



COPY

RECTOR'S REGULATIONS
PADJADJARAN UNIVERSITY

NUMBER 38 OF 2021

ABOUT

GENERAL GUIDELINES FOR PROVIDING MASTERS, APPLIED MASTERS,
RESEARCH-BASED MASTERS AND DOCTORAL EDUCATION
IN THE ENVIRONMENT OF PADJADJARAN UNIVERSITY

BY THE GRACE OF GOD ALMIGHTY
RECTOR OF PADJADJARAN UNIVERSITY,

- Weigh : a. that to carry out the education process within Padjadjaran University, a guideline is needed as a reference;
- b. that the Chancellor's Regulation Number 50 of 2016 concerning Guidelines for Masters and Doctoral Education at Padjadjaran University does not specifically regulate the implementation of Applied Masters Education;
- c. that to implement the provisions of Article 8 paragraph (1) and paragraph (2) Republic of Indonesia Government Regulation Number 51 of 2015 concerning the Statutes of Padjadjaran University in terms of providing education based on the educational standards of Padjadjaran University which has international competitiveness, especially in Masters and Doctoral Education;
- d. that based on the considerations as intended in letters a, b, and c, it is necessary to issue a Regulation for the Chancellor of Padjadjaran University.
- Remember : 1. Law Number 12 of 2012 concerning Education High (2012 State Gazette of the Republic of Indonesia Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
2. Government Regulation of the Republic of Indonesia Number 37 of 1957 concerning the Establishment of Padjadjaran University (State Gazette of the Republic of Indonesia of 1957 Number 91, Supplement to the State Gazette of the Republic of Indonesia Number 1422);
3. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia Number of 2014 Number 16 Supplement to the State Gazette of the Republic of Indonesia Number 5500);
4. Government Regulation of the Republic of Indonesia Number 80 of 2014 concerning the Determination of Padjadjaran University as a State University Legal Entity State Gazette of the Republic of Indonesia of 2014 Number 301);
5. Government Regulation of the Republic of Indonesia Number 51 of 2015, concerning the Statutes of Padjadjaran University (State Gazette of the Republic of Indonesia of 2015 Number 169, Supplement to State Gazette Number 5720);
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards (State Gazette of the Republic of Indonesia of 2020 Number 47);

7. Decree of the Board of Trustees of Padjadjaran University Number 15/ UN6.MWA/KEP/2019 of 2019 concerning the Appointment of the Chancellor of Padjadjaran University for the 2019-2024 period;
8. Padjadjaran University Chancellor's Regulation Number 12 of 2018 concerning Amendments to Padjadjaran University Chancellor's Regulation Number 25 of 2016 concerning Program Implementation Fast Track Bachelor's and Applied Bachelor's levels to Master's and Applied Master's levels at Padjadjaran University;
9. Padjadjaran University Chancellor's Regulation Number 13 of 2018 concerning Amendments to Padjadjaran University Chancellor's Regulation Number 26 of 2016 concerning Program Implementation Fast Track Masters or Applied Masters or Specialist level to Doctoral or Applied Doctoral level within Padjadjaran University;
10. Regulation of the Chancellor of Padjadjaran University Number 1 of 2020 concerning the Organizational Structure and Work Procedures of Padjadjaran University Management.

DECIDE:

Set : REGULATION OF THE RECTOR OF PADJADJARAN UNIVERSITY CONCERNING GENERAL GUIDELINES FOR THE IMPLEMENTATION OF MASTERS, APPLIED MASTERS, RESEARCH-BASED MASTERS, AND DOCTORAL EDUCATION IN THE PADJADJARAN UNIVERSITY ENVIRONMENT.

article 1

In this Chancellor's Regulation what is meant by:

1. Padjadjaran University, hereinafter abbreviated as Unpad, is a legal entity state university.
2. A faculty is a collection of supporting resources that organizes and manages academic education, professional education, or vocational education in one group of scientific and technological disciplines.
3. A study program is a unit of educational and learning activities that has a specific curriculum and learning methods in one type of academic education, professional education, and/or professional education.
4. The Master's Program is the level of academic education after the Bachelor's Program or equivalent.
5. The Doctoral Program is the level of academic education after the Master's Program or equivalent.
6. Fast track Master's program (fast track) is a program organized to facilitate special education for high achieving Masters Program students who, after at least 2 (two) semesters of participating in the Masters Program, continue on to the Doctoral Program without having to first graduate from the Masters Program.
7. Master's Program by research is the implementation of a Masters Program that produces graduates who have abilities obtained through independent research experience and produce international journal publications.
8. Doctoral Program by research is the implementation of a Doctoral Program that produces graduates who have abilities obtained through independent research experience and produce international journal publications.
9. Lecturers are professional educators and scientists at Unpad with the main task of transforming, developing and disseminating science and technology through education, research and community service.
10. Students are students at the higher education level at Unpad.

Section 2

- (1) General Guidelines for the Implementation of Masters, Applied Masters, Research-Based Masters and Doctoral Education within Padjadjaran University, are a reference for all implementation of academic activities for Masters, Applied Masters, Research-Based Masters and Doctoral Programs within Padjadjaran University.
- (2) General Guidelines for the Implementation of Masters, Applied Masters, Research-Based Masters and Doctoral Education within Padjadjaran University as referred to in paragraph (1), are listed in the Attachment which is an integral part of the regulations which are inseparable from this Chancellor's Regulation.

Article 3

- (1) All provisions relating to the Implementation of Masters, Applied Masters, Research-Based Masters and Doctoral Education within Padjadjaran University which existed at the time this Chancellor's Regulation was stipulated, within no later than 6 months after this Chancellor's Regulation comes into effect, each study program must submit further technical guidelines to be approved by the Director of Education and Internationalization before being ratified by the Dean.
- (2) All provisions in the form of Chancellor's Regulations and/or Chancellor's Decrees relating to the Implementation of Masters, Applied Masters, Research-Based Masters and Doctoral Education within Padjadjaran University must conform to this Chancellor's Regulation.
- (3) All students of Masters, Applied Masters, Research-Based Masters and Doctoral Programs at Padjadjaran University who have attended education before this Chancellor's Regulation comes into effect are still guided by Padjadjaran University Chancellor's Regulation Number 50 of 2016 concerning Guidelines for Masters and Doctoral Education in the University Environment Padjadjaran until the end of the study period.
- (4) With the stipulation of this Chancellor's Regulation, then:
 - a. Padjadjaran University Chancellor's Regulation Number 46 of 2016 concerning the Implementation of Education at Padjadjaran University remains valid as long as it does not conflict with and has not been regulated in this Chancellor's Regulation;
 - b. Padjadjaran University Chancellor's Regulation Number 50 of 2016 concerning Guidelines for Masters and Doctoral Education within Padjadjaran University, is revoked and declared invalid.

Article 4

- (1) Other matters that have not been included in this Chancellor's Regulation will be regulated later with further provisions.
- (2) This Chancellor's Regulation comes into force on the date it is stipulated.

Set in Bandung
On November 19, 2021

RECTOR,

TTD

RINA INDIASTUTI

The copy corresponds to the original

Direktur Tata Kelola, Legal and Communication
Universitas Padjadjaran


Isis Ikhwansyah

APPENDIX I

REGULATION OF THE RECTOR OF PADJADJARAN UNIVERSITY

NUMBER : 38 YEAR 2021

DATE : 19 NOVEMBER 2021

CONCERNING GENERAL GUIDELINES FOR THE IMPLEMENTATION OF MASTERS, APPLIED MASTERS, RESEARCH-BASED MASTERS, AND DOCTORAL EDUCATION IN THE ENVIRONMENT OF PADJADJARAN UNIVERSITY

GUIDELINES FOR MASTERS EDUCATION IN THE PADJADJARAN UNIVERSITY ENVIRONMENT

A. Selection of Prospective Students

1. Selection of prospective Masters Education students is carried out through the SMUP mechanism, with the following general requirements:
 - a. Indonesian Citizens or Foreign Citizens who have received approval from the Ministry of Education, Culture, Research and Technology;
 - b. Have a bachelor's degree or fourth diploma/applied bachelor's degree;
 - c. Have a minimum Academic Ability Test (TKA) of 450 (four hundred and fifty) as proven by a certificate of test results held by a test administering institution recognized by Unpad and is still valid for a maximum of 2 (two) years from the date of issuance of the certificate;
 - d. Have English language skills with the following standard scores:
 - 1) TOEFL International (Paper-Based Test) at least 450; or
 - 2) TOEFL International (Internet-Based Test) at least 45; or
 - 3) TOEFL International (Computer-Based Test) at least 133; or
 - 4) International English Language Testing System (IELTS) Academic at least 4.5; or
 - 5) English Language Proficiency Test (TKBI) of at least 450 conducted by a test administering institution recognized by Unpad as proven by a test result certificate which is still valid for a maximum of 2 (two) years from the date the certificate was issued;
 - e. The TKA and TKBI requirements as referred to in points c and point d, are not required for prospective students who already have scientific publications as first authors that have been published in reputable international journals Q3;
 - f. Attach a Statement of Purpose (Statement of Purpose).
2. Faculties/Postgraduate Schools can prepare interview selections and other tests in coordination with the SMUP Committee.

B. Student Admissions

1. The Head of the Study Program prepares a Value Recapitulation from the prospective student selection process to propose whether or not the prospective student will be accepted.
2. The proposal from the Head of the Study Program as referred to in point 1 is submitted to the Dean of the Faculty/Postgraduate School.
3. The Dean of the Faculty/Postgraduate School submits a proposal to accept or not accept the prospective student to the Chancellor of Unpad through the Vice Chancellor for Academic and Student Affairs.
4. The decision to accept prospective students is determined by the Chancellor of Unpad and the announcement of the selection results is carried out by the Vice Chancellor for Academic and Student Affairs on behalf of the Chancellor of Unpad.

C. Master's Education Students from the ProgramFast Track

1. Undergraduate or Applied Bachelor Program students at Unpad can take part in the selection of prospective Masters Education students through the programFast Track.

2. Prospective students from the Program Fast Track must fulfill the requirements in accordance with the Program registration provisions Fast Track which are regulated in separate rules.

D. Scholarship

1. Prospective Masters Education students who will apply for a scholarship and have met the requirements to be accepted can be given a Certificate of Acceptance (Letter of Acceptance/LoA) at Unpad.
2. Scholarship applications for prospective Masters Education students who come from the collaboration route between Unpad and partners are carried out in accordance with the procedures in Memorandum of Understanding (MoU) and/or PKS.

E. Registration, Registration of Academic Activities and Academic Leave

1. Students who have been accepted for Masters Education are required to register (registration) and must re-register (re-registration) every semester.
2. At the beginning of each semester, students must fill out an online Study Plan Card (KRS) in the Integrated Administrative Information System (SIAT) which is approved by the Guardian Lecturer and known to the Master's Education Leader.
3. Students will not receive any academic services including filling in KRS as long as they are not registered/re-registered and do not fill in KRS in the current semester.
4. Students are allowed to make changes to KRS (PKRS) within the specified time.
5. If you do not register for 2 (two) consecutive semesters, then the student concerned is considered to have resigned as an Unpad student.
6. Temporary cessation of studies (academic leave) with permission from the Dean of the Faculty/Postgraduate School is only permitted for a maximum of 2 (two) semesters and cannot be consecutive. This leave time is not taken into account in study travel time.
7. Academic leave provisions for scholarship recipient students are regulated based on the provisions of the scholarship granting institution.
8. Students are not allowed to take academic leave in the first semester.
9. Before registration for semester VI (six) and the following semester, the Masters Study Program issues a warning letter to the student concerned who is known to the Head of Supervisor.

F. Learning

1. Length of Education and Study Load
 - a. The study period and load for implementing the Master's Education Program is a maximum of 4 (four) years or 8 (eight) semesters.
 - b. The cumulative study load for Masters Education is at least 36 (thirty six) credits and the maximum study load per semester is 24 (twenty four) credits.
 - c. In conditions during a public health emergency, the following provisions apply:
 - 1) The student's study limit ends in the current semester, the student's study limit can be extended by 1 (one) semester.
 - 2) The students referred to in number 1) are:
 - a) Students who have taken a contract for a Thesis Assignment course or other form of final assignment and whose research proposal has received approval from the supervisor/promoter.
 - b) Students who experience obstacles in working on and completing their Thesis or other forms of Final Projects as a result of activity restrictions due to the Public Health Emergency period.

- c) Students who have been scheduled to take the Thesis Examination or other Final Examination for Masters Students.
- d. To obtain an extension of the study limit as referred to in letters c numbers 1) and 2), students must submit a letter requesting an extension of the study limit to the Dean.
- e. The Dean has the right to propose the names of students who receive an extension of their study limits on the basis of a public health emergency to the Vice Chancellor for Academic and Student Affairs who has received a recommendation from the supervisor and head of the study program.
- f. For the conditions in number 2 letters a, b, c and d, students are exempt from the obligation to pay Single Tuition Fees (UKT) or Educational Implementation Fees (BPP).
- g. If when the extension of the study deadline ends, it turns out that the student is unable to complete his studies, he will be considered to have withdrawn.

2. Subject Lecturer Qualifications

- a. Qualified lecturers and course instructors:
 - 1) Graduates of Doctoral or Applied Doctoral education relevant to Master's Education; or
 - 2) professional certification relevant to Masters Education and qualifications equivalent to level 9 (nine) of the KKNII; or
 - 3) practitioners who have skills relevant to Masters Education and have qualifications equivalent to level 9 (nine) of the KKNII
- b. Learning can be carried out by a team of lecturers consisting of a maximum of 2 (two) people regulated by Masters Education.

3. Lecture Activities

- a. For students who come from undergraduate programs that are not in the same field, the Masters Study Program can recommend to students at the beginning of their studies (semester I) to take a maximum of 12 credits from certain courses in Bachelor or Applied Bachelor's Education, with the aim of equalizing relevant knowledge with thesis research plan;
- b. Taking several of these courses (in point a) is carried out in an integrated manner in undergraduate education in the same field or across study programs/ faculties at undergraduate level;
- c. By considering the specific conditions faced (separate locations), the implementation of lectures (in point b) can also be carried out separately by the relevant Master's Education;
- d. The course contract cannot be canceled by the student, unless making changes to the KRS (PKRS) on the advice of the guardian/counselor at the specified time.

4. Learning Methods Based on learning outcomes that can be achieved using method Interactive Teaching And Student Centered Learning, Project Based Learning, and others.

5. Course assessment and learning evaluation are carried out as follows:

- a. Academic achievement is expressed in the form of IPS (Semester Achievement Index) and GPA (Cumulative Achievement Index). IPS and GPA calculations are carried out at the end of each semester;
- b. The Final Grade (NA) for each course can be obtained from the combined scores of the Mid-Semester Examination (UTS), Final Semester Examination (UAS), assignments, and other activities given during the semester, according to their respective weights;
- c. This NA is given in the form of a Quality Letter (HM) based on the raw score (raw score) which uses a range of 0-100;
- d. The conversion of raw scores into HM and Quality Score (AM) is guided by the following:

Final score	Quality Letters	Number Quality	Category
$80 \leq NA \leq 100$	A	4	Very good
$68 \leq NA < 80$	B	3	Good

$56 \leq NA < 68$	C	2	Enough
$45 \leq NA < 56$	D	1	Not enough
$NA < 45$	E	0	Very less

- e. Obtaining a GPA below 3.00 in semester I (One) and semester II (Two) will result in students being subject to termination of study sanctions. Remedial exams can be carried out before the end of the score collection period.

