



**DECREE OF RECTOR
UNIVERSITAS PADJADJARAN
NUMBER 46 OF 2016**

REGARDING

**IMPLEMENTATION OF EDUCATION
AT UNIVERSITAS PADJADJARAN**

**BY THE GRACE OF GOD ALMIGHTY
THE RECTOR OF UNIVERSITAS
PADJADJARAN**

- Considering : that in order to implement the provisions of Article 8 of Government Regulation Number 51 of 2015 concerning the Statute of the Universitas Padjadjaran in terms of providing education based on Unpad educational standards that have international competitiveness, it is necessary to stipulate the Rector's Regulation concerning the Implementation of Education within the Universitas Padjadjaran;
- Observing : 1. Act Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
2. Government Regulation Number 37 of 1957 concerning the Establishment of Unpad (State Gazette of the Republic of Indonesia of 1957 Number 91, Supplement to the State Gazette of the Republic of Indonesia 1422);
3. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
4. Government Regulation Number 80 of 2014 concerning Designation of Universitas Padjadjaran as a Legal Entity State University (State Gazette of the Republic of Indonesia of 2014 Number 301);
5. Government Regulation Number 51 of 2015 concerning the Statute of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 2015 Number 168, Supplement to the State Gazette Number 5720);
6. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education, State Gazette of the Republic of Indonesia of 2015 Number 1952;
7. Regulation of the Minister of Research, Technology and Higher Education Number 137/M/Kp/IV/2015 Appointment of the Rector of Universitas Padjadjaran for the 2015-2019 Period;
8. Decree of Rector Number 23 of 2016 concerning the Writing of the Final Project for Applied Undergraduate and Undergraduate Degree;
9. Decree of Rector Number 25 of 2016 concerning the Implementation of Fast Track Programs at the Applied Undergraduate and Undergraduate Degree at Universitas Padjadjaran;
10. Decree of Rector Number 26 of 2016 concerning the Implementation of Fast Track Programs for the Masters or

- Applied Master or Specialist Program to the Doctoral or Applied Doctoral at Universitas Padjadjaran;
11. Decree of Rector Number 40 of 2016 as amended by Rector's Regulation Number 47 of 2016 concerning Amendments to the Regulation of the Rector of the Universitas Padjadjaran Number 40 of 2016 concerning Organization and Management of Universitas Padjadjaran;

IT HEREBY DECIDED:

To stipulate : REGULATION OF THE RECTOR OF UNIVERSITAS PADJADJARAN CONCERNING IMPLEMENTATION OF EDUCATION AT UNIVERSITAS PADJADJARAN;

Article 1

In this decree, the following terms refer to:

1. University refers to Universitas Padjadjaran hereinafter referred to as Unpad;
2. The implementation of education is the implementation of path, degree, and type of education activities at Unpad;
3. The faculty is an academic implementing element which is under and responsible to the Rector;
4. The Postgraduate School is an academic implementing element at the Faculty level in charge of organizing and/or coordinating the multidisciplinary Postgraduate Program;
5. Study Program is a unit of education and learning activities that have a certain curriculum and learning method in one type of academic education, professional education, and/or professional education;
6. Undergraduate Program (S1) is a level of academic education after high school education whose graduates are directed at mastering the theoretical concepts of certain technological disciplines and or arts;
7. Applied Undergraduate Program (D4) is a vocational education level whose graduates are directed at mastering certain applied skills;
8. Professional Education is the education of certain skills after the Bachelor Program;
9. Master Education Program (S2) is the level of academic education after the undergraduate program (S1) or its equivalent;
10. Specialist Education-1 is a specific skill education after the Professional Program and is equivalent to the Master Education Program (S2);
11. Doctoral Program (S3) is the level of academic education taken after the Master Program (S2) or its equivalent;
12. Specialist Education-2 is a specific skill education after the Specialist-1 Program and is equivalent to the Doctoral Program (S3);
13. Curriculum is a set of plans and arrangements regarding the objectives, content, and learning materials as well as the methods used as guidelines for the implementation of learning activities to achieve certain educational goals;
14. Semester Credit System (SKS) is an education administration system using academic credit units (sks) to state the assessment of student workload, lecturer workload, learning experience, and program implementation workload;
15. Semester Credit Units (sks) are the rules for the study load on the learning experience taken for one semester through weekly activities;
16. Study Load is the number of credits taken by students in one semester;
17. The joint preparation stage program is the first semester of learning designed to equip academic, personal and social competencies that are integrated with character development for new students of the Bachelor and Applied Bachelor Program to support readiness and success of study at Unpad;
18. The academic calendar is a schedule of academic activities for one academic year;

19. Study Plan Letter (KRS) is a report containing the course plans that will be taken by students in a certain semester;
20. Study Plan Letter Change (PKRS) is a report that contains changes to the course plans that will be taken by students in a certain semester.
21. List of Participants and Final Scores (DPNA), is a list that shows the value of a number of students participating in certain courses issued at the end of the semester;
22. Student and Lecturer Attendance List (DHMD) is a list showing the attendance of students and lecturers on lectures for one semester;
23. Integrated Administrative Information System (SIAT) is an information system that combines all information related to the learning process, academic registration, and administration;
24. Cumulative study load is the minimum number of credits that students must take in completing the learning process in a particular study program;
25. Evaluation of student learning outcomes is an assessment carried out on student learning achievements
26. Evaluation of the learning process is an activity of assessing the implementation of the learning process in the context of ensuring the quality of learning;
27. Assessment is the process of collecting and processing information to measure student learning outcomes;
28. Study Program Transfer is the transfer of a student's academic status from one Study Program to another within Unpad;
29. Transfer of Study is the transfer of a student's academic status from Unpad to another university or vice versa;
30. Temporary Termination of Study is a temporary suspension of student studies in a certain semester with the written permission of the Rector;
31. Resignation is a written statement from a student to resign from studying from Unpad;
32. Dropping out is the termination of status as an Unpad student because of the failure to meet the academic and/or administrative requirements;
33. Academic penalty can be in the form of academic warnings and/or termination of study. The penalty for termination of study is proposed/proposed by the study program/faculty and decided by the Rector..
34. Community Service Program (KKNM) is a mandatory intracurricular activity as an operational form of the Three Pillars of Higher Education carried out by students in the community with a multidisciplinary approach at certain times and areas;
35. Electronic learning (e-learning) is a learning process that utilizes information and communication technology systematically by integrating all learning components including learning interactions across space and time, with guaranteed quality;
36. Blended learning is a combination of face-to-face learning and electronic learning (e-learning) methods;
37. Service and Counseling Guidance Team (TPBK) provides professional services to all students as a proactive effort in facilitating students to achieve optimal levels of development when students experience various academic and non-academic problems so that they can independently find solutions to their problems and feel content while studying;
38. Final Project is a scientific work made by students as a prerequisite for achieving academic degrees of undergraduate, applied bachelor, master, applied master, doctoral, and applied doctorate, which contains a scientific description and results of research, or studies on the implications of the development or implementation of science and technology, which pays attention to and applies humanities values according to their expertise based on scientific principles, procedures, and ethics in order to produce solutions, ideas, designs, or art criticism.

Article 2

- (1) The implementation of education as a guide for all the implementation of academic activities in Unpad, is compiled in the form of guidelines.

- (2) Guidelines for the Implementation of Education in Unpad, as referred to in article are listed in the appendix which is an integral part of the regulation that is inseparable from this Decree of Rector.

Article 3

Guidelines for Final Project Writing Techniques for Undergraduate, Applied Undergraduate, Professional, Specialist, Masters, and Doctoral Education in Unpad are further regulated by the respective Faculties.

Article 4

At the time this Rector's Regulation is enacted:

1. All provisions in the form of Rector's Regulations and/or Decree of Rector relating to the existent Implementation of Education in Unpad Environment are declared still valid as long as they do not conflict and have not been replaced based on this Decree of Rector.
2. All provisions in the form of Rector's Regulations and/or Decree of Rector relating to the existent Implementation of Education in Unpad Environment must conform to the contents of this Decree of Rector no later than 6 (six) months after the stipulation of this Decree of Rector.

