

ACADEMIC GUIDELINES

Diploma and Undergraduate Program - Year 2021

UNIVERSITAS SYIAH KUALA



USK
UNIVERSITAS
SYIAH KUALA

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RECTOR'S FOREWORD

Universitas Syiah Kuala (USK) has a very strategic role in improving the quality of human resources (HR) for local, national, and global needs. The effort to increase USK's academic quality is continuously improved in line with the changing times that require various changes in accordance with current needs, technological developments, and government policies. In accordance with the issuance of the Indonesian Ministry of Education and Culture Regulation Number 3 of 2020 on National Higher Education Standards, the USK Rector has established a team to perfect the academic regulations and academic administrative system in USK. This handbook is designed as an academic manual in Universitas Syiah Kuala environment for the implementation of the curriculum based on SN-DIKTI and KKNi and answering the challenges of the 4.0 Industrial Revolution, which can improve the quality of the learning process in accordance with SN-DIKTI and KKNi towards a Kampus Merdeka (Independent Campus).

This Academic Guide is the final formulation based on inputs from various parties. The regulations in this Guide are effective starting from the 2021/2022 Academic Year Fall Semester, except for some things that will be regulated specifically. This Guide must also be used to prepare the Academic Guide for the Faculty.

The USK 2021 Academic Guide is not free from various shortcomings, both from the weaknesses of the drafting team, the limitations of data and information, and input from stakeholders that cannot be accommodated. Specifically, the USK Leadership expresses their heartfelt gratitude to all members of the team who have worked hard in completing their tasks. Thanks are also expressed to the Deans and Vice Deans in Universitas Syiah Kuala environment who have provided input for improving this Academic Guide. May this Guide support the effort to improve the academic quality of Universitas Syiah Kuala.

Darussalam, April 8, 2022
Rector of Universitas Syiah Kuala

Prof. Dr. Ir. Marwan



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PERATURAN REKTOR UNIVERSITAS SYIAH KUALA
NOMOR 20 TAHUN 2022

TENTANG

PANDUAN AKADEMIK PROGRAM DIPLOMA DAN SARJANA
UNIVERSITAS SYIAH KUALA

DENGAN RAHMAT TUHAN YANG MAHA ESA

REKTOR UNIVERSITAS SYIAH KUALA,

- Menimbang : a. bahwa untuk menjaga ketertiban dan peningkatan mutu akademik Universitas Syiah Kuala, perlu ditetapkan Panduan Akademik Universitas Syiah Kuala;
- b. bahwa perlu dilakukan penyesuaian terhadap Peraturan Rektor Nomor 3 Tahun 2017 tentang Panduan Akademik Program Diploma, Sarjana, Profesi, Magister/Spesialis, dan Doktor/Subspesialis Universitas Syiah Kuala;
- c. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a dan b, perlu menetapkan Peraturan Rektor tentang Panduan Akademik Universitas Syiah Kuala;
- Mengingat : 1. Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Nomor 4301);
2. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
3. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Republik Indonesia Nomor 5500);
4. Peraturan Menteri Pendidikan dan Kebudayaan Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2015 Nomor 1952);

5. Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 48 Tahun 2015 tentang Organisasi dan Tata Kerja Universitas Syiah Kuala (Berita Negara Republik Indonesia Tahun 2015 Nomor 2050) sebagaimana telah diubah dengan Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 124 Tahun 2016 tentang Perubahan atas Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 48 Tahun 2015 tentang Organisasi dan Tata Kerja Universitas Syiah Kuala (Berita Negara Republik Indonesia Tahun 2016 Nomor 2049);
6. Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 99 Tahun 2016 tentang Statuta Universitas Syiah Kuala (Berita Negara Republik Indonesia Tahun 2016 Nomor 1951);
7. Keputusan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi Nomor 11837/MPK.A/KP.07.00/2022 tentang Pengangkatan Rektor Universitas Syiah Kuala Periode Tahun 2022-2026;

MEMUTUSKAN:

Menetapkan : PERATURAN REKTOR TENTANG PANDUAN AKADEMIK PROGRAM DIPLOMA DAN SARJANA UNIVERSITAS SYIAH KUALA.

Pasal 1

Panduan Akademik merupakan pedoman bagi dosen, mahasiswa dan tenaga kependidikan dalam penyelenggaraan pendidikan di Universitas Syiah Kuala.

Pasal 2

- (1) Penyelenggaraan pendidikan sebagaimana dimaksud dalam Pasal 1 ditetapkan dalam Panduan Akademik Program Diploma dan Sarjana Universitas Syiah Kuala.
- (2) Panduan Akademik sebagaimana dimaksud pada ayat (1) tercantum dalam Lampiran peraturan ini yang merupakan bagian yang tidak terpisahkan dari Peraturan Rektor ini.

Pasal 3

Pada saat Peraturan ini berlaku Peraturan Rektor Nomor 3 Tahun 2017 tentang Panduan Akademik Program Diploma, Sarjana, Profesi, Magister/Spesialis, Doktor/Subspesialis Universitas Syiah Kuala tetap berlaku sepanjang tidak bertentangan dengan Peraturan Rektor ini.

Pasal 4

Peraturan Rektor ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di Darussalam, Banda Aceh
pada tanggal 13 Mei 2022

REKTOR UNIVERSITAS SYIAH KUALA,

PROF. DR. IR. MARWAN
NIP-196612241992031003
REKTOR

LIST OF ABBREVIATIONS

ATM	: Automated teller machines
BA	: Academic Bureau
DKN	: List of Grade Collection
DPNA	: List of Participants and Final Grades
IPS	: Semester Achievement Index
IPK	: Grade-Point Average
Kemendikbudristek	: Ministry of Education and Culture, Research and Technology
Kopelma	: Student Complex
KKN	: Community Service Program
KRS	: Study Plan Card
KPRS	: Study Plan Change Card
KHS	: Study Result Card
KTM	: Student Identity Card
PAP	: Benchmark Reference Assessment
PT	: Higher Education Institution
PTNBH	: Legal Entity State University
RI 4.0	: Industrial Revolution 4.0
SNPT	: National Higher Education Standards
SKS	: Semester Credit System
SDM	: Human Resource
STP	: <i>Science Technology Park</i>
SCL	: <i>Student Center Learning</i>
SMA	: Senior High School
SBMPTN	: Joint Admission Test for State Universities
SNMPTN	: National Admission Selection for State University
SMMPTN	: Independent Admission Selection for State University
UEPT	: Unsyiah English Proficiency Test
USK	: Universitas Syiah Kuala
UKT	: Single Tuition

RATIONALE
Compilation of Universitas Syiah Kuala Academic Guide of 2021

1. Law No. 20 of 2003 on the National Education System
2. Law No. 14 of 2005 on Teachers and Lecturers
3. Law No. 12 of 2012 on Higher Education
4. Government Regulation No. 17 of 2010 on Guidelines and Implementation of Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education
6. Decree of the Minister of National Education No. 129a/U/2004 on Minimum Service Standards in the field of Education
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 51 of 2016 on Implementation of Performance Accountability System for Government Institutions in the Ministry of Research, Technology, and Higher Education
8. Regulation of the Minister of Research, Technology and Higher Education No. 48 of 2015 on the Management Organization of Universitas Syiah Kuala
9. Regulation of the Minister of Research, Technology, and Higher Education No. 124 of 2016 Amending the Management Organization of Universitas Syiah Kuala
10. Regulation of the Minister of Research, Technology, and Higher Education No. 99 of 2016 on the Statute of Universitas Syiah Kuala
11. Guidelines for Curriculum Development in Higher Education in the Industry 4.0 Era, Ministry of Research, Technology, and Higher Education 2019
12. Academic Guide for Diploma, Bachelor's, Professional, Master/Specialist, and Doctoral/Sub-Specialist Programs of Universitas Syiah Kuala 2016
13. Strategic Plan of the Ministry of Research, Technology, and Higher Education 2015-2019

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1. EDUCATION ADMINISTRATION SYSTEM

1.1 DEFINITION

- a. Credit System
The Credit System is a system of education management using Semester Credit Units (SKS) with the smallest unit of time being one semester to express the study load of students, the workload of lecturers, learning experience/hours of extracurricular activities, and the workload of program administration.
- b. Semester
 - 1) A semester is an effective learning process time unit for at least 16 weeks, including mid-semester and end-of-semester exams, along with accompanying activities.
 - 2) One academic year consists of 2 semesters, and Universitas Syiah Kuala (USK) can hold an inter-semester.
 - 3) Inter-Semester
 - (i) Inter-Semester is an additional semester offered by the study program based on the faculty's academic policy during the semester transition. Not all students must take Inter-Semester.
 - (ii) The lecture activities for Inter-Semester are academic activities equivalent to one semester, which is carried out for at least 8 weeks of effective learning, with a maximum student learning a load of 9 Semester Credit Units according to the student's study load to meet the predetermined learning outcomes.
 - (iii) If Inter-Semester is held in the form of lectures, face-to-face at least 16 times, including mid-Inter-Semester and end-of-Inter-Semester exams.
 - (iv) Lecture activities for inter-semester are only carried out for subjects without practical work or courses with separate credits from the practical work credit units of the courses.
 - (v) The financing for each credit is regulated by the Rector's Decision or other Rector Regulations.
- c. Semester Credit Unit (SKS)
 - 1) SKS is a measure of the time of learning activities charged to students per week per semester in the learning process through various forms of learning or the recognition of a student's success in participating in curricular activities in a study program. Learning can be face-to-face lectures or MBKM activities, as presented in Chapter II.
 - 2) The Rector must approve the number of credits per semester and the implementation methods in each Study Program or part before being applied.

1.2 OBJECTIVE

- a. General Objective
The general objective of implementing the Semester Credit System at USK is to provide a diverse and flexible education program, so that students can choose courses that align with their interests, talents, advancement of knowledge, and demands of the workplace.
- b. Specific Objectives
The specific objectives of the implementation of the Semester Credit System are:
 - 1) To provide an opportunity for capable and diligent students to complete their studies in the shortest possible time.
 - 2) To provide an opportunity for students to take courses that match their interests, talents, and abilities.
 - 3) To facilitate the implementation of an education system with input and output.
 - 4) To facilitate the adjustment of the curriculum from time to time according to the development of science and technology.
 - 5) To allow the evaluation system of student learning progress to be conducted as effectively as possible.
 - 6) To allow the transfer of credits between departments, programs, or faculties within and outside USK.
 - 7) To allow students to transfer from other universities to USK or from USK to other universities.

1.3 CHARACTERISTICS

- a. Each course is given a weight called a credit value except for 0 credit courses that the Rector has determined.
- b. The number of credits for each course does not always have to be the same.
- c. The amount of credit for each course is determined based on the effort required to complete tasks outlined in the course program, laboratory work, field work, or other tasks.
- d. It can support the Merdeka Belajar Kampus Merdeka (MBKM) program, which includes learning activities outside USK, including internships, village projects, teaching assistance in educational units, student exchange, research, entrepreneurship activities, independent studies/projects, and humanitarian projects, all of which must be supervised by a supervising instructor.
- e. Off-campus activities are equivalent to elective course credits and are given a Supporting Degree Statement (SPI).

- f. Each MBKM program credit is considered "activity hours" rather than "study hours."
- g. The credit calculation for off-campus learning is equivalent to 170 (one hundred and seventy) minutes per week per semester.

2. IMPLEMENTATION OF ACADEMIC ACTIVITIES AND KAMPUS MERDEKA, MERDEKA BELAJAR(INDEPENDENT CAMPUS, FREEDOM TO LEARN, MBKM)

2.1 DEFINITION

Academic activities of the Independent Study and Independent Campus (MBKM) are academic activities that include learning outside of a student's original study program and also have learning activities outside of the campus. MBKM academic activities consist of

- a. Student Exchange;
- b. Internship/Work Practice;
- c. Teaching Assistance in educational units;
- d. Research
- e. Humanitarian Project;
- f. Entrepreneurial Activities;
- g. Independent Study/Project;
- h. Building Villages/Thematic Community Service Program; and
- i. National Defense

The student exchange activity is classified as a tutorial, like regular lectures conducted by students outside their original study program. Besides student exchange, other MBKM academic activities are classified as non-tutorial. MBKM activities are optional for students with a maximum of 40 credits of activities outside of the campus (2 semesters) and a minimum of 20 credits of regular courses outside of their original study program within their own campus. Detailed implementation regulations of MBKM are regulated in the MBKM USK Guidebook and relevant Rector regulations.

- 1) For students
1 credit of non-tutorial learning activities is equivalent to 170 minutes per activity unit. A student is considered to have carried out 1 credit of off-campus learning activities if they have demonstrated learning activities for 45 hours per semester.
- 2) For lecturers
the performance weight of guiding students in non-tutorial activities follows the applicable Lecturer Performance Load (BKD) guidelines.

2.2 GENERAL REQUIREMENTS

General requirements for MBKM program implementation are detailed in the MBKM USK Guidebook, The Rector Regulation on MBKM and valid technical instructions issued by the Rector. . Students who can participate in the MBKM program are:

- a. From an S1/D4/D3 study program that already has a curriculum that accommodates MBKM activities;
- b. Has completed at least 72 credits and a maximum of 124 credits for S1 or has followed specific guidelines from the grant provider/Ministry program;
- c. GPA above 2.8;
- d. Registered as an active student at USK and registered in PDDIKTI; and
- e. Received approval and recommendation from the study program/department.
- f. National study programs that become partners in implementing the MBKM USK program are at least accredited to the same level as the originating program or have a distinctive field of study recognized nationally and accredited at a minimum of B/very good.
- g. Foreign universities that become partners in implementing the MBKM program are at least universities listed in the QS ranking list or Higher Education Institutions recommended by the Ministry of Education of the Republic of Indonesia.
- h. The implementation of the MBKM program in the "Research/Research" field must be carried out systematically. It can collaborate with external partners such as national research bodies/laboratories or local governments supervised by experienced lecturers to resolve important problems or produce innovative products/policies that will be implemented/scholarly works published in at least accredited international or national journals.
- i. The implementation of the MBKM program in the "Teaching Assistance in educational units", "Humanitarian Project", and "Building Villages/Thematic Community Service Program" fields must only be carried out in the coordination of university-level institutions or national/local government programs.
- j. The implementation of the MBKM program "Entrepreneurship Activities" can be a continuation of the entrepreneurship course in the study program curriculum. Students can only do entrepreneurial activities after receiving a feasibility evaluation of the business proposal by a mentor appointed by the study program.
- k. The implementation of the MBKM program in the field of "Independent Study/Project" is carried out according to the students' field of study to enhance their competence in the field of coding (computer programming) or produce innovative products for community service purposes or participate in innovation competitions at the provincial or national level.

- l. All non-tutorial MBKM activities must be supervised by a Field Mentor appointed by the department/study program and approved by the Rector or related ministry.
- m. The ratio of the mentor to students supervised is adjusted based on transportation access and the location of the MBKM learning activity.

2.3 MONITORING THE MBKM NON-TUTORIAL LEARNING PROCESS

- a. The non-tutorial learning process is monitored by the field supervisor and partner using the latest MBKM Guidance Book form, the Rector's Regulation on MBKM, and technical instructions approved by the Rector.
- b. Monitoring is done through daily attendance recap by the supervisor, performance evaluation rubrics, guidance evaluation rubrics, and reports.
- c. Field supervisors may guide students online but need to monitor on-site at least once, except in provinces outside of Aceh.

2.4 LEARNING OUTCOMES ASSESSMENT SYSTEM

1. The tutorial MBKM learning outcome follows the same assessment system as regular classes
2. The tutorial MBKM learning outcome follows the same assessment system as regular classes. The non-tutorial MBKM learning outcome can be a combination of performance evaluation, presentation, portfolio, work demonstration, product, province/national competition certificates, articles accepted for publication in international journals, and others provided by the Field Advisory Lecturer (DPL).
3. Assessment is a summary of the cognitive, affective, and psychomotor learning outcomes, with a minimum of 4 evaluations in a semester for non-tutorial and 2 evaluations in a semester for tutorial activities.
4. The Field Advisory Lecturer must provide the individual learning outcome score for non-tutorial activities.
5. The non-tutorial student learning outcome is assessed by the Field Advisory Lecturer and can be a combination of the Field Advisory Lecturer and partner's evaluation.
6. The given grade can be uniform or varying for all equivalent subjects.

