 2 (two) semesters during the prescribed study period. The academic leave period is not counted in the calculation of the study period.
- d. Students who do not complete administrative registration (see section 2.2) and do not apply for academic leave are considered to have left academic activities without permission.
- e. The tuition fees already paid for students who have completed administrative registration but later apply for academic leave cannot be refunded.
- f. Students who receive scholarships/service bonds are not permitted to apply for academic leave, effective from when they receive the scholarship/service bond.
- g. Applications for academic leave each semester shall refer to SOP Number 15/UN11/DAA/SOP/2024 (Appendix 8) and are only allowed according to the schedule in the USK Academic Calendar.
- h. The Vice Dean for Academic Affairs issues approval for Academic Leave Applications after considering the student's written request, the opinion of the Academic Advisor, and the Coordinator of the respective Study Program.
- i. The Vice Dean for Academic Affairs reserves the right to reject academic leave applications.
- j. The granting of Academic Leave must be uploaded to the SIAKAD system.
- k. The number of credits that may be taken in the semester following academic leave is based on the last GPA (IPS) before the leave was taken.
- l. Students who, in carrying out duties for the benefit of the university/state with the Rector's approval, are compelled to leave academic activities up to the maximum limit of the PKRS period (Study Plan Card Change) (see section 3.6), may be considered by the Dean/Director as fully participating in academic activities. If the time required to perform such duties exceeds the specified limit, the student concerned must apply for academic leave.
- m. For Diploma Three, Applied Bachelor, and Bachelor programs, academic leave may only be taken starting from the 3rd (third) semester.

## 9.2 TRANSFER OF UNDERGRADUATE AND VOCATIONAL PROGRAM STUDENTS FROM OTHER UNIVERSITIES TO USK

- a. Student transfers from other universities can only be carried out at the beginning of the academic year in accordance with SOP Number 16/UN11/DAA/SOP/2024 (Appendix 9).
- b. Student transfers from other universities can only be considered for admission to USK in the same faculty/study program, considering the equivalence of accreditation between the originating and receiving study programs/institutions.
- c. The student must have actively participated in academic activities for the last two semesters at the originating university.
- d. The student concerned must not have the status of being expelled (drop out) from the originating university in PDDIKTI and must have a minimum GPA of 2.75.
- e. After receiving consideration from the Dean of the respective Faculty, the Rector determines whether to accept or reject a transfer student into USK.
- f. The period of study already completed at the originating university will be considered in continuing studies at USK.
- g. The transfer procedure is as follows:
  - 1) The student submits a transfer application to the Rector of USK by attaching:
    - (i) Personal biodata;
    - (ii) Academic transcript from the originating university;
    - (iii) A copy of a high school diploma or equivalent; and
    - (iv) A recommendation letter from the head of the originating university.
  - 2) Before issuing a decision, the Rector seeks consideration from the Dean of the destination Faculty;
  - 3) After receiving approval for transfer from the Rector of USK, the student must complete administrative registration at the Directorate of Academic Administration (DAA) by submitting a transfer certificate from the originating university and presenting the original high school diploma (or equivalent);
  - 4) Administrative registration fees follow the fee set by the Rector for the current academic year; and
  - 5) Transfer students must take all courses in the destination Study Program, except for courses already passed (minimum grade C) and recognized for credit transfer. Credit recognition is carried out by the destination Study Program.

## 9.3 TRANSFER OF UNDERGRADUATE AND VOCATIONAL PROGRAM STUDENTS BETWEEN FACULTIES WITHIN USK

Undergraduate and Vocational Program students are not permitted to transfer between faculties within USK.

#### 9.4 TRANSFER OF UNDERGRADUATE AND VOCATIONAL PROGRAM STUDENTS BETWEEN STUDY PROGRAMS WITHIN THE SAME FACULTY

- a. Transfers between Study Programs within the same faculty shall follow the following provisions:
- b. Transfers between Study Programs within USK are carried out at the beginning of each semester during the period specified in the USK Academic Calendar.
- c. Students transferring to a Study Program that applies an Outcome-Based Education (OBE) curriculum may only be accepted from an originating Study Program that also applies an OBE curriculum.
- d. Student transfers may only be carried out upon entering the third semester.
- e. The student concerned must have actively participated in academic activities during the last two semesters in the original Study Program.
- f. The student will be subject to a probationary period of two semesters, with the provision that if, during the probation period, they fail to achieve a minimum GPA of 2.00, they will be dismissed from USK by Rector's Decree.
- g. During the probationary period in the new Study Program, the student can only take a study load of 12–18 credits (SKS).
- h. The study period already undertaken in the original Study Program will be counted toward the continued study in the new Study Program, and the total shall not exceed the provisions described in section 8.1.
- i. Transfer procedure:
  - 1) The student concerned applies to the Dean, explaining the reason for the transfer and forwarding a copy to the Head of Department/Coordinator of the intended Study Program by attaching:
    - (i) Student biodata verified by the Head of Department/Coordinator of the originating Study Program; and
    - (ii) The latest academic transcript.
  - 2) The Dean requests consideration from the Head of Department/Coordinator of both the originating and intended Study Programs;
  - 3) The Dean's decision is submitted to the Rector for processing administrative and academic registration; and
  - 4) The student concerned must take all courses in the new Study Program, except for those already passed (minimum grade C) and recognized for credit transfer. The intended Study Program carries out credit recognition.
- j. The Student Identification Number (NPM) of the transferred student will be adjusted to match the Faculty/Study Program code of the new Study Program.

