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EXAMINATION REGULATION

SANCTIONS AND GRADING SYSTEM



FACULTY OF MIPA

UNIVERSITAS PADJADJARAN

2023

APPROVED SHEET
EXAMINATION REGULATION

Examination Regulation at the Faculty of Mathematics and Natural Sciences,
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CHAPTER I

EXAMINATION REGULATION AND ACADEMIC SANCTIONS

1. Examination Regulation

- a. Attendance and Tardiness
 - Students can take the final exam if they attend at least 80% of the lectures
 - Students must attend examination on time on a specified schedule.
 - If students attend late, they need to contact invigilator. Invigilator will give a decision whether or not you are able to take the exam
- b. Makeup Exams
 - Makeup exams are allowed for students who have a legitimate reason for missing the original exam, such as illness or a family emergency.
 - Students are required to inform the lecturer or the relevant department no later than 1 day after the exam schedule and provide appropriate documentation (e.g., a medical certificate) to support their request for a makeup exam.
 - The makeup exam may cover the same material as the original exam or be adjusted as deemed appropriate by the lecturer.
- c. Non-attendance and cases of illness
 - If students are not able to attend for a particular reason, they need to inform the study program or lecturer.
 - Students who are unable to attend exams due to illness are required to provide medical documentation to support their absence.
 - Students who are unable to attend exams due to family emergencies or other extenuating circumstances are required to provide letter of reference from parents or from the relevant institution.
 - The study program will make a special exam schedule for students who are absent due to illness or other undeniable reasons.
- d. Cheating
 - Students are not allowed to cheat during the exam, for instance asking for answer, communicating with another participant, or using non-permitted items.
 - Students are not allowed to bring or use any non-permitted items such as electronic device, book, notes, or material.
 - Students who commit cheating will be subject to academic penalties and be disqualified from the exam and receive an E (fail) grade or other penalty.
- e. Plagiarism
 - Plagiarism is an act of taking idea, writing, or someone's work without consent and claim it to be his/her work.
 - Students must follow the writing guidelines which refer the applicable citation writing rules.
 - Plagiarism violation will result in academic penalty in the forms of grade reduction or exam disqualification.
- f. Compensation for students with disabilities or special needs

- Students with disabilities are required to register to study program and provide documentation of their condition, and work with the office to determine appropriate accommodations.
 - Lecturer provide accommodations, such as extended exam time, note-taking assistance, or alternative formats for course materials
- g. Exam Supervision
- Exam will be closely supervised by invigilator or lecturer to prevent any cheating.
 - Invigilator has the authority to take disciplinary action towards students who violate exam regulations.
- h. Complain Procedure
- Students who feel they have been treated unfairly or wish to file a complaint towards the decision during the exam can contact the chair of study program to find a solution.

2. Academic Sanctions

1. Students who have registered administratively in the first or second semesters may be subject to termination of study if:
 - a. Fill in study planing (KRS) but do not attend in teaching and learning activities;
 - b. Does not fill study planing (KRS).
2. Students who have registered or re-registered administratively, but do not fill in the KRS (not participating in teaching and learning activities) without justifiable reasons are subject to sanctions in the form of warnings by the system and the abandoned semester is taken into account in the maximum time limit for completing their studies and if this action is repeated again, both in the next semester and in other semesters, students are subject to termination of study.
3. Students who withdraw from one or more courses after the KRS change deadline passes without justifiable reasons (for example, illness, accident, or disaster) will be warned by the system, and then the course left behind is declared not to have passed (given a Quality Letter E, with a quality score of 0).
4. The letter Quality E obtained according to point 3 is used in calculating GPA.
5. The semester left as in point 3 is taken into account in determining the maximum deadline for completion of their studies.
6. Foreign students who violate immigration regulations are subject to sanctions in accordance with applicable laws and regulations.

3. Sanctions for Non-Academic Violations

1. Students who commit criminal violations are subject to special sanctions in the form of academic suspensions during the legal process, after discussion with the Faculty Senate, while the handling of criminal matters is handed over to the authorities.
2. Students who violate the law and have been determined legally guilty by a court that has permanent legal force, will be subject to sanctions in the form of termination of study by the Rector in accordance with applicable regulations.
3. Students who violate moral ethics, profession (examining patients/clients without supervision, making prescriptions, conducting consultations without supervision, etc.), forging signatures and the like, will be subject to sanctions in the form of academic suspension by the Dean until termination of study by the Rector.
4. Students who violate academic ethics, including cheating, plagiarizing (papers, reports, Final Project Reports, Thesis, Dissertation, and so on), plagiarism, leaking questions or the like will be subject to sanctions in the form of academic suspension by the Dean until termination of study by the Rector.
5. All activities that disturb public order and immoral acts in the campus environment are subject to sanctions in the form of warnings until the termination of study.
6. In certain cases, the Faculty may issue its own decisions that do not conflict with the provisions of the law or regulations above.