2.5 RECOGNITION AND EQUIVALENCE OF MBKM ACTIVITIES WITH COURSES

- a. The recognition and equivalence guidelines for MBKM activities refer to the latest off-campus student activity recognition guidelines or regulations of USK. Recognition means converting non-tutorial MBKM activities into equivalent regular courses. Equivalence means exchanging or equalizing tutorial activities but with different course names.
- b. The study program curriculum has already established the equivalent courses and conversion system for MBKM learning activities.
- c. MBKM learning activities can be recognized as equivalent to regular classes by the study program if the off-campus learning activities are measurable, monitored, and documented, at least according to the rubrics in the USK MBKM Guide.
- d. The authority to perform equivalence and recognition is fully carried out by the head of the department or program coordinator.
- e. Community service, internships, field experiences, field lectures/practicums, research, surveys, field trips, or other activities can be part of the MBKM Program if applicable. A number of elective courses and a maximum of 10 credit hours of required courses, except for religious education courses, can be recommended by the study program as equivalent courses for MBKM activities.
- f. In the case of student activities carried out by non-art/sports students, if the time they spend reaches 90 hours per semester, the student is no longer required to participate in the Community Service Learning Program (KKN) as per regular learning regulations.
- g. The KKN value for students, as mentioned in point 6 can be obtained from the recognition of these activities.
- h. Student activities outside the campus that are part of a national program, approved by the study program, successfully carried out and evaluated by the study program to be equivalent to 20 credits. The student is no longer required to participate in the KKN program.
- i. The final value can be uniform for all Equivalent Course subjects or different.
- j. If a student plans an MBKM activity with a value of more than 17 credits and is declared successful by the MBKM supervisor, then the student is no longer required to take the KKN Course subject.
- k. A student who participates in an international KKN program managed by USK and has completed the KKN abroad for a minimum of 15 days successfully, then their activity can be recognized as a KKN course.
- l. A course named "MBKM" with a single code but a value of more than 4 credits must be detailed in the learning activity components in the SKPI (Diploma Supplement).
- m. The learning experience of each student obtained during the implementation of non-tutorial MBKM can be detailed in the SKPI.
- n. MBKM equivalent courses must be part of the student's course registration and academic transcript who plan MBKM.

2.6 STUDY LOAD AND STUDY PERIOD

- a. The minimum study load for first-year undergraduate students is 36 (thirty-six) credits, which must be completed in a package form. The student's study load for subsequent semesters is determined based on the Semester Performance Index (IPS) obtained.
- b. The study load and period for the diploma and bachelor's programs are as follows:
 - 1) The study load for the Three-Year Diploma Program is 108 - 120 (one hundred eight - one hundred twenty) credits, scheduled for 6 (six) semesters with a maximum completion period of 10 (ten) semesters.
 - 2) The study load for the Four-Year Diploma Program and Bachelor's Program is 144 - 160 (one hundred forty-four - one hundred sixty) credits, scheduled for 8 (eight) semesters with a maximum completion period of 14 (fourteen) semesters.
- c. If a higher decision is issued to regulate this study load and period, then the provisions in Section 2.6 will be adjusted as appropriate.

2.7 ENROLLMENT IN COURSES ACROSS FACULTIES/STUDY PROGRAMS

Students can take courses from other faculties/study programs as long as they have the same credit hours. The grades from courses across study programs will be recognized on the student's transcript after they are equated. Taking courses or MBKM programs outside the original program or campus must be approved and recognized by the original study program.

2.8 CREDIT TRANSFER

Students who have the opportunity to participate in student exchange programs at other universities/institutions both domestically and abroad through a cooperation program conducted by the USK with the universities/institutions concerned can have the grades and credit hours obtained recognized after consideration from the concerned student's study program according to SOP 001/H11/PP-SOP/2010 (Appendix 1).

Credit hours for off-campus learning activities are calculated based on every 45 hours per semester. The credit hours obtained can be equated with courses in each program according to the previously established study program curriculum.

2.9 CREDIT TRANSFER IN DOUBLE DEGREE PROGRAM

The double degree credit transfer system is regulated by a Memorandum of Understanding (MoU), Memorandum of Agreement (MoA), or Technical of Agreement (TA) between the involved universities and signed by the Vice-Chancellor and the implementation of the cooperation between universities refers to the Regulation of the Ministry of National Education No. 26 of 2007. *Memorandum of Understanding (MoU)* and *Memorandum of Agreement (MoA)* or *Technical of Agreement (TA)* between the universities involved and signed by officials at the Rector level and the implementation of cooperation between universities refers to the Regulation of the Minister of National Education Number 26 of 2007.

2.10 INTERNATIONAL CLASS

International classes are programs taught in a foreign language as the introductory language by a Study Program. Further details will be explained in the Rector's Regulation.

2.11 DISTANCE EDUCATION

Distance education is an education system where students are separated from the teacher, and learning is done using various sources of learning through information and communication technology, as well as other media, using a quality-assured assessment system referring to the Minister of Education Regulation No. 109 of 2013 on the Implementation of Distance Education in Higher Education.

2.12 FAST TRACK PROGRAM

- a. The FastTrack program is intended for students pursuing a bachelor's program to a master's program by adding 1 year from the bachelor's program or for students pursuing a master's program to a doctorate program by adding 1 year from the master's program.
- b. Regular, parallel and international class students can apply to participate in the bachelor-master fast-track education program.
- c. A bachelor's education can continue to a master's education through the FastTrack program with the following provisions:
 - 1) Active Bachelor Program students who are completing their final project;
 - 2) Have Obtained 120 credit hours;
 - 3) Have the Minimum GPA of 3.25 at the end of the sixth semester;
 - 4) Have a minimum score of 477 on the International Test of English as a Foreign Language (Paper-Based Test), a minimum score of 60 on the International TOEFL (Internet-Based Test), or a minimum score of 5.5 on the International English Language Testing System (IELTS) Academic, or a minimum score of 500 on the English Proficiency Test (TKBI) conducted by USK, which is proven with a valid test certificate that has a maximum validity of 2 years from the date of issuance from a recognized institution;
 - 5) Have an approved Bachelor's research plan by the supervisor and can proceed with Master's research;

- 6) Must take a minimum of 12 credit hours in a different Master's program than the undergraduate program of the student; and
 - 7) The maximum study period is 10 semesters.
- d. Master's education can proceed to Doctorate education through the Fast Track program with the following provisions:
- 1) Undergraduate GPA of at least 3.50, and
 - 2) A score of at least 500 on the International Test of English as a Foreign Language (Paper-Based Test), a score of at least 60 on the International TOEFL (Internet-Based Test), or a score of at least 5.5 on the International English Language Testing System (IELTS) Academic, or a score of at least 500 on the English Proficiency Test (TKBI) conducted by USK, as evidenced by a valid test certificate, which is a maximum of 2 years from the date of issuance of the certificate from a recognized institution.
- e. Study Period for the Fast Track Program with the following provisions:
- 1) During the time until declared as a graduate from the undergraduate program, the student's status in the fast track program is as an undergraduate student;
 - 2) The fast track program participant who is declared as a graduate from the undergraduate program will immediately have their status changed to a Master's student;
 - 3) The change of status of the fast-track program participant from an undergraduate to a Master's student is carried out through registration by the Academic Administration Bureau;
 - 4) The Master's program for fast-track participants must be completed within 4 academic years after completing the undergraduate program, with a minimum workload of 36 credit hours; and
 - 5) The fast track program participant who has not graduated within 4 academic years is considered to have withdrawn.

3. STUDENT REGISTRATION

3.1 DEFINITION

Registration is a process that students must go through at the beginning of each semester and includes the following processes: (1) administrative registration, (2) academic registration and (3) course registration. The entire registration process must be carried out in order according to the dates specified in the USK Academic Calendar.

3.2 ADMINISTRATIVE REGISTRATION

Each student must go through administrative registration at the beginning of the semester. The registration can be completed after the student has paid the standard education fee as determined by the Rector's Decision.

3.2.1 OBJECTIVE

The objectives of administrative registration are to:

- a. Receive payment for education fees,
- b. Collect student data for use in financial planning and program evaluation.

3.2.2 PAYMENT OF EDUCATION FEES

- a. According to the USK Academic Calendar, education fees for the new semester must be paid during the registration period.
- b. The education fee is paid for one semester.
- c. The amount of education fees and other fees are determined by the Rector's Decision and may vary for each student and faculty.
- d. Students who receive a tuition fee waiver (scholarship) are determined by the Rector's Decision before the payment schedule starts.

Based on the student's status, administrative registration consists of the following:

- a. Administrative registration for new students in accordance with POB 002/H11/PP-SOP/2010 (Appendix 2).
This registration is a continuation of the selection process for new students. Selected participants who pass the selection process are required to register to obtain the status of a USK student. The requirements for administrative registration for new students are:
 - 1) Each new student must come in person to register administratively.
 - 2) Submit the participant ID card for the Diploma, Bachelor, Professional, and Postgraduate/Specialist/Subspecialist programs and proof of administrative selection pass.
 - 3) Show the original diploma, original transcript, and original national exam score and submit legalized photocopies, each 2 copies. Specifically for the Postgraduate/Professional/Specialist/Subspecialist program, submit a diploma and transcript of grades and a photocopy of the accreditation of the study program.
 - 4) Submit 2x3 cm and 4x6 cm photos, each 2 copies.
 - 5) Submit a study permit for foreign citizens from the Ministry of Research and Technology and other USK requirements.
 - 6) New students who do not meet the requirements above cannot be accepted as USK students, even if they have been declared to pass the new student selection process.
 - 7) Administrative registration for the Postgraduate/Professional/Specialist/Subspecialist program follows the rules and requirements determined by each study program within the Postgraduate/Professional/Specialist/Subspecialist program.
- b. Administrative registration for continuing students in accordance with POB 003/H11/PP-SOP/2010 (Appendix 3).
Administrative registration for continuing students is considered complete with payment of educational fees through a designated bank.

3.3 ACADEMIC REGISTRATION

Each student carries out academic registration at the beginning of the semester to obtain the right to participate in academic activities. Academic registration is carried out after the student has completed administrative registration.

- a. Materials required for academic registration:
 - 1) Previous semester's Study Card (KHS)
 - 2) Class schedule, and
 - 3) List of Grade Collection (DKN).
- b. Activities in academic registration according to POB 004/H11/PP-SOP/2010 (Appendix 4):
 - 1) Leading up to the start of the new semester, on the schedule determined in the USK Academic Calendar, students choose the courses they will attend during that semester according to the courses and coordinator names offered.

- 2) The courses are selected by the students under the guidance of the Academic Advisor (Academic Advisor) or Program Coordinator (in the case of the academic advisor being unable to attend) while considering the curriculum, class schedule and academic achievements achieved in previous semesters.
 - 3) The selected courses are then entered into the Study Plan Card (KRS) online accurately and carefully.
 - 4) The academic advisor then gives online approval.
 - 5) After obtaining KRS approval online, the student must print the result 4 (four) times and return the printed result to the academic advisor after being signed by the student.
 - 6) The student prints and distributes the signed KRS to the academic advisor, the study program, and the Faculty/Postgraduate Academic Subdivision.
 - 7) Students who do not fill out or fill out the KRS online incorrectly may not be listed in the List of Participants and Final Grades (DPNA), so the score for the course will not be issued at the end of the semester.
- c. The online data entered by the student can then be processed by the Faculty/Postgraduate Academic Subdivision to obtain the Class Participants List for each course.
 - d. The Class Participants List is submitted to the Course Coordinator no later than the end of each semester's second week of the course.
 - e. Registration for students following the MBKM program follows the latest technical guidelines approved by the USK Rector or relevant Ministry in coordination with the relevant study program and Faculty.

3.4 ACTIVE STATUS OF CLASSES

Students will have active status once they have completed the administrative and academic registration process. Students with active status are entitled to use USK's learning facilities.

3.5 COURSE REGISTRATION

Course registration is done, so the student is registered for certain courses, such as general and practical courses. Course registration is done online or directly at the unit that serves the course if the online registration application is not functioning. Registration is necessary to facilitate the allocation of classes and rooms. A student who does not register for a course may be considered as not attending that course.

3.6 STUDY PLAN CHANGES

Diploma, Bachelor, Postgraduate and Professional Program students are allowed to make changes to their study plan while the semester progresses according to USK Academic Calendar. Changes can be made through the Study Plan Change Card (KPRS) or Cancellation of Courses.

- a. Study Plan Change Card according to POB 005/H11/PP-SOP/2010 (Appendix 5).
In accordance with the academic policies of the Faculty/Postgraduate, students may make KPRS within the first 2 weeks of the beginning of classes, with the following provisions:
 - 1) KPRS is made during the time specified in the USK Academic Calendar.
 - 2) The study load before and after the change does not exceed the applicable provisions based on the previous Semester's Performance Index (IPS) calculation.
 - 3) KPRS is carried out with the permission of the advisor or Program Coordinator (if the advisor is unable), considering the reasons submitted and class capacity.
 - 4) The KPRS procedure is carried out as follows:
 - (i) The online KRS printout (as described in point 3.3 letter (b) and 3.6 letter (a) is multiplied by 4 (four).
 - (ii) The student then manually carries out KPRS by indicating the cancelled and new courses.
 - (iii) The changes to the online KRS printout are made by marking the available columns as follows:

H	: for cancelled courses
P	: for new courses
U	: for courses retaken because they were not passed before
X	: for courses taken to improve grades
 - (iv) The academic advisor then signs all sheets of the online KRS printout that contains the course changes.
 - (v) The online KRS printout containing the course changes is distributed to the relevant student, advisor, program, and Faculty/Postgraduate Academic Subdivision.
 - (vi) The course changes in the online KRS are carried out by each Faculty/Postgraduate Academic Subdivision.
 - 5) A student forced to leave academic activities during the first two weeks of the lecture period because of performing a certain task for the benefit of the institution/state with the permission of the Dean/Rector can fill out the KRS during the PKRS period. The courses taken are considered new courses (by adding a "P" mark in the provided column), and the words "**Special Dispensation**" are written in the explanation column, along with a brief description of the type of task performed.
- b. Cancelling Courses according to SOP 006/H11/PP-SOP/2010 (Appendix 6).

A student can cancel previously programmed courses in the 9th (ninth) week of the lecture period, with the following conditions:

- 1) Course cancellations are made during the period specified in the USK Academic Calendar.
- 2) The change in the study plan is made with the consent of the adviser or program coordinator (in case the adviser is unavailable) while considering the reasons presented.
- 3) The cancellation can only be made by leaving a minimum of 12 (twelve) credit hours (for Diploma and Bachelor's programs) and 10 (ten) credit hours (for Graduate programs) from all courses taken in that semester.
- 4) For students who have exceeded the normal study period, consideration can be given to cancelling courses based on the adviser's consideration.
- 5) The course cancellation procedure is as follows:
 - (i) The printed KRS online, according to paragraph 3.3 letter (a) if no changes have been made to the KRS or according to paragraph 3.6 letter (a) if changes have been made to the KRS, is multiplied by 4 (four).
 - (ii) The student manually cancels the course by adding an "H" mark in the provided column on the KRS sheet.
 - (iii) The academic adviser then signs all sheets of the printed KRS online that contain course cancellations.
 - (iv) The printed KRS online containing the course cancellations is then distributed to the concerned student, adviser, program and the Academic Subsection of the Faculty/Graduate School.
 - (v) Course cancellations on the online KRS are made by the Academic Subsection of the Faculty/Graduate School, respectively.

3.7 SANCTIONS FOR FAILURE TO REGISTER

- a. Students who are late in carrying out various registration types according to the schedule set in the USK Academic Calendar are required to leave academic activities (see section 8.1).
- b. If a student does not register for a certain semester without applying for academic leave, the semester will still be counted in the student's study period.
- c. Students who do not complete administrative registration for 2 consecutive semesters are considered to have withdrawn from USK. This withdrawal can be revoked by the student's request letter and approved by the Dean.
- d. The provisions in 3.6 (a) point 5 do not apply to students who carry out academic activities outside of USK and have obtained approval from the Rector.

3.8 STUDENT IDENTITY CARD (KTM)

- a. KTM is given to new students who have completed administrative registration.
- b. KTM is used to access various facilities at USK. Every semester, KTM must be reactivated through payment of tuition fees.

4. ACADEMIC GUIDANCE

4.1 OBJECTIVE

To assist in their study success, students need to receive regular, integrated and comprehensive academic guidance from their advisor.

- a. The number of students supervised by an advisor depends on each program's conditions, referring to existing standards.
- b. The tasks of the advisor are:
 - 1) To assist the student in creating a study plan, giving consideration to the student in determining the number of credits and type of courses that will be taken each semester online through the application <https://perwalian.usk.ac.id/>.
 - 2) To monitor and assist their advisees' academic progress online through the application <https://perwalian.usk.ac.id/>.
 - 3) To assist in resolving academic and non-academic problems faced by their advisees.
 - 4) To report to the Head of the Study Program/Dean/Director if their advisee faces problems that require special handling
 - 5) To guide and monitor the activities of students in the academic program outside of campus.
 - 6) To provide a recap report of advisees at risk of dropping out (DO) at the end of the semester to the Head of the Program.

