



English Edition
2021

**It's
green**

JAWARA

Jujur – Adil – Wibawa – Amanah – Religius - Akuntabel
(Faithful, Fair, Prestigious, Trustworthy, Religious, Accountable)

ACADEMIC HANDBOOK

UNIVERSITAS SULTAN AGENG TIRTAYASA



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ACADEMIC HANDBOOK 2021
Universitas Sultan Ageng Tirtayasa

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____=____

2021

RECTOR REGULATION
UNIVERSITAS SULTAN AGENG TIRTAYASA
NUMBER: 10 YEAR 2021
On
ACADEMIC GUIDELINES
UNIVERSITAS SULTAN AGENG TIRTAYASA YEAR 2021

UNDER THE GUIDANCE OF ALMIGHTY OF GOD
RECTOR OF UNIVERSITAS SULTAN AGENG TIRTAYASA

- Considering : a. that in relation to the requirement to provide academic services to academic community in disseminating information related to academic field and the fact to revise the previous Academic guidelines;
- b. that in line with the Tri Dharma of High Education, this Academic Guidelines can functions as references in conducting any academic activities
- c. that in relation to the matter referred in point 'a' and 'b' above, it is necessary to stipulate Academic Guidelines at Universitas Sultan Ageng Tirtayasa year 2022 through Rector Regulation.
- Observing : 1. Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to State Gazette of the Republic of Indonesia Number 4301);
2. Law Number 14 of 2005 concerning Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 Number 157, Supplement to State Gazette of the Republic of Indonesia Number 4586);
3. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to State Gazette of the Republic of Indonesia Number 5336);
4. Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic of Indonesia of 2020 Number 245, Supplement to State Gazette of the Republic of Indonesia Number 6573);
5. Government Regulation Number: 4 of 2014 concerning The Implementation and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
6. Government Regulation Number: 57 of 2021 concerning The National Education Standards (State Gazette of the Republic of Indonesia of 2021 Number 87, Supplement to State Gazette of the Republic of Indonesia Number 6676);
7. President Decree of the Republic of Indonesia Number 8 of 2012 concerning the National Indonesian Framework of Qualification;
8. President Decree of the Republic of Indonesia Number 8 of 2012 concerning the Establishment of Universitas Sultan Ageng Tirtayasa
9. Ministerial Regulation of Ministry of Education and Culture of the Republic of Indonesia Number: 29 of 2012 concerning the Operation and Procedure of Work at Universitas Sultan Ageng Tirtayasa;
10. Ministerial Regulation of Ministry of Research, Technology and Higher Education of the Republic of Indonesia Number: 17 of 2015 concerning the Statutes of Universitas Sultan Ageng Tirtayasa;
11. Ministerial Regulation of Ministry of Education and Culture of the Republic of Indonesia Number: 3 of 2020 concerning the National Standard of Higher Education;
12. Ministerial Regulation of Ministry of Education and Culture of the Republic of Indonesia Number: 7 of 2020 concerning the Establishment, Changes, Dismissal of State Higher Education, and the Establishment, Changes, Dismissal of Private Higher Education
13. Ministerial Regulation of Ministry of Finance of the Republic of Indonesia Number: 129/PMK.05/ 2020 concerning Guideline for Managing Public Service Units
14. Ministerial Regulation of Ministry of Finance of the Republic of Indonesia Number: 1/PMK.05/ 2012 date 3 January 2012 concerning Universitas Sultan

- Ageng Tirtayasa that fully Employing PK-BLU;
15. Ministerial Regulation of Ministry of Research, Technology and Higher Education of the Republic of Indonesia Number: 29290/M?KP/2019 concerning the Appointment of Dr. H. Fatah Sulaiman, S.T., M.T. as Rector of Statutes of Universitas Sultan Ageng Tirtayasa for Period of 2019-2023;
 16. Rector Regulation of Universitas Sultan Ageng Tirtayasa Number 13 of 2019 concerning Strategic Plan of Universitas Sultan Ageng Tirtayasa year 2019-2023.

HAS DECIDED

- Enacting : THE RECTOR REGULATION OF UNIVERSITAS SULTAN AGENG TIRTAYASA REGARDING THE ACADEMIC GUIDELINES AT UNIVERSITAS SULTAN AGENG TIRTAYASA YEAR 2021.
- FIRST : Determine the Academic Guidelines at Universitas Sultan Ageng Tirtayasa as stipulated in the Appendix which is an integral part of this regulation.
- SECOND : The Academic Guidelines at Universitas Sultan Ageng Tirtayasa is the guide and reference for all students in particular and academic community in general in the attempt of implementing duties and responsibilities in teaching and learning process and administrative services at Universitas Sultan Ageng Tirtayasa
- THIRD : This decision applies since the date it is issued

Issued in Serang
On Date 7 July 2021
Rector,

H. FATAH SULAIMAN
NIP 196810062001121002

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CHAPTER I

INTRODUCTION

The academic guidebook, Universitas Sultan Ageng Tirtayasa (Untirta) in 2021, is a document that can be used for reference by the academic community in fulfilling the *Tridharma* (Three primary roles) activities of Higher Education. This guidebook provides guidelines related to educational and teaching activities, research, community service and other supporting activities.

Law of the Republic of Indonesia No. 12 of 2012 concerning Higher Education states that to increase the nation's competitiveness in dealing with globalization in all fields, makes it essential for higher education to be able to develop science and technology and to create intellectuals, scientists, and/or professionals who are cultured and creative, tolerant, democratic, persistent (having tough character), and nationalist (courageous to defend the truth for the benefit of the country). It is also mandated by Article 28C paragraph (1) of the 1945 Constitution that everyone has the right to develop themselves through fulfilling their basic needs, having the right to education, and benefiting from science and technology, art and culture, in order to improve the quality of life and for the welfare of mankind. Based on this, the implementation of education in Untirta requires guidelines that are composed in reference to any applicable regulations.

1.1 Legal Reference

The process of preparing the 2021 Academic Guidelines for Sultan Ageng Tirtayasa Universitas refers to the applicable legal basis, including:

1. The 1945 Constitution of the Republic of Indonesia
2. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (SNP)
3. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers
4. Law of the Republic of Indonesia No. 12 of 2012 concerning Higher Education
5. Law of the Republic of Indonesia Number 11 of 2020 concerning Employment Creation
6. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning Implementation of Higher Education and Management of Education

7. Government Regulation of the Republic of Indonesia Number 13 of 2015 concerning the Second Amendment to Government Regulation Number 19 of 2005 concerning SNP
8. Regulation of the President of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualification Framework
9. Decree of the President of the Republic of Indonesia Number 32 of 2001 concerning the Establishment of Universitas Sultan Ageng Tirtayasa
10. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 29 of 2012 concerning the Organization and Work Procedures of Universitas Sultan Ageng Tirtayasa
11. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 17 of 2015 concerning the Statutes of Universitas Sultan Ageng Tirtayasa
12. Regulation of the Minister of Research, Technology and Higher Education Number 8 of 2016 concerning Statutes of Universitas Sultan Ageng Tirtayasa
13. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 100 of 2016 concerning the Establishment, Change and Closure of State Universities, and the Establishment, Change, Revocation of Permits of Private Higher Education
14. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards
15. Decree of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 292920/M/KP/2019 concerning the Appointment of Dr.H. Fatah Sulaiman, ST, MT as Rector of Universitas Sultan Ageng Tirtayasa for the period of 2019-2023
16. Regulation of the Chancellor of Sultan Ageng Tirtayasa Universitas Number 13 of 2019 concerning the Strategic Plan (Renstra) of Universitas Sultan Ageng Tirtayasa for 2019-2023.

1.2 History of Universitas Sultan Ageng Tirtayasa (Untirta)

As an educational institution, Untirta has a unique and distinctive history. The establishment of Untirta began with a long and uneasy (instant) process, requiring struggle and patience. Universitas Sultan Ageng Tirtayasa is the name of a Banten Sultan and at the same time a charismatic Bantenese muslim cleric who is known for his

fighting spirit in expelling colonialism. In general, the establishment of Universitas Sultan Ageng Tirtayasa was divided into 2 (two) phases or eras, namely the phase when Untirta was still a private Universitas (PTS) and the phase when Untirta became a state Universitas (PTN). The below elaboration is the development of the Untirta in each Phase from time to time.

1.2.1 The Phase of Untirta While Still a Private Higher Education (PTS)

At first, Universitas Sultan Ageng Tirtayasa, when it was private, was named Universitas Tirtayasa with the acronym "Untirta". This Universitas was founded by the Tirtayasa Education Foundation (YAPENTA) initiated by Drs. H. Kartiwa Suriasaputra by holding a meeting with elements of the Banten Regional Figures including: Commander Korem 064/MY Colonel Inf. Tjakra Sumarna, Head of Regional Police Colonel Atem Sumantri, Head of the Serang District Court Hanan Gilik, SH., all regents throughout District 1 of Banten, Banten clerics and community figures at the Banten Residency Building. The results of the meeting were recorded in the Notary Deed of Rosita Wibisono S.H No: 1 of 1980. Then it was refined and reconfirmed with the Notary deed Ny. R. Arie Soetardjo, No. 1, March 3, 1986.