Article 5

Accordingly, with the enactment of this Decree of Rector:

1. Decree of Rector of Universitas Padjadjaran Number 1 of 2014 concerning Education Management at Universitas Padjadjaran; and
2. Decree of Rector of Universitas Padjadjaran Number 50 of 2015 concerning Changes in the Decree of Rector of Universitas Padjadjaran Number 1 of 2014 concerning Education Management at Universitas Padjadjaran;

are revoked and declared invalid.

Article 6

Other matters that have not been regulated in this Decree of Rector, will be further regulated by the Decree of Rector.

Article 7

This Rectorate Decree is effective from January 2nd 2017.

Appointed in Bandung
On December 22nd 2016

Rector,

Signed and stamped
TRI HANGGONO ACHMAD

ATTACHMENT
DECREE RECTOR OF UNIVERSITAS PADJADJARAN
NUMBER 46 OF 2016
ABOUT
IMPLEMENTATION OF EDUCATION AT UNIVERSITAS PADJADJARAN

GENERAL GUIDELINES
IMPLEMENTATION OF EDUCATION AT UNIVERSITAS PADJADJARAN

A. EDUCATION PROGRAM

Available courses at Unpad are:

1. Academic education consists of:
 - a. Undergraduate Education;
 - b. Masters Education; and
 - c. Doctoral Education.
2. Professional education.
3. Specialist education consists of:
 - a. Specialist Education-1; and
 - b. Education Specialist-2 (Subspecialist).
4. Vocational education consists of:
 - a. Diploma Education;
 - b. Applied Undergraduate Education;
 - c. Applied Masters Education; and
 - d. Applied Doctoral Education.

B. IMPLEMENTATION OF STUDY PROGRAM

1. Study Program (Prodi) is a unit of education and learning activities that have a certain curriculum and learning method in one type of academic education, professional education, specialist education, and/or vocational education.
2. Study programs are related to a scientific field that can be monodisciplinary, interdisciplinary, multidisciplinary, and transdisciplinary.
3. Study Program is organized by the Faculty and Graduate School.
4. Faculties and Graduate Schools oversee one or more Study Programs.
5. Study programs can be externally accredited by the National Accreditation Board for Higher Education (BAN-PT), the Independent Accreditation Institute (LAM), or a reputable International Accreditation Institute.

C. ACADEMIC CALENDAR

1. Academic activity time refers to the applicable Unpad academic calendar.
2. Unpad's academic calendar is determined every academic year through the Decree of Rector.

D. STUDENT REGISTRATION

1. Every Unpad student is required to carry out administrative registration (registration and re-registration) at the beginning of each semester.
2. Administrative registration is carried out by new students and old students to determine student status.
3. Administrative registration requirements for new students and old students are regulated in the Technical Guidelines for the Implementation of Education at Universitas Padjadjaran.
4. Students who do not carry out administrative registration will not receive academic services.
5. Academic registration is an activity to register yourself in a Study Plan Letter (KRS) to get academic services.
6. Filling out the KRS is done online, through the Integrated Administrative Information System (SIAT) which can be accessed on the website <http://students.unpad.ac.id>.
7. KRS is verified by the academic advisor. If deemed necessary, students can consult with the academic advisor through the academic advising (*perwalian*) process.

E. PENYELENGGARAAN PEMBELAJARAN

1. New students of Undergraduate Education and Applied Undergraduate Education are required to take part in the joint learning stage in the first semester.
2. The procedure for organizing the joint learning phase is regulated in the joint learning phase program guidelines.
3. Learning is a process of student interaction with lecturers and learning resources in a learning environment.
4. The learning process through curricular activities must be carried out in a systematic and structured manner through various courses and with a measurable learning load.
5. The learning process through curricular activities is required to use effective learning methods in

accordance with the characteristics of the courses to achieve certain abilities specified in the courses based on a series of fulfillment of learning outcomes.

6. Learning methods that can be chosen for the implementation of course learning include: group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods, which can effectively facilitate the fulfillment of graduate learning outcomes.
7. Learning methods can be done face-to-face and/or using electronic/online and offline learning (e-learning) and blended learning.
8. Each course can use one or a combination of several learning methods as referred to in point 6 and accommodated in a form of learning.
9. The form of learning as referred to in point 8 can be in the form of:
 - a. studying;
 - b. responses and tutorials;
 - c. seminar; and
 - d. practicum, studio practice, workshop practice, or field practice;
10. Semester Credit Units (sks) are the amount of time for learning activities that are charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a study program.
11. 1 (one) credit in the learning process in the form of lectures, responses, or tutorials, consisting of:
 - a. 50 (fifty) minutes of face-to-face activities per week per semester;
 - b. 60 (sixty) minutes of structured assignment activities per week per semester; and
 - c. 60 (sixty) minutes of independent activities per week per semester.
12. 1 (one) credit in the learning process in the form of seminars or other similar forms, consisting of:
 - a. 100 (one hundred) minutes of face-to-face activities per week per semester; and
 - b. 70 (seventy) minutes of independent activities per week per semester.
13. Calculation of the learning load in the block system, module, or other form is determined according to the needs in meeting the learning outcomes.
14. 1 (one) credit in the learning process in the form of practicum, studio practice, workshop practice, field practice, research, community service, and/or other similar learning processes, 170 (one hundred and seventy) minutes per week per semester.
15. Community Service Program (KKNM) is an academic activity that integrates the Three Pillars of Higher Education carried out by students in the community with the guidance of Professors, with a multi-disciplinary approach at certain times and areas, both periodically and non-periodically.
16. In order to create an orderly learning administration, each course is assigned a separate code.
17. The determination of the course code is carried out by the Study Program after coordinating with the Faculty.
18. In order to facilitate students who have high academic achievements and have research topics that are very useful and superior, Unpad organizes a fast track program for the following levels:
 - a. Applied Bachelors and Bachelors to Applied Masters and Masters degree;
 - b. Masters and Applied Masters to Doctoral and Applied Doctoral degree.
19. The procedure for implementing the fast track program is regulated in the Decree of Rector.

F. ARRANGEMENT OF TWINNING, JOINT DEGREE, DOUBLE DEGREE AND CREDIT TRANSFERS

1. Undergraduate Education, Applied Undergraduate Education, Professional Education, Specialist Education, Masters Education, Applied Masters Education, Doctoral Education, and Applied Doctoral Education can be held through twinning, joint degree, double degree, and/or credit transfer with domestic and overseas study programs country.
2. The twinning program is a collaboration in organizing the same study program by two or more universities in the context of improving the quality and/or capacity of education at one of these universities.
3. The joint degree program is a collaboration carried out by 2 (two) or more universities that have the same study program at the same strata, by means of which students can complete a study program at one university by providing 1 (one) title.
4. The double degree program is a collaboration carried out by 2 (two) or more universities that have different study programs at the same or different strata, by:
 - a. mutual recognition of student graduation in a number of similar courses from each university;
 - b. take and pass courses, other than the courses as referred to in letter a required by each tertiary institution;to obtain 2 (two) different degrees.
5. Cooperation in the academic field between universities carried out through transfers and/or obtaining credits and/or other similar units (credit transfer) is a collaboration carried out by mutual recognition and the results of the educational process are stated in semester credit units or other measures between:
 - a. the same study program with the same strata;

- b. The same study program with different strata;
 - c. Different Study Programs with the same strata; and/or
 - d. Different Study Programs with different strata.
6. Students who take credit transfer programs both domestically and abroad are recognized for their semester credits and credits through the conversion of courses recorded in academic transcripts.
 7. If the grades and credits of the courses taken in the credit transfer program cannot be converted as in point 6, then the grades and credits are recognized and added to the academic transcript.
 8. Students who take part in the credit transfer program have active academic status and continue to register
 9. The twinning, joint degree, double degree and/or credit transfer programs are carried out based on a Memorandum of Understanding (MoU) between universities.
 10. The cooperation agreement for the implementation of twinning, joint degree, double degree, and/or credit transfer is carried out between faculties/schools.
 11. Provisions regarding the implementation of twinning, joint degree, double degree, and/or credit transfer programs are further regulated in the Rector's Decree.