4.2 SANCTIONS

- a. To carry out their functions as stipulated in 4.1 letter (b) above, both the student and advisor must have structured meetings a minimum 4 (four) times in 1 (one) semester. These meetings can be conducted online or in-person.
- b. If there is an advisor who does not carry out their duties well according to the evaluation of the Head of the Program, the Dean/Director has the right to revoke the advisor's status by not issuing a certificate of assignment as an academic advisor.

5. EVALUATION AND ASSESSMENT OF STUDY RESULTS

Education evaluation is an activity of controlling, ensuring, and determining the quality of education in relation to various educational components in each track, level, and type of education as a form of accountability for education implementation. Valuation of student learning outcomes is carried out by educators to monitor the process, progress, and improvement of student learning outcomes continuously. Evaluation of learning outcomes is carried out through the measurement and assessment process.

Measurement of student learning outcomes is an effort to determine the level of student competence in a particular subject or field after the concerned party carries out learning and/or practice activities using certain methods and within a certain time frame. Student learning outcomes are measured using tools such as tests and/or non-tests.

Assessment is a systematic effort to collect, process, and arrange reliable and valid information and data on students' competence obtained through measurement. Assessment of student learning outcomes is a decision-making process to determine the success of student learning and/or practice.

5.1 OBJECTIVE

Evaluation and assessment of study results are carried out for the following purposes:

- a. Study results are evaluated to assess understanding and mastery of lecture material studied during the current semester.
- b. The purpose of evaluating student learning outcomes is the basis for making decisions in determining student graduation at the end of the lecture period.
- c. Assessment of student learning outcomes is conducted to control the quality of education and learning and monitor the progress of student learning as a form of accountability for education to relevant stakeholders.
- d. Assessment of learning outcomes is carried out by teachers periodically and can take the form of exams, assignments, or observations.
- e. Assessment of learning outcomes is classified into several criteria, namely outstanding (grade A), very good (grade AB), good (grade B), average (grade BC), enough (grade C), less (grade D), and very less (grade E).

5.2 ASSESSMENT PROCEDURES

a. Evaluation Components and Requirements

- 1) If a study program is applying for international accreditation, its curriculum, including its evaluation system, can follow international standards as long as they do not contradict Islamic law/the culture of the majority/Pancasila.
- 2) The evaluation of students' learning outcomes consists of three components: knowledge (cognitive), attitude (affective), and skills (psychomotor).
- 3) The evaluation of cognitive learning outcomes consists of a minimum of three components.
- 4) The evaluation of cognitive learning outcomes can be in the form of oral exams, written exams, assignment presentations, seminars, writing academic papers, or a combination of these forms of exams.
- 5) The components of the evaluation of cognitive learning outcomes include quiz score (NS), assignment score (NT), mid-semester exam score (UTS), and final semester exam score (UAS).
- 6) The weight of each component of the evaluation of cognitive learning outcomes can be a, b, c, and d or can be determined by the instructor based on the characteristics of the course.
- 7) The final score (NA) of the student's cognitive learning outcomes (NAK) after the lecture process is calculated based on the following regulations.

$$NAK = \frac{(NK \times a) + (NT \times b) + (NUTS \times c) + (NUAS \times d)}{10}$$

- 8) The evaluation of affective learning outcomes consists of a minimum of two components.
- 9) The components of the evaluation of affective learning outcomes can include discipline attitude score (NSD), integrity attitude score (NSI), cooperation attitude score (NSK), and responsibility attitude score (NST).
- 10) The weight of each component of the evaluation of affective learning outcomes can be a and b or determined by the instructor based on the characteristics of the course (A minimum rubric is attached).
- 11) The final score (NA) of the student's affective learning outcomes (NAA) after the lecture process is calculated based on the following regulations.

$$NAA = \frac{(NSI \times a) + (NSK \times b)}{10}$$

- 12) The evaluation of psychomotor learning outcomes consists of a minimum of two components.
- 13) The components of the evaluation of psychomotor learning outcomes can include general skill score (NKU) and specific skill score, which can be scientific writing skill score (NKMI), laboratory practice exam score (NUP) (if laboratory practice is part of the relevant course), or other specific skills. The evaluation of laboratory practice exams is delegated to each study program.
- 14) The weight of each component of psychomotor learning assessment is either a and b or can be determined by the lecturer according to the characteristics of the subject. (A minimum sample rubric is attached).

- 15) The final grade (NA) of students' psychomotor learning after the lecture process is calculated according to the following regulations.

$$NAP = \frac{(NKU \times a) + (NUP \times b)}{10}$$

- 16) The final grade (NA) of students' learning after the lecture process is calculated according to the following regulations.

$$NA = NAK 40\% + NAA 20\% + NAP 40\%$$

- 17) The assessment weight for each exam in a subject is proportionally determined based on the tested material load according to the regulations set by each Faculty/Graduate School.
- 18) In the Semester Credit System, re-examination is not recognized.
- 19) If a student misses an exam due to certain conditions, the lecturer may provide a subsequent exam based on the lecturer's consideration, conducted before the deadline for submitting the Participant List and Final Grade (DPNA) to the Vice Dean of Academic Affairs.
- 20) The laboratory score is included as part of the assessment component for subjects with a laboratory and part of the subject. If the laboratory is a subject, the assessment component will be adjusted according to the policies of each Program Study.
- 21) To be eligible to take the final exam, a student must have attendance $\geq 75\%$ of the total 16 weeks of face-to-face meetings.
- 22) If the student does not meet the attendance requirement of $>75\%$, then the student's grade is E, even if the cumulative evaluation of other components exceeds the E qualification.
- 23) The final exam for a course will not be held if the lecturer teaches less than 16 weeks of face-to-face meetings, and all students for that subject will be given a grade of B for the diploma/bachelor's program and AB for the graduate program.

b. Sanctions

- 1) If a lecturer or team in a course cannot meet the number of face-to-face meetings for 16 weeks, they will be given the following sanctions: 1) not given a teaching certificate for the subject, 2) not assigned to teach in the following semester, and 3) may be given other academic sanctions.
- 2) A lecturer who violates the regulations will be given a warning with a copy to the Rector of USK.

5.3 GRADE CONVERSION

The final grade for each course is an indicator of the academic achievement of a student and is given based on the evaluation of all assessment components conducted throughout the semester, taking into account the previously established grade weight. The final grade for a course in numerical form is converted into a letter grade in a certain way. The grade conversion is carried out as follows:

- a. The student's exam grade in numerical form (from a 0-100 scale) is converted into a letter grade based on the PAP (Benchmark Assessment Method) method.
- b. The range of PAP grades is as follows:

SCORING Range (NA)	GRADE	Category
$X \geq 87$	A	Exceptional
$78 \leq X < 87$	AB	Exceptional
$69 \leq X < 78$	B	Good
$60 \leq X < 69$	BC	Satisfactory
$51 \leq X < 60$	C	Sufficient
$41 \leq X < 51$	D	Poor
$X < 41$	E	Fail

European Credit Transfer and Accumulation System (ECTS) Student Study Load

- a. The European Credit Transfer and Accumulation System (ECTS) is a credit transfer system from the European Higher Education Area (EHEA) to make studies and courses more transparent in order to improve the quality of higher education in Europe
- b. Study programs can convert credits to the European Credit Transfer and Accumulation System (ECTS) from students who will study / SKS studied at higher education in Europe or vice versa.
- c. Study programs can convert credits to ECTS in order to meet international accreditation requirements
- d. For Undergraduate/ Professional Programs, the conversion of SKS to ECTS follows the following conditions:

SKS to ECTS conversion table and learning materials

Number of credits	Conversion Calculation	Remark
1 credit (Undergraduate)	= 170 minutes/ week/ Semester = 170 minutes X14 week =2,380 minute = 39.7 hours	- Form of Learning 1 (one) credit in the learning process in the form of lectures, responses, or tutorials, consisting of: a) learning process activities of 50 (fifty) minutes per week per semester; b) structured assignment activities of 60 (sixty) minutes per week per semester; and c) independent activities of 60 (sixty) minutes per week per semester 2. One semester = 16 weeks including 2 weeks for midterm and final semester exams.
	= 39.7 hours/ 27 hours = 1.47 ECTS	1. One semester consists of 2 quarters 2. One quarter = 12.5 – 15 ECTS, so one quarter = 15 ECTS, as the maximum standard 3. One ECTS = 25 - 30 hours, so it is set that 1 ECTS = 25 hours as the minimum standard
1 SKS (Veterinary Profession)	One Professional Rotation = 2.800 minutes = 46,67 hours = 46.67 hours/ 25 hours = 1.9 ECTS	Learning Forms of 1 (one) SKS in the professional learning process: 1. Introduction; 2. Case handling; 3. Case presentation; 4. Computer based test (CBT); and 5. Objective Structured Clinical Examination (OSCE)
1 SKS (Veterinary Profession)	1. One professional credit at PPD = 300 Minutes Per Week/ Semester, equivalent to 2.59 ECTS , equivalent to 75 Hours 2. One Doctor Profession rotation is: a. Small part : 2 weeks b. Medium part: 6 weeks c. Big part : 8 weeks Included for Finals (CBT and OSCE) Total ECTS per semester 26.21-28.99	Learning Forms of 1 (one) SKS in the professional learning process: 1. Introduction; 2. Case handling; 3. Case presentation; 4. Computer based test (CBT); and 5. Objective Structured Clinical Examination (OSCE)
1 SKS (Nurse Profession)	1. 1 professional SKS in Nursing Profession: 240 Minutes Per Week/ Semester, equivalent to 2.2 ECTS , equivalent to 56 Hours 2. One profession rotation is 16 Weeks including 2 weeks for Finals (CBT and OSCE) 3. 1 profession SKS = 200 Minutes Per Week/ Semester Equivalent to 1.9 ECTS Equivalent to 46.67 Hours	Learning Forms of 1 (one) SKS in the professional learning process: 1. Introduction; 2. Case handling; 3. Case presentation; 4. Computer based test (CBT); and 5. Objective Structured Clinical Examination (OSCE)

Table of conversion of total credits to ECTS

Faculty	Study Program	Conversion Calculation	Number of credits/ECTS	Remark
FACULTY OF VETERINARY MEDICINE	Veterinary Medicine Education	One SKS = 170 minutes = 39.7 hours = 1.47 ECTS	158 SKS/ 226.2 ECTS	Using 1 SKS = 27 hours
	Veterinary Medicine Profession Education	One PPDH rotation SKS = 200 Minutes Per Week/ Semester, Equivalent to 1.9 ECTS, Equivalent to 46.67 Hours	40 SKS/85.12 ECTS	Using 1 SKS = 25 hours
FACULTY OF MEDICINE	Medical Education	One SKS = 170 minutes	150 SKS/ 203.99 ECTS	Using 1 SKS = 28 hours
	Medical Doctor Profession Education	One SKS = 170 minutes	43 SKS/111.37 ECTS	Using 1 SKS = 29 hours
FACULTY OF NURSING	Nursing Education	1 SKS = 170 minutes = 39.7 hours = 1.37 ECTS	146 SKS/208.10 ECTS	Using 1 SKS = 29 hours
	Nurse Profession Education	One credit of Nurse Profession rotation = 200 Minutes Per Week/ Semester, Equivalent to 1.9 ECTS , Equivalent to 46.67 Hours	40 SKS/85.12 ECTS	Using 1 credit = 25 hours
		One credit of Nurse Profession rotation = 240 Minutes Per Week/ Semester, Equivalent to 2.2 ECTS , Equivalent to 56 Hours		

5.4 SUBMISSION OF ASSESSMENT RESULTS

a. Grade Submission Procedure

- 1) The Final Participants List and Grades (DPNA) for each course should be printed or have an electronic version at the latest 3 (three) weeks before the end of semester exams (UAS) begin. Electronic attendance data of students can be used as a basis for their participation in the exams.
- 2) The course lecture must fill in all assessment components in the DPNA and hand it over to the program coordinator/Academic Deputy Dean at the latest 5 (five) working days after the last exam is conducted. The DPNA is handed over along with the attendance list of the instructor and students which can be submitted as a computer file that can be accessed.
- 3) Lecturers must announce grades to students before the DPNA is submitted to the Deputy Dean for Academic Affairs, and provide opportunities for students to submit objections to the grades given within 2 (two) working days after the announcement is issued (rebuttal period). Announcements and objections can be made offline and online
- 4) All components of the grades, along with the converted final grades, must be filled in completely in the DPNA according to the assessment conducted by the lecturer.
- 5) If the lecturer does not hand over the DPNA by the specified deadline, all students who take the course will be declared to have passed with a grade of AB for the Diploma/Bachelor program.
- 6) The letter grade and numerical grade in the DPNA are entered by the assigned operator in the online student record or by the course coordinator to make the student transcript available before the start of the new semester course registration.

5.5 COURSE REMEDIATION

- a. The lowest grade that cannot be remediated is a BC.
- b. Courses whose final grades are remediated are also considered in determining the course load for the next semester.
- c. The calculation of the Semester Performance Index (IPS) and Cumulative Performance Index (IPK) is based on the final grades achieved by the student for the course.
- d. Efforts for grade remediation should be carried out as soon as possible within the established study period.

5.6 STUDENT ACHIEVEMENT INDEX

- a. a. The success of a study is expressed in terms of the Semester Performance Index (IPS) and Cumulative Performance Index (IPK) scores. The calculation of IPS and IPK is done 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

Further calculation of IPS and IPK is done as follows:

- 1) Semester Achievement Index (IPS)

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

where:

K = Credit hours of each subject in that semester.

N = Weight of each grade of the subjects taken in that semester.

- 2) Grade-Point Average (IPK)

$$IPK = \frac{\sum KtN}{\sum Kt}$$

where:

Total credit hours of all subjects taken since semester 1.

Weight of each grade of all subjects taken since semester 1.

- b. Performance index and study load per semester

- 1) In the first and second semesters, students are required to take all the courses specified in the curriculum for those two semesters (refer to section 2.2).
- 2) The study load that a student may take for subsequent semesters is based on their previous semester's IPS, with the following rules.

IPS	Maximum Study Loads
≥ 3.50	24 credits
3.00 – 3.49	22 credit
2.50 – 2.99	20 credits
2.00 – 2.49	18 credits
1.50 – 1.99	16 credits
≤ 1.50	14 credits

- 3) For students who take leave, the IPS that is used as a guide is the IPS of the last active period.

6. THESIS/FINAL PROJECT/WRITTEN WORKS

- a. The writing of Thesis/Final Project/Written Works/Dissertation must be completed within a maximum of 12 months according to the Standard Operating Procedures of each Study Program. If it is not completed within this time limit, the proposal for Thesis/Final Project/Written Works/Dissertation must be reviewed again by the relevant Study Program Coordinator.
- b. For a group of Diploma Three/Bachelor's Program students who receive PKM-Research grants, the group leader can continue the PKM-Research into a Thesis/Final Project.
- c. For a group of Diploma Three/Bachelor's Program students who receive PKM-Community Service grants, it can be considered that they have followed the Community Service Learning (KKN) activities if its members consist of a minimum of 3 (three) study programs.
- d. When registering for Thesis/Final Project/Written Works defense, Bachelor's students must submit a USK English Proficiency Test (UEPT) score with a minimum of 477 or its equivalent.
- e. The Thesis/Final Project/Written Works defense is held after passing all courses according to the curriculum of the Study Program.
- f. Thesis/Final Project/Written Works/Dissertation must contain:
 - i. A copyright transfer certificate according to POB 008/H11/PP-SOP/2010 (Appendix 8).
 - ii. A plagiarism-free certificate from the Study Program according to POB 009/H11/PP-SOP/2010 (Appendix 9).

7. EVALUATION OF STUDY SUCCESS

7.1 EVALUATION OF THE STUDY SUCCESS OF THE DIPLOMA THREE PROGRAM

- a. Evaluation of success in the first two semesters
At the end of the first two semesters of study, the success of students in the Third-Level Diploma program is evaluated and must meet the following requirements:
 - 1) Has collected a minimum of 18 credits, and
 - 2) Achieved a $GPA \geq 2.00$.If during the first two semesters the concerned student has collected more than 18 credits but the $GPA < 2.0$, then for the purpose of the evaluation, 18 credits from the best grade courses are taken.
Students who fail to meet these requirements will be dismissed as students through a Rector's Decision.
- b. Evaluation of success at the end of the study period
A student is considered to have completed the Third-Level Diploma program if they meet the following requirements:
 - 1) Completed a minimum of 108 credits,
 - 2) A $GPA \geq 2.00$,
 - 3) A maximum of 5% of the total credits completed with a grade of D,
 - 4) No grade of E, and
 - 5) Completed the required Thesis/Written Work according to the curriculum of the relevant program.Students who fail to meet these requirements will be dismissed as students through a Rector's Decision after consideration by the relevant faculty senate.