If traced back at Untirta's journey at that time, it began with the application submission of an operational permit for the College of Law (STIH) at Kopertis Region IV West Java in Bandung. At that time the Coordinator of Kopertis Region IV was Prof. Dr. Didi Atmadilaga. Furthermore, in 1982 the Tirtayasa Education Foundation established the College of Teaching and Education (STKIP). In addition, in 1983 the Krakatau Steel Foundation established a College of Engineering (STT). Finally, the three high schools joined under the Tirtayasa Education Foundation.

The Tirtayasa Education Foundation merged the three Colleges to become Universitas Tirtayasa based on the Decree of the Minister of Education and Culture of the Republic of Indonesia Number 0596/0/1984 dated 28 November 1984 concerning the Establishment of Universitas Tirtayasa (Untirta) with the first Rector being Drs. H. Kartiwa Suriasaputra. After the establishment of Untirta, the status of the three colleges was upgraded to become the Faculty of Law (FH), the Faculty of Engineering (FT), and the Faculty of Teaching and Education (FKIP) with "Registered" status.

In its development, Universitas Tirtayasa then established 2 (two) other faculties in the 1984/1985 academic year; the Faculty of Agriculture (Faperta) which was

legalized by Decree of the Minister of Education and Culture of the Republic of Indonesia Number 0123/0/1989, dated March 8, 1989 and in the 1986/1987 academic year the Faculty of Economics (FE) was established which was legalized based on the Decree of the Minister of Education and Culture of the Republic Indonesia Number 0331/0/1989, dated 30 May 1989 with the status of 'Registered' making UNTIRTA at that time to have 5 (five) faculties. In its journey, the status of Universitas Tirtayasa was renewed with a Decree of Minister of Education and Culture Number 0388/0/1986, May 22, 1986. At that time Untirta had 4 (four) faculties located in Serang Regency (before the division into Serang City) FH, FKIP, Faperta and FE, while another 1 (one) FT faculty located in Cilegon.

During this period when Untirta was still a PTS, several rectors had been appointed, the periodization of each appointed rectors included: (1) Drs. H. Kardiwa Suriasaputra, (2) Prof.Dr.Hasbi TirtaPraja and (3) Prof. Dr. Ir. Abdul Bari, M.Sc. While holding as private (PTS) status, the Untirta teachers or lecturers came from practitioners, local government official and visiting lecturers from other universities, such as from Universitas Padjadjaran, Bandung. Furthermore, Untirta also recruited the lecturers from qualified alumni who had academic achievements in various fields.

1.2.2 The Phase of Untirta after becoming a State Universitas (PTN)

Social, political, legal and economic changes in 1998, known as the reform era that occurred in Indonesia, have influenced changes and developments in Untirta. Based on the spirit of change (reform), it has encouraged the desire of Banten leaders, founders, clerics and figures as well as the Management of the Tirtayasa Education Foundation to propose Untirta being a state Universitas in Banten to the central government through the Ministry of National Education.

Subsequently, on October 13, 1999, the Decree of the President of the Republic of Indonesia No. 130 of 1999 concerning Preparation for the Universitas Sultan Ageng Tirtayasa as the state University was issued. The Presidential Decree was issued by President Prof. Dr. B.J. Habibie after receiving delegations from leaders to community figures and Banten Clerics at the Merdeka Palace in Jakarta on April 23, 1999.

As the result of hard-working, commitment and prayer, then in 2001 based on the Decree of the President of the Republic of Indonesia Number 32 dated March 19, 2001 Universitas Sultan Ageng Tirtayasa was officially established as a State Universitas

definitively which was inaugurated by the Minister of National Education Dr. Yahya Muhaimin.

In its journey to becoming a state university (PTN), Untirta has gone through several leadership periods:

1. Rector Prof. Dr. H. Yoyo Mulyana, M.Ed (Rector during 2003-2007 Period).
2. Prof. Dr. Ir. Rahman Abdullah, M.Sc, (Rector during 2007 -2011 Period),
3. Rector Dr. Sholeh Hidayat, M.Pd. has served for 2 (two) periods namely (during 2011-2015 Period) and (during 2015-2019 Period),
4. Rector Dr. Ir. H. Fatah Sulaiman, ST., MT. (during 2019-2023 Period).

Currently, Universitas Sultan Ageng Tirtayasa as a new state Universitas is committed to make changes and improvements, institutionally, academically as well as in the field of student affairs and cooperation. Fundamental changes in the field of organization and work procedures were marked by the enactment of the Decree of the Minister of National Education Number 023/J43/d.1/SK/IV/2003 and the Statutes of Universitas Sultan Ageng Tirtayasa in reference to on the Decree of the Minister of National Education Number 10 of 2007.

Likewise, the changes and improvements occur in the academic field. Untirta has established new faculties and departments, built educational facilities and infrastructure, developed and improved the quality of lecturers and educational staff. In addition, the development of ICT-based (Information and Communication Technology) infrastructures was carried out to support education and academic service excellences, including developing and improving library facilities basing on e-libraries and e-journals. The other things being done are strengthening the academic atmosphere of the university, as well as improving the quality of education through a *Quality Assurance and Self-evaluation* system.

Universitas Sultan Ageng Tirtayasa currently offers academic, professional and vocational education programs. Currently, Untirta has already established 7 (seven) faculties; FH (Faculty of Law), FKIP (Faculty of Pre-Service Teacher Training and Education), FT (Faculty of Engeneering), FEB (Faculty of Economics and Business), FP (Faculty of Agreculture), FISIP (Faculty of Social and Political/ Governmental Sciences), and most recently the Faculty of Medicine which was established based on

the Decree of the Indonesian Minister of Research, Technology and Higher Education Mohamad Nasir, Number 94/SP/HM/BKPP/V/2019. In addition, Untirta currently has offered Masters Program and Doctoral Program.

In line with the dynamics of development, at current time Untirta has already had five campuses: Pakupatan Campus, Cilegon Campus, Ciwaru Campus, Kepandean Campus, and Sindangsari Campus. The Sindangsari campus is new Untirta's campus. The construction of the Sindangsari Campus was carried out during the Rector's leadership, Prof. Dr. Sholeh Hidayat, M.Pd. In the process of developing the Sindangsari Campus complex, the Provincial Government of Banten has provided a huge contribution by providing/ purchasing land funded through the Banten Provincial grant in the 2004 fiscal year. Finally, in 2021, the New Untirta Campus in Sindangsari was completed and inaugurated by Indonesian President Joko Widodo.

1.3 Vision of Untirta for 2019 - 2023

The Realization of Untirta as an *Integrated Smart and Green* (It'S Green) with University Excellence, Characterized and Competitiveness, in the ASEAN Region by 2030.

1.4 Mission of Untirta in 2019 - 2023

- 1) Improving the quality, relevance and competitiveness of education and graduates being superior, characterized and competitive in the ASEAN region
- 2) Improving the quality and quantity of innovative research and community services based on actual needs in line with current challenges
- 3) Increasing better support for carrying higher education governance as the implementation of the Integrated Smart and Green (It'S Green) University.

1.5 The Values of Untirta JAWARA (Faithful, Fair, Prestigious, Trustworthy, Religious, Accountable)

Untirta is a home functioning not only as a place, but also as a source of knowledge, role-model, and virtue. Therefore, all academicians are obliged to uphold the noble values of JAWARA (Faithful, Fair, Prestigious, Trustworthy, Religious, Accountable) as basic and primary values in carrying out their duties and

responsibilities (Sulaiman, 2019).

1.6 Purpose Untirta

- 1) Producing Untirta as a qualified institution in serving the *TriDarma* (Three main roles) of Higher Education and being competitive in the ASEAN region
- 2) Creating qualified and competent lecturers and staff
- 3) Producing superior, characterized and competitive graduates in the ASEAN region
- 4) Generating high productivity in research and community services;
- 5) Producing lecturer publications with international reputations
- 6) Producing research downstream that can be utilized by stakeholders;
- 7) Realizing institutional support for qualified and competitive institutions
- 8) Providing integrated facilities and infrastructures for *smart* and *green* campus
- 9) Creating a monitoring and evaluation system for sustainable governance.