G. Determination of Supervisors

1. During the thesis writing process, each student is directed and guided by the Advisory Team.
2. The Mentoring Team consists of a minimum of 2 (two) people and a maximum of 3 (three) person, consisting of a Chief Supervisor and a maximum of 2 (two) Supervisory Members.
3. The Chief Supervisor must meet the following requirements:
 - a. Unpad lecturers who have NIDN or NIDK;
 - b. Doctoral academic qualifications;
 - c. Have an academic position as low as Lector;
 - d. Qualified in a field of science that is in the same field or allied to the Master's Degree or research field that the student is pursuing;
 - e. Have at least publications in accredited national journals Sinta 3 (Three) as first author or corresponding author, within the last 5 (five) years;
 - f. Have been or are currently a member of the Master's Program supervisor;
 - g. Have a number of mentors as first supervisors at all levels under 10 people.
4. Members of the Supervisor and Testing Team must meet the following requirements:
 - a. Unpad lecturers have doctoral academic qualifications with academic positions as low as Assistant Expert who are selected based on their scientific expertise specialization; or
 - b. Lecturers at domestic universities that are accredited equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with positions as low as Lector with the academic qualifications of a Doctor selected based on their specialization of scientific expertise; or
 - c. Domestic or foreign experts or practitioners selected based on recognition of their specialization of expertise have qualifications equivalent to KKNI level 9 (nine).
5. Determination of the Chairman and Supervisory Members
 - a. The Chancellor's Decree signed by the Dean of the Faculty/Postgraduate School on behalf of the Chancellor, to the lecturer who is the Head of Supervisor and the Supervisory Members is made no later than 1 (one) year after the prospective student in question is declared accepted and registers as a new Master's Education student Unpad;
 - b. Determination of the lecturer who will be the Head of Supervising based on the Letter of Willingness to Supervise that he or she wrote;
 - c. Students propose candidates for Head of Supervisor based on their research theme which is in accordance with the grant/roadmap/research umbrella or research field of the candidate for Head of Supervisor;
 - d. Supervising members are proposed by the Head of Supervising with consideration and coordination with the Head of the Study Program;
 - e. The Head of Supervisor is responsible and coordinates with the Supervisor Members in the educational process of the students they supervise;
 - f. If one of the Guidance Team is permanently absent (for example, dies, assignments at home and abroad for more than 6 (six) months, retirement or resignation), the following provisions apply:
 - 1) if it occurs before the SUR, a replacement may be made;

- 2) if it occurs after SUR, no replacement may be made, unless both are permanently unable to do so;
 - 3) if after the SUR, the Head of Supervising is permanently absent, then the Supervising Member replaces him, without the need for additional Supervising Members;
 - 4) replacement of Supervising Members is permitted, subject to a written statement from the old supervising Member (unless death); And
 - 5) After 6 (six) months there is no written statement from the old Supervisory Team (Chairman and Supervisory Members), the Head of the Masters Study Program has the right to propose a replacement for the Supervisory Team.
6. Testing Team members must meet the following requirements:
- a. Unpad lecturers have doctoral academic qualifications with academic positions as low as Assistant Expert who are selected based on their scientific expertise specialization; or
 - b. Lecturers at domestic universities that are accredited equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with positions as low as Lector with the academic qualifications of a Doctor selected based on their specialization of scientific expertise; or
 - c. Domestic or foreign experts or practitioners selected based on recognition of their specialization of expertise have qualifications equivalent to KKN level 9 (nine).
 - d. If one of the Examiner Team is permanently absent (for example, dies, assignments at home and abroad for more than 6 (six) months, retires or resigns), then the Head of the Masters Study Program can replace him with another Examiner.

H. Preparation of the Thesis

1. A thesis is the final scientific work of a Master's Study Program student, created based on research results using scientific methods and principles according to their respective scientific disciplines.
2. A thesis is a student's original scientific work which is shown by a stamped statement regarding its authenticity and can be proven through anti-plagiarism software.
3. The thesis weight is set at 6 (six) credits for 1 (one) semester.
4. The structure and style of thesis writing, such as: outlines, writing citations, notes (footnote or running notes), and bibliography, following the thesis writing guidelines that apply in each respective Faculty/Postgraduate School.

I. Mentoring

1. Guidance is carried out by the Advisory Team from the Decree of the Dean of the Faculty/Postgraduate School in the first (first) semester until the completion of the thesis.
2. The mentoring process must be recorded in the study progress book (log book) as evidence of the learning process, and the Masters Study Program carries out monitoring and evaluation as a basis for doing a review of performance of students and the Guidance Team.
3. The Head of Supervisor is obliged to provide a progress report on student study progress at the end of each semester to the Head of the Masters Study Program.
4. Research Proposal Seminar (SUR) and Final Master's Session (SAM) activities can be carried out after the mentoring process and always begin with the registration administration process.
5. Administrative registration for SUR and SAM activities, no later than 2 (two) weeks before the implementation of the activity.

J. Research Proposal Seminar (SUR)

1. SUR is a student research plan in the context of preparing a thesis.
2. SUR is carried out no later than the end of semester III (three), if it is not or has not been carried out then the student concerned is considered to have withdrawn.
3. The SUR Discussion Team consists of 2 (two) Advisory Team members, 3 (three) Examiner Team members, and is led by 1 (one) SUR Leader.
4. Students take the SUR at the specified time, and the Research Proposal (UR) manuscript must be bound thinly (soft cover)blue, and submitted to the SUR Leader, Guidance Team and Testing Team at least 1 (one) week before the implementation of the SUR.
5. The SUR is carried out as a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) members of the Advisory Team and 1 (one) or 2 (two) members of the Examiner Team plus 1 (one) SUR Leader.
6. The SUR Leader is the Head of the Masters Study Program or Head of Supervisor, who is appointed based on the Decree of the Dean of the Faculty/Postgraduate School on behalf of the Chancellor.
7. The SUR leader is not automatically a discussant, except in accordance with the student's field of knowledge being tested or as Head of the Advisory Team;
8. SUR is conducted openly and can be attended by students and lecturers.
9. Students who are declared not to have passed the SUR, are given the opportunity to repeat the SUR 1 (one) time, which will be carried out no later than 3 (three) months after the first SUR. Sanctions for terminating studies will be given if the student is declared not to have passed the SUR for the second time.
10. In SUR, the discussant evaluates the content of the UR, asks questions and evaluates the answers given by students, and provides suggestions for improving the UR.
11. Assessment on SUR is given in the form of raw scores (raw score) with a range of 0-100.
12. In SUR, the discussant evaluates students' responsibility for questions that are critical or clarifying of the UR material/substance with the assessment weight:
 - a. Significance of Research Background and/or Research Focus, and Problem Formulation, weight 15% (fifteen percent);
 - b. Relevance and up-to-dateness of the Literature Review, weight 25% (twenty five percent);
 - c. Accuracy of the formulation of the Framework for Thought and Research Propositions/ Hypothesis, weight 10% (ten percent);
 - d. Suitability of Research Methods, weight 10% (ten percent);
 - e. Scientific writing ability, weight 20% (twenty percent);
 - f. Communication skills in the oral exam, 20% (twenty percent) weight.

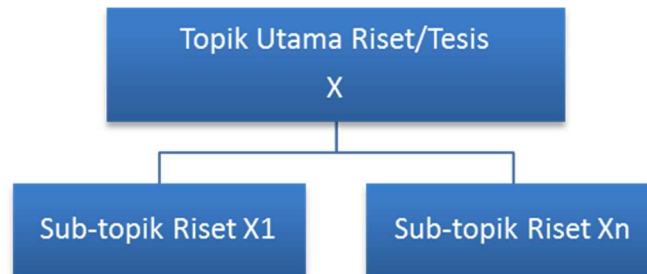
The assessment weight of 100% (one hundred percent) above can be added to the assessment weight of 10% (ten percent) below, if the student can show noveltyresearch.

13. At the end of the SUR, the discussant/reviewer provides the following assessment:
 - a. students are declared to have passed if they get an average score ≥ 68 ;
 - b. Students are declared not to have passed if they get an average score of < 68 .
 - c. The scores from the discussants are added together with the percentage of the Advisory Team 60% (sixty percent) and the Examining Team 40% (forty percent) as NA, without first being converted into HM
14. Convert NA into HM and AM using the following guidelines:

Final score	Letter Quality	Number Quality	Category
$80 \leq NA \leq 100$	A	4	Very good
$68 \leq NA < 80$	B	3	Good
$56 \leq NA < 68$	C	2	Enough
$45 \leq NA < 56$	D	1	Not enough
$NA < 45$	E	0	Very less

K. Research and Writing Scientific Articles

1. Research is carried out after students have passed the SUR and have made UR improvements approved by the Advisory Team.
2. During the lecture period and after SUR, students write scientific papers according to the research theme in SUR as one of the graduation requirements. Scientific works can be in the form of:
 - a. Scientific articles in the form of writing that is part of a thesis, as the main author (first author) in reputable national journals that are at least indexed SINTA 3 (Three); or
 - b. Scientific articles in the form of writing which is part of a thesis, as the main author (first author) in proceedings indexed by highly reputable international indexing institutions (Web of Science, Scopus, or equivalent) results from carrying out oral presentations at a scientific seminar.
3. Students send scientific articles to scientific journals as intended with the approval of the supervisors who will act as co-authors, by including the Unpad institution.
4. Relationship between the thesis and scientific articles
Students write a thesis manuscript in accordance with SUR and based on research results published as scientific articles in reputable international journals.



- a. Thesis Research Topic (X), consisting of (can be divided into) several Sub-Topics X1, and Xn;
- b. Research Sub-Topic X1, produces scientific articles in reputable international journals with "topic/issue" X1;
- c. Xn Research Sub-Topic, producing scientific articles in reputable international journals on the "topic/issue" Xn;
- d. The synthesis of these three researches can produce one scientific article in a reputable international journal with "topic/issue" X;
- e. The scientific article written (X1, Xn), the idea is a derivative of the main idea contained in X.

L. Final Master's Session (SAM)

1. General

- a. Masters Education students can take SAM if they have met the following requirements:
 - 1) Have passed a set of courses with a GPA of at least 3.00;
 - 2) Have carried out the SUR and been declared passed;
 - 3) The thesis manuscript has been approved by the Advisory Team;
 - 4) Submit a certificate of proof of scientific articles received (accepted) written while attending a Masters Education course;
- b. Thesis assessment is carried out through SAM;
- c. Before SAM, the Advisory Team can evaluate the material/substance of the manuscript submitted through the Research Results Seminar (SHR);
- d. The SAM leader is the Head of the Masters Study Program or Head of Supervisor;
- e. The SAM Discussion Team consists of 2 (two) Supervisory Team members and 3 (three) Examiner Team members;

- f. Students take SAM at the appointed time, and the thesis manuscript must be bound thinly (soft cover) yellow, and submitted to the SAM Leader, Guidance Team and Testing Team at least 1 (one) week before the implementation of SAM;
- g. The SAM leader is not automatically a discussant, unless it is in accordance with the student's field of knowledge being tested or as the Head of Supervisor.

2. Implementation of the Master's Final Examination (SAM)

- a. SAM is carried out as a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) members of the Advisory Team and 1 (one) or 2 (two) members of the Examiner Team plus 1 (one) SAM leadership;
- b. The Testing Team at the specified SAM time must be the same as the Testing Team at the SUR time;
- c. In SAM, the discussant evaluates the contents of the thesis manuscript with the following assessment weights:
 - 1) Significance of Research Background and/or Research Focus, and Problem Formulation, weight 10% (Ten Percent);
 - 2) Relevance and up-to-dateness of the Literature Review, weight 20% (Twenty Percent);
 - 3) Accuracy of the formulation of the Rationale Framework and Research Proposition/Hypothesis, weight 10% (Ten Percent);
 - 4) Suitability of Research Methods, weight 10% (Ten Percent);
 - 5) Sharpness of analysis and integrity of thought, weighting 20% (Twenty Percent);
 - 6) The stability and quality of the conclusions, as well as the suggestions submitted, weight 10% (Ten Percent);
 - 7) Scientific writing ability, weight 10% (Ten Percent);
 - 8) Communication skills in the oral exam, weighting 10% (Ten Percent).

The assessment weight of 100% (one hundred percent) above can be added to the assessment weight of 10% (ten percent) below, if the student can demonstrate a contribution to the development of science, technology and development;

- d. The final grade on the SAM is given in the form of a raw score (raw score) with a range of 0-100;
- e. At the end of the SAM, the discussant provided the following assessment:
 - 1) students are declared to have passed if they get an average score ≥ 68 ;
 - 2) students are declared not to have passed if they get an average score < 68 .
- f. The scores of the discussants are added together with the percentage of the Advisory Team 60% (sixty percent) and the Examining Team 40% (forty percent) as NA, without first being converted into HM;
- g. Convert NA into HM and AM using the following guidelines:

Final score	Quality Letters	Number Quality	Category
$80 \leq NA \leq 100$	A	4	Very good
$68 \leq NA < 80$	B	3	Good
$56 \leq NA < 68$	C	2	Enough
$45 \leq NA < 56$	D	1	Not enough
$NA < 45$	E	0	Very Not enough

- h. Students who are declared not to have passed the SAM are given the opportunity to take the SAM test 1 (one) time within the agreed time period, taking into account the study time limit.
3. In conditions during a public health emergency, holding the Final scientific work session in the Master's Program can be carried out using electronic media/ teleconference while still referring to the Quality Standards for Organizing the Final Scientific Work Session.

- a. The implementation of trial exams in the Master's Program study program as mentioned in numbers 1, 2 and 3 can be carried out via electronic media/teleconference.
- b. Trial exams in the Unpad environment continue to follow educational guidelines for various levels and disciplines and in case of emergency conditions in the community, adjustments are made via electronic media/teleconference:
- c. Implementation of Thesis Examinations or other Final Examinations for Masters Program Students:
 - 1) The session was officially opened by the Head of the Study Program in accordance with applicable regulations;
 - 2) Before the trial is held, the Head of the Study Program checks the presence of students participating in the trial, supervisors, discussants/ examiners both physically at the location/venues or attend remotely/ virtual;
 - 3) The trial was officially opened after meeting the quorum in accordance with applicable regulations, and the trial was held as a panel attended physically at the location/venues or attend remotely/virtual;
 - 4) Home Screen/Main Screen is a screen used to display presentations from students participating in the trial which can also be viewed remotely by the Supervisors, Discussants/Examiners/virtual through the electronic media they use.
 - 5) Parties who are physically present at the place/venue the trial is only possible if the number is small and attention must be paid physical distancing and health protocols determined by the government.
 - 6) The hearing follows the applicable provisions after meeting a quorum led by the Head of the Study Program for Students of Undergraduate and Applied Undergraduate Programs and Thesis Examinations or for Students of Masters, Professional and Specialist Programs;
 - 7) The final score on the trial exam in number 6) above is given in the form of a raw score (raw score) with a range of 0-100, which is then sent via electronic media, such as email or other electronic media that has been determined by the Head of the Study Program, in order to determine graduation/judicial status in accordance with the standard rules for determining graduation/judicial status at that level of education by the Head of the Study Program.

M. Graduation

1. Graduation judiciary is based on the final GPA, namely the average combined AM course set with AM SAM, as follows:

Quality Score	Judiciary
3.00 - 3.50	Satisfying
3.51 - 3.75	Very satisfactory
3.76 - 4.00	Praise (with additional conditions)

2. The graduation predicate "Praise", has other additional requirements, namely:
 - a. Time for Masters Education graduation (SAM date) takes into account the scheduled study period plus 1 (one) semester (0.5 years) or a maximum of 5 (five) semesters;
 - b. Has at least 1 (one) scientific article with accepted status (accepted) in an accredited national journal of at least SINTA 2 (Two) or a reputable international journal;
 - c. There are no courses with a C grade;
 - d. Do not repeat studies in the same study program at Unpad.
3. Students who fulfill the "Praise" Yudisium based on GPA, but do not meet the additional requirements in accordance with point 2, then the graduation Yudisium is only designated "Very Satisfactory".

N. Dress code at SUR and SAM

1. During SUR and SAM, the Chair and Secretary as well as the entire Guidance Team and Examining Team, men's clothing wears a full suit or batik shirt, dark colored trousers, while women's clothing is adjusted.
2. During SUR and SAM, students wear full jackets, dark trousers and ties, while female students adjust accordingly.

O. Academic Warning

Academic warnings are given in writing to students who: 1. at the end of semester I (One) or semester II (Two) obtain a GPA below 3.00;

2. at the end of semester I (One) or semester II (Two) obtain a grade of C (pure grade less than 68);
3. at the beginning of semester III (Three) they have not done SUR;
4. at the end of semester VII (Seven) have not taken SAM;
5. for 1 (one) semester do not re-register (re-registration);
6. have not graduated according to the scheduled study period.

P. Termination of Study

Termination of studies is imposed on students who:

1. at the end of semester III (Three) obtain a GPA below 3.00;
2. at the end of semester I (One) and semester II (Two) obtain a quality letter below C;
3. at the end of semester III (Three) have not done the SUR or have not passed the SUR for the second time;
4. at the end of semester VIII (Eight) unable to complete studies;
5. at the end of semester VIII (Eight) do not or do not have a scientific article according to graduation requirements;
6. in 2 (Two) consecutive semesters or at different times do not register;
7. doing things that defame the alma mater (Unpad), committing plagiarism, and/or violating scientific ethics.