7.2 EVALUATION OF UNDERGRADUATE PROGRAM STUDY SUCCESS

- a. Evaluation of success in the first two semesters
At the end of the first two semesters of study, the success of the Bachelor Program students is evaluated and must meet the following requirements:
 - 1) Completed a minimum of 18 credit hours, and
 - 2) Achieved a $GPA \geq 2.00$.If in the first two semesters, the concerned student has accumulated more than 18 credit hours but the $GPA < 2.0$, then for the purpose of the evaluation, 18 credit hours of the best-graded courses are taken.
Students who fail to meet the above requirements will be terminated as a student through a decision by the Rector.
- b. Evaluation of the first six semesters' success
At the end of the first six semesters of study, the success of the Bachelor Program is evaluated and must meet the following requirements:
 - 1) Completed a minimum of 54 credit hours, and
 - 2) Achieved a $GPA \geq 2.00$.If in the first six semesters, the concerned student has accumulated more than 54 credit hours but the $GPA < 2.0$, then for the purpose of the evaluation, 54 credit hours of the best-graded courses are taken.
Students who fail to meet the above requirements will be terminated as a student through a decision by the Rector.
- c. Evaluation of success at the end of the study period
A student is considered to have completed the Bachelor program if they meet the following requirements:
 - 1) Completed a minimum of 144 credit hours with a $GPA \geq 2.00$,
 - 2) A maximum of 5% of the total credits completed with a grade of D,
 - 3) No grade of E, and
 - 4) Completed a thesis/final project/written work as required by the curriculum of the relevant program.Students who fail to meet the above requirements will be terminated as a student by the Rector after consideration by the relevant Faculty Senate.

7.3 SANCTIONS

- a. Students who fail to meet the academic success standards will be given warnings each semester by their academic advisor and the coordinator of the relevant program.
- b. Diploma and Bachelor's program students who are unable to complete their studies on time are required to pay education fees according to the Rector's decision.

8. LEAVING ACADEMIC ACTIVITIES, TRANSFER AND DISMISSAL OF STUDENTS

8.1 LEAVING ACADEMIC ACTIVITIES

- a. Leaving academic activities refers to the situation where a student is inactive in academic activities in a particular semester.
- b. If a student leaves academic activities without permission, the semester in which they left the academic activities will be counted in the total study period.
- c. Students are allowed to take academic leave with permission, referred to as academic leave, in accordance with POB 007/H11/PP-SOP/2010 (Appendix 7), maximum 2 (two) semesters during the established study period. The academic leave period is not counted in the calculation of the study period.
- d. Students who do not perform administrative registration (See Section 3.2) and do not apply for academic leave are considered to have left academic activities without permission.
- e. For students who have performed administrative registration but later apply for academic leave, the tuition fee that has been paid cannot be refunded.
- f. Students who receive scholarships/bonds are not allowed to apply for academic leave, starting from the moment they receive the scholarship/bond.
- g. The application for academic leave every semester is only allowed until before the Final Exam Semester is held in accordance with the USK Academic Calendar.
- h. The Dean issues a written permission regarding the Academic Leave Application after considering the written request from the student, the opinion of the advisor and the relevant Program Coordinator. The Dean has the right to reject the academic leave application. The Dean reports to the Rector the students who are allowed academic leave for data collection.
- i. The number of study loads that can be taken in the semester after taking academic leave is based on the last IPS before taking academic leave.
- j. Students who, with the permission of the Rector, are forced to leave academic activities for the benefit of the university/country, up to the limit of KPRS (See Section 3.6) letter a point 5, can be considered by the Dean/Director as fully participating in academic activities. If the time used to carry out the task exceeds the established period, the person concerned is considered to be on academic leave.
- k. For the Three-Year Diploma and Bachelor's Program, academic leave can only be taken in semester 3 (three).

8.2. TRANSFER OF DIPLOMA THREE AND UNDERGRADUATE STUDENTS FROM OTHER UNIVERSITIES TO USK ACCORDING TO POB 008/H11/PP-SOP/2010 (Attachment 8)

- a. The transfer of students from other higher education institutions can only be done at the beginning of the academic year.
- b. The transfer of students from other higher education institutions can only be considered for admission to USK in the same faculty/program of study, considering the equivalence of accreditation between the source program/institution and destination.
- c. The concerned student is required to actively participate in academic activities in the last two semesters at the source higher education institution. Acceptance is also based on considerations about the maximum time frame for completion of studies as explained in section 2.2.
- d. The concerned student does not have the status of being expelled (drop out) from the source higher education institution and has a minimum GPA of 2.75.
- e. The decision on acceptance or rejection to become a USK student is given by the Rector after hearing the opinions of the Dean of the relevant Faculty/Postgraduate Director.
- f. The study period already taken at the source higher education institution is counted in the continuation of study period at USK.
- g. Transfer procedure:
 - 1) The concerned student submits an application to the USK Rector and submits a copy to the Dean of the intended Faculty by attaching:
 - (i) A biodata of the concerned student certified by the head of the previous higher education institution,
 - (ii) An academic transcript from the previous higher education institution,
 - (iii) A photocopy of the high school diploma/equivalent (for Diploma and Bachelor programs), and
 - (iv) A recommendation from the head of the previous higher education institution.
 - 2) In deciding to accept the concerned student, the Rector seeks the opinion of the Dean of the destination Faculty.
 - 3) After receiving transfer approval from the USK Rector, the concerned student must complete the application with a transfer certificate from the source higher education institution and show the original high school diploma/equivalent or Bachelor's degree.
 - 4) The administration of registration is carried out by the Academic Bureau (BA).
 - 5) The registration/administration fee is adjusted to the fee imposed on new students in the current academic year.
 - 6) Special provisions.

Transfer students are required to take all courses in the study program in which they are registered, except for courses that have passed (minimum C) and credit transfer is recognized. Credit recognition is carried out by the destination study program.

8.3 TRANSFER OF DIPLOMA THREE AND UNDERGRADUATE STUDENTS BETWEEN FACULTIES WITHIN THE USK ENVIRONMENT

Diploma Three and Bachelor's Degree students are not allowed to transfer to other faculties within USK.

8.4 TRANSFER OF DIPLOMA AND BACHELOR'S DEGREE STUDENTS ACROSS STUDY PROGRAMS WITHIN THE SAME FACULTY as per SOP 009/H11/PP-SOP/2010 (Attachment 9).

The transfer of study programs within the same faculty is governed by the following provisions:

- a. The transfer between study programs within USK is done at the beginning of each semester during the specified time in the USK academic calendar.
- b. Students who transfer to study programs that implement Outcome-Based Education (OBE) curriculum can only be accepted from their original program if it also implements the OBE curriculum.
- c. The transfer can only be done when the student is entering their third semester.
- d. The concerned student is required to be actively involved in academic activities in the last two semesters of the original program.
- e. The concerned student will undergo a probation period of two semesters with the provision that if they fail to reach a minimum GPA of 2.00 during the probation period, they will be expelled from USK by the Rector's decision.
- f. During the probation period at the target study program, the concerned student is only allowed to take a course load of 12-18 (twelve to eighteen) credits.
- g. The study period that has been completed in the original study program will be counted towards the continuation of the study period at the target study program and will not exceed the provisions outlined in 2.2.
- h. Transfer procedure:
 - 1) The concerned student submits an application to the Dean, explaining the reason for the transfer and attaching a copy to the head of the target department with the following attachments:
 - (i) The concerned student's biodata, which is certified by the head of the original department, and
 - (ii) The latest academic transcript.
 - 2) The Dean requests the advice of the USK Psychological and Counseling Service Center. For this purpose, the Psychological and Counseling Service Center will conduct a psychological test on the concerned student during a specified time.
 - 3) Based on the advice of the Psychological and Counseling Service Center, the Dean requests the advice of the original and target departments.
 - 4) The Dean's decision is communicated to the concerned student with a copy sent to the original and target departments.
 - 5) Special Provisions
The concerned student is required to take all courses in the new study program, except for those that have already been passed (minimum grade C) and their credit transfer is recognized. Credit recognition is carried out by the destination study program.
- i. The student ID number of the transferring student will be adjusted to the code of the target faculty/study program.

8.5. ALIH PROGRAM DIPLOMA–SARJANA sesuai POTRANSFER OF DIPLOMA-BACHELOR PROGRAM according to SOP 010/H11/PP-SOP/2010 (Attachment 10)

- a. Program transfer means transferring from a vocational education program (Diploma Three Program) to an academic education program (Bachelor's Program). The approval of the program transfer is determined by a decision of the Rector after hearing from the Dean of the target faculty.
- b. Program transfer regulations:
 - 1) Diploma Three Program graduates with a $GPA \geq 3.51$ can be directly accepted as Bachelor's Program students in the relevant program of study.
 - 2) Diploma Three Program graduates with $2.76 \leq GPA \leq 3.50$ can be accepted as Bachelor's Program students in the relevant program of study, provided that they have worked in a relevant field for a minimum of 1 year.
 - 3) Diploma Three Program graduates with a $GPA \leq 2.76$ can be accepted as Bachelor's Program students in the relevant program of study, provided that they have worked in a relevant field for a minimum of 3 years.
- c. Transfer students will undergo a 2-semester probation period with grades for all courses (minimum 36 credits) of C.
- d. The maximum study period for transfer students is 6 semesters.
- e. The courses that can be recognized from previous education will be determined by the relevant program of study.
- f. The transfer from Diploma Three to Bachelor's degree for special programs will be separately regulated by a decision of the Rector of USK.
- g. Study evaluation for Transfer Program.
 - 1) Evaluation of success in the first two semesters
At the end of the first two semesters of study, the success of the student's study will be evaluated and must meet the following requirements:

- (i) Has collected a minimum of 36 credits, and
- (ii) A minimum grade of C

Students who fail to meet these requirements will be dismissed as students by a decision of the Rector of USK

2) Evaluation of study success at the end of the study period (six semesters)

A student is considered to have completed their studies if they meet the following requirements:

- (i) Has collected a minimum of 144 credits
- (ii) $GPA \geq 2.00$.
- (iii) Maximum grade of D is 5% of the total credits completed except for students from programs that implement the OBE curriculum.
- (iv) No grade of E.
- (v) Has completed the thesis/final project/written work required for the relevant program of study.

Students who fail to meet the above requirements will be terminated as a student by the Rector after consideration by the relevant Faculty Senate.

9. ACADEMIC DISHONESTY AND STUDENT DISCHARGE

9.1 ACADEMIC DISHONESTY

The following forms of academic dishonesty can result in a student being punished with a cancellation of grades, suspension, or dismissal as a student.

- a. Committing plagiarism in every aspect of academic activities.
- b. Cheating in the evaluation process of the learning process.
- c. Falsifying academic and administrative data.

The punishment is decided by the concerned Faculty Senate, taking into consideration the severity of the dishonesty. The student must be given a sufficient opportunity to present their defense.

9.2 STUDENT DISMISSAL

- a. Student dismissal is based on:
 - 1) Personal request.
 - 2) Failure to meet academic requirements.
 - 3) Violation of university regulations.
- b. Student dismissal is determined by a decision from the Rector.
- c. A student who has been dismissed from USK cannot be re-accepted as a student within the USK community.

10. YUSIDIUM, GRADUATION AND GRADUATION CERTIFICATE

10.1 YUDISIUM

- a. Diploma and bachelor's program students are declared graduated if they have completed all the required coursework and have achieved the targeted learning outcomes for their study program with a Cumulative Grade Point Average (CGPA) of 2.00 or higher.
- b. Students who have fulfilled all the requirements for the Three-Year Diploma Program and the Bachelor's Program will be given the graduation status of Honors, Very Satisfactory, and Satisfactory, with the following provisions:

Graduation Predicate	Terms	
	GPA	Study period*
Cum Laude	3.51 – 4.00	Diploma: ≤6 semesters Undergraduate: ≤8 semesters
Very Satisfactory	3.01 – 3.50	Diploma: 7-8 semesters Undergraduate: 9-10 semesters
Satisfactory	2.76 – 3.00	Diploma: >8 semesters Undergraduate: > 10 semesters

- c. The granting of the Honors graduation status for the Three-Year Diploma Program and the Bachelor's Program is also determined by the fulfillment of the following requirements:
 - 1) Never having to repeat a course, except for a thesis/dissertation course that must be repeated due to the mistake of the supervisor/examiner
 - 2) No grades of D,
 - 3) No academic leave, and
 - 4) No academic reprimand or sanctions.
- d. The study period to determine the graduation status is from the time of registration in the first semester to the time of passing the Thesis/Final Project/Written Works.

10.2 Publication Obligation

For undergraduate program students who have completed the thesis/final project/writing examination, it is mandatory to:

- a. Upload the cover, endorsement page, abstract, and table of contents on the USK ETD. (SOP)
- b. Submit the proof of upload in point 1 to the USK Library UPT. (SOP)
- c. Students must submit a CD containing the complete thesis in PDF format to the USK Library.
- d. Theses/final projects/writing that have been written in the form of scientific articles must be published in the USK Student Scientific Journal (JIM) or equivalent as specified in POB 012/H11/PP-SOP/2010 (Appendix 12).

10.3 GRADUATION CEREMONY

- a. USK graduates are eligible to participate in the convocation ceremony according to POB 011/H11/PP-SOP/2010 (Appendix 11).
- b. The graduation ceremony is held 4 (four) times in one academic year, in the months of February, May, August, and November.
- c. The Dean shall submit a written report to the Rector listing the names of eligible graduates 20 (twenty) working days before the graduation ceremony.

10.4 GRADUATION CERTIFICATE

- a. Students who are declared graduated are entitled to receive:
 - 1) Degree and Academic Transcript for graduates of Diploma and Graduate Program,
 - 2) Competency certificate for graduates of Education Program according to their expertise in their field of study and/or achievements outside of their study program
 - 3) Graduation Certificate Supplement (SKPI).
- b. Graduation Certificate is a certificate of proof given to a student who has completed education in a Study Program at USK.
- c. Each Graduation Certificate is signed by the Rector and Dean/Director.
- d. In case the original degree is lost or damaged, USK can issue a Replacement Degree Statement.
- e. Graduation Certificates are issued 4 times a year, on the first working day of the months of February, May, August, and November.
- f. Graduation Certificates are given during graduation ceremony.
- g. or graduates who do not attend the graduation ceremony, the degree will be given after the ceremony.

11. CLOSING

This academic guide must be the main reference in managing administration within the Universitas Syiah Kuala in all academic levels. Its development at the level of study programs is still possible as long as it does not conflict with the regulations outlined in this guide.



Appendix 1
UNIVERSITAS SYIAH KUALA
Darussalam, Banda Aceh

DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: CREDIT TRANSFER	
Code: 001/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Sept 29, 2021)

OBJECTIVE

The Standard Operating Procedure aims to provide explanation on the requirements and steps needed for credit transfer recognition.

DEFINITION

Credit transfer is the recognition of credits earned by a student from another institution outside of USK. Students who have the opportunity to participate in student exchange to another university/institution through the cooperation program conducted by USK with the university/institution can have the values they obtained and their credit hours acknowledged after consideration by the head of the relevant department.

SCOPE

This SOP covers:

1. The procedures and requirements needed for credit transfer recognition.
2. The parties involved in the credit transfer recognition process.

REFERENCE

Academic Handbook for Diploma, Bachelor's, Professional, Master/Specialist, and Doctoral/Sub-Specialist Programs at Universitas Syiah Kuala of 2016;

Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;

The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: CREDIT TRANSFER	
Code: 001/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Sept 29, 2021)

PROCEDURE

Activity	Unit				Document
	Student	Academic Adviser	Department/Study Program	Faculty	
The student submits a credit recognition request to the department head/program coordinator, with the knowledge of the academic advisor.	1	1	1		- Student's application letter for credit recognition - Proof of student exchange assignment from Dean or Rector - Academic transcript obtained from an institution outside USK
The department head/program coordinator examines the grade and credit hours that can be recognized.			2		- Academic transcript obtained from an institution outside USK - Related department's curriculum guidebook
The head of department/ study program coordinator conveys the credit recognition consideration to the Vice Dean of Academic Affairs.			3	3	Student's application file The head of department/ study program's letter of consideration
the Vice Dean of Academic Affairs approves the credit recognition.	4		4		Vice Dean of Academic Affairs's approval letter
The Faculty Education Subdivision performs value equivalence UPT ICT system online			5		Vice Dean of Academic Affairs's approval letter



DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: NEW STUDENT ADMINISTRATION REGISTRATION	
Code: 002/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016)

OBJECTIVE

This Standard Operating Procedure (SOP) is aimed at providing explanations about the requirements and steps that must be taken in the administrative registration process for new students.