G. LEARNING PERIOD AND LOAD OF EDUCATION PROGRAM IMPLEMENTATION

Study period and load in each educational program:

1. A maximum of 5 (five) academic years for the diploma program, with a student learning load of at least 108 (one hundred and eight) credits.
2. A maximum of 7 (seven) academic years for undergraduate programs, applied undergraduate, with a student learning load of at least 144 (one hundred and forty four) credits.
3. A maximum of 3 (three) academic years for professional programs after completing the undergraduate or applied undergraduate program, with a student learning load of at least 24 (twenty four) credits.
4. A maximum of 4 (four) academic years for a master's program, applied master's program, or specialist program, after completing an undergraduate or applied undergraduate program, with a student learning load of at least 36 (thirty six) credits.
5. A maximum of 7 (seven) academic years for doctoral programs, applied doctoral programs, or sub-specialist programs, after completing the master, or applied master program, or specialist program, with a student learning load of at least 42 (forty two) credits.
6. For several professional programs at Unpad, the following provisions apply:
 - a. A maximum of 6 (six) semesters for the Medical Professional Education program, with a student learning load of at least 44 (forty four) credits.
 - b. A maximum of 8 (eight) semesters for the Dental Professional Education program, with a student learning load of at least 32 (thirty-two) credits.
 - c. A maximum of 4 (four) semesters for the Nursing Professional Education Program, with a student learning load of at least 36 (thirty six) credits.
 - d. A maximum of 6 (six) semesters for the Pharmacist Professional Education program, with a student learning load of at least 24 (twenty four) credits.
 - e. A maximum of 6 (six) semesters for the Accounting Professional Education program, with a student learning load of at least 24 (twenty four) credits.
 - f. A maximum of 8 (eight) semesters for the Master of Professional Psychology Education program, with a student learning load of at least 44 (forty four) credits.

H. EXAMINATION REQUIREMENTS

1. Students are allowed to take examinations (midterm and final) if they fulfill the requirements as listed in the Technical Guidelines of Education Implementation in Universitas Padjadjaran;
2. Students are allowed to take bachelor thesis defense, final project examination and other similar examinations if they fulfill the requirements as listed in the Technical Guidelines of Education Implementation in Universitas Padjadjaran;
3. Students are allowed to take Research Proposal Seminar (SUR), Thesis Defense (UT), Research Results Seminar (SHR), Dissertation Paper Review (PND), and Doctoral Promotion Defense (SPD) will be further regulated in Rector's Regulation concerning The Education Guidelines of Master and Doctoral Degree Level in Universitas Padjadjaran.

I. LEARNING OUTCOMES EVALUATION

1. The evaluation of student learning outcomes consists of at least the components of mid-semester examination (UTS), final semester examination (UAS) and other evaluations that do not conflict with applicable regulations;
2. The final grade of a course obtained by students is stated by 2 (two) forms, that is letter grade and score grade that are described in Technical Guidelines of Education in Unpad;
3. The final grade of final evaluation result of a course is given to students who have met the conditions as stipulated in the Technical Guidelines of Education in Unpad;
4. Letter grade will automatically be issued by SIAT (Integrated Administrative Information System) after the lecturer uploads the final score in the form of score grade between 0 – 100;

5. Score grade and letter grade resulting from SIAT processing are automatically listed in the DPNA (List of Participants and Final Scores);
6. Lecturers can download DPNA (List of Lecturers and Final Grades) from SIAT and print it if needed;
7. DPNA is considered valid if it is signed by the course lecturer and Vice Dean;
8. IPS (Semester Achievement Index) is a number that shows achievement or student learning progress in 1 (one) semester and is calculated at the end of each semester;
9. The IPS becomes the basis for determining the learning load for the next semester;
10. Grade Point Average (IPK) is a number that shows achievement on student learning progress cumulatively starting from the first semester until the last semester that have been taken;
11. IPK is calculated at the end of each semester;
12. The explanation for calculating the IPK is further explained in the Technical Guidelines of Education Implementation in Universitas Padjadjaran;
13. IPS and IPK are used as criteria for giving academic warnings and sanctions;
14. The correction of letter grade can be carried out in the regular semester (odd semester and even semester) through remedial examination before the final grades are uploaded by the course lecturer to SIAT;
15. Letter grade that is used for calculating IPS and IPK is the last letter grade.

J. EVALUATION OF THE LEARNING PROCESS

1. Students are obliged to fill out the questionnaire responsibly and objectively as an evaluation material at the end of each course;
2. Evaluation of the learning process includes:
 - a. Lecturer;
 - b. Educational employees;
 - c. Teaching materials;
 - d. Methods, and learning plans, and;
 - e. Facilities and infrastructure.

K. WRITING FINAL PROJECT REPORT, BACHELOR THESIS, MASTER THESIS, DOCTORAL DISSERTATION, OR SIMILAR FINAL PROJECTS

1. Writing Final Project Report

- a. At the end of the study, students of vocational education and applied undergraduate are required to write a final project report;
- b. Students of vocational education and applied undergraduate are allowed to write a final project report if they meet requirements described in the Technical Guidelines of Education Implementation in Unpad;
- c. The writing techniques of vocational education and applied undergraduate final projects are regulated by each faculty;
- d. Final project reports can be replaced with scientific articles in reputable international journals or accredited national journals by students as the first author together with their supervisor as co-author by including Unpad institution.

2. Writing Bachelor Thesis

- a. At the end of the study, undergraduate education students are required to write bachelor thesis;
- b. Students are allowed to write the thesis if they meet requirements described in the Technical Guidelines of Education Implementation in Unpad;
- c. The writing techniques of bachelor program thesis are regulated by each faculty;
- d. The thesis can be replaced with scientific article in reputable international journals or accredited national journals by students as the first author together with their supervisor as co-author by including Unpad institution.

3. Writing Master Thesis and Dissertation

The writing of master thesis and doctoral dissertation will be regulated further in the Rector's Regulation concerning the Education Guidelines of Master and Doctoral Degree Level in Universitas Padjadjaran.

L. ACADEMIC SUPERVISION

1. To help the students to learn well, the study program assigns an academic advisor as a counselor who will guide the students in academic activities during their study in undergraduate level, professional education level, and applied undergraduate level.

2. Rights, obligations, and main duties, as well as provisions regarding referred supervisors is as described in Technical Guidelines of Education Implementation in Unpad;
3. The procedures and all matters related to the supervising process at master, specialist, and doctoral levels are regulated specifically in the Guideline of Master and Doctoral Degree Levels in Universitas Padjadjaran.

M. GRADUATION PREDICATE

1. Undergraduate and Applied Undergraduate Levels

- a. The undergraduate and applied undergraduate levels students are declared passed if:
 - i. Have taken all of the required learning loads;
 - ii. Have graduate learning outcomes targeted by study programs;
 - iii. Have GPA greater than or equal to 2.75;
- b. Graduate predicate of undergraduate and applied undergraduate levels will be defined as follows:
 - i. GPA of 2.75 – 3.00 are categorized as “satisfactory”;
 - ii. GPA of 3.01 – 3.50 are categorized as “very satisfactory”;
 - iii. GPA of 3.51 – 4.00 are categorized as “commendation” with the condition that the study period is not exceed the study limit period plus 1 (one) year and the student has published scientific articles.
- c. Undergraduate and applied undergraduate levels students obtain a GPA of 3.51 – 4.00, but the study period exceeds the study limit period plus 1 (one) year and/or no published scientific articles, the graduation predicate is categorized as “very satisfactory”.

2. Professional Education, Specialist-1 Education, Specialist-2 Education

- a. Professional, specialist-1, and specialist-2 education students are declared passed if:
 - i. Have taken all the required learning loads;
 - ii. Have graduate learning outcomes targeted by study programs;
 - iii. Have GPA greater than or equal to 3.00.
- b. Graduation predicate of professional, specialist-1, and specialist-2 education will be defined as follows:
 - i. GPA of 3.00 – 3.50 are categorized as “satisfactory”;
 - ii. GPA of 3.51 – 2.75 are categorized as “very satisfactory”;
 - iii. GPA of 3.76 – 4.00 are categorized as “commendation” with the conditions:
 1. The study period does not exceed the study limit period plus 0.5 (half) year;
 2. Not repeating a course;
 3. Have works published in reputable international journals or at least have ISSN or have national/international seminar proceedings or have scientific literature of Unpad;
- c. The graduate predicate of professional, specialist-1, and specialist-2 education becomes “very satisfactory” if the students obtain a GPA of 3.76 – 4.00 but the study period exceeding the study limit period plus 0.5 (half) year; and/or do not have works published in reputable international journals or accredited national journals.

