

**FMIPA**  
UNIVERSITAS  
SYIAH KUALA

# **STUDENT HANDBOOK**

**FACULTY OF MATHEMATICS AND  
NATURAL SCIENCES**

**UNIVERSITAS SYIAH KUALA**

# FOREWORD

All praise be to Allah SWT, for His blessings and guidance that have enabled the completion of the *Student Handbook of the Faculty of Mathematics and Natural Sciences (FMIPA), Universitas Syiah Kuala (USK)*. This handbook is designed as a practical guide for students in carrying out both academic and non-academic activities within FMIPA USK.

This book contains essential information regarding academic regulations, codes of ethics, student services, and various provisions that every FMIPA USK student should be familiar with. It is expected that this handbook will help students understand the educational system in FMIPA, adapt to the campus environment, and actively participate in realizing the vision of FMIPA USK as a socio-sciencepreneurial faculty that is innovative, independent, and globally competitive by the year 2035.

The preparation of this handbook involved various parties within the faculty to ensure that its contents are relevant, clear, and easily understood by students. This handbook also reflects FMIPA USK's commitment to fostering an academic environment that upholds integrity, character, and a strong orientation toward scientific development and community empowerment.

Our sincere appreciation and gratitude are extended to all members of the editorial team and everyone who contributed to the preparation of this handbook. Hopefully, the *FMIPA USK Student Handbook* will serve as a useful guide for all students in pursuing their education, developing their potential, and making positive contributions to society, the nation, and the state.

May Allah SWT continue to bestow His guidance and blessings upon our collective efforts in developing FMIPA USK as part of the "Jantung Hatee Rakyat Aceh" the Heart of the Acehnese People that excels and competes globally. Aamiin.

Banda Aceh, January 2025  
Dean,  
  
Prof. Dr. Taufik Fuadi Abidin, S.Si., M.Tech.  
NIP 197010081994031002

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# MARS ANGKATAN DARUSSALAM

(Oleh : T. Djohan)

Di dalam gegap gempitanya  
Jeritan derita  
berkumandang suara  
Angkatan gagah perkasa

Bawa suatu keyakinan  
Diriku tak ada  
Hanya mengabdikan pada Tuhan  
Hidup serta mati untuk-Nya

Inilah angkatan baru  
Angkatan Darussalam  
Manusia budiluhur  
Lagi berjiwa satria

Selalu membimbing rakyat  
Pembela Negara  
Baladun tayibatun  
Lindungan Tuhan yang Esa

Bekerja membela negara  
Aman dan sentosa  
Membangun masyarakat  
Yang ridhoi ilahi

Supaya segera tercapai  
Makmur bahagia  
Kepadamu negara kami bersumpah  
Setia berbakti

# HYMNE USK

(Oleh : W.S. Rendra)

Disini kami belajar memperkayai iman  
Disini kami belajar mengembangkan ilmu  
Disini disini ditempat tercinta, Universitas Syiah Kuala

Fajar menyingsing di tanah Aceh  
Itulah cita-cita kami  
Dan ketika sang surya menyala  
Ia saksikan kami berjuang

Dimalam hari bulan bintang tanah Aceh  
Menyaksikan kami, prihatin dan berdoa  
Untuk tujuan mulia tujuan mulia

Disini di tanah Aceh, Berkumandanglah cinta  
Untuk bangsa Indonesia, Untuk umat manusia  
Dibawah lindungan Tuhan yang Esa,  
dilimpahhkan taufik hidayahNya  
Disini tempat tercinta, Universitas syiah kuala

# HOW CONTACT LECTURERS

## First Step

Begin with a proper greeting, introduce yourself, and mention your Student ID number (NPM).

## Second Step

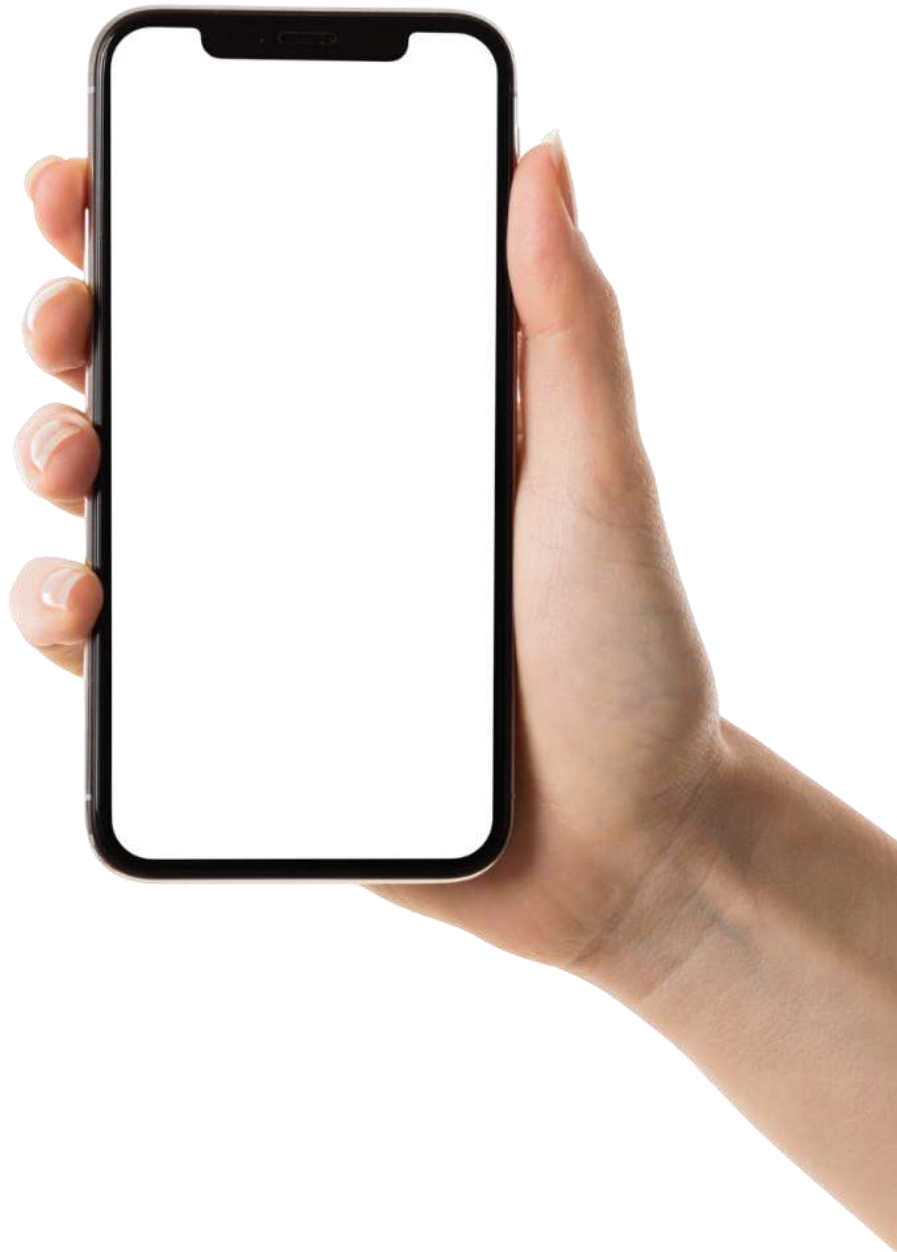
Clearly state the purpose of contacting the lecturer.