#### 9.5 TRANSFER OF UNDERGRADUATE AND VOCATIONAL STUDENTS FROM USK TO OTHER UNIVERSITIES

- a. Student transfers from USK to other universities can only be carried out at the beginning of the academic year.
- b. The student must have actively participated in academic activities during the last two semesters at USK.
- c. The student must not have been dismissed (dropped out) from USK in the Higher Education Database, and must have a minimum GPA of 2.75.
- d. The Rector of USK determines the decision on student transfers.

## CHAPTER 10 CODE OF ETHICS, ACADEMIC MISCONDUCT, AND SANCTIONS

### 10.1 STUDENT CODE OF ETHICS

#### a. Student Rights

##### Legal Basis

The legal basis of student rights is as follows:

- 1) Rector's Regulation of Universitas Syiah Kuala Number 25 of 2023 concerning the Rights and Obligations of Students of Universitas Syiah Kuala; and
- 2) Rector's Regulation of Universitas Syiah Kuala Number 3 of 2021 concerning Rules and Ethics of Life for the Universitas Syiah Kuala Community.

#### b. Student Rights

Every student has the right to:

- 1) Receive educational services in accordance with their talents, interests, potential, and abilities;
- 2) Utilize academic and public facilities at USK to support the learning process;
- 3) Receive guidance from lecturers responsible for the Study Program they are enrolled in to support study completion;
- 4) Obtain information services regarding the Study Program they are enrolled in and their learning outcomes;
- 5) Complete their studies earlier than the prescribed study period, provided that they meet applicable requirements;
- 6) Exercise academic freedom by prioritizing reasoning and noble character, while being responsible in accordance with academic culture;
- 7) Transfer between Study Programs within the faculty, provided that they meet the stipulated requirements and the receiving Study Program has capacity;
- 8) Transfer to Study Programs outside of USK;
- 9) Receive welfare services in accordance with applicable provisions;
- 10) Participate in activities and take leadership roles in USK student organizations;
- 11) Utilize representative channels/student organizations to manage student interests, both academic and non-academic;
- 12) Obtain special services for students with disabilities, in accordance with USK's capabilities;
- 13) File complaints regarding violations of their rights through USK's complaint services; and
- 14) Receive justice, legal protection, orderly and peaceful living, as well as fair services both on and off campus in carrying out academic activities.

#### c. Student Obligations

##### Legal Basis

The legal basis of student obligations is as follows:

- 1) Rector's Regulation of Universitas Syiah Kuala Number 25 of 2023 concerning the Rights and Obligations of Students of Universitas Syiah Kuala; and
- 2) Rector's Regulation of Universitas Syiah Kuala Number 3 of 2021 concerning Rules and Ethics of Life for the Universitas Syiah Kuala Community.

#### Student Obligations

Every student has the following obligations:

- 1) Bear the cost of education in accordance with applicable regulations;
- 2) Participate in maintaining facilities, infrastructure, cleanliness, order, and security at USK;
- 3) Uphold scientific ethics;
- 4) Preserve the dignity and good name of USK;
- 5) Uphold national culture;
- 6) Respect, comply with, and adhere to the norms and ethics of the USK community;
- 7) Participate in the learning process in accordance with USK regulations, while upholding academic norms and ethics;
- 8) Respect others, and refrain from belittling or insulting fellow members of the USK community;
- 9) Love and preserve the environment;
- 10) Maintain harmony and peace to realize social harmony;
- 11) Comply with all regulations applicable at USK; and
- 12) Uphold academic freedom, freedom of academic expression, and scientific autonomy in implementing the tri dharma of higher education.

#### d. Student Prohibitions

##### Legal Basis

The legal basis of student prohibitions is as follows:

- 1) Rector's Regulation of Universitas Syiah Kuala Number 25 of 2023 concerning the Rights and Obligations of Students of Universitas Syiah Kuala; and
- 2) Rector's Regulation of Universitas Syiah Kuala Number 3 of 2021 concerning Rules and Ethics of Life for the Universitas Syiah Kuala Community.

#### Student Prohibitions

Each student is prohibited from:

- 1) Committing acts of plagiarism, falsification of administrative documents, academic documents, and scientific works, whether individually or in collaboration with others;
- 2) Engaging in acts categorized as blasphemy or insults against certain ethnicities, religions, races, or groups;
- 3) Committing sexual harassment and violence, bullying, pornography, promiscuity, and/or other forms of immorality;
- 4) Inviting external parties without permission to conduct academic, curricular, and/or extracurricular activities on behalf of USK;
- 5) Disturbing or obstructing the fulfillment of other students' rights;

- 6) Disturbing or obstructing members of the USK community in carrying out their duties and organizing academic activities;
  - 7) Forcing the use of educational facilities and public facilities;
  - 8) Damaging or stealing educational facilities and/or public facilities;
  - 9) Obstructing members of the USK community in practicing worship according to their religion and beliefs;
  - 10) Slandering, inciting, insulting, provoking, or defaming members of the USK community and other communities;
  - 11) Possessing, using, distributing, and selling narcotics and alcoholic beverages on campus;
  - 12) Engaging in gambling in any form;
  - 13) Carrying and using sharp weapons, chemical-based weapons, and/or firearms;
  - 14) Committing acts of violence, fighting, and/or other criminal acts that disturb society;
  - 15) Spreading ideologies and teachings that are prohibited and contrary to laws and regulations;
  - 16) Committing acts that violate laws and regulations;
  - 17) Smoking is prohibited in the campus environment;
  - 18) Attending lectures and/or academic guidance sessions in public areas outside the campus; and
  - 19) Committing acts and/or engaging in activities that violate religious principles, laws, morality, and decency.
- e. Academic Ethics
- Legal Basis
- The legal basis of student academic ethics is the Rector's Regulation of Universitas Syiah Kuala Number 3 of 2021 concerning Rules and Ethics of Life for the Universitas Syiah Kuala Community.