3. Master and Doctoral Degree Levels

The graduate predicate for master and doctoral degree levels will be further regulated in the Rector’s Regulation concerning The Education Guidelines of Master and Doctoral Degree Levels in Unpad.

N. SUPERVISION AND COUNSELLING

1. The supervision and counselling are implemented to provide assistance to Unpad students who have problems in academic or non-academic in order to be able to overcome the problems they face, and can develop abilities and self-understanding in an effort to complete their studies;
2. Guidance and counseling service procedures referred to in this Regulation is as described in the Technical Guidelines of Education Implementation in Unpad.

O. TEMPORARY TERMINATION OF STUDY

1. Unpad students can apply for study termination temporarily with the permission of the Dean;
2. Unpad students can apply for study termination temporarily after fulfilling the stipulated conditions;
3. Maximum semester of temporary study termination for undergraduate and applied undergraduate students is 2 (two) semesters, either consecutively or separately;
4. Temporary termination of study for professional and specialist education is only one semester;
5. Temporary termination of study for master and doctoral level will be further regulated in the Rector’s Regulation concerning The Education Guidelines of Master and Doctoral Degree Levels in Unpad;

6. Temporary termination of study without meeting the applied terms or conditions within Unpad are subject to academic sanctions;
7. Termination of study (including not doing re-registration) for 2 (two) semesters, either consecutively or separately without permission, are subject to academic sanctions in the form of termination of study;
8. Temporary termination of study cannot be carried out in the first semester and/or second semester;
9. Temporary termination of study cannot be carried out on 1 (one) or 2 (two) semesters before the end of study limit period;
10. Students who temporarily terminate study without permission as in points 7 and 8 above is considered to have resigned.

P. TRANSFER OF STUDY PROGRAMS AND UNIVERSITIES

1. Transfer of study programs within Unpad is possible, as long as the capacity at destination study program is still sufficient;
2. Transfer of study programs within Unpad can be done if the students meet the stipulated requirements and procedures;
3. Study transfer from other universities to Unpad's study programs is possible as long as it complies with the stipulated requirements and procedures;
4. Requirements and procedures of study transfer from other universities to Unpad's study programs are as described in the Technical Guidelines of Education Implementation in Unpad.

Q. RESIGNATION OF UNPAD STUDENTS

1. Unpad students can resign from Unpad to move to other universities;
2. Resignation of Unpad students to other universities has to meet stipulated requirements and procedures;
3. Requirements and procedures of Unpad students' resignation are as described in the Technical Guidelines of Education Implementation in Unpad.

R. ACADEMIC SANCTIONS

1. Academic sanctions can be in the form of academic warnings and/or termination of study;
2. Academic warnings will be received by students automatically as early warning system aimed at students at all levels of study through website, email, and/or short message;
3. The warning as referred to in point 1 is a notification for the lack of student academic achievement or violations of other rules;
4. Academic fees charged to undergraduate, applied undergraduate, professional education, specialist-1 education, and specialist-2 education students who neglect administrative obligations (not doing registration/re-registration, etc.) for 1 (one) semester.

a. Academic Warnings for Undergraduate and Applied Undergraduate Students

- 1) Academic warnings are imposed on undergraduate and applied undergraduate students if at the end of first semester obtaining IPS (Semester Achievement Index) of less than 2.00 and/or the earning of credit savings (number of courses with score D or above) does not reach 12 credits;
- 2) Academic warnings are imposed on undergraduate and applied undergraduate students if in second semester obtaining GPA of less than 2.00 and credit savings (number of courses with score D or above) do not reach 24 credits;
- 3) Academic warnings are imposed on undergraduate and applied undergraduate students if the students have not graduated after the study limit period.

b. Academic Warnings for Master and Doctoral Levels

Academic warnings for master and doctoral levels students are further regulated in the Rector's Regulation concerning the Education Guidelines of Master and Doctoral Degree Levels in Universitas Padjadjaran.

c. Academic Warnings for Specialist-1 and Specialist-2 Education Students

- 1) Academic warnings are imposed on specialist-1 and specialist-2 education students if:
 - i. Students who at the end of first semester obtained IPS (Semester Achievement Index) of less than 2.75 and/or;
 - ii. In second semester obtained a GPA of less than 2.75 and/or;
 - iii. In third semester obtained score D (grade of 56) for a course and/or;
 - iv. Have not graduated after the study limit period;
- 2) Academic warnings are imposed on specialist-1 education students if:

- i. At the end of third semester have not conducted Research Proposal Seminar (SUR) and/or;
- ii. At the end of seventh semester have not openly defended their thesis.

S. TERMINATION OF STUDY

Termination of study is imposed on the students of applied undergraduate, undergraduate (including professional education), specialist-1 education, and specialist-2 education which:

1. Terminate the study for 2 (two) consecutive semesters or separately without the permission from the Rector;
2. Have registered or re-registered administratively, but not participate in teaching and learning activities in first semester and/or second semester without justifiable reasons, either filling out or not filling out the KRS (Study Plan Letter);
3. Have registered or re-registered administratively, but not filling out the KRS (not participating in teaching and learning activities) for 2 (two) semesters consecutively or separately without justifiable reasons and/or;
4. Have registered or re-registered administratively, but withdraw from one or more courses after passing the deadline to change the KRS in 2 (two) semesters consecutively or separately, without justifiable reasons.

T. ACADEMIC SANCTIONS

1. Students who have registered administratively in first or second semester may be subject to termination of study if:
 - a. Have filled out the KRS (Study Plan Letter) but do not participate in teaching and learning activities;
 - b. Have not filled out the KRS
2. Students who have registered or re-registered online administratively, but do not fill out the KRS (not participating in teaching and learning activities) without justifiable reasons will be subject to sanctions in the form of warnings by the system and the semester they left are taken into account in the maximum time limit of the study completion, and if this action is repeated either in the following semester or in another semester, students are subject to termination of study;
3. Students who withdraw from one or more courses after passing the deadline to change the KRS without any justifiable reasons (for example, illness, accidents, or calamities) will be warned by the system, and then the courses they left are considered as not pass (given a letter grade of E with score grade of 0);
4. The letter grade E obtained according to point 3 is used in the GPA calculation;
5. The left semesters as in point 3 are taken into account to determine maximum time limit of the study completion;
6. Foreign students who violate immigration regulations will be subject to sanctions in accordance with the applied laws and regulations.

TECHNICAL GUIDELINES OF EDUCATION IMPLEMENTATION AT UNIVERSITAS PADJADJARAN

A. ADMINISTRATIVE REGISTRATION REQUIREMENTS

1. Administrative registration is carried out to meet the administrative requirements that are determined and to obtain a student card;
2. For new students, the following registration requirements are applied:
 - a. Pass the specified examination/selection;
 - b. Bring the examination/selection letter;
 - c. Show the required original diploma and submit the legalized copied diploma;
 - d. Fill out and resubmit the registration/application form;
 - e. Paying BPP (Education Implementation Fee) for the applicable semester;
3. For old students, the following re-registration requirements are applied:
 - a. Paying BPP for the applicable semester in accordance with the payment schedule;
 - b. Show the last/valid student card to be given an active status in the applicable semester;
4. For students who do not do administrative registration are not allowed to do academic registration (fill out KRS/Study Plan Letter) and not entitled to academic services in the faculty and study program.

B. REQUIREMENTS OF TAKING EXAMINATION

The requirements to participate in learning activities:

1. Students are allowed to participate in learning activities if the students have:
 - a. Student Identification Card (KTM) that is valid for the applicable semester;

- b. Filled out the KRS for applicable semester and signed by the students, academic advisor, and SBPK (Sub-Division of Education and Student Affairs);
 - c. Registered in DHMD (Student and Lecturer Attendance List) of applicable semester;
2. When participating in learning activities, students must sign the DHMD that must be checked by the course's lecturer;
3. Examination requirements.