1.7 Untirta Priority Program 2019 - 2023

- 1) Preparation and implementation of centralizing the Tridharma service activities of the university into the new campus in Sindangsari
- 2) Development of integrated systems and applications providing *smart campus* services *and* online-based learning
- 3) Implementation of accreditation of study programs and institutions both nationally and internationally
- 4) Launch of new study programs for Masters and doctoral programs
- 5) Laboratory Strengthening and management for academics and research, preparing integrated laboratories and Establishment of University-level Foreign Language centers
- 6) Strengthening scientific literature and digital library
- 7) Strengthening governance and maintenance of green campus-based facilities
- 8) Strengthening scientific journals, reputable scientific publications to support the acceleration for associate professor and professors
- 9) Development of centers of excellence and interdisciplinary research communities
- 10) Strengthening the implementation of JAWARA-based values in various aspects of the implementation of the Tridharma of Higher Education
- 11) Increasing gradual remuneration for staff and lecturers.

1.8 Emblem/Logo of Untirta

The official emblem or logo of Universitas Sultan Ageng Tirtayasa (Untirta) can be used by each unit or other official purposes by the Untirta Academic community. The official logo and the meaning of the Untirta Emblem are illustrated and described as following.



The meaning of the Untirta symbol, namely:

- 1) The **pentagon** is the basic shape symbolizing Pancasila (Five Pillars of Country).
- 2) The **minarets of the Banten Mosque** which stand firm and strong symbolize the firmness of faith, firm stance and high, noble and dynamic goals. The shady banyan stands right in the middle as a protector, symbolizing the justice being craved by every human being.
- 3) **The four roots of a banyan tree hanging down** symbolize the 1945 Constitution.
- 4) **The three branches of the banyan root** symbolize the Tri Dharma of Higher Education (Education, Research and Community Services).
- 5) **Two goose feathers** as ancient writing tools symbolize education.
- 6) **The two red lines underneath** are the two streams of the Ciujung and Cidurian rivers which since the reign of Sultan Ageng Tirtayasa have been used for irrigation maintaining regional prosperity, symbolizing a hope that Untirta students can develop their energy and minds for regional prosperity.

Meanwhile the meaning of the colors on the Untirta symbol are as follows:

- 1) **White** symbolizes purity and purity of heart.
- 2) **Golden yellow** symbolizes majesty and glory.
- 3) **Red** symbolizes courage.
- 4) **Blue** symbolizes clarity of atmosphere with originality of character and loyalty.
- 5) **Green** symbolizes freshness, health and fertility.
- 6) **Black** symbolizes the strength of the soul

1.9 Hymn and Mars of Untirta

The Untirta Hymn and Mars were first sung by the Gita Tirtayasa Choir, established on October 1, 1985 during the 3rd Untirta Anniversary. Initiated by the composer of the Untirt Hymn, namely Denny Soetrisna Adi Sendjaja and the composer of Mars Untirta, namely H.Tb. Yayat Suhiyat.

Untirta *Hymn*

Composer: Denny Soetrisna Adi Sendjaja (lyrics) - Ari Hariadi (poetry)

Mentari yang disini menjanjikan fajar

(The sun here promises dawn)

Buka matahariku memandang sinar terang

(Open my sun looking at the bright rays)

Cahayamu bawa cita penerus bangsa

(Your light carries the ideals of the successor to the nation)

Untirta jiwa ragaku almamater tercinta

(Untirta my body and soul, my beloved almamater)

Reff :

Harapanku serahkan padamu almamater

(My hope is to give you the almamater)

Universitas tirtayasa tempat ilmu yang abadi

(Tirtayasa University, a place of eternal knowledge)

Yang membawa kemajuan pembebas pikiran bangsa

(Which brings the progress, the liberator of the nation's thought)



Mars Untirta

Beats: 4/4
Comp. H.Tb. Yayat Suhiyat
Do = G Dimercia



Bangkitlah semua mahasiswa Untirta Perguruan Tinggi kita
(Wake up all students Untirta is our Higher Education)
Dengan semboyan maju terus dalam menuntut ilmu
(With the motto, keep moving forward for knowledge)
Senantiasa selalu laksanakan Tridarma Perguruan Tinggi
(Always carrying out the Tridharma of Higher Education)
Pengemban pengamal Pancasila dan UUD 1945
(The safeguards for practicing Pancasila and the 1945 Constitution)
Siap membantu dalam pembangunan disegala bidang
(Ready to assist in developing all fields)
Demi nusa bangsa tercinta Indonesia merdeka
(For the sake of our beloved nation, Indonesia is independent)
Reff :
Untirta, Untirta, Universitas Tirtayasa
(Untirta, Untirta, Tirtayasa University)
Dengan satu cita mulya Untirta tetap jaya 2x
(With one noble goal, Untirta remains victorious 2x)

CHAPTER II

TYPE OF PROGRAM/ EDUCATION

Universitas Sultan Ageng Tirtayasa (Untirta) organizes 3 (three) programs of higher education, namely vocational education, academic education, and professional education. The three types of education are briefly described below.

2.1 Vocational Education

This type of education aims to prepare students to become members of society who have knowledge and skills. Graduates are capable of completing a wide range of work, selecting methods from a various alternatives either standard or non standard through data analysis, and being able to demonstrate measurable quality and quantity of the performance. Graduates acknowledge theoretical concepts of different aspects of knowledge in general, enable to formulate procedural problem solving, manage work groups and compile comprehensive written reports in the workplace, have professional responsibility for their work, and enable to carry out supervision and support on the basis of their managerial skills.

2.2 Academic-based Education

The academic-based higher education held at Untirta includes Undergraduate and Postgraduate Programs.

2.2.1 Undergraduate Education

This type of education aims to prepare students to become members of society and creates graduates who have academic abilities, capable of applying their expertise and utilizing science, technology, and/or art in solving problem of their fields and are able to adapt to encountered situations, capable of mastering theoretical concepts in the field particular knowledge in general and more specific having in-depth mastery in the theoretical concepts of a particular aspect in their field of expertise. In addition, graduates are also able to formulate procedural problem solving, are able to make the right decisions based on information and data analysis, and are able to provide guidance in choosing various alternative solutions independently and in groups and are responsible for their own work and can be given responsibility for the achievement of work performance of the organization.

2.2.2 Postgraduate Programs

Education is aimed to create qualified graduates who are able to master the development of science, technology, and/or art in their fields by mastering and understanding the more up-to-date theories, approaches, methods, and scientific principles along with their practical application; Able to solve problems in the field of expertise through research and development activities based on scientific principles; Able to develop professional performance as indicated by the sharpness in problem analysis and the coherence of problem solving; and Able to communicate effectively including using international language.

2.3 Professional Education/ Program

This type of education aims to prepare students who have obtained a bachelor's degree (S-1) in order to fulfil specific skills requirements and obtain certain expertise certification in accordance with the provisions from the relevant organization that they are attached to where they will receive a professional degree/ recognition.

2.4 Duration of Study and Workload for Education Programs

- 1) Vocational/Diploma Program completed in Three years and a maximum of 5 (five) academic years, with a study workload for at least equivalent 108 (one hundred and eight) Semester Credit Units
- 2) Undergraduate program completed for a maximum of 7 (seven) academic years, with a study workload for at least equivalent 144 (one hundred and forty four) Semester Credit Units
- 3) A professional program completed for a maximum of 2 (two) academic years after completing an undergraduate program, or a diploma four/ applied undergraduate program, with a study workload for at least equivalent 24 (twenty four) Semester Credit Units
- 4) Master program, applied master program, or specialist program, completed for a maximum of 4 (four) academic years after completing the undergraduate program, or diploma four/applied undergraduate, with a study workload for at least equivalent 36 (thirty six) Semester Credit Units
- 5) Doctoral program completed for a maximum of 6 (six) academic years after completing a master program, applied master program, or specialist program, with a study workload for at least equivalent 42 (forty two) Semester Credit Units.

Table 2.1 Workload and Study Duration for D-III, S-1, S-2, and S-3 Programs

Program	Minimum Study Workload (SKS)	Maximum study duration (Academic Year)
Doctor (S3)	42	6
Masters (S2)	36	4
Teaching Profession Program	24	2
Medical Profession Program	62	3
Ners Profession Program	30	3
Undergraduate (S1)	144	7
Medical Undergraduate	150	6
Nursing Undergraduate	144	6
Diploma (D3)	108	5

Study workload permitted for students at Undergraduate and Diploma III programs in one semester is a maximum of 24 credits. Determination of the amount of study workload is based on the GPA achieved in the previous semester.

Table 2.2 Academic achievement Index and Maximum Credit per Semester

GPA from preceding Semester	Maksimum credits (SKS)
$3,00 < \text{GPA} \leq 4,00$	24
$2,50 < \text{GPA} \leq 3,00$	22
$2,00 < \text{GPA} \leq 2,50$	20
$1,50 \leq \text{GPA} \leq 2,00$	16
$< 1,50$	12

The study workload for the first and second semester is determined according to the curriculum structure of the Study Program. From the third semester onwards, the number of credits permitted to enroll is based on the achievement of the GPA as shown in table 2.2. Students who return active after study leave, can enroll the courses with the number of credits determined based on the last Semester GPA obtained.