#### Academic Ethics

- 1) Every student is obliged to maintain academic life based on truth and honesty in accordance with the prevailing laws and regulations;
- 2) Every academic activity should incorporate the values of Islamic teachings, morality, and ethics, especially in the learning process;
- 3) The scheduling of academic and other activities must be arranged appropriately so as not to interfere with worship activities;
- 4) The use of a veiled (hijab) photograph is mandatory for every Muslim female student for all academic and administrative purposes; and
- 5) Every student conducting academic activities outside the campus must obtain permission from the Faculty Leadership and/or Department Leadership and/or Study Program Leadership, and must be accompanied by at least one (1) teaching staff member.

## 10.2 ACADEMIC MISCONDUCT

Academic misconduct may include:

- a. Taking an exam, writing a practicum report, or writing a research report on behalf of another student.

- b. Taking a university entrance examination on behalf of another prospective student.
- c. Engaging in dishonesty during the evaluation of the learning process or collaborating on exam questions meant to be completed independently/individually.
- d. Copying/imitating the research results of others (plagiarism) or one's own previous research (self-plagiarism).
- e. Forging signatures, administrative documents, data, and/or academic documents.

Academic misconduct may result in:

- a. Cancellation of exam and/or practicum grades.
- b. Suspension. During the suspension period, the suspension is counted in evaluating the study duration.
- c. Dismissal as a student.

### 10.3 ACADEMIC SANCTIONS FOR STUDENTS

#### Legal Basis

The legal basis for student sanctions is:

- a. Rector's Regulation of Universitas Syiah Kuala Number 25 of 2023 concerning the Rights and Obligations of Students of Universitas Syiah Kuala.
- b. Rector's Regulation of Universitas Syiah Kuala Number 3 of 2021 concerning Rules and Code of Ethics of the Universitas Syiah Kuala Community.

#### Types of Sanctions

- a. Minor sanctions.
- b. Moderate sanctions.
- c. Severe sanctions.

#### Forms of Sanctions

- a. Minor sanctions may include:
  - 1) Verbal reprimand;
  - 2) Written reprimand; and
  - 3) Admission of fault and an apology, either verbally and/or in writing.
- b. Moderate sanctions may include:
  - 1) Suspension from attending lectures for a maximum of 1 (one) semester;
  - 2) Revocation of the right to access certain facilities;
  - 3) Revocation of the right to participate in various student activities; and/or
  - 4) Compensation for losses if the violation causes harm to other parties.
- c. Severe sanctions may include:
  - 1) Suspension from attending lectures for a minimum of 1 (one) semester and a maximum of 4 (four) semesters; or
  - 2) Suspension of all academic activities for a maximum period of 4 (four) semesters within the faculty and/or university environment; or
  - 3) Recommendation for dismissal as a student.
- d. Sanctions in the form of compensation may be imposed if the violation causes material losses to the academic community or the institution.

## Forms of Prohibitions and/or Misconduct and Types of Sanctions

### a. Minor Sanctions

- 1) Taking an exam, practical report, or research report on behalf of another student;
- 2) Taking a university entrance examination on behalf of a prospective student;
- 3) Committing fraud during the evaluation of the learning process or collaborating on exam questions that should be completed independently/individually;
- 4) Engaging in academic life not based on truth and honesty;
- 5) Scheduling academic or other activities in such a way that they interfere with worship activities;
- 6) Using a photo without wearing a hijab (for Muslim female students) for any academic or administrative purposes;
- 7) Smoking in areas where it is prohibited within the campus environment; and
- 8) Attending lectures and/or academic advising in public areas outside campus, outside working hours, or enclosed spaces with potential ethical violations.

### b. Moderate Sanctions

- 1) Inviting external parties to campus without permission to conduct academic, curricular, and/or extracurricular activities on behalf of USK;
- 2) Conducting academic activities outside the campus without permission from the Faculty Leadership and/or Department Leadership, and/or Head of Study Program;
- 3) Disrupting and obstructing the fulfillment of the rights of fellow students;
- 4) Disrupting and obstructing members of the USK community in carrying out their duties and academic activities; and
- 5) Forcing others to use educational and public facilities.

### c. Severe Sanctions

- 1) Committing acts of plagiarism, forgery of signatures, administrative documents, academic documents, and scientific works, either individually or in collaboration with others;
- 2) Committing acts categorized as defamation or insult toward certain ethnic groups, religions, races, or communities;
- 3) Engaging in sexual harassment and sexual violence, bullying, pornography, promiscuity, and/or other forms of immorality;
- 4) Damaging or stealing educational facilities and public facilities;
- 5) Obstructing USK members from practicing worship according to their religion and beliefs;
- 6) Committing slander, incitement, insults, provocation, or defamation against USK members or other communities;
- 7) Possessing, using, distributing, or selling narcotics and alcoholic beverages on campus;
- 8) Engaging in any form of gambling activities;
- 9) Carrying or using sharp weapons, chemical-based weapons, or firearms;



- 10) Committing acts of violence, fighting, and/or other criminal activities that disturb the public;
- 11) Promising or luring others with the intention of committing fraud by collecting money and/or providing certain facilities;
- 12) Spreading ideologies or teachings that are prohibited and contrary to laws and regulations; and
- 13) Committing acts that violate laws and regulations.