Q. Academic Sanctions

1. Academic sanctions are imposed on students who commit disgraceful actions in the teaching and learning process, both academic and non-academic, or violate the law, and/or commit immoral acts.
2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, failure to mention sources, norms and ethics) is determined based on proposals from the Faculty/Postgraduate School Team.
3. Handling of plagiarism cases refers to the regulations in force at Unpad and the applicable laws and regulations.
4. The type of academic sanction is determined based on applicable laws and regulations by the Advisory Commission which consists of:
 - a. university representative (Rector/Vice Chancellor for Academic and Student Affairs/Director of Education and Internationalization); And
 - b. representatives of the institution providing Masters Education (Dean of the Faculty/Postgraduate School, Deputy Dean, Chair/Secretary of the Masters Study Program, and Head of Supervisor).
5. The results of the Advisory Commission agreement are then followed up with the signing of the Minutes as a basis for determining the decision.

R. Diplomas, Graduation and Academic Degrees

1. Masters Education Students who have been declared graduated will receive a Certificate of Completion (if required), Academic Transcript, and Diploma, if:
 - a. Deliver hard copy and soft copy thesis no later than 1 (one) month if the correction is minor and 3 (three) months if the correction is major; And
 - b. Submit all graduation administrative requirements.
2. Graduates can take part in the graduation ceremony if they have fulfilled the obligations as stated in point 1.
3. Diplomas and academic transcripts will be submitted 1 (one) week after graduation at the Unpad Integrated Service Center.
4. The academic degree of the Master's degree graduate taken is in accordance with the Decree of the Chancellor of Padjadjaran University.

S. Committee Ad Hoc Postgraduate Education

1. Every Faculty and Postgraduate School is required to have a Committee Ad Hoc Postgraduate Education (KAPP).
2. KAPP has the function of ensuring the implementation of a quality postgraduate education process in accordance with these guidelines.
3. KAPP has the task of carrying out an assessment of at least:
 - a. Journal quality for student publications;
 - b. Graduation process; And
 - c. The process of granting judiciary.
4. KAPP at least consists of:
 - a. Dean/Deputy Dean for Learning, Student Affairs and Research;
 - b. Head of the study program; And
 - c. Department Representative.
5. Further provisions regarding KAPP are regulated in the Chancellor's Decree.

RECTOR,

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RINA INDIASTUTI

The copy corresponds to the original

Direktur Tata Kelola, Legal and Communication
Universitas Padjadjaran



Isis Ikhwansyah

APPENDIX II

REGULATION OF THE RECTOR OF PADJADJARAN UNIVERSITY

NUMBER : 38 YEAR 2021

DATE : 19 NOVEMBER 2021

CONCERNING GENERAL GUIDELINES FOR THE IMPLEMENTATION OF MASTERS, APPLIED MASTERS, RESEARCH-BASED MASTERS, AND DOCTORAL EDUCATION IN THE ENVIRONMENT OF PADJADJARAN UNIVERSITY

GUIDELINES FOR APPLIED MASTERS EDUCATION IN THE PADJADJARAN UNIVERSITY ENVIRONMENT

I. GENERAL PROVISIONS

- a. Applied Masters Education is a continuation of vocational education intended for graduates of applied undergraduate programs or equivalent to be able to develop and practice the application of Science and/or Technology through scientific reasoning and research.
- b. The Applied Masters education program is a Masters Study Program that has learning outcomes that are oriented towards the application of knowledge, and is managed by a separate Study Program from the Academic or Science Development-based Masters Study Program.

II. OBJECTIVES OF THE APPLIED MASTER'S EDUCATION PROGRAM

- a. Developing students into experts who have high capacity in the application of science and technology to their profession.
- b. Preparing skilled vocational personnel who are able to provide competitive added value to industry, business and employment.
- c. Increasing the contribution of Padjadjaran University in the application of science in society.
- d. Increasing the partnership network between Unpad and industry and/or government.

III. GUIDELINES FOR THE IMPLEMENTATION OF APPLIED MASTERS EDUCATION

A. Selection of Prospective Students

1. Selection of prospective Applied Masters Education students is carried out through the SMUP mechanism, with the following general requirements:
 - a. Indonesian Citizens or Foreign Citizens who have received approval from the Ministry of Education, Culture, Research and Technology;
 - b. Have a bachelor's degree or fourth diploma/applied bachelor's degree or equivalent;
 - c. Have an Academic Ability Test (TKA) of at least 450 as proven by a certificate of test results held by a test administering institution recognized by Unpad and is still valid for a maximum of 2 (two) years from the date the certificate was issued;
 - d. Have English language skills with the following standard scores:
 - 1) TOEFL International (Paper-Based Test) at least 450; or
 - 2) TOEFL International (Internet-Based Test) at least 45; or
 - 3) TOEFL International (Computer-Based Test) at least 133; or
 - 4) International English Language Testing System (IELTS) Academic at least 4.5; or
 - 5) At least 450 English Proficiency Tests (TKBI) administered by recognized test administering institutions

Unpad as proven by a test result certificate that is still valid for a maximum of 2 (two) years from the date the certificate was issued;

- e. TKA and TKBI ability requirements as referred to in points c and point d, are not required for prospective students who have at least 2 years of work experience and have a minimum S1 or D4 GPA of 3.00. The work experience submitted must be in accordance with the field of Applied Master's Study Program listed;
 - f. Attach a Statement of Purpose (Statement of Purpose).
 - g. Attach 2 (two) Letters of Recommendation (Letter of Recommendation) from the supervisor at work, supervisor at undergraduate level, or head of the home university, who provides an assessment of the competency of prospective students;
2. Faculties/Schools can prepare interview selections and other tests in coordination with the SMUP Committee.

B. Student Admissions

1. The Head of the Study Program prepares a Value Recapitulation from the prospective student selection process to propose whether or not the prospective student will be accepted.
2. The proposal from the Head of the Study Program as referred to in number 1 is submitted to the Dean of the Faculty/School.
3. The Dean of the Faculty/School submits a proposal to accept or not accept the prospective student to the Chancellor of Unpad through the Vice Chancellor for Academic and Student Affairs.
4. The decision to accept prospective students is determined by the Chancellor of Unpad and the announcement of the selection results is carried out by the Vice Chancellor for Academic and Student Affairs on behalf of the Chancellor of Unpad.

C. Master's Education Students from the ProgramFast Track

1. Undergraduate or Applied Bachelor Program students at Unpad can take part in the selection of prospective Applied Masters Education students through the programFast Track.
2. Prospective students from the ProgramFast Track must fulfill the requirements in accordance with the Program registration provisionsFast Track which are regulated in separate rules.

D. Scholarship

1. Prospective Applied Masters Education students who will apply for a scholarship and have met the requirements to be accepted can be given a Certificate of Acceptance (Letter of Acceptance/LoA) at Unpad.
2. Scholarship applications for prospective Applied Masters Education students who come from the collaboration route between Unpad and partners are carried out in accordance with the procedures in Memorandum of Understanding (MoU) and/or PKS.

E. Registration, Registration of Academic Activities and Academic Leave

1. Students who have been accepted into Applied Masters Education are required to register (registration) and must re-register (re-registration) every semester.
2. At the beginning of each semester students must fill out a Study Plan Card (KRS) on line in the Integrated Administrative Information System (SIAT) which is approved by the Guardian Lecturer and known to the Head of Applied Masters Education.

3. Students will not receive any academic services including filling in KRS as long as they are not registered/herregistered and do not fill in KRS in the current semester.
4. Students are allowed to make changes to KRS (PKRS) within the specified time.
5. If you do not register for 2 (two) consecutive semesters, then the student concerned is considered to have resigned as an Unpad student.
6. Temporary cessation of studies (academic leave) with permission from the Dean of the Faculty/School is only permitted for a maximum of 2 (two) semesters and cannot be consecutive. This leave time is not taken into account in study travel time.
7. Academic leave provisions for scholarship recipient students are regulated based on the provisions of the scholarship granting institution.
8. Students are not allowed to take academic leave in the first semester.
9. Before registration for semester VI (six) and the following semester, the Applied Masters Study Program issues a warning letter to the student concerned who is known to the Head of Supervisor.

F. Learning

1. Learning in the Applied Masters Study Program is based on practical/field practice or laboratory-based
2. Length of Education and Study Load
 - a. The study period and load for implementing the Applied Masters Education Program is a maximum of 4 (four) years or 8 (eight) semesters.
 - b. The cumulative study load for Applied Masters Education is at least 36 (thirty six) credits and the maximum study load per semester is 24 (twenty four) credits.
 - c. In conditions during a public health emergency, the following provisions apply:
 - 1) The student's study limit ends in the current semester, the student's study limit can be extended by 1 (one) semester.
 - 2) The students referred to in number 1) are:
 - a) Students who have taken a contract for a Thesis Assignment course or other form of final assignment and whose research proposal has received approval from their supervisor.
 - b) Students who experience obstacles in working on and completing their Thesis or other forms of Final Projects as a result of activity restrictions due to the Covid-19 Pandemic.
 - c) Students who have been scheduled to take the Thesis Examination or other Final Examination for Applied Masters Students.
 - d. To obtain an extension of the study limit as referred to in letters c numbers 1) and 2), students must submit a letter requesting an extension of the study limit to the Dean.
 - e. The Dean has the right to propose the names of students who receive an extension of their study limits on the basis of a public health emergency to the Vice Chancellor for Academic and Student Affairs who has received a recommendation from the supervisor and head of the study program.
 - f. For the conditions in number 2 letters a, b, c and d, students are exempt from the obligation to pay Single Tuition Fees (UKT) or Educational Implementation Fees (BPP).
 - g. If when the extension of the study deadline ends, it turns out that the student is unable to complete his studies, he will be considered to have withdrawn.

2. Qualified lecturers and course instructors:
 - a. Doctoral or Applied Doctoral Education graduates relevant to Applied Masters Education; or
 - b. professionally certified relevant to Applied Masters Education and qualified equivalent to level 9 (nine) KKNl; or
 - c. practitioners who have skills relevant to Applied Masters Education and have qualifications equivalent to level 9 (nine) of the KKNl.
3. Lecture Activities
 - a. For students who come from Bachelor or Applied Bachelor Programs which are not in the same field, the Applied Masters Study Program can recommend to students at the beginning of their studies (semester I) to take a maximum of 12 credits from certain courses in Applied Bachelor or Bachelor Education, with the aim of equalization. knowledge relevant to the thesis research plan;
 - b. Taking several courses as in letter a is carried out in an integrated manner in Undergraduate Education in the same field or across Study Programs/ Faculties at the Bachelor or Applied Bachelor level;
 - c. By considering the specific conditions faced (separate locations), the implementation of lectures as stated in letter b can also be carried out separately by the relevant Applied Masters Education;
 - d. The course contract cannot be canceled by the student, unless making changes to the KRS (PKRS) on the advice of the guardian/counselor at the specified time.
4. Learning methods used Interactive Teaching And Student Centered Learning, Project Based Learning, and others.
5. Course assessment and learning evaluation are carried out as follows:
 - a. Academic achievement is expressed in the form of IPS (Semester Achievement Index) and GPA (Cumulative Achievement Index). IPS and GPA calculations are carried out at the end of each semester;
 - b. The Final Grade (NA) for each course can be obtained from the combined scores of the Mid-Semester Examination (UTS), Final Semester Examination (UAS), assignments, and other activities given during the semester, according to their respective weights;
 - c. This NA is given in the form of a Quality Letter (HM) based on the raw score (raw score) which uses a range of 0-100;
 - d. The conversion of raw scores into HM and Quality Score (AM) is guided by the following:

Final score	Quality Letters	Number Quality	Category
$80 \leq NA \leq 100$	A	4	Very good
$68 \leq NA < 80$	B	3	Good
$56 \leq NA < 68$	C	2	Enough
$45 \leq NA < 56$	D	1	Not enough
$NA < 45$	E	0	Very less

- e. Obtaining a GPA below 3.00 in semester I (One) and semester II (Two) will result in students being subject to termination of study sanctions. Remedial exams can be carried out before the end of the score collection period.

G. Determination of Supervisors

1. During the thesis writing process, each student is directed and guided by the Advisory Team.

2. The Supervising Team consists of a minimum of 2 (two) people and a maximum of 3 (three) people, consisting of a Head of Supervising and a maximum of 2 (two) Supervising Members;
3. The Chief Supervisor must meet the following requirements:
 - a. Unpad lecturers who have NIDN or NIDK;
 - b. Doctoral academic qualifications;
 - c. Have an academic position as low as Lector;
 - d. Qualified in a field of science that is in the same field or allied to the Master's Degree or research field that the student is pursuing;
 - e. Have at least publications in accredited national journals Sinta 3 (Three) as first author or corresponding author, within the last 5 (five) years;
 - f. Have been or are currently a member of the Master's Program supervisor;
 - g. Have a number of mentors as first supervisors at all levels under 10 people.
4. Members of the Supervisor and Testing Team must meet the following requirements:
 - a. Unpad lecturers have doctoral academic qualifications with academic positions as low as Assistant Expert who are selected based on their scientific expertise specialization; or
 - b. Lecturers at domestic universities that are accredited equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with positions as low as Lector with the academic qualifications of a Doctor selected based on their specialization of scientific expertise; or
 - c. Domestic or foreign experts or practitioners selected based on recognition of their specialization of expertise have qualifications equivalent to KKNI level 9 (nine).
5. Determination of the Chairman and Supervisory Members
 - a. The Chancellor's Decree signed by the Dean of the Faculty/School on behalf of the Chancellor, to the lecturer who is the Head of Supervisor and the Supervisory Members is made no later than 1 (one) year after the prospective student in question is declared accepted and registers as a new student of Applied Masters Education Unpad;
 - b. Determination of the lecturer who will be the Head of Supervising based on the Letter of Willingness to Supervise that he or she wrote;
 - c. Students propose candidates for Head of Supervisor based on their research theme which is in accordance with the grant/roadmap/research umbrella or research field of the candidate for Head of Supervisor;
 - d. Supervising members are proposed by the Head of Supervising with consideration and coordination with the Head of Study Program;
 - e. The Head of Supervisor is responsible and coordinates with the Supervisor Members in the educational process of the students they supervise;
 - f. If one of the Guidance Team is permanently absent (for example, dies, assignments at home and abroad for more than 6 (six) months, retirement or resignation), the following provisions apply:
 - 1) if it occurs before the SUR, a replacement may be made;
 - 2) if it occurs after SUR, no replacement may be made, unless both are permanently unable to do so;
 - 3) if after the SUR, the Head of Supervising is permanently absent, then the Supervising Member replaces him, without the need for additional Supervising Members;
 - 4) replacement of Supervising Members is permitted, subject to a written statement from the old supervising Member (unless death); And
 - 5) After 6 (six) months there is no written statement from the old Supervisory Team (Chairman and Supervisory Members), the Head of the Masters Study Program has the right to propose a replacement for the Supervisory Team.
 - g. Testing Team members must meet the following requirements:

- 1) Unpad lecturers with academic qualifications of Doctoral with academic positions as low as Assistant Expert who are selected based on their specialization of scientific expertise; or
- 2) Lecturers at domestic universities that are accredited equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with positions as low as Lector with Doctoral academic qualifications selected based on the specialization of their scientific expertise; or
- 3) Domestic or foreign experts or practitioners selected based on recognition of their specialization of expertise have qualifications equivalent to KKN level 9 (nine).
- 4) If one of the Examiner Team is permanently unable to do so (for example, passes away, has served at home and abroad for more than 6 (six) months, retires or resigns), then the Head of the Masters Study Program can replace him or her with another Examiner.

H. Preparation of the Thesis

1. A thesis is the final scientific work of an Applied Masters Study Program student, created based on research results using scientific methods and rules according to their respective scientific disciplines.
2. The thesis is the student's original scientific work which is shown by a stamped statement regarding its authenticity and can be proven through anti-plagiarism software.
3. The thesis weight is set at 6 (six) credits for 1 (one) semester.
4. Structure and style of thesis writing, such as: outlines, writing citations, notes (footnotes or running notes), and bibliography, following the thesis writing guidelines that apply in each respective Faculty/School.

I. Mentoring

1. Guidance is carried out by the Advisory Team from the time it is determined by the Decree of the Dean of the Faculty/School in the first (first) semester until the completion of the thesis.
2. The mentoring process must be recorded in the study progress book (log book) as evidence of the learning process, and the Applied Masters Study Program carries out monitoring and evaluation as a basis for doing a review performance of students and the Guidance Team.
3. The Head of Supervisor is obliged to provide a progress report on student study progress at the end of each semester to the Head of the Applied Masters Study Program.
4. Research Proposal Seminar (SUR) and Final Master's Session (SAM) activities can be carried out after the mentoring process and always begin with the registration administration process.
5. Administrative registration for SUR and SAM activities, no later than 2 (two) weeks before the implementation of the activity.