## Third Step

Close the message politely with words of gratitude.

## Don'ts ❌

Do not use excessive abbreviations or informal text language and do not contact lecturers outside working hours



# ATTENDANCE



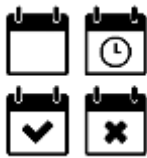
Students are officially registered in a course if their names appear on the attendance list (based on KRS registration).



Students must attend on time. Attendance is only valid if students sign the attendance sheet themselves. Forging or substituting signatures will result in academic sanctions.



Students are required to attend all meetings (16×). In unavoidable circumstances, they must attend at least 75% (12 meetings) to be eligible for exams.



Absences due to illness or urgent matters must be reported politely to the lecturer through proper communication (WA/SMS/call).

# PART I

## FACULTY PROFILE

### HISTORY AND PROFILE OF FMIPA

Since 1969, Syiah Kuala University (USK) has had a Central Laboratory serving as a facility to support basic science practicums—such as biology, physics, and chemistry—for all students enrolled in exact sciences programs at USK. In 1978, the Central Laboratory was renamed the *Laboratory of Natural Sciences (LIPA)*.

The foundation of the Faculty of Mathematics and Natural Sciences (FMIPA USK) began in 1989 with the issuance of Rector's Decrees No. 137, 141, and 142 of 1989 concerning the establishment of the MIPA Coordinatorship. These decrees referred to the Decrees of the Director General of Higher Education, Ministry of Education and Culture of the Republic of Indonesia, No. 9, 10, 11, and 12/Dikti/Kep/1989 dated February 17, 1989, regarding the establishment of the Study Programs in Mathematics, Physics, Chemistry, and Biology. The year 1989 marked the first intake of undergraduate students for these four study programs.

The formal establishment of FMIPA USK was ratified in 1993 through the Decree of the Minister of Education and Culture No. 0383/O/1993 dated October 22, 1993. As the faculty continued to grow, new study programs were established, including the Diploma III Program in Informatics Management in 1999, followed by the Diploma III Program in Instrumentation and Computing. In 2020, the Diploma III Program in Instrumentation and Computing was renamed the Diploma III Program in Electronic Engineering. In 2003, the Marine Science Study Program was founded, which later became the foundation for the establishment of the Faculty of Marine and Fisheries.

In 2010, FMIPA USK expanded its undergraduate programs with the establishment of the Bachelor's Degree Program in Informatics. The following year, in 2011, the Bachelor's Degree Program in Pharmacy and the Master's Degree Program in Mathematics were opened. A year later, the Master's Degree Program in Physics and the Bachelor's Degree Program in Statistics were established. In 2013, the Master's Degree Program in Chemistry was founded, followed by the Master's Degree Program in Biology in 2014. Seven years later, in 2021, the Master's Degree Program in Artificial Intelligence was launched, followed by the establishment of the Professional Pharmacist Education Program in 2022.

Thus, by the end of 2024, FMIPA USK manages a total of 15 study programs, consisting of two Diploma III programs, seven undergraduate programs, five master's programs, and one professional program. The list of study programs managed by FMIPA USK is as follows:

1. Diploma III Programs
  - a. Diploma Program in Informatics Management – *Accredited: Excellent*
  - b. Diploma Program in Electronic Engineering – *Accredited: Very Good*
2. Undergraduate Programs
  - a. Bachelor’s Degree Program in Mathematics – *Accredited: Excellent*
  - b. Bachelor’s Degree Program in Physics – *Accredited: A*
  - c. Bachelor’s Degree Program in Chemistry – *Accredited: Excellent*
  - d. Bachelor’s Degree Program in Biology – *Accredited: Excellent*
  - e. Bachelor’s Degree Program in Informatics – *Accredited: Excellent*
  - f. Bachelor’s Degree Program in Pharmacy – *Accredited: Excellent*
  - g. Bachelor’s Degree Program in Statistics – *Accredited: Excellent*
3. Master’s Programs
  - a. Master’s Degree Program in Mathematics – *Accredited: Very Good*
  - b. Master’s Degree Program in Physics – *Accredited: Very Good*
  - c. Master’s Degree Program in Chemistry – *Accredited: Excellent*
  - d. Master’s Degree Program in Biology – *Accredited: Excellent*
  - e. Master’s Degree Program in Artificial Intelligence – *Accredited: Very Good*
4. Professional Program
  - a. Professional Program in Pharmacist Education – *Accredited: Very Good*