Students are allowed to take examination if they fulfill the requirements below:

1. Registered as a student in the applicable semester;
2. Meet all administrative requirements that are stipulated by the faculty;
3. Participate in at least 80% (eighty percent) of 16 (sixteen) weeks lecture activities in the relevant semester and/or participate in 100% (one hundred percent) of activities of laboratory practicum, field work, clinical work, seminars, or similar activities.
4. In order to take the exam, students are required to show the Student Identification Card (*Kartu Tanda Mahasiswa*) (*KTM*) valid for the applicable semester.
5. In order to take the final education exam (comprehensive exam, thesis exam, doctoral promotion trial, or similar activities), students must have fulfilled the following conditions:
 - a. pass all the faculty/study program courses taken (fulfill the required cumulative study load);
 - b. have compiled and written the final project report (for the applied undergraduate's degree and specialist degree) or thesis (which has been deemed 'worth testing' by advisor), completed thesis writing (for master's degree) or dissertation (for doctorate Degree), or similar activities;
 - c. have completed the administrative requirements which have been set by the university or faculty.

C. ACADEMIC COUNSELING

In order to assist student learning, faculty/study program assigns academic advisors who will guide students in their academic activities while undertaking the studies of bachelor's degree, vocational degree, or applied bachelor's degree. The number of students who are supervised by academic advisors is adjusted proportionally to the number of academic advisors of the related study program in compliance with the following conditions:

1. In essence, every lecturer is allowed to be an academic advisor who advises students for the entirety of the program taken (the entire applied bachelor's degree, bachelor's degree, and vocational degree), after attending counseling training from TPBK (Guidance and Counseling Team).
2. Academic advisors are required to correspond with students periodically to oversee the progress of their studies, at least in the beginning, middle, and end of the semester.
3. Academic advisors are required to own, fill out, and store the BIM (Student Information File, be it for the benefit of academic counseling, or personal counseling, if needed).
4. The duties of academic advisors are as follows:
 - a. assist students in developing academic plans every semester or according to student needs;
 - b. offer considerations to the referred student in determining the study load and courses to be taken, according to the GPA obtained in the previous semester;
 - c. supervise the study progress of students that they advise.
5. In the beginning of the semester, academic advisors hold a meeting with students to discuss the academic plan taken. The topics to be discussed are as follows:
 - a. the estimated number of credits that students will take to complete the whole program;
 - b. the direction of student's study, in determining the research/ interest/ major/ concentration to be taken;
 - c. Topics to be considered in determining the courses to be taken are as follows:
 - i. courses that are prerequisites for the following course;
 - ii. courses that are only offered in one semester (odd or even semester only) or offered in every semester;
 - iii. the credit load of the course, with the understanding that the bigger the credit load, the bigger the workload will be;
 - iv. the different forms of courses (lectures, laboratory practicum, seminars, clinical practicums, etc.) where the number of hours of the learning activities varies;
 - v. minimum requirement of 100% (one hundred percent) attendance at the practicum laboratory and 80% (eighty percent) in lectures. (20% (twenty percent) absence must be accompanied by justifiable reasons).
 - vi. semester study load, because too much can result in low IPS (Semester Achievement Index) which can lower GPA; this will determine the semester study load that may be taken in the following semester;
 - vii. elective courses that are available in the study program.

6. Academic advisors offer considerations dan suggestions regarding the semester study load, utilizing the end-of-semester IPK as a guide before students fill out their KRS online.
7. Academic advisors give approval for filling out KRS each semester.
8. Semester study load does not have to be the maximum number of credits allowed on the basis of the end-of-semester GPA.
9. Academic advisors must pay attention to the number of D Letter Grades that students obtained so as not to exceed the provisions that apply at the end of the entire program (not exceeding 20% (twenty percent) of the cumulative learning load);
10. In certain cases, personal difficulties can be consulted with the academic advisor, but if they cannot be resolved, it is recommended for them to be referred to an academic counselor or TPBK;
11. In the event that an academic advisor is unable to carry out his duties within a long period of time (in illness, learning assignments and disciplinary), the Head of Faculty must appoint a substitute.

D. GUIDANCE AND COUNSELING

The guidance and counseling service procedure is as follows:

1. Students can come to the TPBK out of their own volition or on the advice of academic advisors; the academic advisor will give a cover letter for the TPBK.
2. For the service for students who are advised to change Study Program, the procedure applied is as follows:
 - a. the Head of Faculty sends a request letter for a psychological examination to the Vice Rector I for Academic and Student Affairs; an examination at the Psychological Innovation Service Bureau (BPIP) will be then requested for the psychological examinations on the student concerned.
 - b. The results of the BPIP examination are submitted to the head of faculty for a follow-up.
 - c. If the result of the psychological examination show that the student concerned meets the requirements for the study program transfer, then the transfer to Faculties/Study Programs are regulated in accordance with applicable regulations.
 - d. In certain cases, it is possible for a study program transfer to switch levels from Undergraduate Level to Applied Undergraduate Level.

E. EVALUATION OF LEARNING OUTCOMES

1. The Grading Method

Assessment of the mastery of the Applied Bachelor's Degree, Bachelor's Degree, and Master's Degree students are carried out on cognitive, psychomotor, and affective aspects. The Letter Grades obtained by students are based on the following table:

Final Grade	Letter Grade	Number Grade
$80 \leq NA \leq 100$	A	4
$68 \leq NA < 80$	B	3
$56 \leq NA < 68$	C	2
$45 \leq NA < 56$	D	1
$NA < 45$	E	0

2. Value of the T Letter Grade

A student is declared to have obtained a T Letter Grade if he meets the following conditions:

- a. Given to students who have not fulfilled one of the student learning outcomes evaluations conducted at the end of the semester;
- b. After the evaluation in point 1 is fulfilled by students within 2 (two) weeks from UAS, the subject in concern to the T Letter Grade must be changed to the value according to its result on a scale of 0-100;
- c. If the evaluation in point 1 is not fulfilled within the time limit of 2 (two) weeks, then the letter grade becomes the E Letter Grade (with a score quality of 0); or the course Lecturer can process according to the pre-determined weight of each part of the evaluation, which will produce a different Letter Grade;
- d. the T Letter Grade cannot be changed to the K Letter Grade, unless the students is unable to take the makeup UAS (via makeup exam) on the basis of a justifiable ground (Illness, accident, or calamities that require long-term care).
- e. The T and K Letter Grades are not used in calculating the IPK, where the T Letter Grade must be changed according to the value obtained within two weeks after the T Letter Grade is announced.

3. Value of the K Letter Grade

A course can be declared with a K Letter grade if it meets the following conditions:

- a. Student drops out from academic activities after exceeding the time limit for a KRS change (2 (two) weeks after academic activities has started) with reasons that are justifiable and provable with a Dean's Statement Letter.
- b. Applied to 1 (one) or several courses in the semester concerned in the event that students cannot take part in UAS on the basis of a justifiable reason, so that they cannot take the follow-up UAS (via makeup exam);
- c. Given to the Final Project Report course or Thesis which is not completed in 1 (one) semester.
- d. The justifiable reasons for giving the K Letter Grade are as follows:
 - 1) illness or accident that requires treatment or a long recovery process, which is stated by a statement letter from a specialist doctor or the hospital involved;
 - 2) a family disaster that requires the student to leave his/her learning activities for a long period of time, reinforced by a requisite statement letter;
- e. another justifiable reason for giving a K Letter Grade is an abnormal childbirth condition or other reason that can be justified by the Dean beyond the two reasons listed in item d above, but students are considered to have temporarily discontinued their studies for 1 (one) semester with the permission of the Dean;
- f. courses that are given the K Letter Grade is not considered for the calculation of the IPS or IPK;
- g. for students who get the K Letter grade for the entire study load in the semester concerned, this result is calculated within the time limit of the study and is not considered a temporary discontinuation of study;
- h. if item e above occurs for the second time, then the semester concerned is considered as a temporary discontinuation of study upon the Dean's permission, which will reduce the student's ability to apply for a temporary discontinuation of study;
- i. if item e above occurs for the third time (consecutively or separately), then the semester in question is considered a temporary discontinuation of study for the second time upon the Dean's permission. This matter is not calculated into the time limit of the student's study; however, it invalidates the student's right to obtain a chance for a termination of study with the Dean's permission.
- j. A temporary discontinuation of study after exceeding the period listed in item g above with the reasons referred to in item d is allowed; however, it is calculated into the student's time limit of study.
- k. the course that obtained the K Letter Grade has been taken again in another semester, then the Letter Grade can change according to the new result.
- l. The provisions listed above do not apply to e-learning.