DEFINITION

Student registration is the continuation of the new student admission selection. New student registration can only be done every academic year according to the time frame specified in the academic calendar. For those who are declared eligible, they must register to obtain status as a USK student. In the administrative registration process, each new student is required to come in person with the necessary administrative requirements.

SCOPE

This SOP covers:

1. The procedures and requirements needed in administrative registration for new students.
2. Parties involved in the administrative registration for new students.

REFERENCE

Academic Handbook for Diploma, Undergraduate, Professional, Master/ Specialist, and Doctoral/Subspecialist programs at Universitas Syiah Kuala in 2016;

Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;
The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: NEW STUDENT ADMINISTRATION REGISTRATION	
Code: 002/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016)

PROCEDURE

Activity	Unit							Document
	Student	Faculty	Public Health Center	Website	BUK	BA	Designated bank	
The prospective student fills in the UKT	1			1				Proof of USK entrance examination participation
The prospective student pays the tuition fees and other funds	2						2	
The prospective student obtains a Student Identification Number (NIM)	3							Examination number (Participant Identity Card)
The prospective student fills out online biodata	4			4				- STD. NO : - Proof of tuition fee payment
The prospective student uploads the registration materials and requirements to the website www.berkas-akademik.unsyiah.ac.id	5			5				- Fully filled in registration materials - Proof of USK entrance examination participation - Upload 3x4 colored passport photo - Upload legalized copy of the senior high school diploma, or foreign students only) a copy of the Dikti directorate permit, 2 pages - Proof of tuition fee payment and other funds.
BA processes the new student's academic status						6		
BA announces the new student's academic status	7	7				7		



DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: OLD STUDENT ADMINISTRATION REGISTRATION	
Code: 003/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016)

OBJECTIVE

The Standard Operating Procedure (SOP) is aimed at providing explanations of the requirements and steps involved in the registration administration process for continuing students.

DEFINITION

Continuing student registration is carried out each semester within the specified time in the academic calendar. The administration registration for continuing students is considered complete after paying for the educational fee through the designated bank. Late registration students are required to take an academic leave. If a student does not register for a certain semester without applying for academic leave, the semester will still be counted in the student's study period. If a student does not register for two consecutive semesters, they are considered to have resigned from the university.

SCOPE

This SOP covers:

1. The procedures and requirements for continuing student registration administration.
2. The parties involved in the continuing student registration administration.

REFERENCE

Academic Handbook for Diploma, Undergraduate, Professional, Master/ Specialist, and Doctoral/Subspecialist programs at Universitas Syiah Kuala in 2016;

Curriculum Guidebook for departments/study programs/faculties;

Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;

The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: OLD STUDENT REGISTRATION	
Code: 003/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016)

PROCEDURE

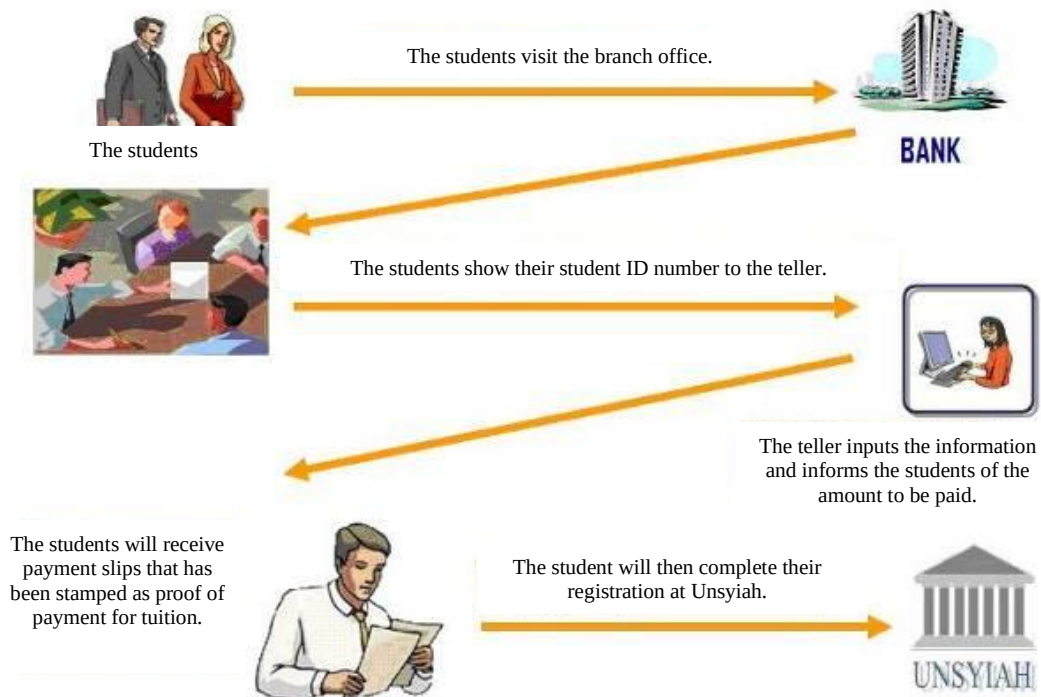
Activity	Unit				Document
	Student	UPT TIK	BA	Designated bank	
BA informs the Puksi of the student data and the designated payment bank		1	1		Data of Student and bank where payment is made
Center for Computers and Information Systems (PUKSI) processes and provides the student data to the designated bank		2		2	Student database
The student pays tuition and other fees according to the amount indicated by the bank personnel	3			3	ID card or proof of payment for the previous semester's tuition
The bank issues a stamped payment slip	4			4	Payment slip
The student performs academic registration (filling out the KRS)	5		5		Refer to the KRS Filling SOP (SOP 004/H11/PP-SOP/2010)

Note : Payment can also be made via ATM or Internet Banking by selecting the payment menu and the appropriate university.



DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: OLD STUDENT REGISTRATION	
Code: 003/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016)

PAYMENT THROUGH ALL DESIGNATED BANK BRANCH OFFICE





Appendix 3

UNIVERSITAS SYIAH KUALA

Darussalam, Banda Aceh

DOCUMENT: STANDARD OPERATING PROCEDURE

TITLE: OLD STUDENT REGISTRATION

Code: 003/H11/PP-SOP/2010

Date of Issuance: May 2010

Area: Universitas Syiah Kuala

Revision No.: 01 (April 29, 2016)

PAYMENT THROUGH ATM

(Example: BSI Bank)

The students



Payment through ATM.



Steps to be taken:

Select the payment menu

Choose the university menu

Choose the student payment center

Input the billing number, which consists of 4 digit university code (Unsyiah code is 9046) and 12 digit bill number, which is the NIM without the first digit.

For example:

Unsyiah code: 9046

NIM: 0123456789123

Input: 046123456789123

Successful registration will be displayed on the screen.

The students will receive a payment receipt issued by the ATM machine and it becomes a valid proof of payment for tuition fee.



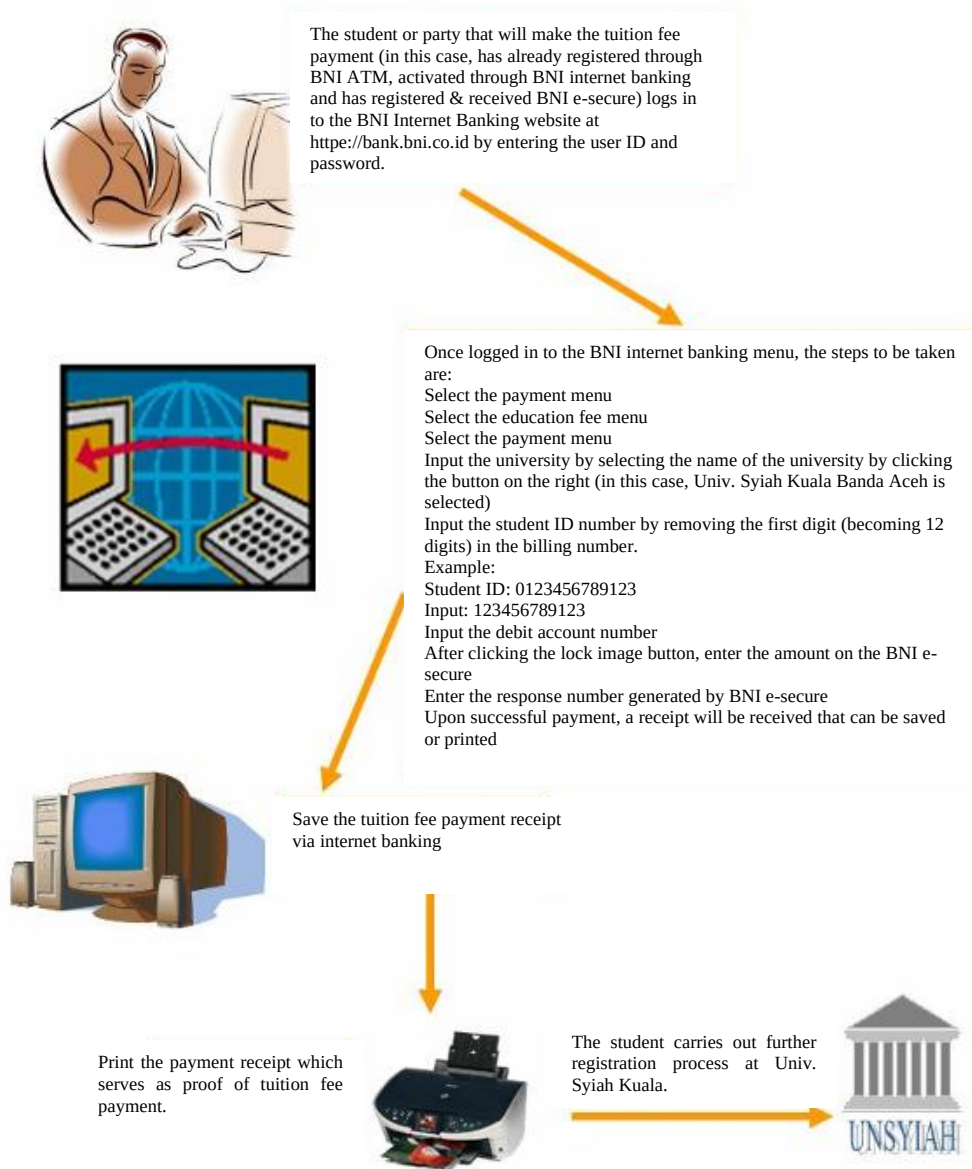
The students will then proceed to the next registration process at Unsyiah.





DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: OLD STUDENT REGISTRATION	
Code: 003/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	Revision No.: 01 (April 29, 2016)

PAYMENT THROUGH INTERNET BANKING
(Example: BSI Bank)





Appendix 4

UNIVERSITAS SYIAH KUALA

Darussalam, Banda Aceh

DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: FILLING OUT THE STUDY PLAN CARD	
Code: 004/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	Revision No.: 01 (April 29, 2016)

OBJECTIVE

This Standard Operating Procedure (SOP) is intended to provide an explanation of the requirements and steps involved in filling out the Study Plan Card (KRS).

DEFINITION

The Study Plan Card (KRS) is a form that must be filled out by active students to determine the courses they will take at the beginning of each semester. The KRS filled out during this KRS registration is only online KRS. However, students must print the online KRS they have filled out. KRS registration must be filled out by students before the start of the new semester. The KRS registration period is determined in the academic calendar.

SCOPE

This SOP covers:

1. The procedures and requirements needed in filling out the Study Plan Card (KRS).
2. The parties involved in filling out the Study Plan Card (KRS).

REFERENCE

Academic Handbook for Diploma, Undergraduate, Professional, Master/ Specialist, and Doctoral/Subspecialist programs at Universitas Syiah Kuala in 2016;

Curriculum Guidebook for departments/study programs/faculties;

Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;

The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



Appendix 4
UNIVERSITAS SYIAH KUALA
 Darussalam, Banda Aceh

DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: FILLING OUT THE STUDY PLAN CARD	
Code: 004/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)

PROCEDURE

Activity	Unit				Document
	Student	Academic Adviser	Department/ Study Program	Faculty	
The Education Subdivision of the faculty distributes the previous semester's transcript to the department.			1	1	KHS (4 copies)
The head of the department signs the previous semester's transcript and distributes it to the lecturers.		2	2		KHS
The students retrieve the KHS from their academic advisor at the designated time.	3	3			KHS
The student and academic advisor discuss the courses to be taken based on (1) the student's results from previous semesters, (2) the class schedule and (3) the Undergraduate or Diploma Program Curriculum Handbook.	4	4			- Class schedule - KHS - Undergraduate/Diploma Program Curriculum Handbook
The student fills out the online Course Registration Form and prints out 4 copies.	5				Printed copies of the online Course Registration Form (4 copies)
The academic advisor signs all printed copies of the online Course Registration Form after checking that all required documents are complete.	6	6			- Printed copies of the online Course Registration Form (4 copies) - Proof of tuition fee payment - Power of attorney if the Course Registration Form is filled out by a representative - Other requirements as determined by the departments/study programs/faculties
The academic advisor hands over one copy of the printed and signed Course Registration Form and transcript to the student, keeps one copy as a record and hands over the rest to the department/program.	7	7	7		Signed printed copies of the online Course Registration Form
The department/program archives the transcript and printed copies of the signed Course Registration Form collectively, each with one copy.			8	8	Signed printed copies of the online Course Registration Form
The Education Subdivision of the faculty archives the transcript and the printed copies of the signed Course Registration Form.				9	Signed printed copies of the online Course Registration Form



Appendix 5
UNIVERSITAS SYIAH KUALA
Darussalam, Banda Aceh

DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: STUDY PLAN CHANGE CARD	
Code: 005/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)

OBJECTIVE

This Standard Operating Procedure (SOP) aims to provide an explanation of the requirements and steps involved in the process of changing the Study Plan (KPRS).

DEFINITION

Changing the Study Plan (KRS) refers to the alteration, addition, or cancellation of previously registered courses in the Study Plan at the beginning of the semester. The Study Plan (KRS) can only be changed during designated times in the academic calendar.

SCOPE

This SOP covers:

1. The procedures and requirements needed for the process of changing the Study Plan (KPRS)
2. The parties involved in the process of changing the Study Plan (KPRS).

REFERENCE

Academic Handbook for Diploma, Undergraduate, Professional, Master/ Specialist, and Doctoral/Subspecialist programs at Universitas Syiah Kuala in 2016;

Curriculum Guidebook for departments/study programs/faculties;

Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;

The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



Appendix 5
UNIVERSITAS SYIAH KUALA
 Darussalam, Banda Aceh

DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: STUDY PLAN CHANGE CARD	
Code: 005/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)

PROCEDURE

Activity	Unit				Document
	Student	Academic Adviser	Department/Study Program	Faculty	
The student meets with the academic advisor, bringing their academic transcript (KHS) and a signed and printed online course registration form (KRS) that was signed by the advisor when the KRS was filled out.	1	1			▪ KHS ▪ Academic transcript (KHS)
The student and academic advisor discuss and modify the KRS based on (1) the student's performance in previous semesters, (2) the course schedule, (3) the undergraduate/graduate program guidebook, and (4) the reasons for change provided by the student.	2	2			• Course schedule • KHS • Academic transcript (KHS) • Undergraduate/Postgraduate program curriculum guidebook
The student makes changes directly on the entire printed online KRS form and the academic advisor signs it in front of the student after checking the completeness of all documents.	3	3			• Signed and printed online course registration form (KRS) at the time of KRS filling (1 original + 4 copies) • Power of attorney if the KRS change is delegated • Other requirements according to the department/study program/faculty regulations.
The academic advisor hands over a printed and modified KRS form to the department/program, takes one copy as a record, and hands the rest to the student.	4	4	4		Modified and signed printed KRS form.
The student hands over a printed and modified KRS form to the Education Subdivision of the faculty.	5			5	Modified and signed printed KRS form.
The Education Subdivision of the faculty modifies the online KRS based on the modified printed KRS form submitted by the student.				6	Modified and signed printed KRS form.
The Education Subdivision of the faculty archives the modified printed KRS form.				7	Modified and signed printed KRS form.



Appendix 6
UNIVERSITAS SYIAH KUALA
Darussalam, Banda Aceh

DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: COURSE CANCELLATION	
Code: 006/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)

OBJECTIVE

The Standard Operating Procedure (SOP) aims to provide explanations on the required requirements and stages involved in cancelling a course.