## CHAPTER 11 JUDICIUM, GRADUATION, AND DIPLOMA

### 11.1 GRADUATION EVALUATION (JUDISIUM)

- a. Undergraduate and Vocational program students are declared graduated if they have completed all required credit loads and achieved the expected learning outcomes of the Study Program, with a Cumulative Grade Point Average (CGPA) greater than or equal to 2.00 (two point zero zero). The minimum number of credits for Bachelor's and Applied Bachelor's degrees is 144, and for Diploma Three is 108.
- b. Students who have fulfilled all the requirements for completing the Diploma Three, Applied Bachelor's, and Bachelor's programs will be awarded the judicium predicate of High Distinction (Cum Laude), Very Satisfactory, or Satisfactory, under the following conditions:

Predicate of Graduation	Requirements	
	GPA (CGPA)	Study Duration
<b>High Distinction (Cum Laude)</b>	3,51 – 4,00	Diploma: ≤ 6 semesters Applied Bachelor: ≤ 8 semesters Bachelor: ≤ 8 semesters
<b>Very Satisfactory</b>	3,01 – 3,50	Diploma: 7–8 semesters Applied Bachelor: 9–10 semesters Bachelor: 9–10 semesters
<b>Satisfactory</b>	2,76 – 3,00	Diploma: > 8 semesters Applied Bachelor: > 10 semesters Bachelor: > 10 semesters
<b>Fairly Satisfactory</b>	2,00 – 2,75	Diploma: > 8 semesters Applied Bachelor: > 10 semesters Bachelor: > 10 semesters

- c. The awarding of the “High Distinction (Cum Laude)” is determined by the fulfillment of the following requirements, which also determine the predicate for Undergraduate and Vocational Programs:
  - 1) Never having retaken/repeated any course, except for the Final Project/Thesis;
  - 2) Never having taken academic leave; and
  - 3) Never having received an academic warning/sanction.
- d. The study period used to determine the graduation predicate is calculated from the beginning of the first semester until the student is declared to have passed the Final Project/Thesis examination.
- e. For students who have defended their Final Project/Thesis but whose grades have not yet been recorded in the ongoing semester, the grades may be entered in the following semester, provided they have completed academic registration.
- f. A student is declared graduated once the judicium (Judisium) has been carried out.
- g. The judicium may be conducted every month by the Faculty Leadership.

### 11.2 GRADUATION CEREMONY

- a. USK graduates are entitled to participate in the graduation ceremony.

- b. USK graduates must register for the graduation ceremony in accordance with SOP Number 04/UN11/DAA/SOP/2024 (Appendix 10) on Graduation Registration Procedures.
- c. The graduation ceremony is held four (4) times in one academic year: November–January, February–April, May–July, and August–October.
- d. In writing, the Dean shall submit to the Rector the list of graduates eligible to participate in the graduation ceremony no later than twenty (20) working days before the ceremony is held.


### 11.3 DIPLOMA AND ACADEMIC TRANSCRIPT

- a. The submission of graduates proposed by the Dean to the Rector will be processed through the booking of a SIVIL PIN to verify the eligibility of prospective graduates.
- b. The faculty will inform prospective graduates who are not eligible to revise their data in PDDIKTI. Requests for data correction in PDDIKTI shall be verified and validated within 30 (thirty) working days from the date the request is recorded in PDDIKTI.
- c. Eligible graduates will have their Diploma PIN reserved in PDDIKTI, and their Electronic Diploma and Transcript will be processed.
- d. Graduates are entitled to receive:
  - 1) Diploma and Academic Transcript; and
  - 2) Diploma Supplement (Surat Keterangan Pendamping Ijazah/SKPI).
- e. A Diploma is an official certificate awarded to a student who has completed a study program at USK, processed through each graduate's Online KRS system, in accordance with SOP Number 03/UN11/DAA/SOP/2024 (Appendix 11) on the Diploma Issuance Process at Universitas Syiah Kuala.
- f. Each diploma is signed using the Rector's and Dean's Electronic Signatures.
- g. The transcript is signed by the Dean with an Electronic Signature.
- h. USK may issue a Replacement Diploma Certificate if the original diploma is lost or damaged. For diplomas issued before the November 2020 – January 2021 period and after the February – April 2021 period, reprinting can be done directly via Online KRS.
- i. Diplomas are issued four (4) times a year, on the first working day of February, May, August, and November.
- j. Diplomas are awarded during the graduation ceremony, except for those whose eligibility is pending due to ongoing PIN correction processes in PDDIKTI; in such cases, the certificate will be issued once the eligibility process is completed.
- k. For graduates who do not attend the graduation ceremony, the diploma can be downloaded via Online KRS after the ceremony.

## **CHAPTER 12 CLOSING**


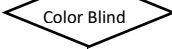



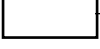
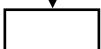
This academic guide shall serve as the primary reference in the administration and management within Universitas Syiah Kuala at the undergraduate and vocational levels. Further development at the Study Program level is still permissible as long as it does not conflict with the provisions stipulated in this guide.