4. Grade Revision

Grade revisions can be made:

- a. if the student revises a Letter Grade of E, D, and C; therefore, in calculating the IPK, the grade used is the best Letter Grade.
- b. If the student revises a Letter Grade of B; therefore, in calculating the IPK, the grade used is the last Letter Grade.
- c. Revision of an E Letter Grade is carried out by taking the course again in the following semester.
- d. Revisions of an E and D Letter Grade is carried out by taking makeup exam in the current semester or by retaking the course in question and logging in said course in the KRS.

5. Graduation Requirements

The graduation requirements of a study program must meet the following conditions:

- a. **Applied Bachelor's Degree**
 - 1) Pass all courses in a cumulative study load that is set;
 - 2) Have a GPA of at least 2.75;
 - 3) There is no Letter Grade of E;
 - 4) Letter Grade of D does not exceed 20% (twenty percent) of the cumulative study load of the Applied Bachelor's Degree;
 - 5) Have compiled and written a Final Project Report, and/or similar requisite project and obtain a Letter Grade of at least C (number grade 2.00) after being tested;
 - 6) Have compiled and written a Final Project Report;
 - 7) For students who already have at least 1 (one) scholarly article with the status *accepted* in a reputable international journal or an accredited national journal, in compliance with the provisions of the Regulation of the Rector on the Final Project Writing for the level of Applied Bachelor's Degree in Unpad Environment, the student in question is not required to continue the writing process of the Final Project Report and is not required to take part in the *Ujian Akhir Pendidikan* or similar exams; the scholarly article in question will be

given the Letter Grade of A.

8) Specific provisions are regulated by each Faculty.

b. Bachelor's Degree and Vocational Degree

1) Pass all courses in a cumulative study load that is set;

2) Have a GPA of at least 2.75;

3) There is no Letter Grade of E;

4) Letter Grade of D does not exceed 20% (twenty percent) of the cumulative study load of the Bachelor's Degree;

5) Have compiled and written a Final Project Report, and/or the like, and is declared worth testing by Advisor;

6) Pass the Thesis Trial Exam as the final exam for Bachelor's Degree consisting of a Thesis course exam or a Final Project Report, and comprehensive exam or the like, by obtaining a Letter Grade of at least C (number grade 2.00);

7) Have compiled or written a Thesis; and

8) For students who already have at least 1 (one) scholarly article with the status *accepted* in a reputable international journal or an accredited national journal, in compliance with the provisions of the Regulation of the Rector on the Final Project Writing for the level of Bachelor's Degree and Vocational Degree in Universitas Padjajaran, the student in question is not required to continue the Thesis writing process, Comprehensive exam, Thesis Trial Exam and the *Ujian Akhir Pendidikan* or similar exams; the scholarly article in question will be given the Letter Grade of A;

9) Specific provisions are regulated by each faculty.

c. Specialist – 1 Degree

1) Pass all courses in a cumulative study load that is set;

2) Have a GPA of at least 3.00;

3) There is no Letter Grade of C, D, and E;

4) Participate in seminars, exams (UTS dan UAS), final trial exam, and other similar prerequisites;

5) Have completed the preparation and writing of Thesis or the like and defended it in a comprehensive professional examination and/or a predetermined Thesis Exam (for the Vocational Degree that organizes it);

6) have at least 1 (one) scholarly article with the status *accepted* in a national journal that has an ISSN, or have a scholarly article that is presented (oral presentation) in a national seminar proceeding or a reputable international seminar that has an ISSN, which is further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran;

7) For students who already have at least 1 (one) scholarly article with the status *accepted* in a reputable international journal or an accredited national journal as an additional condition for graduating with "Compliments", which is further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran;

8) Specific provisions are regulated by each faculty.

d. Specialist – 2 Degree

1) Pass all courses in a cumulative study load that is set;

2) Have a GPA of at least 3.00;

3) Participate in seminars, exams (UTS dan UAS), final trial exam, and other similar prerequisites;

4) Have completed the writing of Thesis, or the like and defended it well in a final trial exam that has been set. Specific provisions are regulated by each faculty;

5) have at least 1 (one) scholarly article with the status *accepted* in a reputable international journal, which is further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran;

6) For students who already have at least 2 (two) scholarly articles with the status *accepted* in a reputable international journal or an accredited national journal as an additional condition for graduating with "Compliments", which is further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran;

7) Specific provisions are regulated by each faculty.

e. Master's Degree

Students of a Master's Degree and a Specialist-1 Degree are declared to have completed a study program if:

1) Pass all courses in a cumulative study load that is set;

2) Have a GPA of at least 3.00;

3) There is no Letter Grade of C, D, and E in a course that is taken;

4) Have completed Thesis and defended it in a Thesis Exam or a Comprehensive Professional Examination that has been set;

5) have at least 1 (one) scholarly article with the status *accepted* in a national journal that has an ISSN, or have a scholarly article that is presented (oral presentation) in a national seminar proceeding or a reputable international seminar that has an ISSN, which is

further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran;

- 6) For students who already have at least 1 (one) scholarly article with the status *accepted* in a reputable international journal or an accredited national journal as an additional condition for graduating with "Compliments", which is further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran;
- 7) The Master's and Doctorate Degrees are further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran.

f. Doctorate Degree

Students of a Doctorate Degree are declared to have completed a study program if:

- 1) Have a GPA (especially for the SUR grades) of at least 3.00;
- 2) Have completed Dissertation and defended it in a Dissertation Script Exam Thesis Exam and Doctoral Promotion Trial;
- 3) have at least 1 (one) scholarly article with the status *accepted* in a reputable international journal, which is further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran;
- 4) For students who already have at least 2 (two) scholarly articles with the status *accepted* in a reputable international journal as an additional condition for graduating with "Compliments", which is further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran;
- 5) The Doctorate Degree is further regulated under the Regulation of the Rector on the Master's and Doctorate Educational Guideline at Universitas Padjajaran.

g. Grade Exception

Students of a Vocational Degree, Specialist-1 degree, Master's Degree, Doctorate Degree, and Specialist-2 Degree are not allowed to be given the Letter Grades of C, D, and E.

F. Temporary Termination of Study

Provisions for temporary study termination are as follows:

1. For students of Bachelor's Degree and Applied Bachelor's Degree, the maximum number of temporary termination of study is 2 (two) semesters, either consecutively or separately.
2. For Vocational Degree and Specialist Degree, temporary termination of study is only allowed 1 (one) semester.
3. The mechanism to apply for a temporary termination of study permit is as follows:
 - a. The student submits an application letter to the Head of the Study Program, who is known by the Academic Advisor by acquiring their signature.
 - b. The application letter must be submitted at least 2 (two) weeks before academic activities start.
 - c. After considering the academic aspects (IPK and the amount of Credit saving), Study Program forwards the application to the Dean.
 - d. If the Dean's permission is obtained, during the period of temporary termination of study, students are exempt from BPP.
 - e. Temporary termination of study is not calculated into the maximum time limit of students' period of study.
 - f. The procedure to obtain the *Surat Izin Penghentian Studi Untuk Sementara (IPSUS)* is regulated under the Regulation of the Rector.
 - g. Students who obtain the temporary termination of study permit is not eligible to receive academic service.
4. A temporary termination of study without the permission of the Dean, is subject to sanctions as follows:
 - a. To re-register, students must submit a written application to the Rector, through the Dean.
 - b. The period of temporary termination of study without the Dean's permission is calculated into the maximum time limit of the study program.
 - c. Pay the outstanding BPP, and the payment of the following semester is charged in accordance with the applicable SK tariff.
5. Termination of study (including the absence of reregistration) for 2 (two) semesters consecutively or separately without permission is sanctioned with the termination of study.
6. Terminating study for 2 (two) semesters consecutively or separately, with reasons referred to in item 3 after having obtained a Letter Grade of K in the previous semester for the entire semester load, is considered as temporary termination of study with the Dean's permission for 2 (two) semesters; as a result, the students in question is no longer allowed to temporarily terminate his/her study.
7. For all levels of study, temporary termination of study may not be performed on the following:

- a. Semester I (first), and/or
- b. Semester II (second), and/or
- c. 1 (one) and/or 2 (two) semesters towards the end of the permissible study time frame. Thus, students are not allowed to temporarily terminate study, either with or without permission on the following: semester XIII (eighth) and/or semester XIV (fourteenth) for Bachelor's Degree and Applied Bachelor's Degree. Students who temporarily terminate their studies without permission in semester mentioned above are considered to have resigned.