DEFINITION

With the permission of the advisor and program coordinator, students are allowed to cancel a previously scheduled course in the ninth week of lectures. Cancellation can only be done by leaving a minimum of 12 (twelve) credit hours from all courses taken in the semester. The cancellation of the course is carried out according to the procedure for changing the study plan.

SCOPE

This SOP covers:

1. The procedures and requirements needed for cancelling a course.
2. The parties involved in the cancellation of a course.

REFERENCE

Academic Handbook for Diploma, Undergraduate, Professional, Master/ Specialist, and Doctoral/Subspecialist programs at Universitas Syiah Kuala in 2016;

Curriculum Guidebook for departments/study programs/faculties;

Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;

The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



Appendix 6
UNIVERSITAS SYIAH KUALA
 Darussalam, Banda Aceh

DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: COURSE CANCELLATION	
Code: 006/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)

PROCEDURE

Activity	Unit				Document
	Student	Academic Adviser	Department/Study Program	Faculty	
The student meets the academic advisor with a transcript and a printout of the online KRS, which has been signed when filling in the KRS	1	1			The online KRS printout that has been signed by the academic advisor during the KRS filling period or change period (1 original + 4 copies)
The student & academic advisor discuss the course cancellation plan	2	2			The online KRS printout that has been signed by the academic advisor during the KRS filling period or change period (1 original + 4 copies)
The student cancels the course directly on all pages of the online KRS printout, and the academic advisor signs it in front of the student, after checking the completeness of all the documents	3	3			- The online KRS printout that has been signed by the academic advisor during the KRS filling period (1 original + 4 copies) - Power of attorney if the course cancellation is delegated - Other requirements according to the department/program/faculty regulations
The academic advisor hands over a printout of the KRS that contains the course cancellation and is signed to the department/study program, takes one as an archive and hands the rest over to the student	4	4	4		The online KRS printout that has been amended and signed (1 original + 4 copies)
The student hands over a printout of the KRS that contains the course cancellation and is signed to the Education Subdivision of the Faculty	5			5	The online KRS printout that has been amended and signed
The Education Subdivision of the Faculty cancels the course on the online KRS according to the printout submitted by the student				6	The online KRS printout that has been amended and signed
The Education Subdivision of the Faculty archives the printout of the KRS that contains the course cancellation	▲			7	The online KRS printout that has been amended and signed



Appendix 7

UNIVERSITAS SYIAH KUALA

Darussalam, Banda Aceh

STANDARD OPERATING PROCEDURE	
Title : APPLICATION FOR ACADEMIC LEAVE	
Code:007/H11/PP-SOP/2010	Date of Issuance: May 2010 No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)
Area: Universitas Syiah Kuala	

OBJECTIVE

The Standard Operating Procedure (SOP) for Academic Leave aims to provide an explanation of the requirements and steps required for submitting an academic leave application.

DEFINITION

Academic leave is a condition where a student is inactive from academic activities after obtaining permission in a certain semester. The submission of the academic leave application is made by the student concerned in each semester according to the time specified in the academic calendar.

SCOPE

This SOP covers:

1. The procedures and requirements necessary for submitting an academic leave application.
2. The parties involved in the submission of academic leave application.

REFERENCE

Academic Handbook for Diploma, Undergraduate, Professional, Master/ Specialist, and Doctoral/Subspecialist programs at Universitas Syiah Kuala in 2016;

Curriculum Guidebook for departments/study programs/faculties;

Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;

The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



STANDARD OPERATING PROCEDURE	
Title : APPLICATION FOR ACADEMIC LEAVE	
Code:007/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)

PROCEDURE

Activity	Unit					Document
	Student	Academic Adviser	Department	Faculty	BA	
The student consults with the advisor about the academic leave plan.	1	1				
The student retrieves the leave documents from the Education Sub-Division of the faculty.	2			2		<i>Leave documents:</i> - Parental permission form (AKA-CUT-01) - Academic Advisor recommendation form (AKA-CUT-02) - Head of Department/Study Program recommendation form (AKA-CUT-03) - Lab free letter (AKA-CUT-04) - Library free letter (AKA-CUT-05)
The student fills out the leave document, obtains approval from the advisor, the Head of Department/Program, and the parent/guardian, and completes all other administrative requirements.	3	3	3			<i>Leave documents:</i>
The student submits the leave application to the Dean.	4			4		- Leave application letter - Complete leave documents - Copy of student ID - Copy of latest transcript (KHS) - Copy of parent/guardian ID
The Dean issues the leave permit				5		Leave permit
				6		
The Education Sub-Division of the faculty enters the leave data into the Puksi online system.				7		Leave permit
The Education Sub-Division of the faculty prints and distributes the leave permit.	7			7		Leave permit

Subject: Academic Leave Permit Application,

Banda Aceh,

Dear Dean of the Faculty of
Universitas Syiah Kuala
Darussalam, Banda Aceh

With respect, I, the undersigned:

Name :
Std No. :
Department :
Faculty :
Place/Date of Birth :
Address of Origin :
Street :
Subdistrict :
Regency :

hereby apply for academic leave for one semester in odd/even semester*) Academic Year/..... I was
unable to attend lectures in that semester with reason
.....

For your consideration, I also attach:

1. Approval letter from parents/guardians accompanied by photocopy of parent/guardian's KTP
2. Recommendation Letter from Academic Advisor
3. Letter of recommendation from Head of Department/Study Program Faculty USK
4. Library Free Letter
5. Copy of Student Id Card
6. Copy of latest transcript (KHS)

Hereby, thank you for your consideration

Applicant,

(.....)
STD. NO :

Note :

*) cross out whichever does not apply

CONSENT OF PARENTS/GUARDIANS
Concerning the Academic Leave Application

I, the undersigned below,

Name :

Occupation :

Address,

Street :

Subdistrict :

Regency :

is the parent/guardian of the student,

Name :

Std No. :

Department :

Faculty :

acknowledge and agree to the application for academic leave that will be submitted by my child/guardian in the odd/even semester*) of the Academic Year...../.....

Hereby, this consent letter is made to be used as a requirement in applying for academic leave.

.....
 Parent/Guardian,

(.....)

Note :

*) cross out whichever does not apply

Please attach 1 copy of the parent/guardian's ID card

RECOMMENDATION LETTER OF ACADEMIC ADVISOR
Concerning the Academic Leave Application

I am the Academic Advisor of the following students,

Name :
Std No. :
Department :
Faculty :
Place/Date of Birth :

express no objection if the above-mentioned students are granted permission for academic leave in odd/even semesters *)

Academic Year/....., with reason
.....

Thus this recommendation is given, to be used as appropriate.

Banda Aceh,
Academic Advisor

(.....)
Official Reg. No.

Note :

*) cross out whichever does not apply



MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY
UNIVERSITAS SYIAH KUALA
FACULTY
DEPARTMENT

AKA-CUT -04

RECOMMENDATION LETTER OF ACADEMIC ADVISOR OF THE HEAD OF DEPARTMENT/ STUDY PROGRAM

Concerning the Academic Leave Application

No. /H11. X . Y . Z /DT/20.....

Head of Department/Study Program Faculty Syiah Kuala University, states that the following students:

Name :

Std No. :

Department :

Faculty :

Place/Date of Birth :

apply for academic leave in odd/even semester*) of Academic Year...../....., with reason

.....

.....

We do not mind if the student is given permission for the intended academic leave.

Thus this recommendation is given, to be used as appropriate.

Banda Aceh,
Head of Department/Study Program Faculty.....,

(.....)
Official Reg. No.

Note :

*) cross out whichever does not apply

LIBRARY FREE LETTER

The heads of the library below explains that:

Name of Student :
Std No. :
Faculty :
Department :

For the purposes of applying for academic leave at the Faculty of USK, the student concerned has completed everything related to borrowing books from the relevant library.

1. Banda Aceh, On
Head of UPT Library USK

Name :
Official Reg. No.

2. Banda Aceh, On
Head of Library/ Reading Room of Department/Study Program,

Name :
Official Reg. No.

3. Banda Aceh, On
Head of Library/ Reading Room of Faculty,

Name :
Official Reg. No.



Appendix 8

UNIVERSITAS SYIAH KUALA

Darussalam, Banda Aceh

Document: STANDARD OPERATING PROCEDURE	
Title : APPLICATION OF TRANSFER TO USK	
Code: 008/H11/PP-SOP/2010	Date of Issuance: May 2010 No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)
Area: Universitas Syiah Kuala	

OBJECTIVE

This Standard Operating Procedure (SOP) provides a description of the requirements and steps involved in submitting a transfer from other universities/institutions to USK.

DEFINITION

Student transfers from other higher education institutions are only considered for acceptance at USK in the same faculty/program of study, taking into account the equivalence of accreditation between the origin program/institution and the destination. Student transfers from other higher education institutions can only be made at the beginning of the academic year during the periods specified in the academic calendar. The student must have actively participated in academic activities in the last two semesters at the previous institution and must have a minimum GPA of 2.75. The decision to accept or reject a student as a USK student is made by the Rector after hearing the opinion of the Dean of the relevant faculty. The study period already taken at the source higher education institution is counted in the continuation of study period at USK.

SCOPE

This SOP covers:

1. Procedures and requirements for submitting a transfer from other universities/institutions to USK.
2. Parties involved in the submission of a transfer from other universities/institutions to USK.

REFERENCE

Academic Handbook for Diploma, Undergraduate, Professional, Master/ Specialist, and Doctoral/Subspecialist programs at Universitas Syiah Kuala in 2016;

Curriculum Guidebook for departments/study programs/faculties;

Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;

The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



Appendix 8
UNIVERSITAS SYIAH KUALA
 Darussalam, Banda Aceh

Document: STANDARD OPERATING PROCEDURE	
Title : APPLICATION OF TRANSFER TO USK	
Code: 008/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)

PROCEDURE

Activity	Unit						Document
	Prospective students	Academic Adviser	Department/Study Program (target)	Faculty (target)	BA	BJM	
The student submits a transfer request to the Rector of USK	1			1			- Application letter (AKA-PKU-01) - Biodata (AKA-PKU-02) - Academic transcript - Photocopy of high school diploma - Recommendation from the head of the previous institution - Photocopy of the accreditation certificate of the previous study program
BA checks the completeness of administrative files in coordination with LP3M				2	2		The transfer application and its supporting documents
The Rector requests the consideration of the target faculty dean				3			The transfer application and its supporting documents
The Dean requests the consideration of the head of the target department/study program			4	4			The transfer application and its supporting documents
The head of target department/ study program conducts an interview with the student			5	5			- Consideration of the head of department/ study program - Transfer application & supporting documents
The head of department/ study program provides a consideration			6	6			- Consideration of the head of department/ study program - Transfer application & supporting documents
The dean of the target faculty issues a consideration			7	7			- Consideration of the head of department/ study program - Transfer application & supporting documents
The Rector issues a decision			8	8			Decree
The student does administrative registration			9	9			Following the Standard Operating Procedure for New Student Registration (SOP 002/H11/PP-SOP/2010)
BA processes the student's administrative and academic status			10	10			

Subject : Application to move to USK
Attachment : 5 (five) ex

Banda Aceh,

Dear Rector

Universitas Syiah Kuala
Darussalam, Banda Aceh

With respect, I, the undersigned:

Name :
Std No. :
Previous University :
Department :
Faculty :
Place/Date of Birth :
Address of Origin :
Street :
Subdistrict :
Regency :

hereby apply to you to be allowed to transfer,

From:	To:
University:	University: Syiah Kuala
Faculty :	Faculty :
Department	Department

For your consideration, I also attach:

1. Biodata (2 copies)
2. Legalized academic transcripts, 2 copies
3. Legalized copy of high school diploma, 2 copies
4. Recommendation from the head of the university of origin, duplicate 2
5. Copy of accreditation certificate of original study program, 2 copies

Thus I convey this request, thank you for your consideration.

Applicant,

(.....)
STD. NO :

STUDENT BIODATA**ACADEMIC DATA**

Name :
Std No. :
Faculty :
Department :

PERSONAL DATA

Place of Birth :
Date of Birth :
Address during college :
 Street :
 Subdistrict :
 Regency :
 Postal Code :
Address of Origin :
 Street :
 Subdistrict :
 Regency :
 Postal Code :
Religion :
Sex :
Marital Status : Never married/Married/Ever Married
Phone number :

FAMILY DATAFather

Name :
Date of Birth :
Education :
Occupation :
Address :
 Street :
 Subdistrict :
 Regency :
 Postal Code :

Mother

Name :
Date of Birth :
Education :
Occupation :
Address :
 Street :
 Subdistrict :
 Regency :
 Postal Code :

Number of sibling :
Child's Number in family: :

OTHER DATA

Source of tuition fees

Banda Aceh,
(.....)
STD. NO :



Appendix 9
UNIVERSITAS SYIAH KUALA
Darussalam, Banda Aceh

Document: STANDARD OPERATING PROCEDURE	
Title : APPLICATION OF CHANGE OF DEPARTMENT/STUDY PROGRAM IN A FACULTY AT USK	
Code: 009/H11/PP-SOP/2010	Date of Issuance: May 2010 No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)
Area: Universitas Syiah Kuala	

OBJECTIVE

The Standard Operating Procedure (SOP) aims to provide explanation of the requirements and steps in applying for a program transfer within the same faculty.

DEFINITION

The student transfer defined in this SOP is the transfer from the student's original program to another program within the same faculty. The transfer within the faculty is only allowed once and only if the student is declared to have no compatibility in interests, talents, and abilities in the original study program. The transfer is done at the beginning of each semester at the specified time in the academic calendar. The transfer can only be done when the student is entering their third semester. The student applying for transfer must actively participate in academic activities in the last two semesters of the original study program. The transferring student will be on a probationary period for two semesters and must have a minimum GPA of 2.00. During the probationary period, the student can only take a course load of 12-18 credits. The study period in the original study program will be counted in the continued study period in the target program, and in total will not exceed the applicable regulations.

SCOPE

This SOP covers:

1. the procedures and requirements for applying for a program transfer within the same faculty and the parties involved.
2. The parties involved in submitting a study program transfer within the same faculty environment.

REFERENCE

Academic Handbook for Diploma, Undergraduate, Professional, Master/ Specialist, and Doctoral/Subspecialist programs at Universitas Syiah Kuala in 2016;
Curriculum Guidebook for departments/study programs/faculties;
Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;
The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.