J. Research Proposal Seminar (SUR)

1. SUR is a student research plan in the context of preparing a thesis.
2. SUR is carried out no later than the end of semester III (three), if it is not or has not been carried out then the student concerned is considered to have withdrawn.
3. The SUR Discussion Team consists of 2 (two) Advisory Team members, 3 (three) Examiner Team members, and is led by 1 (one) SUR Leader.
4. Students take the SUR at the specified time, and the Research Proposal (UR) manuscript must be bound thinly (soft cover) blue, and submitted to the SUR Leader, Guidance Team and Testing Team at least 1 (one) week before the implementation of the SUR.

5. The SUR is carried out as a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) members of the Advisory Team and 1 (one) or 2 (two) members of the Examiner Team plus 1 (one) SUR Leader.
6. The SUR Leader is the Head of the Applied Masters Study Program or Head of Supervisor, who is appointed based on the Decree of the Faculty/School Dean on behalf of the Chancellor.
7. The SUR leader is not automatically a discussant, except in accordance with the student's field of knowledge being tested or as Head of the Advisory Team;
8. SUR is conducted openly and can be attended by students and lecturers.
9. Students who are declared not to have passed the SUR, are given the opportunity to repeat the SUR 1 (one) time, which will be carried out no later than 3 (three) months after the first SUR. Sanctions for terminating studies will be given if the student is declared not to have passed the SUR for the second time.
10. In SUR, the discussant evaluates the content of the UR, asks questions and evaluates the answers given by students, and provides suggestions for improving the UR.
11. Assessment on SUR is given in the form of raw scores (raw score) with a range of 0-100.
12. In SUR, the discussant evaluates students' responsibility for questions that are critical or clarifying of the UR material/substance with the assessment weight:
 - a. Significance of Research Background and/or Research Focus, and Problem Formulation, weight 15% (fifteen percent);
 - b. Relevance and up-to-dateness of the Literature Review, weight 25% (twenty five percent);
 - c. Accuracy of the formulation of the Framework for Thought and Research Propositions/Hypothesis, weight 10% (ten percent);
 - d. Suitability of Research Methods, weight 10% (ten percent);
 - e. Scientific writing ability, weight 20% (twenty percent);
 - f. Communication skills in the oral exam, 20% (twenty percent) weight.

The assessment weight of 100% (one hundred percent) above can be added to the assessment weight of 10% (ten percent) below, if the student can show novelty research.

13. At the end of the SUR, the discussant/reviewer provides the following assessment:
 - a. students are declared to have passed if they get an average score ≥ 68 ;
 - b. Students are declared not to have passed if they get an average score < 68 .
 - c. The scores from the discussants are added together with the percentage of the Advisory Team 60% (sixty percent) and the Examining Team 40% (forty percent) as NA, without first being converted into HM
14. Convert NA into HM and AM using the following guidelines:

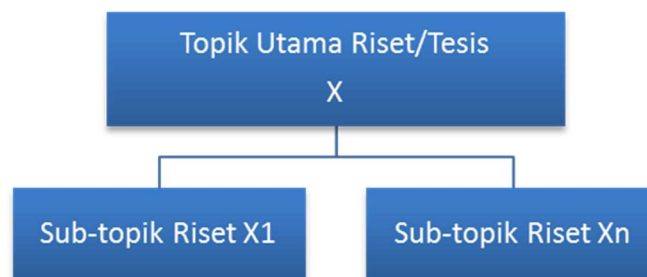
Final score	Letter Quality	Number Quality	Category
$80 \leq NA \leq 100$	A	4	Very good
$68 \leq NA < 80$	B	3	Good
$56 \leq NA < 68$	C	2	Enough
$45 \leq NA < 56$	D	1	Not enough
$NA < 45$	E	0	Very less

K. Research and Scientific Work

1. Student research in the Applied Masters Education Program is research on the application of knowledge (applicative) which produces outcomes (output) Which

applied by society and/or stakeholders, or produce outputs (output) innovative products.

2. Student research in the Applied Masters Education Program does not take the form of basic/fundamental research that is scientific in-depth.
3. Research is carried out after students have passed the SUR and have made UR improvements approved by the Advisory Team.
4. During the lecture period and after SUR, students write scientific papers according to the research theme in SUR as one of the graduation requirements. Scientific works can be in the form of:
 - a. Scientific articles in the form of writing that is part of a thesis, as the main author (first author) in a reputable national journal that is at least indexed SINTA 3 (Three); or
 - b. Scientific articles in the form of writing which is part of a thesis, as the main author (first author) in proceedings indexed by highly reputable international indexing institutions (Web of Science, Scopus, or equivalent) results from carrying out oral presentations at scientific seminars; or
 - c. Scientific work which is part of a thesis, which is presented or exhibited in minimum national level scientific activities.
5. Scientific work as referred to in point 4, must be approved by the Supervisors who will act as co-authors, by including the Unpad institution.
6. Relationship between the thesis and scientific work
7. Students write a thesis manuscript in accordance with SUR and based on research results published as scientific articles in reputable international journals.



- a. Thesis Research Topic (X), consisting of (can be divided into) several Sub-Topics X1, and Xn;
- b. Research Sub-Topic X1, produces scientific articles in reputable international journals with "topic/issue" X1;
- c. Xn Research Sub-Topic, producing scientific articles in reputable international journals on the "topic/issue" Xn;
- d. The synthesis of these three researches can produce one scientific article in a reputable international journal with "topic/issue" X;
- e. The scientific article written (X1, Xn), the idea is a derivative of the main idea contained in X.

L. Final Master's Session (SAM)

1. General

- a. Applied Masters Education students can take SAM if they have met the following requirements:
 - 1) Have passed the course set with a GPA of at least 3.00;
 - 2) Have carried out the SUR and been declared passed;
 - 3) The thesis manuscript has been approved by the Advisory Team;
 - 4) Submit a certificate of evidence of scientific articles published in reputable national journals with at least a SINTA 3 index or proceedings at international seminars or exhibited work, produced while attending Applied Masters Education courses;
- b. Thesis assessment is carried out through SAM;

- c. Before SAM, the Advisory Team can evaluate the material/substance of the manuscript submitted through the Research Results Seminar (SHR);
- d. The SAM leader is the Head of the Applied Masters Study Program or Head of Supervisor;
- e. The SAM Discussion Team consists of 2 (two) Supervisory Team members and 3 (three) Examiner Team members;
- f. Students take SAM at the appointed time, and the thesis manuscript must be bound thinly (soft cover) yellow, and submitted to the SAM Leader, Guidance Team and Testing Team at least 1 (one) week before the implementation of SAM;
- g. The SAM leader is not automatically a discussant, unless it is in accordance with the student's field of knowledge being tested or as the Head of Supervisor.

2. Implementation of the Master's Final Examination (SAM)

- a. SAM is carried out as a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) members of the Advisory Team and 1 (one) or 2 (two) members of the Examiner Team plus 1 (one) SAM leadership;
- b. The Testing Team at the specified SAM time must be the same as the Testing Team at the SUR time;
- c. In SAM, the discussant evaluates the contents of the thesis manuscript with the following assessment weights:
 - 1) Significance of Research Background and/or Research Focus, and Problem Formulation, weight 10% (Ten Percent);
 - 2) Relevance and up-to-dateness of the Literature Review, weight 20% (Twenty Percent);
 - 3) Accuracy of the formulation of the Rationale Framework and Research Proposition/Hypothesis, weight 10% (Ten Percent);
 - 4) Suitability of Research Methods, weight 10% (Ten Percent);
 - 5) Sharpness of analysis and integrity of thought, weighting 20% (Twenty Percent);
 - 6) The stability and quality of the conclusions, as well as the suggestions submitted, weight 10% (Ten Percent);
 - 7) Scientific writing ability, weight 10% (Ten Percent);
 - 8) Communication skills in the oral exam, weighting 10% (Ten Percent).

The assessment weight of 100% (one hundred percent) above can be added to the assessment weight of 10% (ten percent) below, if the student can demonstrate a contribution to the development of science, technology and development;

- d. The final grade on the SAM is given in the form of a raw score (raw score) with a range of 0-100;
- e. At the end of the SAM, the discussant provided the following assessment:
 - 1) students are declared to have passed if they get an average score ≥ 68 ;
 - 2) students are declared not to have passed if they get an average score < 68 .
- f. The scores of the discussants are added together with the percentage of the Advisory Team 60% (sixty percent) and the Examining Team 40% (forty percent) as NA, without first being converted into HM;
- g. Convert NA into HM and AM using the following guidelines:

Final score	Quality Letters	Number Quality	Category
$80 \leq NA \leq 100$	A	4	Very good
$68 \leq NA < 80$	B	3	Good
$56 \leq NA < 68$	C	2	Enough
$45 \leq NA < 56$	D	1	Not enough
$NA < 45$	E	0	Very less

- h. Students who are declared not to have passed the SAM are given the opportunity to take the SAM test 1 (one) time within the agreed time period, taking into account the study time limit.
- 3. In conditions of a public health emergency, holding Scientific Work Sessions in the Applied Masters Program can be carried out using electronic media/ teleconference while still referring to achieving the quality of the Final Scientific Work Session.
 - a. The trial exams for the Applied Masters Program study program as mentioned in numbers 1, 2 and 3 above can be carried out via electronic media/teleconference.
 - b. Trial exams in the Unpad environment continue to follow educational guidelines for various levels and disciplines and in case of emergency conditions in the community, adjustments are made via electronic media/ teleconference.
 - c. Implementation of Thesis or Final Assignment exams for Applied Master's Program Students:
 - 1) The session is officially opened by the Head of the Study Program in accordance with applicable regulations;
 - 2) Before the trial is held, the Head of the Study Program checks the presence of students participating in the trial, supervisors, discussants/ examiners both physically at the place/venues or attend remotely/ virtual;
 - 3) The trial is officially opened after meeting the quorum in accordance with applicable regulations, and the trial is held as a panel attended physically at the location/venues or attend remotely/virtual;
 - 4) Home Screen/Main Screen is a screen used to display presentations from students participating in the trial which can also be viewed remotely by the Supervisors, Discussants/Examiners/virtual through the electronic media they use.
 - 5) Parties who are physically present at the place/venue the trial is only possible if the number is small and attention must be paid physical distancing and health protocols determined by the government.
 - 6) The implementation of the Applied Master's Student Thesis Examination follows the applicable provisions after meeting a quorum led by the Head of the Study Program;
 - 7) The final score on the trial exam in number 6) above is given in the form of a raw score (raw score) with a range of 0-100, which is then sent via electronic media, such as email or other electronic media that has been determined by the Head of the Study Program, in order to determine graduation/judicial status in accordance with the standard rules for determining graduation/judicial status at that level of education by the Head of the Study Program.

M. Graduation

1. Graduation judiciary is based on the final GPA, namely the average combined AM course set with AM SAM, as follows:

Quality Score	Judiciary
3.00 - 3.50	Satisfying
3.51 - 3.75	Very satisfactory
3.76 - 4.00	Praise (with additional conditions)

2. The graduation predicate "Praise", has other additional requirements, namely:
 - a. Time for Masters Education graduation (SAM date) takes into account the scheduled study period plus 1 (one) semester (0.5 years) or a maximum of 5 (five) semesters;
 - b. Has at least 1 (one) scientific article with accepted status (accepted) in accredited national journals at least

- lack of SINTA 2 (Two) or reputable international journals or exhibitions at international scientific activities;
- c. There are no courses with a C grade;
- d. Do not repeat studies in the same study program at Unpad.

3. Students who fulfill the "Praise" Yudisium based on GPA, but do not meet the additional requirements in accordance with point 2, then the graduation Yudisium is only designated "Very Satisfactory".

N. Dress code at SUR and SAM

1. During SUR and SAM, the Chair and Secretary as well as the entire Guidance Team and Examining Team, men's clothing wears a full suit or batik shirt, dark colored trousers, while women's clothing is adjusted.
2. During SUR and SAM, students wear full jackets, dark trousers and ties, while female students adjust accordingly.

O. Academic Warning

Academic warnings are given in writing to students who: 1. at the end of semester I (One) or semester II (Two) obtain a GPA below 3.00;

2. at the end of semester I (One) or semester II (Two) obtain a grade of C (pure grade less than 68);

3. at the beginning of semester III (Three) they have not done SUR;

4. at the end of semester VII (Seven) have not taken SAM;

5. for 1 (one) semester do not re-register (her-registration);

6. have not graduated according to the scheduled study period.

P. Termination of Study

Termination of studies is imposed on students who:

1. at the end of semester III (Three) obtain a GPA below 3.00;

2. at the end of semester I (One) and semester II (Two) obtain a quality letter below C;

3. at the end of semester III (Three) have not done the SUR or have not passed the SUR for the second time;

4. at the end of semester VIII (Eight) unable to complete studies;

5. at the end of semester VIII (Eight) do not or do not have a scientific article according to graduation requirements;

6. in 2 (Two) consecutive semesters or at different times do not register;

7. doing things that defame the alma mater (Unpad), committing plagiarism, and/or violating scientific ethics.

Q. Academic Sanctions

1. Academic sanctions are imposed on students who commit disgraceful actions in the teaching and learning process, both academic and non-academic, or violate the law, and/or commit immoral acts.

2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, failure to mention sources, norms and ethics) is determined based on proposals from the Faculty/Postgraduate School Team.

3. Handling of plagiarism cases refers to the regulations in force at Unpad and the applicable laws and regulations.

4. Types of academic sanctions are determined based on statutory regulations

- valid invitation by the Advisory Commission consisting of: a. university representative (Rector/Vice Chancellor for Academic and Student Affairs/ Director of Education and Internationalization); And
- b. representatives of the institution providing Masters Education (Dean of the Faculty/Postgraduate School, Deputy Dean, Chair/Secretary of the Masters Study Program, and Head of Supervisor).
5. The results of the Advisory Commission agreement are then followed up with the signing of the Minutes as a basis for determining the decision.

R. Diplomas, Graduation and Academic Degrees

1. Masters Education Students who have been declared graduated will receive a Certificate of Completion (if required), Academic Transcript, and Diploma, if:
 - a. Deliver hard copy and soft copy thesis no later than 1 (one) month if the correction is minor and 3 (three) months if the correction is major; And
 - b. Submit all graduation administrative requirements.
2. Graduates can take part in the graduation ceremony if they have fulfilled the obligations as stated in point 1.
3. Diplomas and academic transcripts will be submitted 1 (one) week after graduation at the Unpad Integrated Service Center.
4. The academic degree of the graduate of Applied Masters Education is in accordance with the Decree of the Chancellor of Padjadjaran University.

S. Committee Ad Hoc Postgraduate Education

1. Every Faculty and Postgraduate School is required to have a Committee Ad Hoc Postgraduate Education (KAPP).
2. KAPP has the function of ensuring the implementation of a quality postgraduate education process in accordance with these guidelines.
3. KAPP has the task of carrying out an assessment of at least:
 - a. Journal quality for student publications;
 - b. Graduation process; And
 - c. The process of granting judiciary.
4. KAPP at least consists of:
 - a. Dean/Deputy Dean for Learning, Student Affairs and Research;
 - b. Head of the study program; And
 - c. Department Representative.
5. Further provisions regarding KAPP are regulated in the Chancellor's Decree.

RECTOR,

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RINA INDIASTUTI

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Direktur Tata Kelola, Legal and Communication
Universitas Padjadjaran



Isis Ikhwansyah

APPENDIX III

REGULATION OF THE RECTOR OF PADJADJARAN UNIVERSITY

NUMBER : 38 YEAR 2021

DATE : 19 NOVEMBER 2021

CONCERNING GENERAL GUIDELINES FOR THE IMPLEMENTATION OF MASTERS, APPLIED MASTERS, RESEARCH-BASED MASTERS, AND DOCTORAL EDUCATION IN THE ENVIRONMENT OF PADJADJARAN UNIVERSITY

RESEARCH-BASED MASTERS EDUCATION GUIDELINES IN THE ENVIRONMENT OF PADJADJARAN UNIVERSITY

I. GENERAL PROVISIONS

- a. Research-Based Masters Education is a Masters Program that prioritizes research in achieving its learning goals and produces reputable international publications.
- b. The Research-Based Masters education program is managed by the same Masters Study Program as the Regular Masters Program, and is not a separate Study Program.
- c. The opening of a Research Education Program must be approved by the Chancellor through the Vice Chancellor for Academic and Student Affairs, taking into account:
 1. Number of prospective supervisors who meet the requirements to become Research-Based Masters supervisors.
 2. The ratio of lecturers and students in existing study programs that are already running at the Faculty or Postgraduate School.
 3. Student publication performance in reputable international journals in postgraduate programs managed by faculties or postgraduate schools.

II. OBJECTIVES OF THE RESEARCH-BASED MASTER'S EDUCATION PROGRAM

- a. Increasing the research capacity of research students according to their scientific fields of interest, by producing results/output/research that contributes to answering problems faced by society.
- b. Increasing contributions to scientific development, through increasing publications in reputable international journals and/or filing Intellectual Property Rights.
- c. Increasing the partnership network between Unpad and industry and/or government in developing integrated research.