G. Termination of Study

a. Applied Bachelor's Degree

- 1) Termination of study is imposed on students of Applied Bachelor's Degree if:
 - a) at the end of semester II (second) have a GPA below 2.00 and/or;
 - b) credit saving (number of courses that have a Letter Grade of D and above) does not reach 24 credits;
- 2) Termination of study is imposed on students of Applied Bachelor's Degree if:
 - a) at the end of the third (third) semester have a GPA below 2.00 and/or;
 - b) credit saving (number of courses that have a Letter Grade of D and above) does not reach 36 credits;
- 3) Termination of study is imposed on students of Applied Bachelor's Degree if it exceeds the time limit of study that has been set.

b. Undergraduate's Degree

- 1) The termination of study will be imposed on undergraduate students if:
 - a. At the end of fourth semester have a GPA below 2.00, and/or;
 - b. Credit savings (number of courses with D score or above) does not reach 48 credits.
- 2) The termination of study will be imposed on undergraduate students if:
 - a. At the end of sixth semester have a GPA below 2.00, and/or;
 - b. Credit savings (number of courses that have D score or above) does not reach 72 credits.
- 3) The termination of study will be imposed on undergraduate students if they exceed the study time limit.

c. Specialist Degree

- 1) The termination of study will be imposed on specialist level students if at the end of first semester does not reach semester achievement index (IPS) of 2.75 and/or obtains score under C;
- 2) The termination of study will be imposed on specialist level students if they do not do registration 2 (two) times in a row without permission of Rector and/or length of study exceeding 1 ½ (one and a half) x length of study time in each study program of specialist level and/or other matters that are determined by the regulations of each study program.

d. Master's and Doctorate's Degree

The termination of study on master and doctoral degree levels will be further regulated in Rector's Regulation concerning The Education Guidelines of Master and Doctoral Degree in Universitas Padjadjaran.

H. STUDY PROGRAM TRANSFER

Basically, transfer to other study program within Unpad is possible as long as the study program destination's capacity is sufficient and regulated by certain requirements and procedures as follows:

1. The transfer of the study program is only permitted in the third semester and maximum in fourth semester for undergraduate and applied undergraduate levels;
2. Letter of application for study program transfer from the concerned student based on the recommendation from academic advisor which is approved by the parents/guardian parents and the head of origin study program and addressed to the origin faculty leaders (Dean/Vice Dean);
3. Academic transcript from the origin faculty;
4. Minimum academic requirements (PAM) of the destination faculty;
5. Disposition from the leaders of origin faculty to Guidance and Counseling Team (TPBK) regarding the consideration of study program transfer on behalf of the concerned student;
6. Letter of application for "Psychological Test" (if needed) on behalf of the concerned student from the TPBK;
7. Findings and results of the "Psychological Test" on behalf of the concerned student;
8. Application letter for consideration of the study program transfer of the concerned student from origin faculty leaders to university leader (Rector);
9. Application letter for consideration of the study program transfer of the concerned student from university leader (Rector) to destination faculty leader (Dean);
10. For the next step, the concerned student will get a letter of approval/rejection of study program transfer from Unpad leader (Rector) after getting suggestion from Advisory Commission involving the university leader and faculty leaders.

I. UNIVERSITY TRANSFER

Transfer from another university or to Unpad basically is possible as long as the capacity of the destination study program is sufficient. Requirements and procedures are as follow:

1. Study program transfer is only permitted in the third semester and maximum in the fourth semester for undergraduate and applied undergraduate levels;
2. Application letter for study program transfer from the concerned student which is approved by the parents/guardian parents that is addressed to the Unpad leader (Rector);
3. Academic transcripts that have been obtained by the student, legalized by authorized officials in origin higher education with a minimum GPA of 3.00;
4. Study transfer permit from origin higher education institution leader;
5. Letter of statement of job change/address of parents change to Bandung which approved by the parents' supervisor or the local official where the concerned person is domiciled in Bandung;
6. Letter of statement of not currently receiving academic sanctions or dismissal from origin higher education institution leader;
7. Certificate of good conduct from a police official in the area of origin;
8. Certificate of accreditation status and ranking of origin higher education institution from National Accreditation Board for Higher Education (BAN-PT) that at least is equivalent to Unpad accreditation. Also with the accreditation of the origin study program that must be at least equivalent to destination study program at Unpad;
9. For the next step, the concerned student will get a letter of approval/rejection of study transfer from Unpad leader (Rector) after getting suggestion from Advisory Commission involving university leader and faculty leader;
10. For certain study programs, a letter of consideration is required based on the test results of Minnesota Multiphasic Personality Inventory (MMPI) conducted at the request of Unpad leader (Rector);
11. For students who come from abroad universities are equipped with a letter of recommendation from Ministry of Research, Technology, and Higher Education by attaching a photocopy of passport, photocopy of diploma and academic transcript from the origin university that has been legalized.

J. WITHDRAWAL AS UNPAD STUDENT

For students who resign from Unpad to other universities, the following conditions apply:

1. A letter of resignation from concerned student which is approved the student's parents/guardian parents, known by academic advisor and the head of study program;
2. A letter of resignation on behalf of the student from faculty leader (Dean/Vice Dean) to the university leader (Rector/Vice Rector 1 for Academic and Student Affairs);
3. Student resignation decree from university leader (Rector/Vice Rector 1 for Academic and Student Affairs);
4. Unpad provides academic transcripts that have been obtained by the concerned student during their studies which are signed by the faculty leader (Dean/Vice Dean and/or Vice Rector 1 for Academic and Student Affairs).

K. NON-ACADEMIC VIOLATION SANCTIONS

1. Students who commit criminal offenses are subject to special sanctions in the form of academic suspension during the legal process, after being discussed with the Faculty Senate, while the handling of criminal matters is left to the authorities;
2. Students who violate the law and have been found legally guilty by a court that has permanent legal force, will be subject to sanctions in the form of termination of study by the Rector in accordance with applicable regulations;
3. Students who violate moral and professional ethics (examine patients/clients without supervision, make prescriptions, conduct consultations without supervision, etc.), falsifying signature and other similar violations will be subject to sanctions in the form of academic suspension by the Dean and up to termination of study by the Rector;
4. Students who violate academic ethics including cheating, plagiarism (papers, reports, final project reports, bachelor thesis, master thesis, dissertation, etc.), leaking exam questions or other similar violations will be subject to sanctions in the form of academic suspension by the Dean and up to termination of the study by the Rector;
5. All activities that disturb the public and immoral acts inside the campus are subject to sanctions in the form of warnings up to termination of study;
6. In certain cases, faculty may issue a separate decree that does not conflict with the provisions of the above law or regulations.

STUDY PROGRAM

A. Undergraduate's Degree

1. Faculty of Law (1 Study Program)
 - a. Study Program of Law
2. Faculty of Economics and Business (4 Study Programs)

- a. Study Program of Accounting
- b. Study Program of Economic Development
- c. Study Program of Management
- d. Study Program of Islamic Economics
3. Faculty of Medicine (2 Study Programs)
 - a. Study Program of Medicine
 - b. Study Program of Veterinary Medicine
4. Faculty of Mathematics and Natural Science (8 Study Programs)
 - a. Study Program of Mathematics
 - b. Study Program of Chemistry
 - c. Study Program of Physics
 - d. Study Program of Biology
 - e. Study Program of Statistics
 - f. Study Program of Geophysics
 - g. Study Program of Informatics Engineering
 - h. Study Program of Electrical Engineering
5. Faculty of Agriculture (2 Study Programs)
 - a. Study Program of Agrotechnology
 - b. Study Program of Agribusiness
6. Faculty of Dentistry (1 Study Program)
 - a. Study Program of Dentistry
7. Faculty of Social and Political Science (8 Study Programs)
 - a. Study Program of State Administration
 - b. Study Program of International Relations
 - c. Study Program of Social Welfare
 - d. Study Program of Governmental Science
 - e. Study Program of Anthropology
 - f. Study Program of Business Administration
 - g. Study Program of Sociology
 - h. Study Program of Political Science
8. Faculty of Cultural Studies (9 Study Programs)
 - a. Study Program of Indonesian Literature
 - b. Study Program of Sundanese Literature
 - c. Study Program of History
 - d. Study Program of English Literature
 - e. Study Program of French Literature
 - f. Study Program of Japanese Literature
 - g. Study Program of Russian Literature
 - h. Study Program of German Literature
 - i. Study Program of Arabic Literature
9. Faculty of Psychology (1 Study Program)
 - a. Study Program of Psychology
10. Faculty of Animal Husbandry (1 Study Program)
 - a. Study Program of Animal Husbandry
11. Faculty of Communication Studies (6 Study Programs)
 - a. Study Program of Communication Studies
 - b. Study Program of Library Studies
 - c. Study Program of Public Relation
 - d. Study Program of Televisions and Films
 - e. Study Program of Communication Management
 - f. Study Program of Journalistic
12. Faculty of Nursing (1 Study Program)
 - a. Study Program of Nursing
13. Faculty of Fishery and Marine Science (2 Study Programs)
 - a. Study Program of Fishery
 - b. Study Program of Marine Science
14. Faculty of Agro-Industrial Technology (3 Study Programs)
 - a. Study Program of Agricultural Engineering
 - b. Study Program of Food Technology
 - c. Study Program of Agro-Industrial Technology
15. Faculty of Pharmacy (1 Study Program)
 - a. Study Program of Pharmacy
16. Faculty of Geological Engineering (1 Study Program)
 - a. Study Program of Geological Engineering