2.5 Namas of Study Program

NO	FACULTY	STUDY PROGRAM		EDUCATION PROGRAM
		KOCE	NAMA	
1	Law	1111	Law	Undergraduate
2	Teacher Training and Education	2221	Non Formal Education	Undergraduate
		2222	Indonesian Language Education	Undergraduate
		2223	English Language Education	Undergraduate
		2224	Biology Education	Undergraduate
		2225	Mathematics Education	Undergraduate
		2227	Primary Teacher Education	Undergraduate
		2228	Nursary teacher Education	Undergraduate
		2280	Physical education	Undergraduate
		2281	Natural Science Education	Undergraduate
		2282	Chemistry Education	Undergraduate
		2283	Electrical Engineering Vocational Education	Undergraduate
		2284	Mechanical Engineering Vocational Education	Undergraduate
		2285	Guidance and counseling	Undergraduate
		2286	Pancasila and Citizenship Engineering	Undergraduate
		2287	Special Engineering	Undergraduate
		2288	History Engineering	Undergraduate
		2289	Art Performing Engineering	Undergraduate
		2290	Sociology Engineering	Undergraduate
3	Teknik	223701	Teacher profession Engineering	Undergraduate
		3331	Mechanical Engineering	Undergraduate
		3332	Electrical Engineering	Undergraduate
		3333	Industrial Engineering	Undergraduate
		3334	Metallurgical Engineering	Undergraduate
		3335	Chemical Engineering	Undergraduate
		3336	Civil Engeenering	Undergraduate
4	Pertanian	3337	Information	Undergraduate
		4441	Agrobusiness	Undergraduate
		4442	Agroecotechnology	Undergraduate
		4443	Fishery	Undergraduate
		4444	Food Technology	Undergraduate
5	Ekonomics and Business	4446	Oceanography	Undergraduate
		5501	Accounting	Diploma-3
		5502	Marketing Manajement	Diploma-3
		5503	Taxation	Diploma-3
		5504	Banking and Finance	Diploma-3
		5551	Manajement	Undergraduate
		5552	Accounting	Undergraduate
		5553	Economics for Development	Undergraduate
6	Social and Political Sciences	5554	Islamic Ekonomics	Undergraduate
		6661	Public Administration	Undergraduate
		6662	Communication	Undergraduate
		6670	Governmental Sciences	Undergraduate
		8801	Nursing	Diploma-3

7	Medical	8881	Medical and dan Medical Profession Education	Undergraduate & Profession
		8882	Nutrition	Undergraduate
		8883	Sport	Undergraduate
		8884	Nursing and Ners Profession Education	Undergraduate & Profession
8	Post Graduate	7771	Indonesian Language Education	Masters
		7772	Education Technology	Masters
		7773	Law	Masters
		7774	Accounting	Masters
		7775	Public Administration	Masters
		7776	Manajemen	Masters
		7777	English Language Education	Masters
		7778	Mathematics Education	Masters
		7779	Agriculture	Masters
		7780	Chemistry	Masters
		7781	Communication	Masters
		7782	Education	Masters
		7783	Accounting	Masters

2.6 Code of Student Number (NIM)

Code of Student Number contains the code for study program, year of admission, and student sequential number; the code for study program (4 digits), year of admission (2 digits), and student sequential number (4 digits). To illustrate, the student number NIM 1111210001, represents the code of study program (1111) year of admission (21) and sequential number (0001).

Program Study	Year of Admission	Sequence No.
1111	21	0001

Note:

1111 = Law Study Program

21 = Year of Admission (In-take)

0001 = Student Sequence Number

CHAPTER III

IMPLEMENTATION OF ACADEMIC ADMINISTRATION

3.1. Admission of new students

Acceptance of new students for the Undergraduate Program at Untirta is carried out through the following paths:

- 1) National Selection for PTN Entrance (SNMPTN) is carried out based on the results of academic achievement tracking and/or prospective student portfolios
- 2) PTN Entrance Joint Selection (SBMPTN) is carried out based on the results of the Computer-Based Writing Examination (UTBK) and other criteria agreed upon by PTN
- 3) Independent Selection to PTN Entrance (SMM-PTN) in the Western Region

Student admission of Postgraduate students (S-2 and S-3) to study at Universitas Sultan Ageng Tirtayasa is accepted through an independent selection process by Untirta. The capacity of seat for each Study Program offered for new prospective students participating in SNMPTN is set at least 20% (twenty percent). The seat for each Study Program provided for new prospective students who take part in the SBMPTN is set at least 40% (forty percent). Meanwhile, the seat for each Study Program provided for new prospective students who take part in the SMBPTN is set at a maximum of 30% (thirty percent).

Registration for the SNMPTN and SBMPTN pathways is selected nationally which is managed by the Institute for State University Entrance Test (LTMPT), via the web <http://ltmpt.ac.id> by considering the rules set by the institution. Independent pathway (S1) via <http://smmptnbarat.id/> and diploma and postgraduate independent pathways are managed directly by Universitas Sultan Ageng Tirtayasa at <http://admisi.untirta.ac.id>.

3.2 Student Registration

At the beginning of each semester, students are required to carry out two routes of registration, namely administrative registration and academic registration.

3.2.1 Administrative Registration

Administrative registration is carried out to fulfill the specified administrative requirements and to obtain a Study Plan Card (KRS) in order to be registered as active

student. For students who are in the process of preparing their final assignment, be it bachelor thesis, thesis, or dissertation, as long as they have not been declared passed/completed, they are still required to carry out re-registration (both administrative registration and academic registration) and enroll their courses.

3.2.2 Requirement for New Students (Including KIP-K Scholarship Recepients)

Guidelines for Admission of New Students set to follow any rules that apply.

3.2.3 Requirements for Foreign Citizen Students (WNA)

- a. International/ Foreign Citizen (WNA) can register as prospective Untirta students by following the requirements and regulations as applied to regular Untirta students.
- b. The registration process for foreign citizens (WNA) students is accompanied by the UPT. Untirta International Office Center (PLI).
- c. The general provisions that apply to Foreign Citizens students (WNA) should meet the provisions of the Ministry of Education, Culture, Research and Technology of the Republic of Indonesia.

3.2.4. Requirements for Current Students

Guidelines for current students set to follow any rules that apply.

3.2.5. Requirements for Current Bidikmisi Students

Bidikmisi recepinets must complete administrative registration to the Student Affairs Sub-Division in order to be then ratified in a Rector Decree that is issued every semester.

3.2.6. Special Provisions

In some cases, if students experience difficulties in fulfilling administrative requirements (for example SPP/UKT (Tuition fee) has not been paid, and other relevant reasons that can be justified), then students can apply for Study Leave or Diactivated. The consequences are regulated in a separate Rector Decree.

3.3 Academic Registration

Academic registration can be carried out if administrative registration has been completed. The procedure for academic registration is as follows:

3.3.1. For New Students

- a. Pay SPP/UKT (Tuition fee) at the bank appointed by Untirta

- b. After Completing the payment of SPP/UKT, students can request a username (NIM) and password for the Untirta Academic Information System Portal (SIAKAD) in the BAKP Registration Sub-Division. The SIAKAD Portal username is unchangable and can be used by students until they graduate. Students can change their own password through the SIAKAD Portal Account
- c. Access the SIAKAD Portal (<http://siakad.untrta.ac.id>) with the username and password that has been provided, then select the Study Plan Card menu, select the courses and classes designated according to the instructions of the Department/Prodi. After filling in correctly and completely, save and print the KRS to be consulted and approved by the Academic Advisor (PA), ask (or remind) the Academic Advisor to approve the KRS online through the PA Lecturer Portal Account
- d. The Academic Registration process will be declared complete if the Academic Advisor has approved the KRS online through the PA Lecturer Portal Account.

3.3.2. For Current Students

- a. Pay SPP/UKT at the bank appointed by Untirta
- b. Complete the KRS through the online Academic Administration System (SIAKAD) for the semester you are enrolling
- c. Prepare KRS for consultations with Academic Advisors by showing the previous Semester Result Card (KHS), advise (or reminding) the Academic Advisors to approve online KRS through the PA Lecturer Portal account
- d. Provide a a copy of the KRS that has been approved by the Academic Advisor for the Academic Advisor and keep one copy as an archive for administrative purposes
- e. The Academic Registration process is declared complete if the Academic Supervisor has approved the KRS online via the PA Lecturer Portal Account

3.3.3 For KIP-K Recipient Students

- a. For Bidikmisi recipients, SPP/UKT is directly paid by the government
- b. The Rector Decree for scholarship recipients (KIP-K or other UKT scholarships) should be received by the registration sub-coordinator so that they can be registered as active students and be continued into the next process
- c. Centre for Data and Information division, upon receiving the rector Decree from the Academic Coordinator, will immediately register new students via SIAKAD

- d. After being registered by the Centre for Data and Information division, students can complete academic register as current Students.