## **VISION AND MISSION OF FMIPA**

### **VISION**

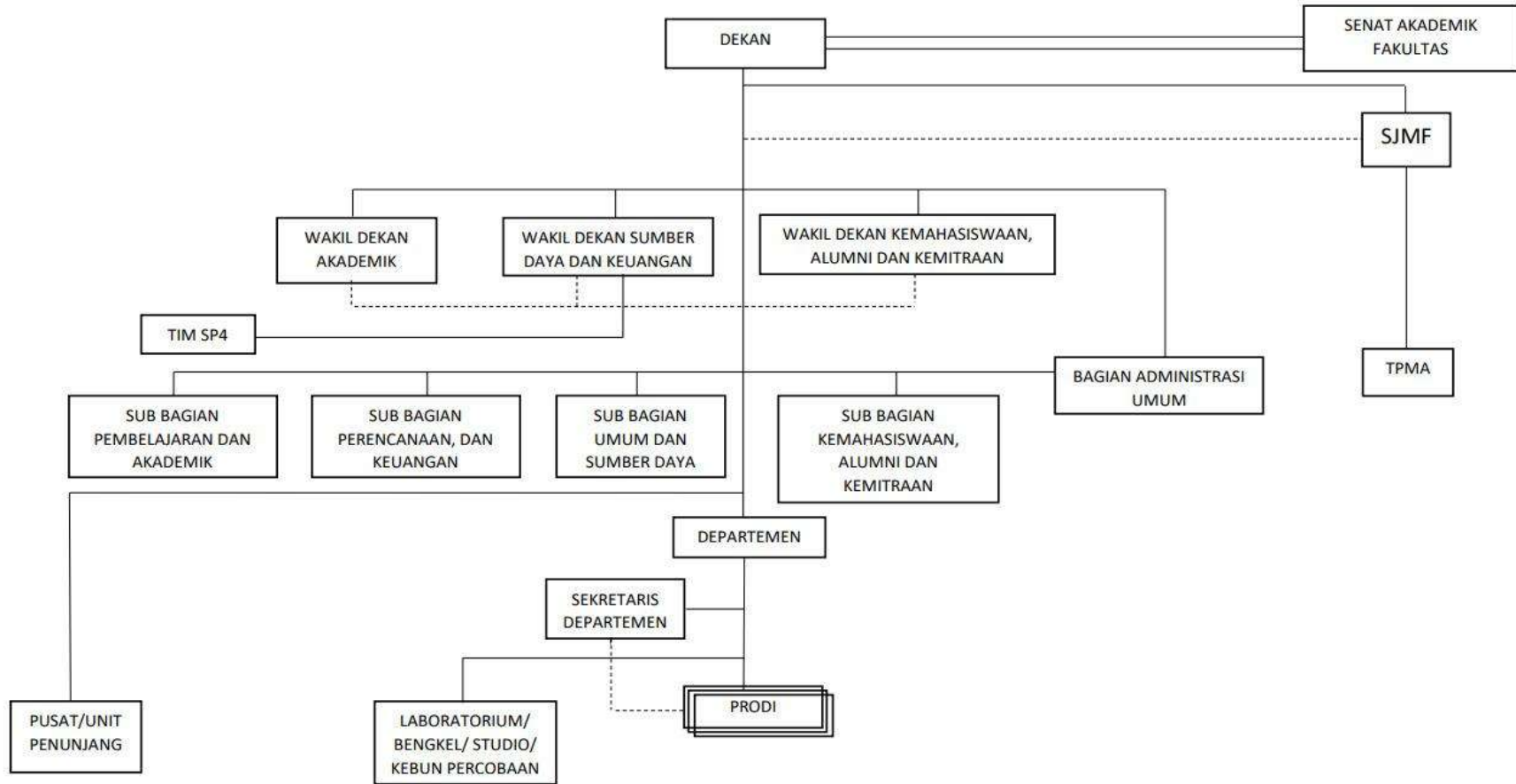
To become an innovative, independent, and globally recognized *socio-sciencepreneurial* faculty by the year 2035.

### **MISSION**

- To produce graduates who are excellent, independent, diligent, creative, innovative, and entrepreneurial-minded, with integrity in developing and applying science and technology.
- To enhance and expand access to education, while improving the quality of learning, research, and educational services in the fields of science, formal sciences, and pharmacy, supported by a transparent and accountable institutional governance system.
- To actively and productively establish national and international collaborations with various stakeholders in the fields of science, formal sciences, and pharmacy, based on the principle of mutual benefit.

# ORGANIZATIONAL STRUCTURE

## STRUKTUR ORGANISASI FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM



# PART II

## STUDENT AFFAIRS

The Academic Regulations for Students at Universitas Syiah Kuala are established as guidelines for all students in carrying out academic activities throughout their period of study. This chapter refers to the Rector Regulation of Universitas Syiah Kuala Number 20 of 2022 concerning the Academic Guidelines for Diploma and Undergraduate Programs, which comprehensively regulates students' rights and obligations, student status, administrative and academic registration, academic leave, and the mechanisms for implementing other academic activities. Through these regulations, students are expected to understand the academic rules at USK, maintain discipline, and conduct their educational process in an orderly and responsible manner, in accordance with the principles of honesty and academic integrity upheld by the university.

### STUDENT REGISTRATION

Registration is a mandatory process that every student must complete at the beginning of each semester. It includes administrative registration, academic registration, and course registration. These processes must be completed sequentially and within the time frame stated in the USK Academic Calendar.

- **Administrative Registration**

Administrative registration is carried out at the start of every semester. Students can complete this step only after settling their tuition fees as stipulated by the Rector.

The purposes of administrative registration are:

- a. To process student tuition payments.
- b. To collect student data for financial planning and academic program evaluation.

- **Tuition Fee Payment**

- a. Tuition fees must be paid during the registration period specified in the USK Academic Calendar.
- b. The payment covers one full semester.
- c. The amount of tuition and other fees is determined by the Rector and may vary across students and faculties.
- d. Students who receive fee reductions or payment adjustments must comply with the regulations set by the Rector before the payment schedule begins.

## **NEW PROSPECTIVE STUDENTS**

New students complete administrative registration after being officially admitted through the university selection process. They must finalize their enrollment and fulfill all administrative requirements based on the Standard Operating Procedure (SOP) for New Student Admissions (Appendix 1).