CHAPTER II

GRADING SYSTEM AND ASSESSMENT REPORT

Evaluation of student learning outcomes in a course is at least a combination of 3 (three) types of assessments:

1. Midterm Exam (UTS)
2. Final Semester Exam (UAS)
3. Other values include: assignments (homework, papers, referats, and translations); quizzes (both scheduled and unscheduled), practicum result reports, stages, participation, fieldwork, laboratory, or practicum/practical exams.

The weight of each type of assessment used can be set the same or different, depending on the weight of the questions / tasks given by the Course Caregiver Lecturer.

1. Final Grades

Assessment of mastery of material for students of Applied Undergraduate Education, Undergraduate Education and Postgraduate Education is carried out on cognitive, psychomotor, and affective aspects. The Quality letters obtained by students are based on the following table:

Quality Letter (HM)	Quality Score (AM)
A	4
B	3
C	2
D	1
E	0

2. The letter T (Incomplete Assessment Component)

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

- a. Given to students who have not fulfilled one of the student learning outcomes evaluations conducted at the end of the semester;
- b. After the evaluation in point 1 is fulfilled by students within 2 (two) weeks from the UAS of the relevant course, the Quality Letter T must be changed to the grade according to its acquisition on a scale of 0-100;
- c. If the evaluation in point 1 is not fulfilled within the time limit of 2 (two) weeks, then the quality letter becomes Quality Letter E (with a quality score of 0); or Course supervisors can process according to the weight of each specified evaluation section, so as to produce other quality scores;

- d. The letter Quality T cannot be changed to the letter Quality K, unless the student cannot take the follow-up UAS (through remedial) on the basis of justifiable reasons (illness, accident, or disaster that requires long treatment).
- e. Quality letters T and K are not used in GPA calculations, where the Quality Letter T must be changed according to the grade gain within two weeks after the Quality Letter T is announced.

3. The letter K (No Grading Component)

A course can be declared with the letter K if it meets the following conditions:

- a. Students withdraw from lecture activities after passing the KRS change deadline (2 (two) weeks after academic activities run) for justifiable reasons and proven by the Dean's Certificate;
- b. Imposed on 1 (one) or several courses in the semester concerned in the event that students cannot take part in UAS on the basis of justifiable reasons so that they cannot take part in follow-up UAS (through remedial);
- c. Given in the Final Project Report or Thesis course that is not completed in 1 (one) semester.
- d. Justifiable reasons for giving the Quality Letter K are: illness or accident that requires treatment or a long healing process, which is stated by a certificate from the specialist doctor or hospital that treats it; family disasters that require students to leave their learning activities for a long time, with the necessary certificate corroborated;
- e. Another justifiable reason for giving a Quality Letter K is an abnormal childbirth condition or other reasons that can be justified by the Dean beyond the two reasons in point d above, but the student is considered to have temporarily stopped his studies for 1 (one) semester with the permission of the Dean;
- f. Courses that have a Quality Letter K, are not used for calculating social studies or GPA;
- g. For students who obtain the K Quality Letter for the entire study load in the semester concerned, it is taken into account in the study time limit and is not considered as a temporary termination of study;
- h. If point e above occurs for the second time, then the semester concerned is considered as a temporary termination of study with the permission of the Dean, so that it will reduce the student's allotment to apply for a temporary termination of study;
- i. If point e above occurs for the third time (consecutively or separately), then the semester concerned is considered as a temporary termination of study with the permission of the Dean for the second time. This is not taken into account in the time limit of their studies, but invalidates the student's right to the opportunity to terminate their studies with the permission of the Dean;
- j. Temporary termination of study after passing the period in point g above for reasons such as in point d, is allowed, but taken into account in the study time limit;
- k. If the course that obtained the K Quality Letter has been taken again in another semester, then the Quality Letter can change according to its acquisition;
- l. The provisions as above, do not apply to e-learning learning.

4. Value Correction

Value correction can be done:

- If students improve the quality letters E, D, and C, then the GPA calculation used is the best Quality Letter.
- If students improve the grade letter B, then the GPA calculation used is the last Quality Letter.
- Improvement of E grades is carried out by retaking the relevant courses in the next semester.
- Improvement of Quality Letters E and D can be done by remedial in the current semester or by retaking the relevant courses and listing the courses in KRS.