3.3.4. Required academic documents

The required administrative documents include the following.

1) Study Plan Card (KRS)/ Printed course enrollment/ registration

- a. KRS contains a list of courses that students will take in the current semester
- b. The KRS is filled out by students and approved by the Academic Advisor either manually or online via the Academic Advisor Portal Account (Bachelor program and Diploma Program) or Head of Study Program (Masters)
- c. Students are required to have academic consultations with the Academic Advisor before proposing KRS approval online, otherwise the KRS will not be approved by the Advisor and the student's name will not appear on the Lecture Attendance List, Examinations, and Class Participant List.
- d. KRS is filled in and downloaded online through the SIAKAD Portal

2) Amended Study Plan Card (KPRS)

- a. Upon the approval of the Academic Advisor, students are allowed to change KRS (replacing, adding, or subtracting courses) during the KRS amendmant period stipulated in the Academic Calendar and to make the amendmant the Academic Advisor must provide KRS approval online. If it exceeds this deadline, KRS amendmant will not be permitted
- b. If the Academic Advisor does not provide the approve for the KRS amendmant online, the student's name will not appear on the Lecture Attendance List, Exam Attendance List, and Class Participant List.

KRS document services is managed by each department/study program.

3) Attendance List for Students and Lecturers (DHMD)

- a. DHMD contains the Name and Student Identification Number (NIM) who has enrolled the courses and been recorded on the KRS
- b. DHMD is signed by the students while attending the learning activities, as well as by the course lecturer or assistant
- c. DHMD can also be filled online at www.siakad.untirta.ac.id portal.

4) Grading results of Final Semester Examination (DNUAS)

- a. DNUAS contains Name, NIM, Grade, and Signature of all students enrolling to the courses as recorded in DHMD
- b. DNUAS is printed out from the Academic Information System (SIKAD)
- c. DNUAS is provided/ handed over by the department/study program to the Lecturer/Exam Supervisor during the Final Semester Examination (UAS)
- d. Recollection of DNUAS by the Lecturer to the department/study is made no later than 2 (two) weeks after the last day of UAS
- e. Attachment 1 of the original DNUAS is kept in the department/study program and attachment 2 is kept by the lecturer concerned
- f. Lecturers are required to upload the final grade of the course online through SIKAD.

5) Exam Card (KU)

- a. Examination Card contains information regarding the Exam Schedule, supplemented by a column for the Exam Supervisor's signature
- b. Examination cards can be printed out by examinees (Students) both for UTS and UAS
- c. Under certain conditions, faculties/study programs can print out the Exam Cards exclusively, so that students don't need to print by themselves. The rules and conditions related to this are further regulated at the faculty or study program level.

6) Study Result Card (KHS)/ Course Completion Report

- d. KHS contains the final grades of all courses taken by students
- e. KHS is downloaded online by students as a requirement for contracting courses in the following semester
- f. KHS is used by Academic Advisors for the consideration of KRS approval in forthcoming semester.

3.4 Academic Guidance

Academic guidance is provided by Academic Advisors (DPA) assigned by the Department as stipulated in the Dean's Decree. Academic guidance is provided to help students for more effective learning while studying at Untirta. The number of students supervised by each DPA is conditioned by the human resources at the faculty/department/study program where each DPA might be responsible for up to 20 students.

3.4.1 Duties of Academic Advisors in Diploma and Undergraduate Programs

- a. In principle, each Permanent Lecturer in all programs being offered (D-3 and S-1 Programs) can become a DPA providing assistance to the students.
- b. Academic Advisors are required to keep in touch with students being supervised periodically to monitor their study developments such as monitoring and evaluating at the start, middle and end of semester.
- c. Academic Advisors are required to possess, fill out, and keep a Student Information Book (BIM) standardized by LP3M for the academic or personal purposes if required
- d. Academic consultation and student KRS Approval must be held face-to-face with Academic Advisors.

In summary, the duties of the Academic Advisor are:

- 1) Help students complete a study plan
- 2) Give consideration to students in determining the study-load and the types of courses to be enrolled
- 3) Provide Monitoring on the results of IPS and GPA studies
- 4) Provide KRS approval online through the Academic Advisors SIAKAD Portal.

3.4.2. Advisory for Masters and Doctoral Programs

Advisory for Masters and Doctoral Programs can be held by Masters and Doctoral Programs which are regulated in separate provisions.

3.5 Learning Activities

Students are eligible to take part in academic activities if they have:

- a. Paid tuition Fees or Bidikmisi Recipients
- b. Possessed a Student Identity Card (KTM) or Temporary Student Identity Card (KTMS)
- c. Completed abRegistration for new students
- d. Filled in the KRS of the semester that is being taken.

CHAPTER IV

IMPLEMENTATION OF EDUCATION IN UNTIRTA

4.1 Outcome-based Education (OBE)

The field of education always experiences rapid development along with the science and technology. And vice versa, education makes a positive contribution to the development of science and technology, improving living standards, competitiveness of human resources. Therefore, the field of education as a facilitator for improving excellent human resources must be future-oriented.

At the internal level, the implementation of education can be started from the making-proces of plans to achieve goals that lead to the expected impact (outcome). The concept of providing education must be focused on achieving concrete results in the way of increasing knowledge, skills, and results-oriented behavior. In other words, every Study Program at Universitas Sultan Ageng Tirtayasa (Untirta) must apply the transformational outcome-based education (OBE) model. Indicators of OBE implementation are marked by the fact that Untirta is always adaptive in carrying out curriculum restructuring processes, innovative learning processes, assessments, and evaluations in education to reflects the achievement of high-level learning.

The concept of implementing OBE is focused on preparing students to recognize their own potential and be ready to carry out life and work in line with the process of self-development for the future. The implementation of OBE begins with thorough description of the essential skills/abilities that students can do after graduation. These activities can be started by organizing/ restructuring the curriculum, learning systems, and structured assessments to ensure that the learning process takes place fitted with the outputs or targets of the expected course learning outcomes for the graduates. The main principles of implementing OBE are emphasized on the following:

- 1) Focus on Learning Outcomes
- 2) Review of curriculum design that prioritizes the concept of student center learning (SCL)
- 3) Adjustment of the structure of learning outcomes, learning activities, and assessments
- 4) Facilitate learning opportunities in responding to current situation, conditions, and developments
- 5) Implement systematic cycle of the Plan-Do-Check-Action (PDCA)

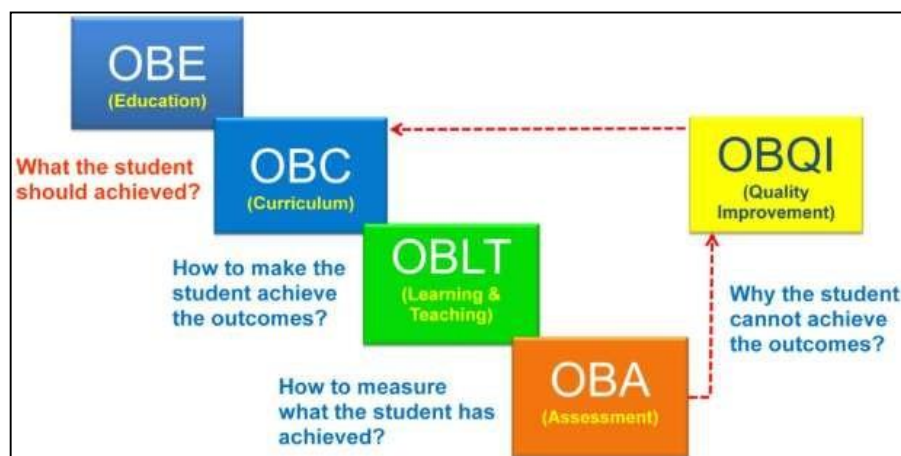


Figure 4.1 OBE Orientation and Implementation Framework (Darwin Sebayang, et al: 2018)

There are three main aspects in the process of implementing and achieving OBE, namely:

- 1) Course Learning Outcomes (CPMK) refer to specific learning outcomes of the course encompassing various aspects of attitudes, skills and knowledge that are formulated based on several CPLs/ learning outcome of the courses;
- 2) Graduate Learning Outcomes (CPL) is the ability possessed by graduates of each study program that represent the internalization of attitude, mastery of knowledge and skills according to the level of the study program obtained through the learning process;
- 3) Goal of Study Program Education (TPP) refers to the statements depicting the career-based and profession-based career that prepared/ offered by the study program to be achieved by its graduates in the first few years after graduation and must be measurable

The descriptions in the following sub-headings provide directions and guidelines on how the curriculum, learning process, and assessment at Untirta should be carried out OBE-oriented.