III. GUIDELINES FOR IMPLEMENTING RESEARCH-BASED MASTERS EDUCATION

A. Selection of Prospective Students

1. Selection of prospective Research-Based Masters Education students is carried out through the SMUP mechanism, with the following general requirements:
 - a. Indonesian citizens or foreign citizens who have received approval from the Ministry of Education, Culture, Research and Technology
 - b. Have a bachelor's degree;
 - c. Have worked for at least 2 years in a field that matches the Research-Based Master's topic of interest, or for fresh graduate already has publications in reputable international journals.
 - d. Have a minimum Academic Ability Test (TKA) of 450 as proven by a certificate of test results held by

test administering institution recognized by Unpad and still valid for a maximum of 2 (two) years from the date the certificate is issued;

e. Have English language skills with minimum standard scores as follows:

- 1) TOEFL International (Paper-Based Test) at least 450; or
- 2) TOEFL International (Internet-Based Test) at least 45; or
- 3) TOEFL International (Computer-Based Test) at least 133; or
- 4) International English Language Testing System (IELTS) Academic at least 4.5; or
- 5) English Language Proficiency Test (TKBI) of at least 450 conducted by a test administering institution recognized by Unpad as proven by a test result certificate which is still valid for a maximum of 2 (two) years from the date the certificate was issued;

f. The TKA and TKBI requirements as referred to in points d and point e, are not required for prospective students who already have scientific publications as first authors that have been published in international journals with a minimum reputation of Q3;

g. Attach a Statement of Purpose (Statement of Purpose);

h. Attach 2 (two) Letters of Recommendation (Letter of Recommendation) from the supervisor at work, supervisor at undergraduate level, or head of the home university, who provides an assessment of the academic competence of prospective students;

i. Attach a Letter of Willingness to Supervise from the prospective Head of Research-Based Masters Supervision, which explains the research to be carried out and the source of research funding.

2. Faculties or Postgraduate Schools can:

a. Determine the minimum undergraduate GPA requirements, in accordance with the needs of Research-Based Masters Education;

b. Prepare selection interviews and other tests, in coordination with the SMUP Committee.

B. Student Admissions

1. The Head of Study Program prepares a Value Recapitulation from the prospective student selection process to decide whether or not the prospective student will be accepted.

2. The decision of the Head of the Study Program as referred to in point 1 is submitted to the Dean of the Faculty/Postgraduate School.

3. The Dean of the Faculty/Postgraduate School submits a proposal to accept or not accept the prospective student to the Chancellor of Unpad through the Vice Chancellor for Academic and Student Affairs.

4. The decision to accept prospective students is determined by the Chancellor of Unpad and the announcement of the selection results is carried out by the Vice Chancellor for Academic and Student Affairs on behalf of the Chancellor of Unpad.

C. Research-Based Master's Education Students from the ProgramFast Track

1. Undergraduate Program students at Unpad can take part in the selection of prospective Research-Based Masters Education students through the programFast Track.

2. In addition to meeting the requirements for prospective Research-Based Masters students, prospective students from the ProgramFast Track must fulfill the requirements in accordance with the Program registration provisionsFast Track which are regulated in separate rules.

D. Scholarship

1. For prospective Research-Based Masters Education students who will apply for a scholarship and have met the requirements to be accepted, they can be given a Certificate of Acceptance (LoA) at Unpad.
2. Applications for scholarships for prospective Research-Based Masters Education students who come from the collaboration route between Unpad and partners are carried out in accordance with the procedures in MoU and/or PKS.

E. Registration, Registration of Academic Activities and Academic Leave

1. Students who have been accepted into Research-Based Masters Education are required to register (registration) and must re-register (re-registration) every semester.
2. At the beginning of each semester students must fill out a Study Plan Card (KRS) online in the Integrated Administrative Information System (SIAT) which is approved by the Guardian Lecturer and known to the Head of Research-Based Masters Education.
3. Students will not receive any academic services including filling in KRS as long as they do not register/re-register and do not fill in KRS in the current semester.
4. Students are allowed to make changes to KRS (PKRS) within the specified time.
5. If you do not register for 2 (two) consecutive semesters, then the student concerned is considered to have resigned as an Unpad student.
6. Temporary cessation of studies (academic leave) with permission from the Dean of the Faculty/Postgraduate School is only permitted for a maximum of 1 (one) semester. This leave time is not taken into account in study travel time.
7. Academic leave provisions for students receiving scholarships are regulated based on the provisions of the scholarship granting institution.
8. Students are not allowed to take academic leave in the first semester.
9. Before registration for semester VI (six) and the following semester, the Masters Study Program issues a warning letter to the student concerned who is known to the Head of Supervisor.
10. Students who register in semester VII (seven) and onwards are subject to a progressive rate of 5% (five percent) of the rate in the previous semester until the study deadline ends.

F. Learning

1. Length of Education and Study Load
 - a. The study period and load for implementing a master's education program is a maximum of 4 (four) academic years;
 - b. The cumulative study load for master's education is at least 36 (thirty-six) credits and the maximum study load per semester is 24 (twenty-four) credits;
 - c. The cumulative study load for Research-Based Masters Education is a minimum of 36 credits, consisting of:
 - 1) Master's Competency, minimum 15 credits;
 - 2) Research Proposal Seminar (SUR) 2 credits;
 - 3) Scientific Publications in Reputable International Journals 9 credits;
 - 4) Research Progress Seminar (SKR) 4 credits, which can be divided into different semesters into SKR 1 and SKR 2;

5) 6 credits Thesis (which consists of 2 credits Research Results Seminar (SHR), and 4 credits Final Master's Examination (SAM).

d. Master's Competency Load as referred to in point c, held in semester I and semester II, the form can be:

- 1) Maximum 6 credits of lectures;
- 2) Speaker at scientific seminars;
- 3) Journal reading or Literature Review;
- 4) Lecture assistance.

e. In conditions during a public health emergency, the following provisions apply:

1) The student's study limit ends in the current semester, the student's study limit can be extended by 1 (one) semester.

2) The students referred to in number 1) are:

- a) Students who have taken a contract for a Thesis Assignment course or other form of final assignment and whose research proposal has received approval from the Supervisor.
- b) Students who experience obstacles in working on and completing their Thesis or other forms of Final Projects as a result of activity restrictions due to the Health Emergency period.

c) Students who have been scheduled to take the Thesis Examination or other Final Examination for Research-Based Masters Students.

3) To obtain an extension of the study limit as referred to in numbers 1) and 2), students must submit a letter requesting an extension of the study limit to the Dean.

4) The Dean has the right to propose the names of students who receive an extension of their study limits on the basis of a public health emergency to the Vice Chancellor for Academic and Student Affairs who has received a recommendation from the Supervisor and Head of the Study Program.

5) For conditions in numbers 1), 2), 3), and 4) students are exempt from the obligation to pay Single Tuition Fees (UKT) or Educational Implementation Fees (BPP).

6) If when the extension of the study deadline ends, it turns out that the student is unable to complete his studies, he is considered to have withdrawn.

2. Subject Lecturer Qualifications

Qualified lecturers and course instructors:

- a. Graduates of Doctoral or Applied Doctoral education relevant to Masters Education; or
- b. Certified professionally relevant to Masters Education and qualified equivalent to level 9 (nine) KKNI; or
- c. Practitioners who have skills relevant to Masters Education and have qualifications equivalent to level 9 (nine) of the KKNI.

3. Lecture Activities

a. The study program can recommend to students at the beginning of their studies (semester I) to take a maximum of 12 credits from certain courses in Bachelor's or Master's education, with the aim of equalizing relevant knowledge with the thesis research plan;

b. Taking several of these courses (in point a) is carried out in an integrated manner in Bachelor's or Master's education within or across study programs/faculties at Unpad;

- c. The course contract cannot be canceled by the student, unless making changes to the KRS (PKRS) on the advice of the guardian/counselor at the specified time.

4. Course assessment and learning evaluation are carried out as follows:

- 1) Academic achievement is expressed in the form of IPS (Semester Achievement Index) and GPA (Cumulative Achievement Index). IPS and GPA calculations are carried out at the end of each semester;
- 2) The Final Grade (NA) for each course can be obtained from the combined scores of the Mid-Semester Examination (UTS), Final Semester Examination (UAS), assignments and other activities given during the semester, according to their respective weights;
- 3) NA is given in the form of a Quality Letter (HM) based on a raw score which uses a range of 0-100;
- 4) Conversion of raw scores into HM and Quality Score (AM) is guided by the following:

Final score	Letter Quality	Number Quality	Category
$80 \leq NA \leq 100$	A	4	Very good
$68 \leq NA < 80$	B	3	Good
$56 \leq NA < 68$	C	2	Enough
$45 \leq NA < 56$	D	1	Not enough
$NA < 45$	E	0	Very less

- 5) Obtaining a GPA below 3.00 in semester I (one) and semester II (two) will result in students being subject to termination of study sanctions. Remedial exams can be carried out before the end of the score collection period.

G. Determination of Supervisors

1. During the thesis writing process, each student is directed and guided by the Advisory Team.
2. The Supervising Team consists of a minimum of 2 (two) people and a maximum of 3 (three) people, consisting of a Head of Supervising and a maximum of 2 (two) Supervising Members.
3. The Chief Supervisor must meet the following requirements:
 - a. Unpad lecturers who have NIDN or NIDK;
 - b. Doctoral academic qualifications;
 - c. Have an academic position as low as Lector;
 - d. Qualified in a field of science that is the same field or allied to the Master's degree or field of science that the student is pursuing;
 - e. Have publications in reputable international journals (minimum Q3, or Web of Science impact factor) as first author or corresponding author, within the last 5 (five) years;
 - f. Have been or are currently a member of the Master's Program supervisor;
 - g. Have a number of mentors as first supervisors at all levels of under 10 people;
4. Members of the Supervisor and Testing Team must meet the following requirements:
 - a. Unpad lecturers have doctoral academic qualifications with academic positions as low as Assistant Expert who are selected based on their scientific expertise specialization; or
 - b. Lecturers at domestic universities that are accredited equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with positions as low as Lector with the academic qualifications of a Doctor selected based on their specialization of scientific expertise; or

- c. Domestic or foreign experts or practitioners selected based on recognition of their specialization of expertise have qualifications equivalent to KKN I level 9 (nine).
5. Determination of the Chairman and Supervisory Members
- a. The Chancellor's Decree signed by the Dean of the Faculty/Postgraduate School on behalf of the Chancellor, to the lecturer who is the Head of Supervisor and the Supervisory Members must be made no later than the end of the first semester of Research-Based Masters Education;
 - b. Determination of the lecturer who will be the Head of Supervising based on the Letter of Willingness to Supervise that he or she wrote;
 - c. Supervising members are proposed by the Head of Supervising with consideration and coordination with the Head of the Study Program;
 - d. The Head of Supervisor is responsible and coordinates with the Supervisor Members in the educational process of the students they supervise;
 - e. If one of the Guidance Team is permanently absent (for example, dies, assignments at home and abroad for more than 6 (six) months, retirement or resignation), the following provisions apply:
 - 1) If it occurs before the SUR, a replacement may be made;
 - 2) If it occurs after SUR, no replacement may be made, unless both are permanently unable to do so;
 - 3) If after the SUR, the Head of Supervisor is permanently absent, then the Supervising Member replaces him, without the need for additional Supervising Members;
 - 4) Replacement of Supervisory Members is permitted, subject to written statement from the old Supervisory Member (unless death); And
 - 5) After 6 (six) months there is no written statement from the old Supervisory Team (Chairman and Supervisory Members), the Head of the Masters Study Program has the right to propose a replacement for the Supervisory Team.
6. Testing Team members must meet the following requirements:
- a. Unpad lecturers have doctoral academic qualifications with academic positions as low as Assistant Expert who are selected based on their scientific expertise specialization; or
 - b. Lecturers at domestic universities that are accredited equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with positions as low as Lector with the academic qualifications of a Doctor selected based on their specialization of scientific expertise; or
 - c. Domestic or foreign experts or practitioners selected based on recognition of their specialization of expertise have qualifications equivalent to KKN I level 9 (nine);
 - d. If one of the Examiner Team is permanently absent (for example, dies, assignments at home and abroad for more than 6 (six) months, retires or resigns), then the Head of the Masters Study Program can replace him with another Examiner.

H. Preparation of the Thesis

- 1. A thesis is the final scientific work of a Masters Study Program student, created based on research results using scientific methods and principles according to their respective scientific disciplines.
- 2. A thesis is a student's original scientific work which is shown by a stamped statement regarding its authenticity and can be proven through anti-plagiarism software.

3. The structure and style of thesis writing, such as: outlines, writing citations, notes (footnotes or running notes), and bibliography, following Padjadjaran University's thesis writing guidelines.

I. Mentoring

1. Guidance is carried out by the Advisory Team since the Decree of the Dean of the Faculty/Postgraduate School is stipulated in the semester I (first) to completion of the thesis.
2. The mentoring process must be recorded in the study progress book (log book) as evidence of the learning process, and the Masters Study Program carries out monitoring and evaluation as a basis for doing so review performance of students and the Guidance Team.
3. The Head of Supervisor is obliged to provide a progress report on student study progress at the end of each semester to the Head of the Masters Study Program.
4. Research Proposal Seminar (SUR) and Master's Final Session (SAM) activities can be carried out after going through a minimum of 8 (eight) mentoring processes and always starting with the registration administration process.
5. Administrative registration for SUR and SAM activities, no later than 2 (two) weeks before the implementation of the activity.

J. Research Proposal Seminar (SUR)

1. SUR is a student research plan in the context of preparing a thesis.
2. The SUR is carried out no later than the end of semester II (two), if it is not or has not been carried out then the student concerned is considered to have withdrawn.
3. The SUR Discussion Team consists of 2 (two) Supervisory Team members, 3 (three) Examiner Team members, and is led by 1 (one) SUR Leader.
4. Students take the SUR at the specified time, and the SUR manuscript must be bound thinly (soft cover) blue, and submitted to the SUR Leader, Guidance Team and Testing Team at least 1 (one) week before the implementation of the SUR.
5. The SUR is carried out in a panel manner and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) members of the Advisory Team and 1 (one) or 2 (two) members of the Examiner Team plus 1 (one) SUR Leader.
6. The SUR leader is the Head of the Masters Study Program or Head of Supervisor, who is appointed based on the Decree of the Dean of the Faculty/ Postgraduate School on behalf of the Chancellor.
7. The SUR leader is not automatically a discussant, except in accordance with the student's field of knowledge being tested or as Head of the Advisory Team.
8. SUR is conducted openly and can be attended by students and lecturers.
9. Students who are declared not to have passed the SUR are given the opportunity to repeat the SUR 1 (one) time, which will be carried out no later than 3 (three) months after the first SUR. Sanctions for terminating studies will be given if the student is declared not to have passed the SUR for the second time.
10. The discussant evaluates the contents of the Research Proposal, asks questions and evaluates the answers given by students, and provides suggestions for improving the Research Proposal.
11. The discussant evaluates students' responsibility for questions that are critical or clarifying regarding the material/substance of the Research Proposal with the assessment weight:

- a. Significance of Research Background and/or Research Focus, and Problem Formulation, weight 15% (fifteen percent);
- b. Relevance and up-to-dateness of the Literature Review, weight 25% (twenty five percent);
- c. Accuracy of the formulation of the Framework for Thought and Research Propositions/Hypothesis, weight 10% (ten percent);
- d. Suitability of Research Methods, weight 10% (ten percent);
- e. Scientific writing ability, weight 20% (twenty percent);
- f. Communication skills in the oral exam, 20% (twenty percent) weight.

12. Assessment on SUR is given in the form of raw scores (raw score) with a range of 0-100.

13. If the final value of the raw score (raw score) SUR between 68.00-79.99, but research proposals may show novelty (novelty) good research, then the final value can be added to the research novelty value of a maximum of 10 points.

14. At the end of the SUR, the discussant/reviewer provides the following assessment:

- 1) students are declared to have passed if they get an average score ≥ 68 ;
- 2) Students are declared not to have passed if they get an average score < 68 .