## Appendix 1


 <p>DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA</p>	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	<b>Administrative Registration of New Students</b>
LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS	
<ol style="list-style-type: none"> <li>1. Law No. 20 of 2003 concerning the National Education System;</li> <li>2. Law No. 12 of 2012 concerning Higher Education;</li> <li>3. Government Regulation No. 4 of 2012 concerning the Implementation of Higher Education and Management of Higher Education; and</li> <li>4. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Programs</li> </ol>	<ol style="list-style-type: none"> <li>1. Understand the Academic Guidelines of Universitas Syiah Kuala (USK);</li> <li>2. Be proficient in using the USK Registration Application; and</li> <li>3. Be proficient in using the USK Academic Information System (Siakad) Application.</li> </ol>	
RELEVANCE	EQUIPMENT;	
	<ol style="list-style-type: none"> <li>1. Computer/Laptop; and</li> <li>2. Internet Connection.</li> </ol>	
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

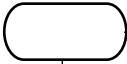




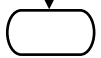
No.	Activity Description	Implementer			Standard Quality			Remark
		Prospective New Students	Admissions and Statistics Division	Bank	Requirements	Duration	Output	
1.	Fill out the personal data and Single Tuition Fee (UKT) form online.				Supporting documents/ database (website address)	2 days	Electronic data	
2.	Upload a certificate of color vision/blindness online at <a href="https://berkas-akademik.usk.ac.id/">https://berkas-akademik.usk.ac.id/</a> .				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 <a href="https://berkas-akademik.usk.ac.id/">https://berkas-akademik.usk.ac.id/</a> to obtain a Student Identity Card (KTM) and fill out personal data and Study Plan Card (KRS) online via <a href="https://krs.usk.ac.id/">https://krs.usk.ac.id/</a> .				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

 <p>DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA</p>	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	<b>Registration of Existing (Continuing) Students</b>
LEGAL BASIS		QUALIFICATION OF IMPLEMENTERS
<ol style="list-style-type: none"> <li>1. Law No. 12 of 2012 concerning the National Education System;</li> <li>2. Government Regulation No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; and</li> <li>3. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Programs.</li> </ol>		<ol style="list-style-type: none"> <li>1. Understand the Academic Guidelines of Universitas Syiah Kuala (USK);</li> <li>2. Be proficient in using the USK Registration Application; and</li> <li>3. Be proficient in using the USK Academic Information System (SIKAD) Application.</li> </ol>
RELEVANCE		EQUIPMENT;
		<ol style="list-style-type: none"> <li>1. Computer/Laptop;</li> <li>2. Internet Connection</li> <li>3. SIKAD Application</li> <li>4. Printed copies of student files.</li> </ol>
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.


## Appendix 2

### 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.						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	

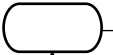
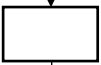
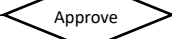



## Appendix 3


 <p>DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA</p>	Number	14/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	<b>Completion of the Study Plan Card (KRS)</b>
LEGAL BASIS		QUALIFICATION OF IMPLEMENTERS
<ol style="list-style-type: none"> <li>1. Law No. 12 of 2012 concerning the National Education System;</li> <li>2. Government Regulation No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; and</li> <li>3. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Programs.</li> </ol>		<ol style="list-style-type: none"> <li>1. Understand the Academic Guidelines of Universitas Syiah Kuala; and</li> <li>2. Be proficient in using the Online KRS Application (krsonline.usk.ac.id)</li> </ol>
RELEVANCE		EQUIPMENT;
		<ol style="list-style-type: none"> <li>1. Computer/Laptop;</li> <li>2. Internet Connection;</li> <li>3. Online KRS Application (krsonline.usk.ac.id); and</li> <li>4. Printed copies of student files (if needed).</li> </ol>
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 <a href="http://krsonline.usk.ac.id">krsonline.usk.ac.id</a> .				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.				Student database.	15 minutes	Electronic data	
4.	Archive the approved KRS digitally.				Online KRS	1 day	Electronic data	

## Appendix 4


 <p>DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA</p>	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
	SOP Title	<b>Credit Transfer</b>
LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS	
<ol style="list-style-type: none"> <li>1. Law No. 20 of 2003 concerning the National Education System;</li> <li>2. Law No. 12 of 2012 concerning Higher Education;</li> <li>3. Government Regulation No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>4. Minister of Education and Culture Regulation No. 14 of 2014 concerning Higher Education Cooperation; and</li> <li>5. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Program.</li> </ol>	<ol style="list-style-type: none"> <li>1. Understand the Academic Guidelines of Universitas Syiah Kuala;</li> <li>2. Be proficient in using the USK Academic Information System (SIKAD) Application.</li> </ol>	
RELEVANCE	EQUIPMENT;	
	<ol style="list-style-type: none"> <li>1. Computer/Laptop;</li> <li>2. Internet Connection;</li> <li>3. SIKAD Application; and</li> <li>4. Hard copies of temporary student files.</li> </ol>	
WARNING	RECORDING AND DATA COLLECTION	
	All data are stored both electronically and manually.	