The required steps include:

1. Completing administrative registration and paying the Single Tuition Fee (UKT) or other required tuition payments.
2. Filling out personal data accurately in the designated system.

For students awarded the KIP-Kuliah scholarship, the registration process is completed after their data has been verified and approved by the Ministry of Higher Education, Science, and Technology.

## **ACTIVE STUDENTS**

Students are categorized as active students if they have completed all stages of administrative and academic registration at the beginning of the semester according to the schedule stated in the USK Academic Calendar. Administrative registration is carried out by paying the tuition fee for the current semester, while academic registration is conducted by filling out the Study Plan Card (KRS) online through the USK academic system and obtaining approval from the academic advisor

Active students have full rights to participate in academic activities, including lectures, practicums, seminars, supervision, examinations, and other campus activities. Active status also serves as the basis for students to be officially recorded in the university's academic data system and to receive grades for the courses taken during the semester.

In addition, active students are required to uphold academic ethics, maintain discipline in classes, and actively participate in academic and non-academic activities that support personal and institutional development.

## **INACTIVE STUDENT STATUS**

A student is declared inactive if they fail to complete administrative and/or academic registration for the current semester without officially applying for academic leave. Students with inactive status are not entitled to participate in academic activities and are not allowed to use university facilities such as laboratories, libraries, or academic administrative services.

The study period of inactive students is still counted as part of the total duration of study. According to USK regulations, if a student fails to register for two consecutive semesters, the student is considered to have withdrawn from Universitas Syiah Kuala. Inactive status

may hinder academic progress, including the calculation of the study period and eligibility for scholarships. Therefore, students are advised to complete registration on time or apply for academic leave if they have valid reasons.

## **ACADEMIC LEAVE**

Academic leave is an official permission granted to students to temporarily suspend their academic activities for a specific semester due to valid reasons such as health issues, family matters, or other emergency circumstances. The application for academic leave must be submitted through the academic advisor and approved by the Dean of the Faculty. During the academic leave period, students are not allowed to attend lectures, take exams, or participate in any academic activities; however, the leave period is not counted in the total study duration. According to the USK Academic Guidelines, students may take academic leave for a maximum of two semesters during their entire study period.

The application for academic leave must be submitted before the final examination period and in accordance with the schedule listed in the University Academic Calendar. Students who take official academic leave remain registered as USK students and may continue their studies after the leave period ends without losing their student status.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

- To receive proper education and quality academic services.
- To utilize university facilities such as laboratories, libraries, and the academic information system.
- To receive academic guidance from their academic advisor.
- To file an appeal regarding grades or academic decisions through official procedures.
- To participate in student organization activities according to their interests and talents.

### **Student Responsibilities**

- To complete registration on time and comply with all academic regulations.
- To uphold the good name of the university and show respect toward lecturers, academic staff, and fellow students.
- To uphold honesty, academic ethics, and responsibility in all learning activities.
- To actively participate in academic and non-academic activities that support personal development and the campus community.

## STUDENT ETHICS

In order to uphold campus life ethics and create a respectful academic atmosphere, all students of Universitas Syiah Kuala are required to comply with the dress code regulations as stipulated in the Rector Regulation of Universitas Syiah Kuala Number 3 of 2021 concerning the Code of Conduct and Ethics of the University Community. This regulation governs proper, neat, and academically appropriate attire for both male and female students, while respecting the cultural values and local wisdom of Aceh.

These provisions aim to shape students' image as individuals who are ethical, professional, and uphold integrity in their interactions within the university environment. Therefore, every student is expected to maintain neatness, modesty, and comply with the dress code guidelines as illustrated in Figure 2.1.



**Figure 2.1** Student Dress Code Regulations at Universitas Syiah Kuala (USK)

## EVALUATION AND ASSESSMENT OF LEARNING OUTCOMES

Educational evaluation is a process of control, quality assurance, and the establishment of educational standards for various learning components at every level, program, and type of education. This process serves as the basis for accountability in the implementation of education. Student learning outcome evaluation is carried out by educators to monitor the development, progress, and achievement of student learning continuously. Assessment of learning outcomes includes measurement and evaluation activities. Measurement of learning outcomes refers to efforts to determine the extent to which students have attained

competencies in a course through various learning activities such as lectures, practicum, and other academic tasks. Evaluations are conducted within a specific period.

Assessment is a systematic process that functions to collect, process, analyze, and interpret student attainment data during the learning process. This information is used as the basis for determining students' eligibility to proceed with further learning or academic activities.

- **OBJECTIVES**

- a. To assess students' level of understanding and mastery of the materials studied throughout the semester.
- b. To serve as a basis for decision-making regarding student completion at the end of the semester.
- c. To provide feedback for students, lecturers, and other stakeholders regarding learning progress and the quality of the teaching and learning process.
- d. The assessment of learning outcomes is conducted by lecturers using various evaluation techniques within a specified time frame.
- e. Assessment results use a letter-grade system: A (Excellent), B (Good), C (Fair), D (Poor), and E (Very Poor).  
Student mastery is determined using the categories Pass or Fail for each course.

- **ASSESSMENT PROCEDURES**

**Components And Requirements Of Assessment**

1. Student learning outcome assessment consists of three main components:  
**Cognitive,**  
**Affective,**  
**Psychomotor,**  
measured through various academic activities such as Course Learning Outcome Tests (CPMK) or other forms of evaluation. Lecturers may determine the proportion of each component according to the characteristics of the course.
2. Daily assessments may include attendance, participation, discussions, presentations, case studies, project-based assignments, and cognitive activities such as mid-term and final examinations.
3. The proportion of each assessment component may be determined by the lecturer based on the needs of the course. Assessment weights must be stated in the Semester Learning Plan (RPS).
4. The Final Score (NA) is obtained from the accumulation of various assessment components based on predetermined weightings. The calculation formula follows the CPMK mechanism applied in the USK 2023 curriculum:  
**NA = (CPMK1 + CPMK2 + CPMK3 + ... + CPMKn)**
5. Requirements to take the Final Examination (UAS):  
Students must fulfill a minimum attendance requirement of 75% in face-to-face lectures.  
If attendance is below 75%, the student automatically receives an E grade regardless of performance in assignments or other tests.  
This rule applies without exception.