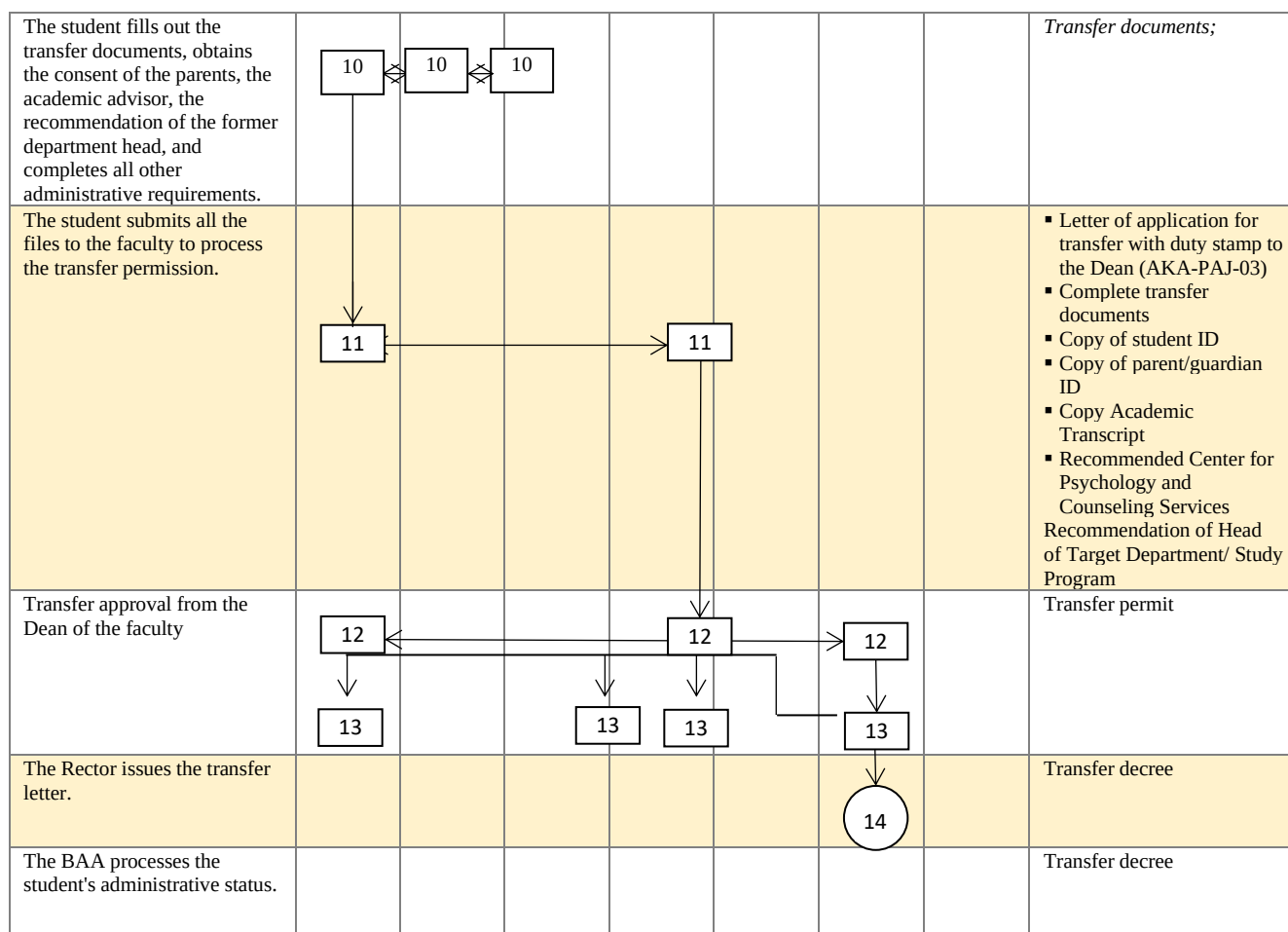


Appendix 9
UNIVERSITAS SYIAH KUALA
 Darussalam, Banda Aceh

Document: STANDARD OPERATING PROCEDURE	
Title : APPLICATION OF CHANGE OF DEPARTMENT/STUDY PROGRAM IN A FACULTY AT USK	
Code: 009/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)

PROCEDURE

Activity	Unit						Document
	Student	Academic Adviser	Department/Study Program		Faculty	Counseling Center	
Origin			Objectives				
The student consults with their academic advisor about their desire to transfer.							
The student submits a transfer request to the Dean.							▪ Transfer application letter (AKA-PAJ-01b) ▪ Student Biodata (AKA-PAJ-02) ▪ The latest academic transcript
The Dean seeks the advice of the Psychological and Counseling Service Center.							
The Psychological and Counseling Service Center conducts a psychological test on the student							
The Psychological and Counseling Service Center issues a recommendation							Counseling Center Recommendations
The Dean seeks the consideration of the head of the target department/ study program							▪ transfer application letter (AKA-PAJ-01b) ▪ Biodata Student(AKA-PAJ-02) ▪ The latest academic transcript ▪ Counseling Center Recommendations
The head of the target department/study program conducts an interview with the student							
The head of the target department/study program issues a recommendation							Recommendation of Head of Target Department/ Study Program
The student collects the transfer documents from the Education Sub-Division of the faculty.							<i>Transfer documents;</i> ▪ Parental permission form (AKA-PAJ-04) ▪ Academic Advisor recommendation form (AKA-PAJ-05) ▪ Recommendation Letter of Head of Target Department/ Study Program ▪ Library free letter (AKA-PAJ-07) ▪ Lab free letter (AKA-PAJ-08)



Subject: Tranfer Application
Appendix : 3 (three) ex

Banda Aceh,

Dear Rector

Universitas Syiah Kuala
Darussalam, Banda Aceh

With respect, I, the undersigned:

Name :
Std No. :
Department/Study Program:

Faculty :

Place/Date of Birth :

Address of Origin

Street :

Subdistrict :

Regency :

hereby apply to you to be allowed to transfer,

From:	To:
Faculty:	Faculty:
Department/Study Program:	Department/Study Program:
With reason	

For your consideration, I also attach:

1. Biodata (3 copies)
2. Legalized lastest academic transcripts (3 copies)
3. Photocopy of Student Id Card (3 copies)

Thus I convey this request, thank you for your consideration.

Acknowledged,
Academic Advisor

Applicant,

(.....)
Official Reg. No.

(.....)
STD. NO.

Subject : Tranfer Application
Appendix : 3 (three) ex

Banda Aceh,

Dear Rector

Universitas Syiah Kuala
Darussalam, Banda Aceh

With respect, I, the undersigned:

Name :
Std No. :
Department/Study Program:

Faculty :

Place/Date of Birth :
Address of Origin :
Street :
Subdistrict :
Regency :

hereby apply to you to be allowed to transfer,

From:	To:
Faculty:	Faculty:
Department/Study Program:	Department/Study Program:
With reason	

For your consideration, I also attach:

4. Biodata (3 copies)
5. Legalized latest academic transcripts (3 copies)
6. Photocopy of Student Id Card (3 copies)

Thus I convey this request, thank you for your consideration.

Acknowledged,
Academic Advisor

Applicant,

(.....)
Official Reg. No.

(.....)
STD. NO :

Subject : Tranfer Application
Appendix : 3 (three) ex

Banda Aceh,

Dear Dean of the Faculty of.....
Universitas Syiah Kuala
Darussalam, Banda Aceh

With respect, I, the undersigned:

Name :
Std No. :
Department/Study Program:

Faculty :

Place/Date of Birth :

Address of Origin

Street :

Subdistrict :

Regency :

hereby apply to you to be allowed to transfer,

From:	To:
Faculty:	Faculty:
Department/Study Program:	Department/Study Program:
With reason	

For your consideration, I also attach:

1. Biodata (3 copies))
2. The latest academic transcript ((3 copies)
3. Photocopy of Student Id Card (3 copies)

Thus I convey this request, thank you for your consideration.

Acknowledged,
Academic Advisor

Applicant,

(.....)
Official Reg. No.

(.....)
STD. NO.

STUDENT BIODATA**ACADEMIC DATA**

Name :
Std No. :
Faculty :
Department/Study Program:

PERSONAL DATA

Place of Birth :
Date of Birth :
Address during college :
 Street :
 Subdistrict :
 Regency : Postal Code :
Address of Origin :
 Street :
 Subdistrict :
 Regency : Postal Code :
Religion :
Sex :
Marital Status : Never married/Married/Ever Married
Phone number :

FAMILY DATA

Father
Name :
Date of Birth :
Education :
Occupation :
Address :
 Street :
 Subdistrict :
 Regency : Postal Code :
Mother
Name :
Date of Birth :
Education :
Occupation :
Address :
 Street :
 Subdistrict :
 Regency :
 Postal Code :
Number of sibling :
Child's Number in family :

OTHER DATA

Source of tuition fees

Banda Aceh,

(.....)

STD. NO :

Subject: Transfer Application
Appendix : 10 (ten) ex

Banda Aceh,

Dear Dean of the Faculty of.....

Universitas Syiah Kuala
 Darussalam, Banda Aceh

With respect, I, the undersigned:

Name :
 Std No. :
 Department/Study Program :

Faculty :

Place/Date of Birth :

Address of Origin

Street :

Subdistrict :

Regency :

hereby apply to you to be allowed to transfer,

From:	To:
Faculty:	Faculty:
Department/Study Program:	Department/Study Program:
With reason	

For your consideration, I also attach:

1. Approval letter parents/guardians accompanied by photocopy of parent/guardian's KTP
2. Recommendation Letter from Academic Advisor
3. Recommendation Letter from the head of department/ study program.....Faculty USK
4. Library Free letter
5. Lab Free letter
6. Copy of Student Id Card
7. Copy of parent/guardian ID
8. Legalized copy of academic transcript, 1 copy
9. Recommendation Letter from the Dean of target faculty
10. Recommendation letter from Psychology and Counseling Service Center of USK

Thus I convey this request, thank you for your consideration.

Applicant,

 (.....)
 STD. NO :

**CONSENT OF PARENTS/GUARDIANS
Concerning the Transfer Applications**

I, the undersigned below,

Name :
Occupation :
Address,
Street :
Subdistrict :
Regency :

is the parent/guardian of the student,

Name :
Std No. :
Department/Study Program:
Faculty :

I hereby declare that I agree with the desire of my child/guardian mentioned above to move,

From:	To:
Faculty:	Faculty:
Department/Study Program:	Department/Study Program:
With reason	

Hereby, I make this consent letter with full thought and deep consideration.

.....
Parent/Guardian,

(.....)

Note :
Copy of parent/guardian ID attached

RECOMMENDATION LETTER OF ACADEMIC ADVISOR
Concerning the Transfer Applications

I am the Academic Advisor of the following students,

Name :
Std No. :
Department/Study Program :

Faculty :

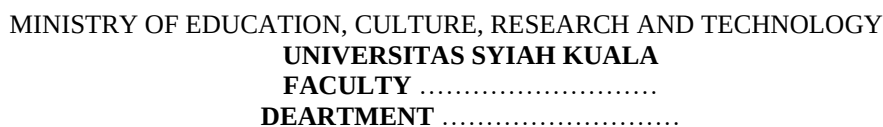
Express no objection if the student mentioned above is given permission to transfer,

From:	To:
Faculty:	Faculty:
Department/Study Program:	Department/Study Program:
With reason	

Thus this recommendation is given, to be used as appropriate.

Banda Aceh,.....
Academic Advisor,

(.....)
Official Reg. No.



Name :
Std No. :
Department/Study Program :
Faculty :

From:	To:
Faculty:	Faculty:
Department/Study Program:	Department/Study Program:
With reason	

Banda Aceh,
Head of Department/Study Program Faculty.....,

(.....)
Official Reg. No.

LIBRARY FREE LETTER

The heads of the library below explains that:

Name of Student :
Std No. :
Faculty :
Department/Study Program :

For the purposes of applying for a transfer, the student concerned has completed everything related to borrowing books from the relevant library.

1. Banda Aceh, On
Head of UPT Library USK

Name :
Official Reg. No.

2. Banda Aceh, On
Head of Library/Reading Room of Department/Study Program,

Name :
Official Reg. No.

3. Banda Aceh, On
Head of Library/Reading Room of Faculty,

Name :
Official Reg. No.

LAB FREE LETTER

The Head of Department/Study Program stated below states that the following students,

Name of Student :

Std No. :

Faculty :

Department/Study Program:

has completed everything related to the laboratories in the related Department/Study Program.

No	DEPARTMENT/STUDY PROGRAM	NAME OF HEAD/SECRETARY OF DEPARTMENT/STUDY PROGRAM	SIGNATURE	DATE
1	MATHEMATICS			
2	PHYSICS			
3	CHEMISTRY			
4	BIOLOGY			
5	<Add or subtract as needed in each faculty>			

This certificate is made for the purpose of transfer.



Appendix 10
UNIVERSITAS SYIAH KUALA
Darussalam, Banda Aceh

Document: STANDARD OPERATING PROCEDURE	
Title: PROGRAM TRANSFER	
Code: 010/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (Friday, April 29, 2016) 02 (Thursday, December 29, 2022)

OBJECTIVE

This Standard Operating Procedure (SOP) aims to provide an explanation of the requirements and steps required in the application process for a program transfer from Diploma three to Undergraduate program.

DEFINITION

A program transfer means a transfer from a vocational education program to an academic education program after the student has completed their vocational program. A program transfer can only be done between relevant programs. The program transfer can be done not only between programs within the university, but also between programs from outside the university, considering the compatibility of the field and the equivalence of the accreditation of the original program. The transfer program is approved by the Rector's Decision after considering the Dean's opinion of the target faculty. Transfer students will undergo a 2-semester probation period with grades for all courses (minimum 36 credits) of C. The maximum study period for transfer students is 6 semesters.

SCOPE

This SOP covers:

1. Procedures and requirements required in the application for a program transfer.
2. Parties involved in the program transfer application process.

REFERENCE

Academic Handbook for Diploma, Undergraduate, Professional, Master/ Specialist, and Doctoral/Subspecialist programs at Universitas Syiah Kuala in 2022;



Appendix 10
UNIVERSITAS SYIAH KUALA
 Darussalam, Banda Aceh

Document: STANDARD OPERATING PROCEDURE	
Title: PROGRAM TRANSFER	
Code: 010/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (Friday, April 29, 2016) 02 (Thursday, December 29, 2022)

Activity	Unit				Document
	Student	Department/Study Program	Faculty	BA	
Students apply for program transfer to the Rector	1			1	- Program transfer application letter (AKA-APR-01) - Biodata (AKA-APR-02) - Certificates and academic transcripts are legalized - Other files are according to the provisions of the faculty
The Rector asked the Dean for consideration regarding this matter			2	2	
The Dean requests the consideration of the head of the relevant department/study program		3	3		
The head of department/ study program conducts interview/test/matriculation on students	4	4			
The head of department/ study program provides a consideration		5	5		Consideration of the head of department/ study program
The dean gave approval for the transfer of the program	6		6	6	Approval letter for program transfer
The Rector issues a decision over the program	7			7	Decree
The student does administrative registration	8			8	Following the Standard Operating Procedure for Student Registration (SOP 002/H11/PP-/2010)
BA processes the student's administrative and academic status				9	

Subject : Application for the transfer program
Attachment : 4 (four) ex

Banda Aceh ,

Dear Rector

Universitas Syiah Kuala
Darussalam, Banda Aceh

With respect, I, the undersigned:

Name :
Std No. :
Previous University :

Department/Study Program:

Faculty :

Place/Date of Birth :

Address of Origin

Street :

Subdistrict :

Regency :

hereby submit an application to you for program transfer

From:	To:
University:	University: Syiah Kuala
Faculty :	Faculty :
Department/Study Program:	Department/Study Program:

For your consideration, I also attach:

1. Biodata (2 copies)
2. Legalized latest graduation certificate, 2 copies
3. Legalized academic transcripts, 2 copies
4. Copy of accreditation certificate of original study program, 2 copies

Thus I convey this request, thank you for your consideration.

Applicant,

(.....)
STD. NO :

STUDENT BIODATA

ACADEMIC DATA

Name :
Std No. :
Faculty :
Department :

PERSONAL DATA

Place of Birth	:	
Date of Birth	:	
Address during college	:	
Street	:	
Subdistrict	:	
Regency	:	Postal Code
Address of Origin	:	
Street	:	
Subdistrict	:	
Regency	:	
Postal Code	:	
Religion	:	
Sex	:	
Marital Status	:	Never married/Married/Ever Married
Phone number	:	

FAMILY DATA

Father

Name	:	
Date of Birth	:	
Education	:	
Occupation	:	
Address		
Street	:	
Subdistrict	:	
Regency	:	Postal Code :

Mother

Name	:		
Date of Birth	:		
Education	:		
Occupation	:		
Address			
Street	:		
Subdistrict	:		
Regency	:	Postal Code	:
Number of sibling	:		
Child's Number in family	:		

OTHER DATA

Source of tuition fees

Banda Aceh,

(.....)
STD. NO :



DOCUMENT: STANDARD OPERATING PROCEDURE	
TITLE: GRADUATION CEREMONY	
Code: 011/H11/PP-SOP/2010	Date of Issuance: May 2010
Area: Universitas Syiah Kuala	No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)

OBJECTIVE

This SOP aims to provide an explanation of the requirements needed and the stages that must be passed by prospective graduates to attend graduation.

DEFINITION

Graduation can be attended by all students who have completed studies in certain department with the following conditions:

- 1) Has collected the minimum credit load determined by the faculty on the basis of the curriculum package in the study program concerned.
- 2) $GPA \geq 2.00$.
- 3) A maximum of 5% of the total credits completed with a grade of D,
- 4) No grade of E.
- 5) Has completed the thesis/final project/written work required for the relevant program of study.

Prospective USK graduates are entitled to attend the graduation ceremony. Graduation ceremonies are held at certain times according to the academic calendar.

SCOPE

This SOP covers:

1. Procedures and requirements needed before attending the graduation ceremony.
2. Parties involved in the graduation ceremony.