## Appendix 4

### SOP FOR CREDIT TRANSFER

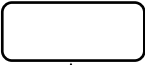

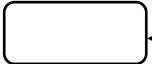
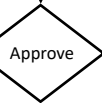
No.	Activity Description	Implementer				Standard Quality			Remark
		Student	Academic Advisor	Department/ Study Program	Vice Dean for Academic Affairs	Requirements	Duration	Output	
1.	Submit a request for credit transfer to the Head of Department/ Study Program Coordinator with the knowledge of the Academic 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		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.					Approval letter from the Vice Dean for Academic Affairs.	1 day	Electronic and manual data	

## Appendix 5


 <p>DIRECTORATE OF EDUCATION AND LEARNING UNIVERSITAS SYIAH KUALA</p>	Number	01/UN11/DPP/SOP/2024
	Date of Creation	May 20, 2024
	Date of Revision	-
	Effective Date	July 1, 2024
	Approved by	Director, signed  Prof. Dr. Ir. Nasaruddin, S.T., M.Eng., IPU., ASEAN Eng. Official Reg. No. 197404021999031003
	SOP Title	<b>Application for Registration of Merdeka Belajar Kampus Merdeka (MBKM) Activities at the Study Program Level</b>
LEGAL BASIS		QUALIFICATION OF IMPLEMENTERS
<ol style="list-style-type: none"> <li>1. Law No. 12 of 2012 concerning Higher Education;</li> <li>2. Guidelines for Higher Education Curriculum Development in the Industrial Era 4.0 to Support the Merdeka Belajar-Kampus Merdeka Program of 2020; and</li> <li>3. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia No. 53 of 2023 concerning Quality Assurance in Higher Education.</li> </ol>		<ol style="list-style-type: none"> <li>1. Understand the Academic Guidelines of Universitas Syiah Kuala; and</li> <li>2. Understand the Merdeka Belajar-Kampus Merdeka Guidelines of Universitas Syiah Kuala.</li> </ol>
RELEVANCE		EQUIPMENT;
		<ol style="list-style-type: none"> <li>1. Computer/Laptop; and</li> <li>2. Internet Connection.</li> </ol>
WARNING		RECORDING AND DATA COLLECTION
		All data are stored both electronically and manually.

## Appendix 5

### SOP FOR APPLICATION FOR REGISTRATION OF MERDEKA BELAJAR KAMPUS MERDEKA ACTIVITIES AT THE STUDY PROGRAM LEVEL

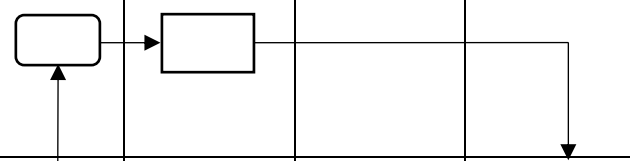
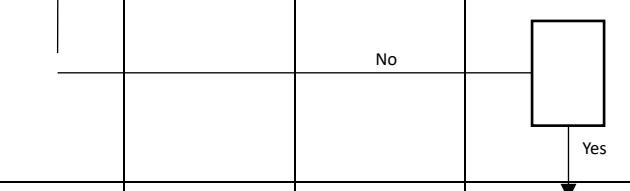
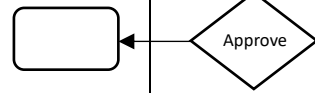
No.	Activity Description	Implementer		Standard Quality			Remark
		Student	Study Program	Requirements	Duration	Output	
1.	Submit an application for MBKM activity registration to the Head of the Study Program.			Temporary academic transcript issued by the faculty.	1 week	Softcopy/ hardcopy	
2.	The Head of the Study Program reviews the student's transcript, completed credits, and last semester's GPA to verify eligibility for MBKM registration.			1. MBKM Activities at the Study Program Level registration form; and 2. Temporary academic transcript issued by the faculty.	3 days	Softcopy/ hardcopy	
3.	If the Head of the Study Program approves the application, he will assign an MBKM supervising lecturer to the student.			1. Student's application documents; and 2. Approval letter from the Head of the Study Program.	3 days	Softcopy/ hardcopy	

## Appendix 6

 <p>DIRECTORATE OF EDUCATION AND LEARNING UNIVERSITAS SYIAH KUALA</p>	Number	02/UN11/DPP/SOP/2024
	Date of Creation	May 20, 2024
	Date of Revision	-
	Effective Date	July 1, 2024
	Approved by	Director, signed  Prof. Dr. Ir. Nasaruddin, S.T., M.Eng., IPU., ASEAN Eng. Official Reg. No. 197404021999031003
	SOP Title	<b>Application for the Alternative Final Project as Substitute for Undergraduate Thesis</b>
LEGAL BASIS	QUALIFICATION OF IMPLEMENTERS	
<ol style="list-style-type: none"> <li>1. Law No. 12 of 2012 concerning Higher Education;</li> <li>2. Guidelines for Higher Education Curriculum Development in the Industrial Era 4.0 to Support the Merdeka Belajar-Kampus Merdeka Program of 2020; and</li> <li>3. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia No. 53 of 2023 concerning Quality Assurance in Higher Education.</li> </ol>	<ol style="list-style-type: none"> <li>1. Understand the Academic Guidelines of Universitas Syiah Kuala; and</li> <li>2. Understand the Merdeka Belajar Kampus Merdeka Guidelines of Universitas Syiah Kuala.</li> </ol>	
RELEVANCE	EQUIPMENT;	
	<ol style="list-style-type: none"> <li>1. Computer/Laptop; and</li> <li>2. Internet Connection.</li> </ol>	
WARNING	RECORDING AND DATA COLLECTION	
	All data are stored both electronically and manually.	