4.2 Curriculum

Based on Article 35 paragraph (1) of Law Number 12 of 2012 concerning Higher Education states that the higher education curriculum is a set of plans and arrangements regarding objectives, content, and teaching materials as well as the methods used as guidelines for organizing instructional activities in order to achieve Higher Education goals. Universitas Sultan Ageng Tirtayasa organizes a learning process employing the 2019 Untirta curriculum. This curriculum was developed by each study program (Prodi) from the previous curriculum (Untirta 2014 Curriculum) as the follow-up from the dynamics of science and technology development and government policies in the field

of higher education. The Untirta 2019 curriculum is developed in reference to: 1) Law no. 20 of 2003 concerning the National Education System; 2) Regulation of Minister of Research, Technology and Higher Education Number 44 of 2015 concerning National Higher Education Standards; 3) Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework (INQF/KKNI); and 4) Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Higher Education Standards (SNPT). In its further development, along with the issuance of Minister of Education and Culture Regulation (Permendikbud) No. 3 of 2020 concerning National Higher Education Standards (SNPT) and Minister of Education and Culture Circular No. 1 of 2020 concerning “Merdeka Belajar-Kampus Merdeka (Free learning-Free campus)” policy, Untirta quickly makes some adjustments by restructuring its curriculum so that the 2019 curriculum was revised to be the Untirta 2021 Merdeka Belajar-Kampus Merdeka Curriculum (MBKM) which was enforced from the date set on the Rector Decree (SK) No. 3 of 2021 dated 15 February 2021.

The curriculum of all study programs at Untirta should be designed in accordance to the vision and mission of Untirta wishing to create highly competent graduates relevant to need of the society and the development of science, technology and or art. The stages in designing the curriculum that must be carried out by the Study Programs are described in the following figure.



Figure 4.2 Stages of process in curriculum design/ development
(Modified from Endrotomo, Curriculum Tean of DIKTI, 2016)

The structure and components of the curriculum are briefly described as follows.

4.2.1 Curriculum Structure

The framework and structure of the Untirta MBKM curriculum 2021 are prepared and developed by each Study Program orientated towards technological developments and government policies. The study program designs a curriculum covering the development of intellectual intelligence, noble character, and skills. The scope of development is related to the vision, mission and goals of Untirta and each study program. The Untirta MBKM curriculum 2021 has its peculiarities represented into Untirta's compulsory subjects (MK), namely the course of Bantenese Studies and the course related to Food Security.

The profiles and competency standards of graduates developed in the curriculum of each Study Program have a minimum criteria that the graduates should possess the qualifications and ability: knowledge, skills, and attitudes formulated specifically into learning outcomes (LO) or *capaian pembelajaran* (CP). In the INQF, learning outcomes contain four elements, namely: 1) elements of attitudes and values; 2) elements of working ability; 3) elements of scientific mastery; and 4) elements of authority and responsibility. The National Higher Education Standard formulates learning outcomes as stipulated one of the standards known as the Graduate Competency Standards (SKL) that learning outcomes should consist of elements of attitudes, general skills, specific skills, and knowledge. The learning outcomes are broken down into study program learning outcomes and course learning outcomes.

Broadly speaking, the Untirta curriculum is designed to contain four elements, namely learning outcomes, Learnt materials to be mastered, learning strategies in order to achieve them, and an assessment system to measure those fulfilment. The Untirta curriculum contains compulsory the university-level courses, Faculty level-compulsory courses, Study Program-level compulsory courses, MBKM courses, and free elective courses in the Study Program. MBKM courses consist of: 1) Inter-department Student Exchange courses at Untirta level; 2) Inter-department Student Exchange courses at the Faculty level; 3) Courses of Permata (Across national student exchange) Sari; 4) Courses Permata Sakti; 5) Courses of Permata Food; and 6) other courses for conversion from other MBKM activities: Apprenticeship, Entrepreneurship, Village-based empowerment, Industry/Partner Research, Teaching Assistance, Independent Studies, and Humanitarian Projects. The process for converting MBKM courses becomes the full

authority of the Conversion Team in each Study Program.

MUATAN MATA KULIAH									
Program Studi	Fakultas	Universitas	MBKM						
			Pertukaran Pelajar						
			Antar-Prodi dlm Untirta	Magang					
			Antar-Prodi dlm Fakultas		Kewira-usahaan				
			Permata Sakti			Penelitian di Lembaga Luar Untirta			
			Permata Sari				Proyek Kemanusiaan		
			Permata Pangan					Studi Independen	
			dll						Asistensi Mengajar

Figure 4.3 Course Composition in Untirta MBKM curriculum 2021

4.1.1 Curriculum Components

The Untirta MBKM Curriculum 2021 is composed of several clusters of courses. The cluster of courses is given in order to achieve the formation of attitudes, mastery of knowledge, general skills, special skills through the learning process including courses to provide work experience in certain study programs. The cultivation and development of attitudes are carried out through learning process, research experience and/or community services of students which are internalized through behavior and culture as the actualization of values and norms reflected in spiritual and social life. Knowledge is mastery of concepts, theories, methods, and/or philosophy in the field of knowledge in a systematic way that is obtained through the learning process reasoning, student working experience, research and/or community service. Skills are the ability of working performance implementing concepts, theories, methods, materials, and/or instruments, obtained through learning, student working experience, research and/or community service.

General skills refer to performance in working abilities that must be owned by every graduate in order to ensure equality of graduates according to the level of program and type of education. Special skills are working abilities that must be possessed by every graduate in accordance with the scientific field of the study program. Student working experience refers to working experience in certain field for a certain period of time, in the form of job training, practical work, field work practice or other similar forms of activity.

4.1.2 Course Status

The courses offered in the Untirta MBKM curriculum 2021 consist of compulsory university-level courses, compulsory faculty-level courses, and compulsory study program-level courses. University-level courses are given the cluster code as MKUN and the first 3 (three) letters with the UNI code. The university-level compulsory courses that must be taken by every student from each study program in Untirta are listed as in the following table.

Table 4.1 List of Compulsory University-Level Courses

No	Cluster Code	Course Code	Course Names	Credit Point		
				Theory	Practical	Total
1	MKUN	UNI619101	Agama	2	0	2
2	MKUN	UNI619102	Seminar Pendidikan Agama	2	0	2
3	MKUN	UNI619103	Pancasila	2	0	2
4	MKUN	UNI619104	Pendidikan Kewarganegaraan	2	0	2
5	MKUN	UNI619106	Ketahanan Pangan	2	0	2
6	MKUN	UNI619201	Studi Kebantenan	2	0	2
7	MKUN	UNI619301	Kuliah Kerja Mahasiswa	0	3	3

Each course is given a certain code to distinguish it from one another. The course code consists of 9 (nine) digits which contain the following meanings.

Tabel 4.2 Specimen of Course Code

Course Code	Course Name	Description (Meaning and Definition)		
UNI621101	Religion	UNI	Three Codes of University-level Course	
		6	KKNI Level 6 of Program Degree level	
		21	Year of curriculum development	
		1	Student at Year 1/ 1st year	
		01	Sequential Number of course	

The Untirta MBKM Curriculum 2021 has several categories of courses including:

- 1) Compulsory University-level courses
- 2) Compulsory faculty- /postgraduate-level courses
- 3) Compulsory Department-/study program-level courses, consisting of compulsory and elective courses
- 4) MBKM courses

The MBKM course is provided to accommodate 8 (eight) aspects of MBKM activities which consist of:

- 1) MBKM Student Exchange (PP) courses
- 2) Internship / work practice courses
- 3) Research courses outside Untirta institutions
- 4) Teaching assistance courses in education units
- 5) Humanitarian project courses
- 6) Independent study/ project courses
- 7) Village empowerment / thematic Field Work course
- 8) Entrepreneurial courses

The maximum number of credits that can be contracted or converted for each aspect of MBK activities is 20 credits in 1 (one) semester.

The MBKM Student Exchange course is a course offered by the Study Program (Prodi) to be selected and contracted by students from other study programs. Students who are allowed to contract courses and carry out MBKM activities are students who are already in the 3rd year at least the 5th semester. Apart from offering four categories of courses, the Untirta MBKM curriculum 2021 also offers types of Nusantara Student Exchange (Permata) courses, namely:

- 1) Permata Sakti course
- 2) Permata Sari course
- 3) Permata Food course
- 4) Other types of courses

The four mentioned courses above are carried out and contracted by students from the same study program at different universities. The mechanism for implementing the MBKM lecturing and the list of courses are further explained in the technical guidelines for implementing Untirta MBKM program.

4.2.4 Academic Year and Semester Credit Units (SKS)

Universitas Sultan Ageng Tirtayasa (Untirta) divides the Academic Year (TA) into two semesters, namely odd semester and even semester. Each semester consists of 14-16 weeks of study. The number of face-to-face meetings in a semester has is at least 16 meetings including the midterm and final semester exams. Between the even semesters and odd semesters, an in-between semester (short semester) is held. Short

semester is held for at least 8 weeks with a maximum study load of 9 credits.