## **Remedial**

1. Remedial is an additional learning activity, such as repeating assignments or examinations, aimed at ensuring students meet the minimum standards defined through CPMK.
2. Students who have not reached the minimum CPMK score are required to participate in remedial activities. Those who already meet the target are not required to join remedial programs.
3. Remedial is conducted after all evaluation processes (assignments, quizzes, mid-term exams, final exams) are completed and is only provided for CPMK components that do not meet the required standard. The schedule and procedures are determined by the course lecturer.
4. Students who fail to complete the remedial program as described in points (1) - (3) must take the remedial again in the following semester.

# PART III

## CURRICULUM & SOP

### CURRICULUM STRUCTURE

No.	Study Program	Link
1	Bachelor of Mathematics	<a href="#">Curriculum</a>
2	Bachelor of Physics	<a href="#">Curriculum</a>
3	Bachelor of Chemistry	<a href="#">Curriculum</a>
4	Bachelor of Biology	<a href="#">Curriculum</a>
5	Bachelor of Informatics	<a href="#">Curriculum</a>
6	Master of Biology	<a href="#">Curriculum</a>
7	Bachelor of Statistics	<a href="#">Curriculum</a>
8	Master of Mathematics	<a href="#">Curriculum</a>
9	Master of Physics	<a href="#">Curriculum</a>
10	Master of Chemistry	<a href="#">Curriculum</a>
11	Master of Artificial Intelligence	<a href="#">Curriculum</a>
12	Bachelor of Pharmacy	<a href="#">Curriculum</a>
13	Professional Pharmacist Education Program	<a href="#">Curriculum</a>
14	Diploma in Informatics Management	<a href="#">Curriculum</a>
15	Diploma in Electronic Engineering	<a href="#">Curriculum</a>

## STUDY PROGRAM GUIDELINES FOR NEW STUDENT ADMISSIONS

NO	DEPARTMENT	HIGH SCHOOL REQUIREMENTS	PHYSICAL REQUIREMENTS
1	MATHEMATICS	Senior High School Science Islamic Senior High School Science Package C Science Construction & Property Engineering Geomatics & Geospatial Engineering Electrical Engineering Mechanical Engineering Aeronautical Engineering Industrial Instrumentation Engineering Industrial Engineering Chemical Engineering Automotive Engineering Naval Engineering Petroleum Engineering Mining Geology Renewable Energy Engineering Computer & Informatics Engineering Telecommunications Engineering Social Work Business & Marketing Office Management Accounting & Finance Logistics	Not Blind Not Speech Impaired Not Color Blind (Partial Allowed) Overall Fitness
2	PHYSICS	Senior High School Science Islamic Senior High School Science Package C Science Construction & Property Engineering Geomatics & Geospatial Engineering Electrical Engineering Mechanical Engineering Aeronautical Engineering Industrial Instrumentation Engineering Industrial Engineering Textile Engineering Chemical Engineering Automotive Engineering Naval Engineering	Not Blind Not Hearing Impaired Not Color Blind Overall Fitness Not Speech Impaired Not Physically Disabled

NO	DEPARTMENT	HIGH SCHOOL REQUIREMENTS	PHYSICAL REQUIREMENTS
		Electronics Engineering Petroleum Engineering Mining Engineering Renewable Energy Engineering Computer & Informatics Engineering Telecommunications Engineering Medical Laboratory Technology	
3	CHEMISTRY	Senior High School Science Islamic Senior High School Science Package C Science Industrial Engineering Chemical Engineering Petroleum Engineering Renewable Energy Engineering Pharmacy	Not Blind Not Hearing Impaired Not Physically Disabled Not Color Blind (Partial Allowed) Overall Fitness Not Speech Impaired
4	BIOLOGY	Senior High School Science Islamic Senior High School Science Package C Science Geomatics & Geospatial Engineering Plant Agribusiness Animal Agribusiness Veterinary Health Food Processing Agribusiness Agriculture Plantation Engineering Forestry Fisheries Fishery Processing Technology	Not Blind Not Hearing Impaired Not Speech Impaired Not Physically Disabled Not Color Blind (Partial Allowed) Overall Fitness
5	INFORMATICS	SMA Science MA Science	Not Blind Not Speech Impaired

NO	DEPARTMENT	HIGH SCHOOL REQUIREMENTS	PHYSICAL REQUIREMENTS
		Package C Science Geomatics & Geospatial Engineering Computer & Informatics Engineering	
6	PHARMACY	Senior High School Science Islamic Senior High School Science Package C Science Pharmacy (Health Vocational School)	Not Blind Not Hearing Impaired Not Speech Impaired Not Physically Disabled Not Color Blind
7	STATISTICS	Senior High School Science Islamic Senior High School Science Package C Science	Not Blind Not Speech Impaired

## SERVICE STANDARD OPERATING PROCEDURE ([Link](#))

### SOP FOR ACADEMIC LEAVE LETTER SERVICE

1. **Student submits an academic leave request**  
→ The student submits the academic leave form signed by their academic advisor.
2. **ULT staff receives and verifies the submitted documents**  
→ The staff checks the completeness of the documents submitted by the student.
3. **ULT staff schedules the process through PLO**  
→ Verified documents are scheduled for further processing.
4. **The Functional Officer as Head of the General Administration Section forwards the documents to the Functional Officer as Sub-Coordinator of the Academic Section**  
→ The documents are forwarded for processing in the academic section.
5. **Academic Subsection staff processes the academic leave letter on the SIAK system ([siak.unsyiah.ac.id](http://siak.unsyiah.ac.id))**  
→ A draft of the academic leave letter is prepared in the system.
6. **Academic Subsection staff prints the academic leave letter from the SIAK system**  
→ The printed letter is prepared for review.
7. **The Functional Officer as Sub-Coordinator of the Academic Section reviews and initials the draft of the academic leave letter**  
→ First stage of review by the Sub-Coordinator.
8. **The Functional Officer as Head of the General Administration Section reviews and initials the draft of the academic leave letter**  
→ Final review before being signed by the authorized official.
9. **Vice Dean for Academic Affairs signs the academic leave letter**  
→ The letter becomes official after being signed by the Vice Dean for Academic Affairs.
10. **Academic Subsection staff archives the academic leave letter**  
→ The document is stored in the academic section's archive.
11. **ULT staff hands over the academic leave letter to the student**  
→ The official letter is delivered to the respective student.
12. **Student receives the academic leave letter**  
→ and the student officially obtains the academic leave letter.