B. Master's Degree

1. Faculty of Law (2 Study Programs)
 - a. Study Program of Law

- b. Study Program of Notary
- 2. Faculty of Economics and Business (6 Study Programs)
 - a. Study Program of Economics Science
 - b. Study Program of Accounting
 - c. Study Program of Management
 - d. Study Program of Management Science
 - e. Study Program of Applied Economics
 - f. Study Program of Integrated Microfinance Management
- 3. Faculty of Medicine (5 Study Programs)
 - a. Study Program of Basic Medicine
 - b. Study Program of Public Health
 - c. Study Program of Midwifery
 - d. Study Program of Epidemiology
 - e. Study Program of Anti-Aging and Aesthetic Medicine
- 4. Faculty of Mathematics and Natural Sciences (4 Study Programs)
 - a. Study Program of Chemistry
 - b. Study Program of Applied Statistics
 - c. Study Program of Biology
 - d. Study Program of Mathematics
- 5. Faculty of Agriculture (3 Study Programs)
 - a. Study Program of Agricultural Economy
 - b. Study Program of Soil Science
 - c. Study Program of Agronomy
- 6. Faculty of Dentistry (1 Study Program)
 - a. Study Program of Dentistry
- 7. Faculty of Social and Political Science (8 Study Programs)
 - a. Study Program of Sociology
 - b. Study Program of Public Administration
 - c. Study Program of Business Administration
 - d. Study Program of Political Science
 - e. Study Program of Anthropology
 - f. Study Program of Social Welfare
 - g. Study Program of Public Policy
 - h. Study Program of Governmental Science
- 8. Faculty of Cultural Studies (4 Study Programs)
 - a. Study Program of Literature
 - b. Study Program of Cultural Studies
 - c. Study Program of Linguistics
 - d. Study Program of History
- 9. Faculty of Psychology (2 Study Programs)
 - a. Study Program of Psychology
 - b. Study Program of Professional Psychology
- 10. Faculty of Animal Husbandry (1 Study Program)
 - a. Study Program of Animal Husbandry
- 11. Faculty of Communication Studies (1 Study Program)
 - a. Study Program of Communication Studies
- 12. Faculty of Nursing (1 Study Program)
 - a. Study Program of Nursing
- 13. Faculty of Agro-Industrial Technology (2 Study Programs)
 - a. Study Program of Agro-Industrial Technology
 - b. Study Program of Agricultural Industrial Technology
- 14. Faculty of Pharmacy (2 Study Programs)
 - a. Study Program of Pharmacy
 - b. Study Program of Clinical Pharmacy
- 15. Faculty of Geological Engineering (1 Study Program)
 - a. Study Program of Geological Engineering
- 16. School of Postgraduates (6 Study Programs)
 - a. Study Program of Environmental Science
 - b. Study Program of Biotechnology
 - c. Study Program of Sustainable Tourism
 - d. Study Program of Sustainable Science
 - e. Study Program of Regional Innovation
 - f. Study Program of Natural Resources Management

C. Doctorate's Decree

- 1. Faculty of Law (1 Study Program)
- 2. Faculty of Economics and Business (3 Study Programs)
 - a. Study program of Economics

- b. Study program of Management
 - c. Study Program of Accounting
- 3. Faculty of Medicine (1 Study Program)
 - a. Study Program of Medicine
- 4. Faculty of Mathematics and Natural Sciences (1 Study Program)
 - a. Study Program of Chemistry
- 5. Faculty of Agriculture (1 Study Program)
 - a. Study Program of Agriculture
- 6. Faculty of Social and Political Sciences (4 Study Programs)
 - a. Study Program of Sociology
 - b. Study Program of Administrative Sciences
 - c. Study Program of International Relations
 - d. Study Program of Social Welfare
- 7. Faculty of Cultural Studies (1 Study Program)
 - a. Study Program of Literature
- 8. Faculty of Psychology (1 Study Program)
 - a. Study Program of Psychology
- 9. Faculty of Animal Husbandry (1 Study Program)
 - a. Study Program of Animal Husbandry
- 10. Faculty of Communication Studies (1 Study Program)
 - a. Study Program of Communication Studies
- 11. Faculty of Pharmacy (1 Study Program)
 - a. Study Program of Pharmacy
- 12. Faculty of Geological Engineering (1 Study Program)
 - a. Study Program of Geological Engineering
- 13. School of Postgraduates (2 Study Programs)
 - a. Study Program of Environmental Sciences
 - b. Study Program of Biotechnology

D. Professional Degree

- 1. Faculty of Economics and Business (1 Study Program)
 - a. Professional Program of Accounting
- 2. Faculty of Medicine (1 Study Program)
 - a. Professional Program of Doctor
- 3. Faculty of Dentistry (1 Study Program)
 - a. Professional Program of Dentist
- 4. Faculty of Nursing (1 Study Program)
 - a. Professional Program of Nurse
- 5. Faculty of Pharmacy (1 Study Program)
 - a. Professional Program of Pharmacist

E. Specialist-1 Degree

- 1. Faculty of Medicine (22 Study Programs)
 - a. Study Program of Anesthesiology
 - b. Study Program of Surgical
 - c. Study Program of Pediatric Surgery
 - d. Study Program of Orthopedic Surgery
 - e. Study Program of Neurosurgery
 - f. Study Program of Obstetrics and Gynecology
 - g. Study Program of Psychiatry (Psychiatric Medicine)
 - h. Study Program of Forensic Medicine
 - i. Study Program of Child Health
 - j. Study Program of Anatomical Pathology
 - k. Study Program of Clinical Pathology
 - l. Study Program of Internal Diseases
 - m. Study Program of Dermatology and Venerology
 - n. Study Program of Eye Diseases
 - o. Study Program of Neurological Studies (Neurology)
 - p. Study Program of Ear, Nose, Throat, Head and Neck Diseases
 - q. Study Program of Radiology
 - r. Study Program of Nuclear Medicine
 - s. Study Program of Urology
 - t. Study Program of Physical Medicine and Rehabilitation
 - u. Study Program of Heart and Blood Vessel Diseases
 - v. Study Program of Primary Service Doctor
- 2. Faculty of Dentistry (8 Study Programs)

- a. Study Program of Oral Surgery
- b. Study Program of Prosthodontic
- c. Study Program of Orthodontic
- d. Study Program of Child Dental Health
- e. Study Program of Periodontics
- f. Study Program of Dental Conservation
- g. Study Program of Oral Disease
- h. Study Program of Dental Radiology

F. Vocational Degree (Applied)

1. Faculty of Economics and Business (1 Study Program)
 - a. Study Program of Tax Accounting
2. Faculty of Medicine (1 Study Program)
 - a. Study Program of Midwifery
3. Faculty of Social and Political Science (2 Study Programs)
 - a. Study Program of Governmental Administration
 - b. Study Program of Public Administration
4. Faculty of Cultural Studies (1 Study Program)
 - a. Study Program of Chinese Language and Literature
5. Faculty of Communication Studies (1 Study Program)
 - a. Study Program of Media Production Management

Rector,

Signed and stamped
TRI HANGGONO ACHMAD