## Appendix 6

### SOP FOR APPLICATION FOR ALTERNATIVE FINAL PROJECT AS SUBSTITUTE FOR UNDERGRADUATE THESIS

No.	Activity Description	Implementer				Standard Quality			Remark
		Student	Academic Advisor	Supervisor Lecturer	Study Program	Requirements	Duration	Output	
1.	Submit an application for approval of an alternative final project as a substitute for an undergraduate thesis to the Head of the Study Program with the knowledge of the Academic Advisor.					1. Application letter for alternative final project signed by the Academic Advisor; and 2. Temporary academic transcript issued by the faculty.	1 week	Softcopy/ hardcopy	
2.	The head of the Study Program reviews the transcript and completed credits to verify if the student meets the minimum requirements for the final project eligibility.			No		1. Application letter for alternative final project signed by Academic Advisor; 2. Temporary academic transcript issued by the faculty; and 3. Curriculum Guidebook of the relevant study program.	3 days	Softcopy/ hardcopy	
3.	If the Head of the Study Program approves the application, he will assign a supervising lecturer for the student's alternative final project.					1. Student's application file; and 2. Approval letter from the Head of the Study Program.	3 days	Softcopy/ hardcopy	

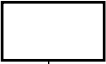


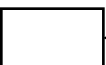
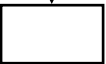
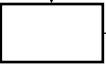



## Appendix 7


 <p>EDUCATION DIVISION BUREAU OF ACADEMIC AFFAIRS UNIVERSITAS SYIAH KUALA</p>	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	<b>Evaluation of the Study Period</b>
LEGAL BASIS		QUALIFICATION OF IMPLEMENTERS
<ol style="list-style-type: none"> <li>1. Law No. 12 of 2012 concerning Higher Education;</li> <li>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;</li> <li>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</li> <li>4. Rector Regulation No. 1 of 2023 concerning Organization and Working Procedures of Rectorate Units at Universitas Syiah Kuala.</li> </ol>		<ol style="list-style-type: none"> <li>1. Minimum education of Diploma III/Undergraduate Program's Degree;</li> <li>2. Understand duties and functions within the academic system; and</li> <li>3. Be proficient in good communication and use proper language.</li> </ol>
RELEVANCE		EQUIPMENT;
SOP for Graduation Certificate Processing.		<ol style="list-style-type: none"> <li>1. Computer/Laptop;</li> <li>2. Scanner;</li> <li>3. Internet Connection; and</li> <li>4. Exit Survey and Online KRS Applications.</li> </ol>
WARNING		RECORDING AND DATA COLLECTION

## Appendix 7

### 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	SIKAD	Requirements	Duration	Output	
1.	Academic Data and Information Division retrieves evaluation data for students' study period of the 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 8


 <p>DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA</p>	Number	15/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	<b>Academic Leave</b>
LEGAL BASIS		QUALIFICATION OF IMPLEMENTERS
<ol style="list-style-type: none"> <li>1. Law No. 20 of 2003 concerning the National Education System;</li> <li>2. Law No. 12 of 2012 concerning Higher Education;</li> <li>3. Government Regulation No. 4 of 2012 concerning the Implementation of Higher Education and Management of Higher Education; and</li> <li>4. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Program.</li> </ol>		<ol style="list-style-type: none"> <li>1. Understand the Academic Guidelines of Universitas Syiah Kuala.</li> </ol>
RELEVANCE		EQUIPMENT;
		<ol style="list-style-type: none"> <li>1. Computer/Laptop;</li> <li>2. Internet Connection; and</li> <li>3. Printed copies of prospective student files.</li> </ol>
WARNING		RECORDING AND DATA COLLECTION
		All data are stored both electronically and manually.

## Appendix 8

### 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

 <p>DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA</p>	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	<b>Transfer Admission to Universitas Syiah Kuala (USK)</b>
LEGAL BASIS		QUALIFICATION OF IMPLEMENTERS
<ol style="list-style-type: none"> <li>1. Law No. 20 of 2003 concerning the National Education System;</li> <li>2. Law No. 12 of 2012 concerning Higher Education;</li> <li>3. Government Regulation No. 4 of 2012 concerning the Implementation of Higher Education and Management of Higher Education; and</li> <li>4. Rector Regulation of Universitas Syiah Kuala No. 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Program.</li> </ol>		<ol style="list-style-type: none"> <li>1. Understand the Academic Guidelines of Universitas Syiah Kuala.</li> </ol>
RELEVANCE		EQUIPMENT;
<ol style="list-style-type: none"> <li>1. SOP for registration of new students.</li> </ol>		<ol style="list-style-type: none"> <li>1. Computer/Laptop;</li> <li>2. Internet Connection;</li> <li>3. Registration/ Online KRS Application; and</li> <li>4. Printed copies of prospective student files</li> </ol>
WARNING		RECORDING AND DATA COLLECTION
		All data are stored both electronically and manually.