15. Convert Final Grades into Quality Letters and Quality Scores using the following guidelines:

Final score	Letter Quality	Quality Score	Category
80.00 - 100	A	4	Very good
68.00 - 79.99	B	3	Good
56.00 - 67.99	C	2	Enough
45.00 - 55.99	D	1	Not enough
0.00 - 44.99	E	0	Very less

K. Research Progress Seminar (SKR)

1. Students who have passed the SUR then make improvements to their research proposal to obtain their supervisor's approval to conduct research.
2. After doing SUR, every semester students must do SKR 1 and SKR 2.
3. Before being able to carry out an SKR, students must have submitted a research progress report to the study program, which has been approved by the head of the supervisory team.
4. The SKR is carried out in a panel led by the SKR chairman who is attended by the supervisor and 3 other lecturers as examiners.
5. At the end of the SKR, the supervisory team and the examining team provide an assessment score with a range of 0-100 which will be converted to Quality Letters
6. Convert Final Grades into Quality Letters and Quality Scores using the following guidelines:

Final score	Letter Quality	Number Quality	Category
80.00 - 100	A	4	Very good
68.00 - 79.99	B	3	Good
56.00 - 67.99	C	2	Enough
45.00 - 55.99	D	1	Not enough
0.00 - 44.99	E	0	Very less

7.If the score obtained is below 68, students must repeat the research progress seminar

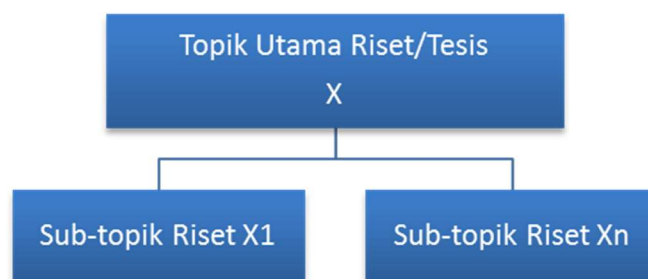
L. Research and Writing Scientific Articles

1. Research is carried out after students have passed SUR and have made improvements to the Research Proposal which has been approved by the Advisory Team.
2. During the research process, students write a minimum of 1 (one) scientific article on topics appropriate to the thesis research, which is part of the thesis to be published in a reputable international journal.
3. Students submit scientific articles to reputable international scientific journals with the approval of the supervisors who will act as co-authors, by including the Unpad institution.
4. The publication weight of scientific articles in reputable international journals is set at 9 (nine) credits, with a Quality Letter (HM) assessment score as follows:

Journal Index	Quality Letters	Quality Score
Minimal articles accepted in reputable international journals indexed Q1-Q2, or Q3 with impact factor Web of Science (WoS).	A	4
Minimal articles accepted in Reputable International Journals Indexed Q3.	B	3

5. Relationship between the thesis and scientific articles

Students write a thesis manuscript in accordance with SUR and based on research results published as scientific articles in reputable international journals, as follows:



- a. The thesis research topic (X), consists of (can be divided into) several subtopics X1, and Xn;
- b. Research sub-topic X1, producing scientific articles in reputable international journals with "topic/issue" X1;
- c. Xn research sub-topic, producing scientific articles in reputable international journals on the "topic/issue" Xn;
- d. The synthesis of these three researches can produce one scientific article in a reputable international journal with "topic/issue" X;
- e. The scientific article written (X1, Xn), the idea is a derivative of the main idea contained in X.

M. Master's Final Session (SAM)

1.General Explanation of SAM

a. Masters Education students can take SAM if they have met the following requirements:

- 1) Have passed the course set with a GPA of at least 3.00;
- 2) Have carried out the SUR and SKR, and been declared passed;
- 3) The thesis manuscript has been approved by the Advisory Team;
- 4) Submit a certificate of evidence of at least 1 scientific article accepted to be published in a reputable international journal at least Q3 (no discontinued at the time the paper was published) as the first author which was written during the Master's Education course.

b. Thesis assessment is carried out through SAM;

c. Before SAM, the Advisory Team evaluates the material/substance of the manuscript submitted through the Research Results Seminar (SHR);

d. The SAM leader is the Head of the Masters Study Program or Head of Supervisor;

e. The SAM Discussion Team consists of 2 (two) Supervisory Team members and 3 (three) Examiner Team members;

f. Students take part in SAM at the appointed time, and the thesis manuscript must be bound in a yellow soft cover, and submitted to the SAM Leader, Advisory Team and Examining Team at least 1 (one) week before the implementation of SAM;

g. The SAM leader is not automatically a discussant, unless it is in accordance with the student's field of knowledge being tested or as the Head of Supervisor.

2. Implementation of SAM

a. SAM is carried out as a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) Mentoring Team and 1 (one) or 2 (two) Examining Team and plus 1 (one) SAM Leader;

b. The Testing Team at the specified SAM time must be the same as the Testing Team at the SUR time;

c. In SAM, the discussant evaluates the contents of the thesis manuscript with the following assessment weights:

- 1) Significance of Research Background and/or Research Focus, and Problem Formulation, weight 10% (ten percent);
- 2) Relevance and up-to-dateness of the Literature Review, weight 20% (twenty percent);
- 3) Accuracy of the formulation of the Rationale Framework and Research Proposition/Hypothesis, weight 10% (ten percent);
- 4) Suitability of Research Methods, weight 10% (ten percent);
- 5) Sharpness of analysis and integrity of thought, weighting 20% (twenty percent);
- 6) The stability and quality of the conclusions, as well as the suggestions submitted, weight 10% (ten percent);
- 7) Scientific writing ability, weight 10% (ten percent);
- 8) Communication skills in the oral exam, weighting 10% (ten percent);
- 9) The assessment weight of 100% (one hundred percent) above can be added to the assessment weight of 10% (ten percent) below, if the student can demonstrate a contribution to the development of science, technology and development.

d. The final score on the SAM is given in the form of a raw score with a range of 0-100;

e. If the final value of the raw score (raw score) SAM between 68.00-79.99, but research results can show newness (novelty) or makes a contribution to the development of science, technology and development, then the final value can be added to the value of novelty and research impact of a maximum of 10 points;

f. At the end of the SAM, the discussant provided the following assessment:

- 1) Students are declared to have passed if they get an average score ≥ 68 ;
 - 2) Students are declared not to have passed if they get an average score < 68 .
- g. The scores of the discussants are added together with the percentage of the Advisory Team 60% (sixty percent) and the Examining Team 40% (forty percent) as NA, without first being converted into HM;
- h. Convert Final Grades into Quality Letters and Quality Scores using the following guidelines:

Final score	Letter Quality	Number Quality	Category
80.00 - 100	A	4	Very good
68.00 - 79.99	B	3	Good
56.00 - 67.99	C	2	Enough
45.00 - 55.99	D	1	Not enough
0.00 - 44.99	E	0	Very Not enough

- i. Students who are declared not to have passed the SAM are given the opportunity to take the SAM test 1 (one) time within the agreed time period, taking into account the study time limit.
3. In conditions of a public health emergency, holding the Final Scientific Work Session in the Research-Based Masters Program can be carried out using electronic media/teleconference while still referring to the quality standards for holding the Final Scientific Work Session.
- a. The implementation of trial exams in the Research-Based Masters Program study program as mentioned in numbers 1, 2 and 3 above can be carried out via electronic media/teleconference.
 - b. Trial exams in the Unpad environment continue to follow educational guidelines for various levels and disciplines and in case of emergency conditions in the community, adjustments are made via electronic media/teleconference.
 - c. Implementation of Thesis or Final Assignment exams for Research-Based Master's Program Students:
 - 1) The session is officially opened by the Head of the Study Program in accordance with applicable regulations;
 - 2) Before the trial is held, the Head of the Study Program checks the presence of students participating in the trial, supervisors, discussants/examiners both physically at the place/venues or attend remotely/virtual;
 - 3) The trial is officially opened after meeting the quorum in accordance with applicable regulations, and the trial is held as a panel attended physically at the location/venues or attend remotely/virtual;
 - 4) Home Screen/Main Screen is a screen used to display presentations from students participating in the trial which can also be viewed remotely by the Supervisors, Discussants/Examiners/virtual through the electronic media they use.
 - 5) Parties who are physically present at the place/venue the trial is only possible if the number is small and attention must be paid physical distancing and health protocols determined by the government.
 - 6) The implementation of the Research-Based Master's Thesis Examination session follows the applicable provisions after meeting a quorum led by the Head of the Study Program;
 - 7) The final score on the trial exam in number 6) above is given in the form of a raw score (raw score) with a range of 0-100,

which is then sent via electronic media, such as email or other electronic media that has been determined by the Head of the Study Program, in order to determine graduation/judicial status in accordance with the standard rules for determining graduation/judicial status at that level of education by the Head of the Study Program.

N. Graduation

1. Graduation judiciary is based on the final GPA, namely the average combined AM course set with AM SAM, as follows:

Quality Score	Judiciary
3.00 - 3.50	Satisfying
3.51 - 3.75	Very satisfactory
3.76 - 4.00	Praise (with additional conditions)

2. The graduation predicate "Praise", has other additional requirements, namely:
 - a) The time for graduation from Masters Education (SAM date) takes into account the scheduled study period plus 1 (one) semester (0.5 year) or a maximum of 5 (five) semesters;
 - b) Have at least 1 (one) article accepted in Q1/Q2 indexed journals, or Web of Science (WoS) impact factor, or 2 (two) articles minimum accepted in Scopus Q3 indexed journals;
 - c) There are no courses with a C grade;
 - d) Do not repeat studies in the same study program at Unpad.
3. Students who meet the "Praise" judiciary based on GPA, but do not meet the additional requirements in accordance with number 2, then the graduation judiciary is only determined as "Very Satisfactory".

O. Dress code at SUR and SAM

1. During SUR and SAM, the Chairman and Secretary as well as the entire Guidance Team and Examining Team, men's clothing wears a full suit or batik shirt, dark colored trousers, while women's clothing is adjusted.
2. During SUR and SAM, students wear full jackets, dark trousers and ties, while female students adjust accordingly.

P. Academic Warning

Academic warnings are given in writing to students who:

1. At the end of semester I (one) or semester II (two) obtain a GPA below 3.00;
2. At the end of semester I (one) or semester II (two) obtain a grade of C (pure grade less than 68);
3. At the beginning of semester II (two) they had not yet done SUR;
4. At the end of semester VII (seven) he had not yet taken SAM;
5. During 1 (one) semester do not re-register (her-registration);
6. Have not graduated according to the scheduled study period.

Q. Termination of Study

Termination of studies is imposed on students who:

1. At the end of semester III (Three) obtain a GPA below 3.00;
2. At the end of semester I (one) and semester II (two) you get letters

- quality below C;
- 3. At the end of semester II (two) have not done SUR or have not passed SUR for the second time;
- 4. At the end of semester VIII (eight) unable to complete studies;
- 5. At the end of semester VIII (eight) you do not or do not have a scientific article according to graduation requirements;
- 6. In 2 (two) consecutive semesters or at different times do not register;
- 7. Doing things that defame the alma mater (Unpad), committing plagiarism, and/or violating scientific ethics.

R. Academic Sanctions

1. Academic sanctions are imposed on students who commit disgraceful actions in the teaching and learning process, both academic and non-academic, or violate the law, and/or commit immoral acts.
2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, failure to mention sources, norms and ethics) is determined based on proposals from the Faculty/Postgraduate School Team.
3. Handling of plagiarism cases refers to the regulations in force at Unpad and the applicable laws and regulations.
4. The type of academic sanction is determined based on applicable laws and regulations by the Advisory Commission which consists of:
 - a. university representative (Rector/Vice Chancellor for Academic and Student Affairs/Director of Education and Internationalization); And
 - b. representatives of institutions providing Research-Based Masters Education (Deans of Faculties/Postgraduate Schools, Deputy Deans, Chair/Secretaries of Masters Study Programs, and Head of Supervisors).
5. The results of the Advisory Commission agreement are then followed up with the signing of the Minutes as a basis for determining the decision.

S. Diploma, Graduation and Academic Degree

1. Masters Education Students who have been declared graduated will receive a Certificate of Completion (if required), Academic Transcript, and Diploma, if:
 - a. Deliver hard copy and soft copy thesis no later than 1 (one) month if the correction is minor and 3 (three) months if the correction is major; And
 - b. Submitting a cover letter has completed the administration of the Master's Study Program.
2. Graduates can take part in the graduation ceremony if they have fulfilled the obligations as stated in point 1.
3. Diplomas and Academic Transcripts will be submitted 1 (one) week after graduation at the Unpad Integrated Service Center.
4. The academic degree of the Master's degree graduate taken is in accordance with the Decree of the Chancellor of Padjadjaran University

Q. Committee Ad Hoc Postgraduate Education

1. Every Faculty and Postgraduate School is required to have a Committee Ad Hoc Postgraduate Education (KAPP).
2. KAPP has the function of ensuring the implementation of a quality postgraduate education process in accordance with these guidelines.
3. KAPP has the task of carrying out an assessment of at least:

- a. Journal quality for student publications;
 - b. Graduation process; And
 - c. The process of granting judiciary.
4. KAPP at least consists of:
- a. Dean/Deputy Dean for Learning, Student Affairs and Research;
 - b. Head of the study program; And
 - c. Department Representative.
5. Further provisions regarding KAPP are regulated in the Chancellor's Decree.

RECTOR,

TTD

RINA INDIASTUTI

The copy corresponds to the original

Direktur Tata Kelola, Legal and Communication
Universitas Padjadjaran



Isis Ikhwansyah

APPENDIX IV

REGULATION OF THE RECTOR OF PADJADJARAN UNIVERSITY

NUMBER : 38 YEAR 2021

DATE : 19 NOVEMBER 2021

CONCERNING GENERAL GUIDELINES FOR THE IMPLEMENTATION OF MASTERS, APPLIED MASTERS, RESEARCH-BASED MASTERS, AND DOCTORAL EDUCATION IN THE ENVIRONMENT OF PADJADJARAN UNIVERSITY

GUIDELINES FOR DOCTORAL EDUCATION IN THE PADJADJARAN UNIVERSITY ENVIRONMENT

A. Doctoral education

Doctoral education (S-3) at Unpad is organized based on the Semester Credit System which is measured in Semester Credit Units (credits).

B. General

1. Starting from the 2016/2017 Academic Year, Unpad implemented a Doctoral Education process by mainstreaming research as an educational method.
2. Starting Year Academic 2016/2017, student required publish scientific articles, which are part of his dissertation research in reputable international journals.
3. In relation to the dissertation research topic/theme, students can attend/take lectures/other academic activities with the aim of enriching material/knowledge.
4. While attending Doctoral Education, students can carry out basic or applied research.

C. Selection of Prospective Students

Selection of prospective Doctoral Education students is carried out through the SMUP mechanism, with the following general requirements:

- a. Indonesian Citizens or Foreign Citizens who have received approval from the Ministry of Education and Culture;
- b. Have a Masters or Applied Masters or Specialist education certificate;
- c. Have an Academic Ability Test (TKA) of at least 500 as proven by a certificate of test results held by a test administering institution recognized by Unpad and still valid for a maximum of 2 (two) years from the date the certificate was issued;
- d. Have English language skills with the following standard scores:
 - 1)TOEFL International (Paper-Based Test)at least 500; or
 - 2)TOEFL International (Internet-Based Test)at least 61; or
 - 3)TOEFL International (Computer-Based Test)at least 173; or
 - 4)International English Language Testing System (IELTS) Academicat least 5.0; or
 - 5) English Language Proficiency Tests (TKBI) of at least 500 conducted by a test administering institution recognized by Unpad as proven by a test result certificate which is still valid for a maximum of 2 (two) years from the date the certificate was issued;
- e. The TKA and TKBI requirements as referred to in points c and d, are not required for prospective students who already have scientific publications as first authors that have been published in reputable international journals of at least Q3;
- f. Attach a Letter of Willingness to Mentor from the prospective Chair of the Promoter;
- g. Have a Letter of Recommendation (Letter of Recommendation)a total of 2 (two) pieces, at least one of which is a Letter of Recommendation from a lecturer or higher education leader providing an assessment of the prospective student's academic competence; And
- h. Have a Statement of Purpose (Statement of Purpose).

D. Doctoral Education Students from the ProgramFast Track

1. Masters or Applied Masters or Specialist Program students at Unpad can take part in the selection of prospective Doctoral Education students through the programFast Track.
2. Prospective students from the ProgramFast Track must fulfill the requirements in accordance with the Program registration provisionsFast Track which are regulated in separate rules.

E. Letter of Willingness to Mentor from Prospective Chief Promoter

1. To obtain a Letter of Willingness to Mentor from a prospective Chair of Promoters, prospective students must first access the Unpad Expertise Directory (Professor or Doctoral Professor) to search for candidates for Chair of Promoters according to the desired research topic.
2. Prospective students communicate with Unpad lecturers, whose names are listed as instructors/teachers at the selected Study Program/Faculty/Postgraduate School, and request the willingness of the lecturer concerned to become a candidate for Head of Promoter.
3. Prospective students submit a summary of scientific writing to the prospective Chief Promoter.
4. Letter of Willingness to Mentor from the Chair of the Promoter is made based on the results of academic and non-academic interviews, and sent to the SMUP Committee.