Departments, departments, or study programs are required to prepare the courses that students will take during short semester, namely between even semesters and odd semesters. Short semester is only intended for students of diploma three and undergraduate programs. Students who are allowed to take short semester courses are at least in third semester.

The implementation of SKS learning at Untirta is regulated as follows.

- 1) For theoretical courses or seminars, 1 credit point consists of 50 minutes of face-to-face activities, 60 minutes of structured activities, and 60 minutes of independent study.
- 2) For practical courses, 1 credit consists of 170 minutes consisting of 2 x 50 minutes of face-to-face activities, not including 30 minutes of practical preparation and 40 minutes for writing up the reports.
- 3) For field-work courses, 1 credit consists of 170 minutes consisting of 2 X 50 minutes of face-to-face activities, not including 30 minutes of field-work preparation and other 40 minutes ocompleting the field-work activities.

4.3 Learning Process at Universitas Sultan Ageng Tirtayasa

The information related to the learning process that will be presented in this academic guidebook includes the characteristics of the learning process, planning of the learning process, implementation of the learning process, and student studyload. The standard process of learning carried out in each Study Program at Untirta is a minimum criterion regarding the implementation of learning and graduate learning outcomes.

4.3.1 Characteristics of the Learning Process

The characteristics of the learning process at Universitas Sultan Ageng Tirtayasa are:

- 1) Interactive, which means that the graduate learning outcomes are achieved by prioritizing a two-way interaction process between students and lecturers
- 2) Holistic, which means that the learning process encourages the formation of a comprehensive and broad mindset by internalizing local and national excellence and wisdom
- 3) Integrative, which means that is the graduate learning outcomes are achieved through an integrated learning process to fulfill the graduate learning outcomes as a whole in one program unity through an interdisciplinary and multidisciplinary

approach

- 4) Scientific, which means that the graduate learning outcomes are achieved through a learning process that prioritizes a scientific approach so as to create an academic environment that is based on a system of values, norms and rules of science and upholds religious and national values
- 5) Contextual, which means that the graduate learning outcomes are achieved through a learning process that is adapted to the demands of the competence required to solve problems in the realm of expertise
- 6) Thematic, which means that the learning outcomes of graduates are achieved through a learning process that is adapted to the scientific characteristics of the study program and linked to real problems through a transdisciplinary approach
- 7) Effective, which means that the graduate learning outcomes should be successfully achieved in order to prioritize the proper and accurate internalization of learned materials within an optimum period of time.
- 8) Collaborative, which means that the learning outcomes of graduates are achieved through collaboration that involves interaction between individual learner to capitalize their attitudes, knowledge and skills.
- 9) Student-centered learning, which means that the learning outcomes of graduates are achieved through a learning process that prioritizes the development of creativity, capacity, personality and student needs, as well as developing independence in seeking and finding knowledge.

Basic Principles of *Student Centered Learning* (SCL)

- a. Encouraging active learning and peer involvement, as well as shifting the authority/power of learning from lecturers to students
- b. Placing lecturers as facilitators and contributors
- c. Growing critical thinking as a tool to develop knowledge
- d. Giving learning responsibility to students, so they can find their strengths and weaknesses, and direct the construction of their knowledge
- e. Using assessment to motivate learning, and to inform or provide practical guidance for the future.

The MBKM program which consists of various forms of learning outside the study program is an embodiment of essential SCL learning to provide challenges and

Chapter 4 Implementation of Education at Untirta

opportunities to students in developing innovation, creativity, capacity and personality (intra- and interpersonal skills), as well as developing independence in seeking, discovering and constructing knowledge in the real world.

The blended learning approach, often also called hybrid learning, is a combination of conventional class-based or face-to-face conventional learning and online learning. Mixed learning involves Information and Communication Technology (ICT) on the basis of the internet of things (IoT), if implemented properly it is naturally SCL.

In the implementation of the MBKM program, mixed learning is also applied by the study program. Mixed learning not only improves the quality of student learning, but also has potential to be applied in facilitating the learning process when participating outside the study program. The learning process experienced by students includes:

- 1) The cognitive domain (learning to know), namely abilities relating to knowledge, reasoning, or thoughts,
- 2) The affective domain (learning to be), namely the ability to prioritize feelings, emotions and different reactions based on reasoning,
- 3) The psychomotor domain (learning to do), namely the ability to prioritize physical skills,
- 4) The cooperative realm (learning to live together), namely the ability to work together.

4.3.2 Planning of Learning Process

Learning process planning is prepared for each subject and presented in a Semester Learning Plan (RPS) which is determined and developed independently by lecturers or collaboratively by a group of expertise in a field of science and/or technology in the study program. RPS must be reviewed and adjusted periodically with developments of science and technology.

4.3.2.1 Semester Learning Plan (RPS)

The Semester Learning Plan (RPS) is adjusted to the Main Performance Indicator (IKU) of the Study Program. The Semester Learning Plan contains at least:

- 1) Name of study program, course code, semester, credits, name of lecturer in charge;

- 2) Graduate learning outcomes assigned to courses;
- 3) final outcomes planned for each stage of learning in order to meet the Graduate learning outcomes;
- 4) Study materials related to the competence to be achieved;
- 5) Learning methods;
- 6) The time allocated to achieve competence at each stage of learning;
- 7) Student learning experience which is manifested in the description of tasks that must be completed by students for one semester;
- 8) Criteria, indicators, and assessment weights; And
- 9) List of references used.

4.3.2.2 Preparation of the Learning Process

In planning the learning process, it is necessary to prepare, among others:

- 1) Class schedules are arranged and prepared by each study program in such a way as to provide flexibility for students to be able to choose and attend the lectures they want.
- 2) The place for conducting lectures is regulated by the Faculty so that there is no the room being used simultaneously.
- 3) The class schedule contains at least: the name of the course, the name of the lecturer/team of lecturers, the weekly schedule of activities including assessment, the room or place for learning activities, the prerequisites for enrolling into courses.
- 4) If there is a change in the lecture schedule, the lecturer must communicate with the classroom/ student in charge.
- 5) Academic guardianship is scheduled before commencement of lecture activities which are carried out for the purpose of guiding students so that in one semester students can choose the courses to be taken appropriately.
- 6) Course registration (study plan) is carried out at the beginning of the odd semester and the beginning of the even semester
- 7) Students carry out online registration through SIAKAD then carry out a course contract under the advice from the Academic Advisor by filling out the Study Plan Form (FRS) which is submitted and reported online to Pusdainfo Untirta.
- 8) Pusdainfo issues Study Plan Form (KRS) and Student and Lecturer Attendance Lists (DHMD).
- 9) Faculty officials assign lecturers as stipulated in teaching assignment documents which become the basis for lecturers in preparing the learning process.

- 10) Lecturers must plan the learning process according to the material set by the study program.
- 12) Preparation of lesson plans and learning implementation plans prepared by the lecturer.
- 13) Lecturers prepare lesson plans and develop teaching materials equipped with learning media and learning evaluations.
- 14) Teaching materials are lecture materials that are prepared based on the design contained in the lesson plans, which reflect scientific principles, which are relevant, systematic, consistent, adequate, actual, contextual and comprehensive.
- 15) Learning media is learning aids consisting of audio-visual, graphics, internet, and or other media.
- 16) Learning evaluation consists of developing a grid, compiling questions, answer keys, and scoring information.

4.3.3 Implementation of Learning Process

Implementation of the learning process takes place in the form of interaction between lecturers, students, and learning resources in a particular learning environment. The learning process of each subject is carried out based on the Semester Learning Plan (RPS) according to the characteristics of the learning process. The learning process in form of curricular activities must be carried out in a systematic and structured manner through various courses with a measurable learning load. In addition, it also uses effective learning methods which is focused on students (student centered learning) according to the characteristics of the courses to achieve certain abilities in fulfilling graduate learning outcomes. The learning process related to research and community service carried out by students must fulfill the graduate learning outcomes and refer to the relevant provisions.

4.3.3.1 Types of Courses

- 1) University Courses (MKU), namely compulsory courses stipulated in the Rector Regulation and must be followed by all Study Programs at Untirta
- 2) Faculty Courses (MKF), namely courses determined by the Faculty as compulsory courses followed by Study Programs under the Faculty
- 3) Study program courses (MKPS), are specific courses set by the Study Program which consist of compulsory and elective courses.

- 4) MPK (Personality Development Courses), aimed at developing Indonesian people who have faith and fear of Almighty God and have noble character, strong and independent personalities and have a sense of responsibility for the welfare of society and the nation.
- 5) MKK (Scientific and Skills Courses), intended to provide a basis for mastering certain knowledge and skills;
- 6) MKB (Work-based Course), aimed at producing experts on certain work based on basic knowledge and skills being mastered;
- 7) MPB (Working Ethics Course), aimed at forming the attitudes and behaviors needed by a person in work according to the level of expertise based on basic knowledge and skills being mastered;
- 8) MBB (Social Life Course), aimed at developing understanding on life rules of community in accordance with the choice of expertise in work.