## Appendix 9

### 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.	<pre> graph TD     A([Start]) --&gt; B[Admissions and Statistics Division]     B --&gt; C[Vice Rector for Academic Affairs]     C --&gt; D[Guidance and Counseling Division]     D --&gt; E[Faculty]     E --&gt; F[Department/ Study Program]           </pre>						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	1 day	Manual data	

								certificates from the originating 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.							<ol style="list-style-type: none"> <li>1. Recommendation Letter;</li> <li>2. Personal biodata;</li> <li>3. Academic transcript;</li> <li>4. Copy of High School Diploma;</li> <li>5. Copy of High School Report Card</li> <li>6. Recommendation from the originating university.</li> <li>7. Copy of accreditation certificates from the originating study program and university.</li> </ol>	1 day	Manual data	
6.	The Dean requests a further assessment from the Head of Department/ Study Program Coordinator.							<ol style="list-style-type: none"> <li>1. Recommendation Letter;</li> <li>2. Personal biodata;</li> <li>3. Academic transcript;</li> <li>4. Copy of High School Diploma;</li> <li>5. Copy of High School Report Card</li> <li>6. Recommendation from the originating university.</li> <li>7. Copy of accreditation certificates from the originating study program and university.</li> </ol>	1 day	Manual data	
7.	The Head of Department/ Study Program Coordinator interviews the transfer applicant.							<ol style="list-style-type: none"> <li>1. Recommendation Letter;</li> <li>2. Personal biodata;</li> <li>3. Academic transcript;</li> <li>4. Copy of High School Diploma;</li> <li>5. Copy of High School Report Card</li> <li>6. Recommendation from the originating university.</li> <li>7. Copy of accreditation certificates from the originating study program and university.</li> </ol>	1 day	Manual data	



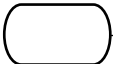

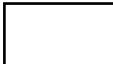
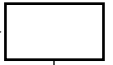
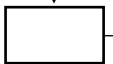

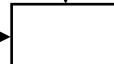
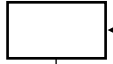



## Appendix 10


 <p>DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA</p>	Number	04/UN11/DAA/SOP/2024
	Date of Creation	August 1, 2017
	Date of Revision	February 7, 2024
	Effective Date	August 1, 2017
	Approved by	Directorate of Academic Administration, signed  Darmawan, S.T., M.M Official Reg. No. 197607241995121001
	SOP Title	<b>Graduation Ceremony Registration Procedure</b>
LEGAL BASIS		QUALIFICATION OF IMPLEMENTERS
<ol style="list-style-type: none"> <li>1. Law No.12 of 2012 concerning Higher Education;</li> <li>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;</li> <li>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);</li> <li>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</li> <li>5. Rector Regulation No. 1 of 2023 concerning the Organization and Working Procedures of Rectorate Units at Universitas Syiah Kuala.</li> </ol>		<ol style="list-style-type: none"> <li>1. Minimum education of Senior High School/Diploma III/Undergraduate Program's Degree;</li> <li>2. Understand duties and functions within the academic system; and</li> <li>3. Be proficient in good communication and use proper language.</li> </ol>
RELEVANCE		EQUIPMENT;
SOP for Graduation Certificate Processing.		<ol style="list-style-type: none"> <li>1. Computer/Laptop;</li> <li>2. Scanner;</li> <li>3. Internet Connection; and</li> <li>4. Exit Survey and Online KRS Applications.</li> </ol>
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 10

### SOP FOR GRADUATION CEREMONY REGISTRATION PROCEDURE

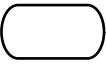











No.	Activity Description	Implementer				Standard Quality			Remark
		Directorate of Academic Administration/ Academic Data & Information Division	Subdivision of Learning and Academic Affairs in Faculties/ Graduate Program	Graduating Student	Public Relations and Protocol Division	Supporting Documents	Duration	Output	
1.	The Academic Data and Information Division processes and sends the graduation registration announcement to the faculties/graduate programs.					Announcement	1 day		
2.	Subdivision of Learning and Academic Affairs in the faculties/graduate program 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 11

 <p>DIRECTORATE OF ACADEMIC ADMINISTRATION UNIVERSITAS SYIAH KUALA</p>	Number	03/UN11/DAA/SOP/2024
	Date of Creation	August 1, 2017
	Date of Revision	February 7, 2024
	Effective Date	August 1, 2017
	Approved by	Directorate of Academic Administration,  signed  Darmawan, S.T., M.M Official Reg. No. 197607241995121001
	SOP Title	<b>Graduation Certificate Processing for Graduates of Universitas Syiah Kuala</b>
LEGAL BASIS		QUALIFICATION OF IMPLEMENTERS
<ol style="list-style-type: none"> <li>1. Law No.12 of 2012 concerning Higher Education;</li> <li>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;</li> <li>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);</li> <li>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</li> <li>5. Rector Regulation No. 1 of 2023 concerning the Organization and Working Procedures of Rectorate Units at Universitas Syiah Kuala.</li> </ol>		<ol style="list-style-type: none"> <li>1. Minimum education of Diploma III/Undergraduate Program's Degree;</li> <li>2. Proficient in using the Graduation Certificate Application; and</li> <li>3. Responsible.</li> </ol>
RELEVANCE		EQUIPMENT;
SOP for Graduation Certificate Processing.		<ol style="list-style-type: none"> <li>1. Computer/Laptop;</li> <li>2. Scanner;</li> <li>3. Internet Connection;</li> <li>4. Graduation Certificate Application; and</li> <li>5. Official Rector's Seal of Universitas Syiah Kuala</li> </ol>
WARNING		RECORDING AND DATA COLLECTION
If not implemented according to this SOP, the graduation certificate cannot be processed.		

## Appendix 11

### 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 graduates' data.						Official letter.	1 day		
2.	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 the faculties/graduate program 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.	