F. Decision on Admission of Doctoral Education Students

1. The Head of Study Program prepares a Value Recapitulation from the prospective student selection process and discusses it with the prospective head promoter to decide whether or not to accept the prospective student.
2. Recapitulation of grades from the Head of Study Program as referred to in point 1 is submitted to the Dean of the Faculty/Postgraduate School.
3. The Dean of the Faculty/Postgraduate School submits a proposal to accept or not accept the prospective student to the Chancellor of Unpad through the Vice Chancellor for Academic and Student Affairs.
4. The decision to accept prospective students is determined by the Chancellor of Unpad and the announcement of the selection results is carried out by the Vice Chancellor for Academic and Student Affairs on behalf of the Chancellor of Unpad.

G. Scholarship

1. Prospective Doctoral Education students who have been accepted and are applying for a scholarship, must contact the scholarship organizer with a Certificate of Acceptance at Unpad. All procedures must be in accordance with the scholarship organizing institution.
2. Prospective Doctoral Education students can apply for the Excellence Scholarship for Domestic Indonesian Lecturers (BUDI-DN), Excellence Scholarship (BU), and other scholarships through the Unpad Directorate of Education and Internationalization.
3. Applications for scholarships for prospective Doctoral Education students who come from the collaboration route between Unpad and partners are carried out in accordance with the procedures in MoU and/or PKS.

H. Registration, Herregistration, Academic Activities and Academic Leave

1. New students are required to register (registration) and re-register (herregistration) every semester.
2. At the beginning of each semester, students are required to fill out the KRS which is approved by the Head of the Promoter.
3. Students will not receive academic services as long as they do not register/register and do not fill out the KRS in the current semester.

4. Temporary cessation of studies (academic leave) with permission from the Chancellor of Unpad based on the recommendation of the Dean of the Faculty/Postgraduate School. Academic leave is only permitted for 1 (one) semester.
5. Scholarship recipients are not permitted to take academic leave, except for the reason of suffering from a serious illness as proven by a certificate from an expert doctor.
6. Students are not allowed to take academic leave in the first 2 (two) semesters.

I. Determination of the Chief Promoter and Promoter Members

1. During the dissertation writing process, each student is directed and guided by the Promoter Team.
2. The Chief Promoter must meet the following requirements:
 - a. Unpad lecturers who have NIDN or NIDK;
 - b. Doctoral academic qualifications;
 - c. Have an academic position as low as Associate Professor;
 - d. Qualified in a field of science that is the same field or allied to the Doctoral Study Program or research field studied by the student;
 - e. Have publications in reputable international journals (minimum Q3, or Web of Science impact factor) as first author or corresponding author, within the last 5 (five) years;
 - f. Have ever been or are currently a member of a promoter; And
 - g. Have a number of mentors as first supervisors at all levels under 10 people.
3. Promoter members must meet the following requirements:
 - a. Unpad lecturers have the academic qualifications of Doctoral with academic positions as low as Lector who are selected based on their specialization of scientific expertise; or
 - b. Lecturers at domestic or foreign universities who are accredited at least equivalent to Unpad with the academic position of Professor or Associate Professor with the academic qualification of Doctoral chosen based on their specialization of scientific expertise; or
 - c. Domestic or foreign experts or practitioners selected based on recognition of their specialization of expertise have qualifications equivalent to KKNi level 9 (nine).
4. Determination of the Chairman and Promoter Members
 - a. Chancellor's Decree signed Dean Faculty/Postgraduate School in the name of the Chancellor, to the lecturer who is the Chair of the Promoter and the Promoter Members no later than 1 (one) month after the prospective student in question is declared accepted and registers as a new Unpad Doctoral Education student;
 - b. Determination of the lecturer who will be the Chief Promoter based on the Letter of Willingness to Mentor that he wrote;
 - c. Promoter members are proposed by the Chair of the Promoter with consideration and coordination with the Head of the Doctoral Study Program;
 - d. The Promoter Team consists of a minimum of 2 (two) people and a maximum of 3 (three) people, consisting of a Head Supervisor and a maximum of 2 (two) Supervisor Members. The addition of a promoter team of more than 3 people is possible with permission from the Vice Chancellor for Academic and Student Affairs.
 - e. The Chief Promoter is responsible and coordinates with the Promoter Members in the educational process of the students they supervise;
 - f. Funding for promoter members from abroad is borne by the Promoter Team's research grant.
 - g. If one of the Promoter Team is permanently unable to do so (for example, dies, assignments at home and abroad for more than 6 (six) months, retirement or resignation), the following provisions apply:
 - 1) if it occurs before the SUR, a replacement may be made;
 - 2) if it occurs after SUR, no replacement may be made, unless both are permanently unable to do so;
 - 3) if after the SUR, the Chairman of the Promoter is permanently absent, then the Promoter Member replaces him, without need

- additional Promoter Members;
- 4) replacement of a Promoter Member is permitted, subject to a written statement from the old Promoter Member (unless death); And
- 5) After 6 (six) months there is no written statement from the old Promoter Team (Chairman and Promoter Members), the Chair of the Doctoral Study Program has the right to propose a replacement for the Promoter Team.

J. Team of Expert Discussors, Reviewers and Opponents

1. Members of the Discussion Team, Reviewers and Opponents must meet the following requirements:
 - a. Unpad lecturers have the academic qualifications of Doctoral with the lowest academic position as Lector who are selected based on their specialization of scientific expertise; or
 - b. Lecturers at domestic or foreign universities who are accredited at least equivalent to Unpad with the academic position of Professor or Associate Professor with the academic qualification of Doctoral chosen based on their specialization of scientific expertise; or
 - c. Domestic or foreign experts or practitioners selected based on recognition of their specialization of expertise have qualifications equivalent to KKN I level 9 (nine).
2. Funding for the Discussion Team, Reviewers and Opponents from abroad is borne by the Promoter Team's research grant.
3. If one of the Discussing Team, Reviewers and Opponents is permanently absent (for example, dies, assignments at home and abroad for more than 6 (six) months, retires or resigns), then the Head of the Doctoral Study Program can replace him with another Expert Opponent based on suggestions from the Promoter Team.

K. Learning Process

1. Study load and length of education:
 - a. The cumulative study load for Doctoral Education is at least 42 credits, consisting of:
 - 1) Doctoral Qualification Competencies with a minimum of 12 credits;
 - 2) Research Proposal Seminar (SUR) 5 credits;
 - 3) Seminar on Research Results (SHR) 5 credits;
 - 4) Dissertation Manuscript Review (PND) 6 credits;
 - 5) Publication of Scientific Articles in Reputable International Journals 9 credits; And
 - 6) Doctoral Promotion Session (SPD) 5 credits.
 - b. The study period for Doctoral Education in its implementation can be a maximum of 7 (seven) years (14 semesters) without extension of the study period.
 - c. In conditions during a public health emergency, the following provisions apply:
 - 1) The student's study limit ends in the current semester, the student's study limit can be extended by 1 (one) semester.
 - 2) Students as referred to in number 1) are:
 - a) Students who have taken a Dissertation Assignment course contract or other form of final assignment and whose research proposal has received approval from the Promoter Lecturer.
 - b) Students who experience obstacles in working on and completing their dissertation or other forms of final assignment as a result of activity restrictions due to the Covid-19 pandemic.
 - c) Students who have been scheduled to take the Dissertation Examination or other Final Examination for Doctoral Students.
 - 3) To obtain an extension of the study limit as referred to in numbers 1) and 2), students must submit

letter of request for extension of study deadline to the Dean.

- 4) The Dean has the right to propose the names of students who receive an extension of their study limits on the basis of a public health emergency to the Vice Chancellor for Academic and Student Affairs who has received a recommendation from the Promoter and Head of the Study Program.
- 5) For conditions in numbers 1), 2), 3), and 4), students are exempt from the obligation to pay Educational Implementation Fees (BPP).
- 6) If when the extension of the study deadline ends, it turns out that the student is unable to complete his studies, he is considered to have withdrawn.

2. Learning activities:

- a. Students are required to take a Doctoral Qualification program of at least 12 credits, which consists of basic research skills (Research skills), Knowledge dissemination and development skills (Knowledge dissemination/development skills), And Self-development skills (personal development skills).
- b. The selection of Doctoral qualification program components as mentioned in point a, is carried out based on the recommendation or approval of the Head of the Promoter and the Head of the Study Program;
- c. Students can take the skills program component of knowledge dissemination and development (Knowledge dissemination/development skills), and Self-development skills (Personal development skills) at a college or other institution.

Cluster Competence	Example Type of activity	Products/Outputs Can be
Skills study base (Research skills) Minimum 5 credits	<ul style="list-style-type: none"> • Eye studying base in accordance dissertation topic (1-3 credits) • Philosophy or Ethics Science (2 credits) • Methodology training and writing works scientific -basic (2 credits) • Writing training Research proposal (1 credits) • Writing training Literature study (2 credits) 	<ul style="list-style-type: none"> • Proposals study • Study of literature • Report results research • Publication journal reputable
Skills dissemination And development (Knowledge dissemination/development skills) Minimum 5 credits	<ul style="list-style-type: none"> • Dissemination training research/ research in context - advanced (2 credits) • Speaker/ presenter seminar/ brown bag seminar/ conference Unpad internal (1 credit) • Speaker/ presenter seminar/ conference national (2 credits) • Speaker/ presenter seminar/ conference international (2 credits) • Summer school relevant to research (2 credits) 	<ul style="list-style-type: none"> • Proceedings • Book chapters • Publication journal reputable • Opinion media mass • Membership scientific organizations/ professional

Skills Development (Personal development skills) Minimum 2 credits	Self	<ul style="list-style-type: none"> • Training method And guidance (2 credits) • Lecture assistance (2 credits) • Give tutorials (2 credits) • Give studying general/college visitor (2 credits) • Training communicate results research to society/public/p government. • Training entrepreneurship (2 credits) • Research assistant (2 credits) 	<ul style="list-style-type: none"> • Assignment assessment/ exam/work scientific • Syllabus/RPS • Material lecture/ course materials • Product results entrepreneurship • Academic manuscript For policies/regulations an. • Membership scientific organizations/ professional
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Table 1 - Doctoral Qualification Program Components

d. The selection of Doctoral qualification program components as mentioned in point a, is carried out based on the recommendation or approval of the Head of the Promoter and the Head of the Study Program;

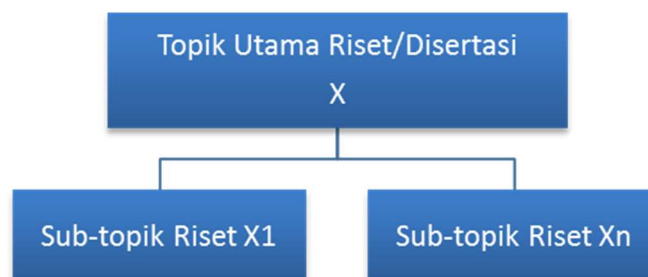
L. Preparation of Final Scientific Work

1. Understanding

- The final scientific work of Doctoral Education students is made in the form of a dissertation;
- The dissertation as referred to in point a, can be in the form of a report and discussion of the research carried out, or in the form of a book, a collection of scientific articles produced during your doctoral education.
- The final scientific work of Doctoral Education students is made based on research results using scientific methods and principles;
- The final scientific work of Doctoral Education students must have useful value for the development of knowledge, both theory/concept and application;
- The originality of the final scientific work must be stated in a stamped letter and accompanied by a letter validating the authenticity of the dissertation issued by the Faculty/Postgraduate School using anti-plagiarism software;
- The final scientific work of Doctoral Education students is permitted to be submitted after the student has had a minimum of 1 (one) published publication (published);
- The structure and style of dissertation writing, such as an outline (outline), writing citations, notes (footnotes or running notes), bibliography, following the writing guidelines that apply in each respective Faculty/Postgraduate School.

2. The Relationship between Final Scientific Work and Scientific Articles

- Students write final scientific work manuscripts in accordance with UR and based on research results published as scientific articles in reputable international journals.
- The final scientific work research topic (X), consists of (can be divided into) several sub-topics X1, and Xn;



- c. Research sub-topic X1, producing scientific articles in reputable international journals with "topic/issue" X1;
- d. Xn research sub-topic, producing scientific articles in reputable international journals on the "topic/issue" Xn;
- e. The synthesis of these three researches can produce one scientific article in a reputable international journal with "topic/issue" X;
- f. The scientific article written (X1, Xn), the idea is a derivative of the main idea contained in X.

M. Guidance

1. Guidance is carried out by the Promoter Team from the Decree of the Dean of the Faculty/Postgraduate School in the first (first) semester until the completion of the research.
2. Joint guidance and the process of reviewing the UR draft by the entire promoter team is carried out at least 4 times in 1 semester and must be recorded in the study progress book (log book)
3. The Chief Promoter is obliged to report student study progress to the Head of Study Program at the end of each semester through the reporting mechanism established by the University.

N. Research Proposal Seminar (SUR)

1. SUR is a student research plan in the context of preparing a dissertation. SUR is an open scientific forum that can be attended by students and lecturers.
2. SUR can be proposed to be implemented after the doctoral student meets the following requirements:
 - a. Has had a total of 8 guidance meetings
 - b. Carrying out a Pre-Seminar on Research Proposals which was attended by the promoter team twice
 - c. Submit Proof of the latest TOEFL Test (if the TOEFL score has not reached 500)
3. If students have not registered for SUR by the middle of the third (third) semester, the Head of Study Program will give a warning letter.
4. SUR is carried out no later than the end of semester IV (four).
5. Students who do not or have not carried out SUR until the end of the fourth (fourth) semester are declared not to have passed and cannot continue their studies.
6. SUR Assessment
 - a. SUR aims to evaluate the feasibility and provide suggestions for improving the Research Proposal (UR);
 - b. SUR is carried out in a panel led by the Chief Promoter and can be attended by the Promoter Team and 3 (three) other lecturers as the Discussion Team;
 - c. At the end of the SUR, the Promoter Team and Discussion Team provide a SUR feasibility assessment score with a range of 0-100 which will be converted to Quality Letters (HM):

Final score	Quality Letters	Quality Score
$80 \leq NA \leq 100$	A	4
$68 \leq NA \leq 80$	B	3
 - d. If the score obtained is below 68, the student concerned must repeat the SUR.
7. Students are declared unable to continue their studies if they do not pass SUR a second time.

O. Research and Writing Scientific Articles

1. Students who have passed the SUR, then carry out improvements to the UR to obtain approval from the Promoter Team to conduct research.
2. During the research process, students write a minimum of 1 (one) scientific article

- with topics that are appropriate to dissertation research.
3. Students submit scientific articles to reputable international scientific journals with the approval of the Promoters who will act as co-authors, by including the Unpad institution.
 4. The publication weight of scientific articles in reputable international journals is set at 9 (nine) credits, with a Quality Letter (HM) assessment score as follows:

Journal index	Quality Letters	Quality Score
1 (one) article published (published) in Q1 or Q2 or Web of Science (WoS) journals impact factor or 2 (two) articles each have been published (published) and accepted (accepted) in the Q3 journal	Ah	4
1 (one) article published in the Q3 journal	B	3

P. Seminar on Research Results (SHR)

1. SHR is a seminar held after students have carried out research in the context of preparing a dissertation.
2. SHR is an open scientific forum that can be attended by students and lecturers.
3. Students discuss further with the Promoter Team (Chairman and Promoter Members) to write a report on the research results, and then students with permission from the Chair of Promoters take SHR.
4. SHR assessment
 - a. SHR aims to evaluate feasibility and provide suggestions for improving research results;
 - b. The SHR is carried out as a panel led by the Chair of the Promoter and can be attended by the Promoter Team and 3 (three) other lecturers as the Discussion Team;
 - c. At the end of the SHR, the Promoter Team and Discussion Team provide an SHR feasibility assessment score with a range of 0-100;
 - d. Students are declared entitled to advance to the Dissertation Manuscript Review (PND) stage if they receive an average final score of at least 68;
 - e. Students improve their dissertation manuscript based on input from the Discussion Team. Improvements to the dissertation manuscript are discussed with and approved and given a final score by the Promoter Team;
 - f. After receiving approval from the Promoter Team, students have the right to take part in PND.