## SOP FOR STUDY PLAN CARD REVISION / COURSE CANCELLATION

- 1. Student prepares and submits the PKRS/PMK form approved by the academic advisor to the Integrated Service Unit (ULT) of the Faculty of Mathematics and Natural Sciences.**
  - The form signed by the academic advisor is a mandatory requirement for further processing.
- 2. ULT staff receives and verifies the PKRS/PMK documents that have been signed by the academic advisor.**
  - The staff ensures the completeness and validity of the documents submitted by the student.
- 3. ULT staff of the Faculty of Mathematics and Natural Sciences submits the PKRS/PMK form to the Academic Subsection staff.**
  - Verified documents are forwarded to the academic section for data entry.
- 4. Academic Subsection staff inputs the PKRS/PMK data into the website [www.siak.unsyiah.ac.id](http://www.siak.unsyiah.ac.id).**
  - Course changes or corrections are entered into the academic information system.
- 5. Academic Subsection staff archives the processed PKRS/PMK documents.**
  - The documents are stored in the faculty's academic archives.
- 6. Student can view the updated PKRS/PMK information through the Online KRS System.**
  - The student checks the course change updates in the system.

## SOP FOR LEGALIZATION OF DIPLOMA, ACADEMIC TRANSCRIPT, AND ACCREDITATION DOCUMENTS

- 1. Student submits legalization documents (diploma, academic transcript, and accreditation) along with proof/slip of payment from the university's designated bank.**  
→ The original and photocopied documents, as well as the payment slip, are required for the legalization process.
- 2. Integrated Service Unit (ULT) staff receives and verifies the documents to be legalized.**  
→ The staff ensures document completeness and data accuracy before forwarding them to the academic section.
- 3. Academic Subsection staff under the Sub-Coordinator for Academic Affairs applies the initial legalization stamp.**  
→ The documents are stamped as part of the internal verification process within the academic section.
- 4. The Functional Officer as Sub-Coordinator for Academic Affairs initials the legalization approval sheet.**  
→ The academic official provides administrative approval as a step prior to final authorization.
- 5. Vice Dean for Academic Affairs signs the legalized documents.**  
→ The documents are officially validated by the authorized faculty official as the final stage of approval.
- 6. Academic Subsection staff under the Sub-Coordinator for Academic Affairs applies the final official stamp or seal to the legalized documents.**  
→ The documents receive the official faculty seal to confirm their authenticity.
- 7. Integrated Service Unit (ULT) staff hands over the legalized documents to the student.**  
→ The student receives documents that have been officially validated by the faculty.

## SOP FOR REPLACEMENT DIPLOMA/ACADEMIC TRANSCRIPT PROCESSING SERVICE

- 1. Student submits an application for a replacement diploma/academic transcript.**  
→ The required documents include an application letter, an original loss report from the police station, a 4x5 photo with a red background or in formal attire (softcopy/jpg), and a photocopy of the previous diploma or academic transcript.
- 2. Integrated Service Unit (ULT) staff receives the documents and schedules them through the PLO system.**  
→ The received documents are recorded and scheduled for further processing.
- 3. The Functional Officer as Head of the General Administration Section forwards the documents to the Functional Officer as Sub-Coordinator of the Academic Section.**  
→ The documents are transferred to the academic section for administrative processing of the replacement document.
- 4. Academic Subsection staff under the Sub-Coordinator for Academic Affairs prepares the cover letter for the replacement diploma/academic transcript.**  
→ The staff drafts a cover letter as part of the replacement document issuance process.
- 5. The Functional Officer as Head of the General Administration Section reviews and initials the cover letter for the replacement diploma/academic transcript.**  
→ The cover letter is approved in stages before being submitted to the dean's office.
- 6. The Dean signs the cover letter for the replacement diploma/academic transcript.**  
→ The document is officially signed by the Dean as the final authorization at the faculty level.
- 7. Academic Subsection staff under the Sub-Coordinator for Academic Affairs reviews and distributes the signed cover letter.**  
→ The document is forwarded to the university academic office for further processing of the new diploma/transcript.

**8. Academic Subsection staff under the Sub-Coordinator for Academic Affairs processes the Certificate of Replacement Diploma/Academic Transcript.**

→ The certificate is prepared as an official temporary replacement document before the new diploma/transcript is issued.

**9. Academic Subsection staff under the Sub-Coordinator for Academic Affairs hands over the Certificate of Replacement Diploma/Academic Transcript to the student.**

→ The student receives the certificate as official proof of the replacement academic document.

## SOP FOR ISSUANCE OF CERTIFICATE OF ACTIVE STUDENT STATUS

- 1. Student submits an application for the issuance of a Certificate of Active Student Status to the ULT staff of the FMIPA.**

→ The student provides an application form, the parent's latest rank decree (SK Pangkat Terakhir Orang Tua), and the KP4 list (if the student's name is not included in the parent's decree).
- 2. ULT staff receives and verifies the submitted documents.**

→ The staff checks the completeness and validity of the documents before proceeding to the next process.
- 3. ULT staff schedules the application through the PLO system.**

→ Verified documents are recorded and scheduled for further processing by the relevant section.
- 4. The Functional Officer as Head of the General Administration Section forwards the Certificate of Active Student Status request.**

→ The documents are officially forwarded to the Sub-Coordinator of the Student Affairs Section for processing.
- 5. The Functional Officer as Sub-Coordinator of the Student Affairs Section processes the Certificate of Active Student Status request.**

→ The Student Affairs Section begins preparing a draft of the certificate based on the student's application.
- 6. The Student Affairs Administrator drafts the Certificate of Active Student Status.**

→ The draft letter is prepared and readied for verification.
- 7. The Functional Officer as Sub-Coordinator of the Student Affairs Section reviews and initials the draft Certificate of Active Student Status.**

→ The draft is internally verified and approved by the Student Affairs Section.
- 8. The Functional Officer as Head of the General Administration Section reviews and initials the draft Certificate of Active Student Status.**

→ The document is rechecked to ensure administrative validity before submission to the Dean's Office.