5. Performance Index (IP)

Grade point average (IP) is a number that shows student achievement or learning progress in one semester. IP is calculated at the end of each semester. The calculation formula is as follows (rounding down when less than 0.05, rounding up when equal/more than 0.05):

$$IP = \frac{\text{Jumlah (AMxSKS)}}{\text{Jumlah SKS}}$$

6. Grade Point Average (GPA)

Grade Point Average (GPA) is a number that shows student achievement or learning progress cumulatively starting from the first semester to the last semester that has been taken. GPA is calculated at the end of each semester. The calculation formula is as follows (rounding down when less than 0.05, rounding up when equal/more than 0.05):

$$IP = \frac{\text{Jumlah (AMxSKS) seluruh semester yang ditempuh}}{\text{Jumlah SKS seluruh semester yang ditempuh}}$$

GPA is used to determine the study load of the next semester.

GPA range and the maximum number of credits students are allowed to take in the next semester:

GPA Range	Maximum number of credits
3,00 – 4,00	24
2,50 – 2,99	21
2,00 – 2,49	18
1,50 – 1,99	15
< 1.50	< 12

7. Graduation Requirements

Students are declared to have completed and graduated from an undergraduate program if they meet the following conditions:

- Pass all courses within the set cumulative study load;
- Have a GPA of at least 2.75;
- There is no letter of quality E;

4. D grade letter does not exceed 20% (twenty percent) of the cumulative study load of Undergraduate Education;
5. Have completed the preparation and writing of a thesis or the like, and declared worthy of the test by the Supervisor;
6. Pass the Thesis Trial Examination as the final examination of Undergraduate Education consisting of a Thesis course exam or Final Project Report, and a comprehensive examination or the like, by obtaining a Quality Letter of at least Quality Letter C (quality score 2.00);
7. Have compiled or written a Thesis; and
8. Especially for students who already have at least 1 (one) scientific article with accepted status in reputable international journals or accredited national journals, in accordance with the provisions of the Rector's Regulation on Final Project Writing at the Undergraduate and Professional Education Levels within Padjadjaran University, the students concerned are not required to continue the process of writing a Thesis, Comprehensive Exam, Thesis Trial Examination and Final Education Examination or similar exams, and scientific articles are assessed with a Quality Letter A.

8. Temporary Study Termination

Conditions for temporary termination of studies:

1. For Undergraduate Education students, the maximum number of temporary study terminations is 2 (two) semesters, either consecutively or separately.
2. Mechanism for applying for temporary study termination permit:
 - a. Students submit an application letter to the Head of Study Program, which is known to the guardian lecturer/academic supervisor by signing their signature.
 - b. The application letter is submitted no later than 2 (two) weeks before the lecture activity.
 - c. After considering the academic aspect (GPA and amount of credit savings), the Study Program forwarded the application to the Dean.
 - d. If the Dean gets permission, then during the period of temporary study termination, students are exempt from BPP.
 - e. Temporary suspension of study is not taken into account in the maximum time limit of the student's study period.
 - f. The flow of procedures for obtaining a Temporary Study Termination Permit (IPSUS) is regulated in the Rector's Decree.
 - g. Students who are granted permission to temporarily suspend their studies are not entitled to academic services.
3. Temporary termination of studies without the permission of the Dean is subject to the following sanctions:
 - a. To re-register must submit a written application to the Rector, through the Dean.
 - b. The period of temporary termination of study without the permission of the Dean is taken into account in the maximum time limit of his Study Program.
 - c. Pay the outstanding BPP, and for the next semester payment is charged in accordance with the applicable tariff decree.

4. Stopping studies (including not doing herregistration) for 2 (two) semesters either consecutively or separately without permission, is subject to termination of study.
5. Stopping study for 2 (two) consecutive semesters or separately, for reasons as mentioned in point 3 after the previous semester obtained the letter K for all semester loads, is considered to temporarily stop studying with the permission of the Dean for 2 (two) semesters; Thus, the student concerned is no longer allowed to stop his studies temporarily.
6. For all levels of study, temporary termination of study should not be made on:
 - a. Semester I (first), and/or
 - b. Semester II (second), and/or
 - c. 1 (one) and/or 2 (two) semesters before the permitted study deadline. Thus, students are not allowed to stop their studies temporarily, either with or without permission: semester XIII (eighth) and/or semester XIV (fourteenth) in Undergraduate Education and Applied Undergraduate Education. Students who temporarily stop their studies without permission in the above semesters are considered to have resigned.

9. Termination of Study

1. Termination of study is imposed on Undergraduate Education students if:
 - a. at the end of the fourth (fourth) semester have a GPA below 2.00 and/or;
 - b. credit savings (the number of courses that have a Quality Letter D and above) does not reach 48 credits;
2. Termination of study is imposed on Undergraduate Education students if:
 - a. at the end of semester VI (sixth) have a GPA below 2.00, and/or;
 - b. credit savings (the number of courses that have Quality Letter D and above) does not reach 72 credits;
3. Termination of study is imposed on Undergraduate Education students if they exceed the stipulated study time limit.