Q. Dissertation Manuscript Review (PND)

1. The dissertation manuscript that has been completed and approved by the Promoter Team is submitted by the student for further review by the Review Team.
2. Based on the proposal from the Head of the Promoter and the approval of the Head of the Study Program, the Dean assigns 3 (three) lecturers who are part of the dissertation manuscript review team to review the suitability of the dissertation manuscript for a maximum of 1 (one) month.
3. The Review Team provides a score assessing the suitability of the dissertation manuscript with a range of 0-100.
4. Students are declared entitled to advance to the Doctoral Promotion Trial (SPD) stage if they receive an average final score of at least 68.
5. Students improve their dissertation manuscript based on input from the Review Team. Improvements to the dissertation manuscript are discussed with and approved by the Promoter Team.
6. After receiving approval from the Promoter Team, students have the right to take part in the SPD.

R. Doctoral Promotion Session (SPD)

1. SPD requirements

Doctoral Study Program students can take SPD if they have met the following requirements:

- a. Have carried out PND and been declared passed with a score ≥ 68 ;
- b. Submit proof of publication of a minimum of 1 (one) published research article in a reputable international journal.
- c. The scientific article referred to in point (b) is a scientific article written as the first author while participating in the Doctoral Study Program and is part of the dissertation which is a requirement for completing Doctoral Education.
- d. Reputable international journals as referred to in point (b) are international journals indexed by Scopus minimum quartile 3 (Q3) and/or Web of Science (WoS) impact factor (no discontinued when the paper is published).
- e. Improve the dissertation manuscript based on the studies carried out by the Review Team. Improvements to the dissertation manuscript are discussed with and approved by the Promoter Team;
- f. After receiving approval from the Promoter Team, students have the right to take part in the SPD.

2. Implementation of SPD

- a. SPD is carried out openly for the scientific and general public to know about the eligibility of students to obtain a Doctoral degree in accordance with their scientific discipline. SPD can be attended by family, relatives, students, academics and other specially invited community members;
- b. The SPD Committee is determined by the Decree of the Dean of the Faculty/ Postgraduate School on behalf of the Chancellor, consisting of:
 - 1) Chairman and Secretary of the Session;
 - 2) 3 (three) Promoters;
 - 3) 3 (three) Expert Opponents, one of whom is external examiner;
 - 4) 1 (one) Unpad Professor Representative who is still active.
- c. SPD leader. is:
 - 1) The Chair of the Session is at least the Chair of the relevant Doctoral Study Program, who chairs the session on behalf of the Chancellor of Unpad;
 - 2) The Session Secretary is at least one of the promoter team.
- d. Duties of the SPD Leader and Examining Team (Promoter Team, Expert Opponent Team, and Representation of Unpad Professors):
 - 1) The congregation leader is tasked with guiding all trial events;
 - 2) Apart from being tasked with taking students to account for their dissertation before the Examining Team, the Promo Team also provides an assessment of the student's academic performance;
 - 3) The Examining Team (Opponent Team of Experts and Representatives of Unpad Professors in a field of knowledge similar to the student's research field) is tasked with providing a comprehensive assessment of the student's academic performance.
- e. Students take part in the SPD at the appointed time, and the final manuscript of the dissertation must be bound in a thick yellow hard cover, and submitted to the SPD Leader, Promoter Team, Expert Opponent Team and Unpad Professor Representation at least 1 (one) week before the implementation of the SPD ;
- f. After the SPD and student are declared to have passed, there are no further revisions to the dissertation manuscript;
- g. SPD lasts a maximum of 2 (two) hours;
- h. The SPD agenda is as follows:
 - 1) Foreword from the Chief Promoter regarding the background and suitability of the student's dissertation to be defended before the SPD;
 - 2) Submission of a dissertation summary by the student;
 - 3) The Promoter Team conveys a form of accountability

scientific in relation to the substance of the research in accordance with the time allocation agreed upon by the SPD Committee;

- 4) The Examining Team (Unpad Expert Opponent and Professor Representation Team) submits questions and objections to students in accordance with the time allocation agreed upon by the SPD Committee;
- 5) Questions and answers are not polemical or guidance in nature;
- 6) After the trial is finished, an SPD Committee Meeting is held to assess the student's suitability to become a Doctor and the announcement of the SPD exam results;
- 7) After the announcement of the SPD exam results, the Promoter Team conveys messages, impressions and hopes to the new Doctor;
- 8) Submission of the SPD Completion Certificate, signed by the Chair of the Session and the Chair of the Promoter;
- 9) Expressing gratitude from the new Doctor regarding the completion of Doctoral Education at Unpad;
- 10) The SPD session is closed.

3. SPD assessment

- a. SPD assessment is based on presentations, questions and answers and submitted dissertation manuscripts;
- b. The Promoter Team and Expert Opponent Team as well as Unpad Professor Representation gave an overall score to the presentation, questions and answers and dissertation manuscript by giving a score between 68-100;
- c. The average score of the Promoter Team and the average score of the Unpad Expert Opponent and Professor Representation Team are added up, then divided by 2 (two) to become the final average SPD score;
- d. Convert NA into HM and AM using the following guidelines:

Final score	Quality Letters	Quality Score
$80 \leq NA \leq 100$	A	4
$68 \leq NA \leq 80$	B	3

4. In conditions during a public health emergency, teaching and learning activities for Doctoral study program courses can be carried out using electronic media/ teleconference while still referring to the Semester Credit Unit (SKS) system and oriented towards achieving quality learning.

- a. Implementation of the Doctoral Program Session is divided into two groups:

1. Implementation of the Doctoral Program session chaired by the Head of the Study Program

- a. The Research Proposal Examination (SUR), Research Result Examination (SHR) or Dissertation Manuscript Review (PND) for Doctoral Program Students is officially opened by the Head of the Study Program in accordance with applicable regulations;
- b. Before the Research Proposal Session (SUR), Research Results Session (SHR) or Dissertation Manuscript Review (PND) is carried out, the Head of the Study Program checks both physically and physically. virtualthe presence of students participating in the trial. SUR, SHR or PND is carried out in a panel led by the Head of the Study Program which is attended by Promoters and expert opponents (for SUR), as well as representatives of Professors (for SHR and PND);
- c. SUR, SHR or PND is officially opened after meeting the quorum and the session is held as a panel attended physically at the location/ venuesor attend remotely/virtualprovided that the SUR, SHR, or PND is led by the Head of the Study Program who opens the session and can be attended by the Promoter Team and 3 (three) other lecturers as the Discussion Team;
- d. Parties who are physically present at the place/venuesthe trial is only possible if the number is small and attention must be paidphysical distancingand health protocols determined by the government.
- e. Home Screen/Main Screenin the courtroom is used to display presentations from students participating in the trial

can also be seen by Promoters, expert opponents and representatives of Professors remotely/virtual in the electronic media it uses;

f. At the end of the SUR, SHR or PND, the Promoter Team, expert opponents and representatives of Professors provide a score assessing the feasibility of the SUR, SHR or PND with a range of 0-100. Exam results are delivered via electronic media, such as email or text message by filling in the form that has been determined by the rules for further processing in accordance with applicable regulations.

g. Students are declared entitled to advance to the Doctoral Promotion Trial (SPD) stage if they receive an average final score according to the applicable regulations.

2) Implementation of the Doctoral Program session chaired by the Dean

a. The Doctoral Promotion Session (SPD) is principally held to inform the scientific community and the general public about the suitability of students to obtain a Doctoral degree in accordance with their scientific discipline. The implementation was officially opened by the Dean after meeting the quorum and the session was held as a panel attended physically at the location/venues or attend remotely/virtual according to the current arrangement.

b. SPD can be attended by invitations, however, parties who are physically present at the place/venues. The trial is only possible if the number of people present is small and attention must be paid physical distancing and health protocols determined by the government.

c. Home Screen/Main Screen in the courtroom is used to display presentations from students participating in the trial which can also be viewed remotely by the Promoter, expert opponents and representatives of Professors. virtual in the electronic media it uses;

d. At the end of the SPD, the Promoter Team, expert opponents and representatives of Professors provide a score assessing the feasibility of SUR, SHR or PND with a range of 0-100. Exam results are delivered via electronic media, such as email or text message by filling in the form that has been determined by the rules for further processing in accordance with applicable regulations.

e. Implementation, assessment of results and judiciary of SPD are determined in accordance with applicable regulations."

5. Judiciary

a. The graduation judiciary is based on the student's GPA as follows:

Quality Score	Judiciary
3.00-3.50	Satisfying
3.51-3.75	Very satisfactory
3.76-4.00	Praise (with additional conditions)

b. The graduation predicate "Praise", has other additional requirements, namely:

1) The study period does not exceed 8 (eight) semesters;

2) Have at least:

a) 1 (one) published scientific article (published) in the journal

Web of Science (WoS) impact factoring (no discontinued during SPD);

or

b) 1 (one) published scientific article (published) and 1 (one) scientific

article with accepted status (accepted) in reputable international

journals indexed by Scopus minimum quartile 2 (Q2) (no

discontinued during SPD);

3) Do not repeat studies in the same study program at Unpad.

c. Students who fulfill the "Praise" judiciary, but do not fulfill the additional requirements in accordance with point b, then the judiciary

graduation is only designated as "Very Satisfactory".

S. Dress code at SPD

1. During the SPD, the SPD Committee had the following positions:
 - a. Professor, wearing a toga, beret and necklace of office according to the attributes of an Unpad Professor;
 - b. Professors from outside Unpad, can wear togas and berets and position necklaces according to the attributes of the University of origin or if necessary can wear the toga, beret and necklace of the position of Unpad Professor;
 - c. The Promoter Team and Examining Team who do not yet have the position of Professor, wear togas and berets without wearing the Professor's necklace.
2. During SPD, male students wear jackets, dark trousers and ties, while female students adjust accordingly.

T. Holding Trials in Emergency Times

In conditions during a public health emergency, the implementation of teaching and learning activities for Doctoral study program courses can be carried out using electronic media/teleconference while still referring to the Semester Credit Unit (SKS) system and oriented towards achieving quality learning.

Implementation of the Doctoral Program Session is divided into two groups:

1. Implementation of the Doctoral Program session chaired by the Head of the Study Program

- a. The Research Proposal Examination (SUR), Research Result Examination (SHR) or Dissertation Manuscript Review (PND) for Doctoral Program Students is officially opened by the Head of the Study Program in accordance with applicable regulations;
 - b. Before the Research Proposal Session (SUR), Research Results Session (SHR) or Dissertation Manuscript Review (PND) is carried out, the Head of the Study Program checks both physically and physically.virtualthe presence of students participating in the trial. SUR, SHR or PND is carried out in a panel led by the Head of the Study Program which is attended by Promoters and expert opponents (for SUR), as well as representatives of Professors (for SHR and PND);
 - c. SUR, SHR or PND is officially opened after meeting the quorum and the session is held as a panel attended physically at the location/venuesor attend remotely/virtualprovided that the SUR, SHR, or PND is led by the Head of the Study Program who opens the session and can be attended by the Promoter Team and 3 (three) other lecturers as the Discussion Team;
 - d. Parties who are physically present at the place/venue the trial is only possible if the number is small and attention must be paid physical distancing and health protocols determined by the government.
 - e. Home Screen/Main Screen in the courtroom is used to display presentations from students participating in the trial which can also be viewed remotely by the Promoter, expert opponents and representatives of Professors.virtualin the electronic media it uses;
 - f. At the end of the SUR, SHR or PND, the Promoter Team, expert opponents and representatives of Professors provide a score assessing the feasibility of the SUR, SHR or PND with a range of 0-100. Exam results are delivered via electronic media, such as email or text message by filling in the form that has been determined by the rules for further processing in accordance with applicable regulations.
 - g. Students are declared entitled to advance to the Doctoral Promotion Trial (SPD) stage if they receive an average final score according to the applicable regulations.
- ##### 2. Implementation of the Doctoral Program session chaired by the Dean
- a. The Doctoral Promotion Session (SPD) is principally held to inform the scientific community and the general public about student eligibility

obtain a Doctoral degree in accordance with the discipline. The implementation is officially opened by the Dean after meeting the quorum and the trial is held as a panel which is physically attended at the location/venues or attend remotely/virtual according to the current arrangement. his knowledge.

- b. SPD can be attended by invitations, however, parties who are physically present at the place/venues. The trial is only possible if the number of people present is small and attention must be paid to physical distancing and health protocols determined by the government.
- c. Home Screen/Main Screen in the courtroom is used to display presentations from students participating in the trial which can also be viewed remotely by the Promoter, expert opponents and representatives of Professors. virtual in the electronic media it uses;
- d. At the end of the SPD, the Promoter Team, expert opponents and representatives of Professors provide a score assessing the feasibility of SUR, SHR or PND with a range of 0-100. Exam results are delivered via electronic media, such as email or text message by filling in the form that has been determined by the rules for further processing in accordance with applicable regulations.
- e. Implementation, assessment of results and judiciary of SPD are determined in accordance with applicable regulations."

U. Academic Warning

- Academic warnings are given to students who:
1. For 1 (one) semester of neglect of obligations administration (not re-registering);
 2. At the end of the third (three) semester, SUR has not been implemented;
 3. Do not or have not had 1 (one) scientific article submitted to a reputable international journal at the end of semester XII (twelve).

V. Termination of Study

Termination of studies (dropped out) means the student is expelled from Doctoral Education due to the following reasons:

1. Not completing KRS for 2 (two) consecutive semesters or separately;
2. Stopping (not registering) studies for 2 (two) consecutive semesters and/or separately;
3. Have not done the SUR at the end of semester IV (four) or have not passed the SUR for the second time;
4. Does not or does not have 1 (one) accepted scientific article in a reputable international journal (accepted) at the end of semester XIV (fourteen);
5. Doing things that defame the alma mater (Unpad), commit plagiarism, and/or violate scientific ethics.

W. Academic Sanctions

1. Academic sanctions are imposed on students who commit disgraceful actions in the teaching and learning process, both academic and non-academic, or violate the law, and/or commit immoral acts.
2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, failure to mention sources, norms and ethics) is determined based on proposals from the Faculty/Postgraduate School Team.
3. Handling of plagiarism cases refers to the regulations in force at Unpad and applicable laws and regulations.
4. The type of academic sanction is determined based on applicable laws and regulations by the Advisory Commission which consists of:
 - a. university representative (Rector/Vice Chancellor for Academic and Student Affairs/Director of Education and Internationalization); And
 - b. representatives of the institution providing Doctoral Education (Dean of the Faculty/Postgraduate School, Deputy Dean, Chair/Secretary of the Doctoral Study Program, and Chair of the Promoter).
5. The results of the Consideration Commission agreement are then followed up with

signing of Minutes as a basis for making decisions.

X. Diplomas, Graduation and Academic Degrees

1. Doctoral Education Students who have been declared graduated to receive a Certificate of Completion, Academic Transcript and Diploma, are required to:
 - a. Deliver hard copy and soft copy dissertation;
 - b. Submitting a cover letter has completed the administration of the Doctoral Study Program.
2. Graduates can take part in the graduation ceremony if they have fulfilled the obligations as stated in point 1.
3. Diplomas and Academic Transcripts will be submitted 1 (one) week after graduation at the Unpad Integrated Service Center.
4. Doctoral graduates are given the right to use the academic title Doctor, abbreviated as Dr., which is placed in front of their name, from the moment they are declared to have passed at the Doctoral Promotion Session (SPD).
5. The academic degree of the doctoral graduate taken is in accordance with the Decree of the Chancellor of Padjadjaran University.

Y. Proof of Submission of Scientific Publications

1. Scientific work as a requirement for graduation and "Praise" judiciary.
 - 1 (one) proof of publication of a scientific article from an international journal in accordance with the requirements, in the form of writing which is part of the dissertation, can be in the form of: proof of reprint or soft copy. The following is the URL, or site address that can be accessed directly online, or acceptance letter (letter of acceptance).
2. Scientific work as a graduation requirement:
 - 1 (one) proof of publication of a scientific article from a reputable international journal in accordance with the requirements, in the form of writing which is part of a dissertation, can be in the form of proof reprint soft copy. Scientific articles from reputable international journals and their URLs or site addresses that can be accessed online.

Z. Committee Ad Hoc Postgraduate Education

1. Every Faculty and Postgraduate School is required to have a Committee Ad Hoc Postgraduate Education (KAPP).
2. KAPP has the function of ensuring the implementation of a quality postgraduate education process in accordance with these guidelines.
3. KAPP has the task of carrying out an assessment of at least:
 - a. Journal quality for student publications;
 - b. Graduation process; And
 - c. The process of granting judiciary.
4. KAPP at least consists of:
 - a. Dean/Deputy Dean for Learning, Student Affairs and Research;
 - b. Head of the study program; And
 - c. Department Representative.
5. Further provisions regarding KAPP are regulated in the Chancellor's Decree.

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The copy corresponds to the original

Direktur Tata Kelola, Legal and Communication
Universitas Padjadjaran



Isis Ikhwansyah