REFERENCE

Academic Handbook for Diploma, Bachelor's, Professional, Master/Specialist, and Doctoral/Sub-Specialist Programs of Universitas Syiah Kuala of 2016;
Curriculum Guidebook for departments/study programs/faculties;
Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;
The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



Appendix 11
UNIVERSITAS SYIAH KUALA
 Darussalam, Banda Aceh

DOCUMENT: STANDARD OPERATING PROCEDURE			
TITLE: GRADUATION CEREMONY			
Code: 011/H11/PP-SOP/2010		Date of Issuance: May 2010	
Area: Universitas Syiah Kuala		No. Revision: 01 (April 29, 2016)	

PROCEDURE

Activity	Unit				Document
	Student	Faculty	BA	Designated bank	
Students register in Education Subdivision of the faculty and fill out the graduate biodata form	1	1			- Graduate biodata form (AKA-WIS-01), 3 ex. - Legalized photocopy of high school diploma, 3 ex.
Education Subdivision of the Faculty examines student requirements for graduation		2			- Proof the thesis examination - Academic Transcript
Education Subdivision of the the faculty sends the names of prospective graduation participants to BA		4	4		- List of proposed graduation certificate (AKA-WIS-02) - Graduate Biodata
The faculty processes academic transcripts		5			<Online Puksi Data>
BA processes the graduation certificate			6		
Students pay graduation fees at the designated bank	7			7	
Students register, pay the academic regalia deposit and alumni fees at the graduation committee	8		8		- Graduation payment slip - Alumni Biodata Form (AKA-WIS-03)
Students take part in rehearsal	9		9		
GRADUATION CEREMONY	10		10		- Graduation Certificate - Academic Transcript

BIODATA OF DIPLOMA/UNDERGRADUATE GRADUATES

I. PERSONAL DATA

1. Name (according to high school diploma) :
2. Place and date of birth :
3. Student Number :
4. Department/ Study Program :
5. Faculty :
6. Sex : Male / Female *)
7. Religion :
8. Origin of high school / year of diploma:
9. Child's Number in Family :
10. Number of sibling : People
11. Address in Banda Aceh & Phonsel/Cell No. :

Passport photo
3 X 4

II. PARENTS DATA

1. Name of Father :
2. Highest education :
3. Occupation :
4. Name of Mother :
5. Highest education :
6. Occupation :
7. Address of Parents :
 - a. Street :
 - b. Subdistrict :
 - c. Regency :
 - d. Province :

III. DIPLOMA/UNDERGRADUATE EDUCATION DATA

1. Faculty admission year :
2. Admitted through : UMPTN / PMDK / USMU / Transfer / Transfer Program *)
3. Thesis title :
4. Thesis supervisor :
 - a. First Supervisor :
 - b. Second Supervisor :
5. Length of academic leave : Semester
6. Period for preparing thesis/TGA/PA : Year Month (calculated from the date of graduation proposal until passing the exam)
7. Day/date of passing the thesis exam/TGA/PA : Day Date :
8. Categories of passing the thesis/TGA/PA exam :
9. Grade Point Average (GPA) :
10. Yudicium predicate :
11. Bachelor's Number : (filled by the Education Subdivision of the faculty)

Acknowledged,

Darussalam, ...

Vace Dean of Academic Affairs

Concerned Student

Faculty

(.)

(.)

Official Reg. No.

STD. NO :

Note : Attach a photocopy of the legalized high school diploma.

**LIST OF GRADUATION CERTIFICATE APPLICATION
FACULTY**

NO.	Number of Graduation Certificate/.....	Name of Student :	Std No.	Place of Birth :	Date of Birth :	High School Origin	GPA	Date of graduation for thesis/TG A/PA exam	Length of Study		Yudisium Predicate
									Year	Month	
1	2	3	4		6	7	8	9	10	11	12
1	Example: <1416/415/Mat-KMT-011/2009>	Finasika	0508101020009	Medan	September 25, 1987	SMKN 1 Tapaktuan	2.62	Monday, May 11, 2009	3	8	Satisfactory
2											
3											
4											
And so on											

1. GPA

1. Lowest GPA :
2. Highest GPA :
3. Average GPA :
4. GPA 3.51- 4.00 : people = ... %
 GPA 2.76– 3.50 : people = ... %
 GPA 2.00– 2.75 : people = ... %

Darussalam, ...

D e a n,

(.....)

Official Reg. No.

2. Study Period

1. Fastest Study Period : years months
2. Longest Study Period : years months
3. Average Study Period : years months
4. Study Period $\leq$ 4 years : people = ... %
 Study Period 4 - 5 years : people = ... %
 Study Period $>$ 5 years : people = ... %

Faculty :

No. Registration:

ALUMNI BIODATAPassport photo
3 X 4

1. Student name (as stated in high school diploma) :
 2. Sex : Male / Female *)
 3. Place/date of birth :
 4. Student number :
 5. Department/Study Program :
 6. Faculty :
 7. Religion :
 8. High school/diploma year :
 9. Marital status : Married / Unmarried *)
 10. Last address,
 - a. Street :
 - b. Subdistrict :
 - c. Regency :
 - d. Province :
 11. Phone/cell number :
 12. Study period : Year Months (counted from
Sept 1st of enrollment year to graduation exam)
 13. Grade Point Average (GPA) :
 14. Period for preparing thesis/TGA/PA : Year Months (counted from
proposal completeness to graduation exam)
 15. Thesis title :
 16. Graduation exam day/date (Thesis/TGA/PA) : Day Date :
 17. Graduation exam category (Thesis/TGA/PA) :
 18. Yudicium predicate :
 19. Name of Father :
 20. Name of Mother :
 21. Full Address of Parents :
 - a. Street :
 - b. Subdistrict :
 - c. Regency :
 - d. Province :
- Acknowledged, Darussalam,.....
The Head of Education Subdivision Concerned Student
Faculty

(.....)
Official Reg. No.

(.....)
STD. NO :



Appendix 12
UNIVERSITAS SYIAH KUALA
Darussalam, Banda Aceh

STANDARD OPERATING PROCEDURE	
Title : STUDENT SCIENTIFIC JOURNAL PUBLICATION OBLIGATIONS	
Code: 012/H11/PP-SOP/2016	Date of Issuance: May 2010 No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)
Area: Universitas Syiah Kuala	

OBJECTIVE

This Standard Operating Procedure (SOP) aims to provide an explanation of the requirements and steps required in the obligation to publish in the Student Scientific Journal.

DEFINITION

A thesis or final project is a scientific work produced by the student together with a supervisor. The results of the research, thesis and final project are considered suitable for dissemination in an online form so that they can be used as references by other students and also prevent plagiarism by students.

Universitas The university provides a portal facility called the Student Scientific Journal of Universitas Syiah Kuala (www.jim.unsyiah.ac.id). Meanwhile, the cover, table of contents and thesis endorsement are uploaded to the USK library's ETD portal.

SCOPE

This SOP covers:

1. Procedures and requirements required in the obligation to publish in the Student Scientific Journal.
2. Components required by the prospective student, department, faculty and university in managing the obligation to publish in the Student Scientific Journal.



STANDARD OPERATING PROCEDURE	
Title : STUDENT SCIENTIFIC JOURNAL PUBLICATION OBLIGATIONS	
Code: 012/H11/PP-SOP/2016	Date of Issuance: May 2010 No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)
Area: Universitas Syiah Kuala	

PROCEDURE

Activity	Unit				Document
	Student	Supervisor	Reviewer/ Examiner	Department/ Study Program/ Faculty	
After the results seminar, students prepare a scientific article draft	1				
The supervisor examines the draft of a scientific article	2				
Students correct the results of corrections to scientific article drafts (if any)	3	3			
Students submit a draft of a scientific article before the thesis exam to the reviewer	4		4		•
Reviewers check drafts of scientific articles submitted by students	5		5		
Students correct articles according to the direction of the reviewer	6				
Students submit a draft of a scientific article to their supervisor	7				
The supervisor re-examines the scientific article draft		8			Letter of approval for publication by the supervising lecturer
Students submit scientific articles that have been examined by supervisors to the faculty	9	9			Plagiarism free letter
The faculty checks for plagiarism	10			10	
The faculty publishes/ online the scientific articles				11	

EXAMPLE

SUPERVISOR APPROVAL LETTER

Supervisor I

Name :
Official Reg. No. :
Department :

Supervisor II

Name :
Official Reg. No. :
Department :

Student

Name :
Std No. :
Department :
Article title :

.....
.....

I declare that I have examined the student articles above and agreed to be published on the JIM portal (.....NAME OF THE FACULTY) USK.

Thank you

First Supervisor

Second Supervisor

.....
Official Reg. No.:

.....
Official Reg. No.:

PLAGIARY FREE STATEMENT LETTER

I, the undersigned below:

Name of Student :
Std No. :
Department :
Faculty :
Address & Phone :
:
Phone No :, Email:
Scientific article title :
:
:
:

Truly declare that the scientific article mentioned above is ORIGINAL, the result of my own work with the supervisor and is FREE OF PLAGIARIZATION.

If it turns out that in the future it is proven to be plagiarism belonging to someone else, then I am willing to accept the SANCTIONS that apply at the University of Syiah Kuala.

Banda Aceh, ...

Student concerned

signed

Name:.....

STD NO :.....

EXAMPLE
REQUEST FOR DELAY OF PUBLICATION

I, the undersigned below:

Name :
Official Reg. No. :
Department :

Is the First Advisor on behalf of students:

Name :
Std No. :
Department :
Thesis Title :

.....
.....
Request that the results of the student thesis mentioned above be postponed for publication on the USK JIM (...NAME OF FACULTY) portal for 2 years, because they will be sent to be published in the Journal:
.....
Journal url address:

Thank you for your attention and cooperation.

Banda Aceh, ...
First Supervisor

.....
Official Reg. No.



STANDARD OPERATING PROCEDURE	
Title : LEGALIZATION OF GRADUATION CERTIFICATE AND ACADEMIC TRANSCRIPTS	
Code: 013/H11/PP-SOP/2010	Date of Issuance: May 2010 No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)
Area: Universitas Syiah Kuala	

OBJECTIVE

This Standard Operating Procedure aims to explain the required requirements and steps that must be taken to legalize the diploma and academic transcript.

DEFINITION

The diploma and academic transcript are respectively proof of graduation and a collection of grades from the courses obtained by the graduate in their education at USK. Graduates require the diploma and academic transcript for various purposes, such as finding a job, getting a job promotion, and so on. For those purposes, a copy (photocopy) of the diploma and academic transcript needs to be verified for its authenticity.

SCOPE

This SOP covers the following:

1. The procedures and requirements required to legalize the diploma and academic transcript.
2. The elements or components required by the candidate graduate, faculty, and university in the legalization of the diploma and academic transcript.

REFERENCE

Academic Handbook for Diploma, Bachelor's, Professional, Master/Specialist, and Doctoral/Sub-Specialist Programs at Universitas Syiah Kuala of 2016;

Curriculum Guidebook for departments/study programs/faculties;

Academic Handbook for Diploma and Undergraduate Programs at Universitas Syiah Kuala in 2021;

The Academic Handbook for the 2021 Postgraduate Study Program at Universitas Syiah Kuala.



STANDARD OPERATING PROCEDURE	
Title : LEGALIZATION OF GRADUATION CERTIFICATE AND ACADEMIC TRANSCRIPTS	
Code: 013/H11/PP-SOP/2010	Date of Issuance: May 2010 No. Revision: 01 (April 29, 2016) 02 (Thursday, December 29, 2022)
Area: Universitas Syiah Kuala	

PROCEDURE

Activity	Unit		Document
	Graduate	Faculty	
Graduates reproduce graduation certificates and academic transcripts as needed	1		Original graduation certificates and academic transcripts
Graduates submit photocopies of diplomas and academic transcripts to the Faculty's Education Subdivision by showing proof of original graduation certificates and academic transcripts	2	2	- Original graduation certificates and academic transcripts - Photocopied graduation certificates and academic transcripts
Education Subdivision of the faculty checks the authenticity of documents and if necessary cross-checks with existing data		3	- Original graduation certificates and academic transcripts - Archive data
The Dean/Director or Vice Dean of Academic Affairs/Vice Director 1 certifies copies of graduation certificate and academic transcripts	4		Photocopies of diplomas and academic transcripts
Education subdivision of the faculty handed back graduation certificates and academic transcripts that had been approved.	5	5	Photocopies of graduation certificates and academic transcripts

Appendix 14

Example of Evaluation and Assessment Form of Learning Outcomes

I. Attitude Assessment

Aspects of attitude assessed, namely discipline, honesty, cooperation, and responsibility.

1) Attitude of Discipline

No.	Observation Aspect	Score			
		4	3	2	1
1	Get to class on time				
2	Turn in assignments on time				
3	Wear clothes appropriate to the teaching profession				
4	Be disciplined in attending lectures				

2) Attitude of Integrity

No.	Observation Aspect	Score			
		4	3	2	1
1	Do not cheat on exams				
2	Do not plagiarize in doing assignments				
3	Report data and information as it is				
4	Admit mistakes or shortcomings				

3) Attitude of Responsibility

No.	Observation Aspect	Score			
		4	3	2	1
1	Carry out individual tasks properly				
2	Write according to the references read				
3	Write concepts according to scientific rules				
4	Accept the risk of mistakes made				

4) Attitude of Cooperation

No.	Observation Aspect	Score			
		4	3	2	1
1	Active in group activities				
2	Persistence in realizing the best group assignments				
3	Willingness to help complete tasks as agreed				
4	Like to help friends / others				

Attitude Assessment Rubric:

Score 4 = Always, if you always do according to the statement

Score 3 = Often, if you often do according to the statement, and sometimes they don't.

Score 2 = Sometimes, if you sometimes do according to the statement, and often you don't

Score 1 = Never, if you never do according to the statement

II. General Skills Assessment

General Skills can be observed through the Independent Assignment Presentation activities for compiling papers. Here is an example.

1) Presentation Assessment

No.	Assessment Aspect	Assessment Score			
		4	3	2	1
1	Presentation material quality/ppt				

2	Presentation clarity				
3	Presentation knowledge				

Presentation Skills Assessment Rubric:

No.	Assessment Aspect	Assessment Score			
		4	3	2	1
1	Quality of Presentation Material/PP T	Very attractive appearance, complete, and clear.	Very attractive appearance, complete, and clear.	Less attractive, complete, and less clear.	Unattractive, complete, but less clear.
2	Clarity of Presentation	Explanations are systematic, logical, with clear language and voice.	Explanations are less systematic, logical, with clear language and voice.	Explanations are not systematic, logical, with unclear language and voice.	Explanations are not systematic, logical, with unclear language and voice.
3	Presentation Knowledge	Very knowledgeable of presentation material and answers questions completely.	Knowledgeable of presentation material and answers questions completely.	Not knowledgeable of presentation material and does not answer questions completely.	Not knowledgeable of material, but answers questions although less complete.

Presentation Skill Rating is calculated using the formula:

$$\text{Presentation Skill Score} = \frac{\text{Score obtained}}{\text{Maximum score}} \times 100$$

III. Special Skill Assessment

Students' special skills can be assessed through the Independent Task of composing Scientific Papers.

Holistic Assessment Rubrics for Scientific Papers.	
Score	Description
5	Indicates a comprehensive understanding of the issue. All task requirements are included in the response.
4	Indicates a fairly good understanding of the issue. All task requirements are included.
3	Indicates a partial understanding of the issue. Most of the task requirements are included.
2	Indicates little understanding of the issue. Many task requirements are missing.
1	Does not indicate an understanding of the issue.
0	No response/task not performed.

Analytic Grading Rubric for Research Paper:

No.	Assessment Aspect	Assessment Score		
		3	2	1
1	Selection of used theory	The referred theory is clear, complete with the theory's supporter.	The referred theory is less clear, not complete with the theory's supporter.	The referred theory is unclear, not complete with the theory's supporter.
2	Relevance of instrument with indicators.	The developed instrument is relevant to the indicators.	The developed instrument is less relevant to the indicators.	The developed instrument is not relevant to the indicators.
3	Relevance of statement/question items with indicators.	The statement/question items are relevant to each indicator.	The statement/question items are less relevant to each indicator.	The statement/question items are not relevant to each indicator.

4	Scoring guidelines.	The scoring guidelines are clear.	The scoring guidelines are less clear.	The scoring guidelines are unclear.
5	The appearance of the instrument	The appearance of the instrument is attractive.	The appearance of the instrument is less attractive.	The appearance of the instrument is not attractive.

The Research Paper score is calculated using the formula:

$$\text{Presentation Skill Score} = \frac{\text{Score obtained}}{\text{Maximum score}} \times 100\%$$

Paper Originality Assessment Rubric:

Paper Originality Assessment Rubric:	
The score is Worth 4 Points	Very Creative
	The paper has a very unique and complex idea (the developed instrument only has a similarity of $\leq 10\%$ with other course participants' papers).
The score is Worth 3 Points	Creative
	The paper has a unique and complex idea (the developed instrument only has a similarity of $\leq 25\%$ with other course participants' papers).
The score is Worth 2 Points	Creative Enough
	The paper has a fairly unique and complex idea (the developed instrument only has a similarity of $\leq 50\%$ with other course participants' papers).
The score is Worth 1 Point	Less Creative
	The paper has a less unique and complex idea (the developed instrument only has a similarity of $> 50\%$ with other course participants' papers).

The Originality Value of the Paper is calculated by the formula:

$$\text{Paper Score} = \frac{\text{Score obtained}}{\text{Maximum score}} \times 100\%$$