**9. The Vice Dean for Student Affairs (Vice Dean III) signs the Certificate of Active Student Status.**

→ The certificate is officially validated by the Vice Dean for Student Affairs.

**10. The Student Affairs Administrator archives the signed Certificate of Active Student Status.**

→ The document is stored as part of the faculty's official records.

**11. The ULT Staff delivers the Certificate of Active Student Status to the student.**

→ The officially approved letter is handed over to the student as the final service output.

**12. The student receives the Certificate of Active Student Status.**

→ The student obtains the official statement required for administrative purposes

## SOP FOR ISSUANCE OF CERTIFICATE OF ACTIVE STUDENT STATUS

1. Students submit an application for the issuance of a Certificate of Active Student Status to the ULT FMIPA staff.  
→ Students submit an application form along with supporting documents as required.
2. ULT staff receive and verify the submitted documents.  
→ The staff ensure that all documents are complete and valid before further processing.
3. ULT staff record the application through the Online Service System (PLO).  
→ Verified documents are entered into the faculty's online service agenda system.
4. The Functional Officer, as the Coordinator of the General Administration Division, forwards the application for the Certificate of Active Student Status.  
→ The application is officially forwarded to the Sub-Coordinator of the Student Affairs Division for processing.
5. The Functional Officer, as the Sub-Coordinator of the Student Affairs Division, processes the application for the Certificate of Active Student Status.  
→ The Student Affairs Division reviews the application and prepares the basis for drafting the letter.
6. The Student Affairs Administrator drafts the Certificate of Active Student Status.  
→ The draft letter is prepared based on verified student data.
7. The Functional Officer, as the Sub-Coordinator of the Student Affairs Division, reviews and initials the draft Certificate of Active Student Status.  
→ The draft is verified and approved before being submitted to the Coordinator of General Administration.
8. The Functional Officer, as the Coordinator of the General Administration Division, reviews and initials the draft Certificate of Active Student Status.  
→ A final review is conducted to ensure the format and content comply with faculty standards.

9. The Vice Dean for Student Affairs (Vice Dean III) signs the Certificate of Active Student Status.
  - The letter is officially authorized by the Vice Dean for Student Affairs.
10. The Student Affairs Administrator archives the signed Certificate of Active Student Status and uploads it to the Online Service System (PLO).
  - The letter is stored and digitally documented for faculty archiving purposes.
11. ULT staff deliver the Certificate of Active Student Status to the student.
  - The official document is handed over to the student as the result of the service process.
12. The student receives the Certificate of Active Student Status.
  - The student obtains the official document for academic or external administrative purposes

## SOP FOR ISSUANCE OF RESEARCH PERMISSION INTRODUCTORY LETTER

- 1. The student submits an application for a Research Permission Introductory Letter to the ULT FMIPA staff.**  
→ The student provides the application form along with the required supporting documents.
- 2. The ULT staff receive and verify the submitted documents.**  
→ The staff ensure the completeness and validity of the student's application documents.
- 3. The ULT staff record the application through the Online Service System (PLO).**  
→ Verified applications are entered into the faculty's online service system.
- 4. The Functional Officer acting as the Head of the Administrative Division (TU) forwards the research permission letter request.**  
→ The documents are officially sent to the Sub-Coordinator of the Student Affairs Division for further processing.
- 5. The Functional Officer acting as the Sub-Coordinator of the Student Affairs Division processes the research permission letter request.**  
→ The Student Affairs Division reviews the data and prepares the draft letter based on the student's information.
- 6. The Student Affairs Administrator prepares the Research Permission Introductory Letter.**  
→ The draft letter is written based on the verified student data and research purpose.
- 7. The Functional Officer acting as the Sub-Coordinator of the Student Affairs Division reviews and initials the draft of the Research Permission Introductory Letter.**  
→ The draft is checked and approved administratively before submission to the Head of Administration (TU).
- 8. The Functional Officer acting as the Head of the Administrative Division (TU) reviews and initials the draft of the Research Permission Introductory Letter.**  
→ A final review is conducted to ensure the letter complies with faculty standards.

**9. The Vice Dean III signs the Research Permission Introductory Letter.**

→ The official letter is validated by the Vice Dean for Student Affairs.

**10. The Student Affairs Administrator archives the Research Permission Introductory Letter and uploads it to the PLO system.**

→ The document is stored in the faculty's digital archive for record-keeping purposes.

**11. The ULT staff deliver the Research Permission Introductory Letter to the student.**

→ The official letter is handed over to the student for submission to the intended research institution.

**12. The student receives the Research Permission Introductory Letter.**

→ The student obtains the official letter to be used as an introduction for research activities.

**SOP FOR ISSUANCE OF INTERNSHIP/INDUSTRIAL WORK  
PRACTICE (KKP) INTRODUCTORY LETTER**

- 1. The student submits a request for the issuance of an Internship/Industrial Work Practice (KKP) introductory letter to the ULT FMIPA staff.**  
→ The student provides an application form along with proof of communication (email, screenshot, or WhatsApp message) from the target institution if prior contact has been made.
- 2. The ULT staff receives and verifies the submitted documents.**  
→ The staff ensures the completeness and validity of the documents submitted by the student.
- 3. The ULT staff records the request through the PLO system.**  
→ Verified requests are entered into the faculty's online service system for processing.
- 4. The Functional Officer as the Head of the Administrative Division (TU) forwards the request for the Internship/KKP introductory letter.**  
→ The documents are officially forwarded to the Sub-Coordinator of the Student Affairs Division for further processing.
- 5. The Functional Officer as the Sub-Coordinator of the Student Affairs Division processes the request for the Internship/KKP introductory letter.**  
→ The Student Affairs Division reviews the request and prepares the draft letter according to the student's application.
- 6. The Student Affairs Administrator drafts the Internship/KKP introductory letter.**  
→ The draft letter is prepared based on the student's information and the destination institution.
- 7. The Functional Officer as the Sub-Coordinator of the Student Affairs Division reviews and initials the draft Internship/KKP introductory letter.**  
→ The draft is reviewed and approved administratively before being submitted to the Head of the Administrative Division.

**8. The Functional Officer as the Head of the Administrative Division reviews and initials the draft Internship/KKP introductory letter.**

→ A final review is conducted to ensure the letter conforms to the faculty's format and regulations.

**9. The Vice Dean for Student Affairs signs the Internship/KKP introductory letter.**

→ The letter is officially authorized by the Vice Dean for Student Affairs.

**10. The Student Affairs Administrator archives the signed Internship/KKP introductory letter and uploads it to the PLO system.**

→ The document is stored in the faculty's digital archive as an administrative record.

**11. The ULT staff delivers the Internship/KKP introductory letter to the student.**

→ The official letter is handed over to the student for submission to the target institution.

**12. The student receives the Internship/KKP introductory letter.**

→ The student obtains the official faculty-issued document to support their Internship/KKP activities.

## SOP FOR ISSUANCE OF DIPLOMA SUPPLEMENT (SKPI) TRANSCRIPT)

- 1. Students submit the original hardcopy evidence of extracurricular activities** that have been uploaded to the website <https://skpi.unsyiah.ac.id> to the staff of the Integrated Service Unit (ULT) of the Faculty of Mathematics and Natural Sciences (FMIPA).  
→ The documents submitted may include certificates, awards, or official letters that are relevant to the extracurricular activities.
- 2. ULT staff receive and verify the documents** submitted by the students.  
→ The verification process is conducted to ensure that the physical documents (hardcopies) match the data uploaded online.
- 3. The Functional Officer, as the Sub-Coordinator of the Student Affairs Division, validates** the students' extracurricular activity evidence.  
→ Validation is carried out to ensure the authenticity and eligibility of the activities recognized in the SKPI.
- 4. The Vice Rector for Student Affairs (Vice Rector III) provides final approval** by signing the SKPI transcript.  
→ The signature of the Vice Rector III serves as the official authorization of the diploma supplement document.
- 5. Students can download and print the SKPI** through the website <https://skpi.unsyiah.ac.id>.  
→ The approved SKPI can be used as an official diploma supplement document for both academic and non-academic purposes.

## INTENDED LEARNING OUTCOMES

NO	STUDY PROGRAM	LINK	WEBSITE
1	Department of Mathematics	<a href="#">ILO</a>	<a href="http://mathematics.fmipa.usk.ac.id">mathematics.fmipa.usk.ac.id</a>
2	Department of Physics	<a href="#">ILO</a>	<a href="http://physics.fmipa.usk.ac.id">physics.fmipa.usk.ac.id</a>
3	Department of Chemistry	<a href="#">ILO</a>	<a href="http://chemistry.fmipa.usk.ac.id">chemistry.fmipa.usk.ac.id</a>
4	Department of Biology	<a href="#">ILO</a>	<a href="http://biology.fmipa.usk.ac.id">biology.fmipa.usk.ac.id</a>
5	Department of Informatics	<a href="#">ILO</a>	<a href="http://informatics.fmipa.usk.ac.id">informatics.fmipa.usk.ac.id</a>
6	Department of Statistics	<a href="#">ILO</a>	<a href="http://statistics.fmipa.usk.ac.id">statistics.fmipa.usk.ac.id</a>
7	Department of Pharmacy	<a href="#">ILO</a>	<a href="http://farmasi.fmipa.usk.ac.id">farmasi.fmipa.usk.ac.id</a>

# EMERGENCY INFORMATION



## **Public Services::**

**Polsek Syiah Kuala : (0651) 26981**

Jl. T. Jorong, Syiah Kuala, Banda Aceh, Aceh

**Fire Department : (0651) 44123**

Jl. Soekarno - Hatta No.39, Geuceu Meunara, Kec.

Jaya Baru, Kota Banda Aceh, Aceh 23232



## **Hospital:**

**Prince Nayef Bin Abdul Aziz Hospital:**

+62 8116819755

Jl. Lingkar Kampus, Kopelma Darussalam, Kec.

Syiah Kuala, Banda Aceh



## **Electricity & Utilities:**

**PLN Complaints (24 Hours): 123**

**PDAM Banda Aceh: (0651) 21628**

**Telkom Service Disruptions: 147**

## FOR MORE INFORMATION



### Social Media :

Instagram : fmipa\_usk

Website : fmipa.usk.ac.id

Youtube : FMIPA USK

Facebook : FMIPA USK



### Contact Person :

Telephone : +62 651 801 2505

Fax : +62 651 801 2505



### Location :

Jl. Syekh Abdurrauf No.3, Kopelma  
Darussalam, Syiah Kuala, Banda Aceh, Aceh  
23111, Indonesia

# PART IV

## CLOSING

All praise be to Allah SWT for the completion of this Student Handbook of the Faculty of Mathematics and Natural Sciences (FMIPA), Universitas Syiah Kuala (USK). This handbook is prepared to provide clear and practical guidance for students in carrying out various academic and non-academic activities during their studies at FMIPA USK. Through this handbook, it is expected that every student will understand their rights, responsibilities, and the regulations that apply within the faculty.

The existence of this handbook represents FMIPA USK's commitment to creating an educational ecosystem that is characterized by integrity, strong moral values, and a focus on scientific development. In addition to serving as a guide, this book is also expected to inspire students to continue learning, achieving excellence, and actively contributing to student activities, research, and community service.

With the completion of this handbook, it is hoped that students will gain a better understanding of the academic system and culture at FMIPA USK and take an active role in upholding the good reputation of the faculty. May this guide serve as a means to foster a spirit of learning, discipline, and responsibility as part of the academic community of Universitas Syiah Kuala.