4.3.3.2 Learning Process Method

Learning method can be defined as the method used to facilitate student learning activities that are oriented towards predetermined learning outcomes. Learning methods developed for each topic or learning stage of a course are adjusted with the learning outcomes of the topic (Sub-CPMK). Sub-CPMK is written in the form of main competence expected being internalized by students. Learning methods in a course can be varied (multi-methods) depending on the CPMK orientation.

This learning process method includes:

1) Interactive Lectures

Lectures are the oldest and most frequently used learning method. Lectures will be effective if there is an active learning process that involves two-way interaction between lecturers and students, small group activities and problem solving, the use of various supporting learning media, and students do not need much work on note-taking.

2) Flipped Learning / Flipped Classroom

The flipped learning model is a rotational model of blended learning and is a teaching method that uses a 'reversed' approach compared to conventional lectures. Students study and work on assignments according to the lesson plans provided by lecturers online outside the classroom. Then the next time while students study face-to-face in classroom, students clarify with their study groups what they have learned online,

and also discuss it with the lecturer. The purpose of the flipped learning model is to activate student learning activities outside the classroom, and students will be encouraged to learn to master concepts and theories of new material outside the classroom by utilizing 2 x 60 minutes of structured assignments and independent study for each credit.

Learning outside the classroom is carried out by students by utilizing information technology, for example using the Learning Management System (LMS) Online Learning System (SPADA). SPADA is an online learning platform provided by the Ministry of Education and Culture. Learning outside the classroom can also use learning videos, electronic books, and other learning resources that students can get from the internet. In the next stage students will study in classroom demonstrating learning outcomes from the previous stage, discussing, reflecting, presenting, clarifying, and deepening the materials with lecturers and study partners by utilizing 50 minutes per one credit.

This flipped learning model can be done for each learning stage which takes one week, two weeks, or more according to the difficulty level in achieving the main (final) competence (Sub-CPMK). The purpose of this flipped learning model is to shift passive learning patterns into active learning patterns through acceleration which is carried out before face-to-face sessions in classroom are carried out. This process is needed to ensure the process of cognitive achievement of students can range from the level of analysis, synthesis into evaluation.

3) e-learning

The e-learning method is a learning method using information technology so that students are able to participate in learning activities anytime and anywhere. Students get information on learning activities and learning materials electronically. This method can be used for interactive discussions among fellow students and between students and lecturers on topics related to the courses being undertaken. Lecturers can upload learning materials, learning resources, discussions and also give assignments, quizzes, and even exams being carried out through this media. Video conferencing (Vicon) is also a form of e-learning that is often used.

4) Group Discussion

Group discussion is a scientific conversation by several students who are members of a group to exchange opinions on a problem or jointly seek solutions to answers a specific problem. The group discussion process can be carried out through discussion forums attended by all students in the class and smaller groups can also be formed.

The benefits of the group discussion method include:

- a. Ability to share information in developing new ideas or solving problems
- b. Ability to improve understanding of important issues
- c. Ability to develop the ability to think and communicate
- d. Ability to increase order in planning and decision making
- e. Ability to foster a spirit of cooperation and responsibility

5) Simulation

The simulation method is the presentation of learning experiences by using imitated situations to understand certain concepts, principles or skills. Simulation can be used as a teaching method with the assumption that not all learning processes can be carried out directly through actual objects. The simulation begins by setting a topic or problem and the goals to be achieved. Discussion activities regarding the course of the simulation and the simulated story material were carried out after the simulation. Role play is a form of simulation method. The benefits of the simulation method include to:

- a. Become a provision for students in dealing with real situations in the future
- b. Develop student creativity because they are given the opportunity to play a role according to the topic being simulated
- c. Foster courage and self-confidence of students
- d. Enrich the knowledge, attitudes, and skills needed in dealing with various problematic situations

6) Case Study

Case Study is a learning method that supports the active learning process of students (active learning) where students work individually or in small groups studying cases with an emphasis on comprehensive management aspects through an interdisciplinary approach. The case was then presented to other students acting as opposition and guided by the lecturer who acted as a resource person.

7) Collaborative Learning

Collaborative learning (CL) is a learning method that supports an active learning process with different levels of ability to work together in small groups to achieve the same specific goal. Students are expected to solve problems, complete some tasks, or

produce a piece of work. The CL method is not just working in groups, but students have interdependence in positive sense, individual accountability, face-to-face interaction, ability to work together, and working process in groups, as well as identifying group effectiveness and efficiency. In general, the CL method can be applied in the early years of study and involves tutors who comprehend the material being discussed.

In implementing CL, course in charge and resource persons/ tutors are responsible for preparing the topics of discussion which are divided into several subtopics. Then, students will be divided into several focus groups to discuss each subtopic. All subtopics were then discussed in the home group which consisted of student representatives from all previous focus groups.

The benefits of collaborative learning include to:

- a. Increase students' interest in the knowledge being discussed and provide opportunities to actively involve in discussions.
- b. Convey and defend opinions/ideas, exchange opinions, be responsible in learning process.
- c. Encouraging the attainment of a higher level of thinking and longer retention of knowledge so that students become critical thinkers.

8) Cooperative Learning

Cooperative Learning (Cooperative Learning) is a learning method employing an approach that emphasizes cooperation between students in their groups to achieve learning goals. The characteristics of cooperative learning are that learning materials are completed in groups, groups are formed based on different abilities and backgrounds, and group-oriented rewards. Learning begins with the lecturer conveying the learning objectives and student motivation to study. Furthermore, the lecturer provides information to students either in the form of demonstrations or readings. Students are divided into study groups and the lecturer provide some guidelines while students work together in completing assignments. The final phase of cooperative learning is that students present the final results of group work, the lecturer examines what is learned, and rewards group and individual efforts.

9) Project Based Learning

Project-based learning is a learning method that uses projects/activities as media. In

project-based learning, students carry out investigations through open-ended questions and apply knowledge to produce products. While studying, students are more active by working together in a group. Project-based learning steps include:

a. Determining Fundamental Questions

b. Designing Project Planning

Planning contains the rules of the game, the selection of activities that can support answering essential questions, by integrating various possible subjects, and knowing the tools and materials that can be accessed to help complete the project

c. Arranging Schedule

Arrangement of the schedule includes making a timeline (time allocation) and deadline (final deadline) for project completion, planning a new method and explaining the selection of a method

d. Monitoring students and project progress

e. The lecturer acting as a mentor for student activities and is necessary to create a rubric that records all important activities.

f. Examining Results

g. Evaluating Experience

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10) Problem Based Learning

Problem-based learning (PBL) is a learning method that uses adult learning principles, namely collaboratively discuss a problem in a group. PBL has three characteristics, namely, constructive (actively building knowledge), collaborative (working together in groups) and contextual (related to the problems to be faced). PBL is an effective strategy for developing various student competencies including competencies in the areas of knowledge, communication and collaboration, critical thinking and others. Active participation in order to achieve personal or group progress is a characteristic of PBL activities. Group will analyze a problem independently based on the group's mutual agreement and not because it is assigned by the lecturer or driven by the exam. This method is believed to provide strategies to become skillful in problem solving and facilitate for life long learning.

The initial step of PBL is that students are given a problem as a trigger and followed up by identifying learning resources required through an interactive, independent process, new gained knowledge application and summarizing what has

been learned. In PBL group discussions, the lecturer acts as a facilitator whose role is to facilitate the process of solving problems, guiding, exploring and supporting student initiatives. During discussions, the facilitator does not give materials, instruction and direct problem solving alternatives. The important thing that must be considered in PBL is the role of the facilitator and the quality of the triggers so that it is necessary that lecturers should have competence that can be gained through various educational trainings such as training related to facilitators in preparing triggers. The benefits that can be drawn from PBL activities include:

- a. Being able to learn actively
- b. Solving problems contextually through critical analysis
- c. Increasing the number and extent of problems that students master because they are always driven by curiosity
- d. Practicing skills in finding desired information effectively
- e. Training to communicate scientifically, work together and practice self-reflection
- f. Training self-study and increasing self-confidence

11) Other learning methods

Other learning methods include learning experiences that are obtained by students in community and community service units in the preceeding year of study. Each course can use one or a combination of several learning methods and be accommodated in any learning process.

4.3.3.4 Method of Learning

The form and method of learning are chosen according to the characteristics of the course particularly to achieve certain skills specified in the process of fulfilling outcomes (CPL). This form of learning can be done inside/outside the Study Program. in the form of:

- a) Lectures, Responses and tutorials, Seminars
- b) Practicum, Studio Practice, Workshop Practice, Field Practice and Work Practice
- c) Research, Design, or Development (for undergraduate programs, professional programs, and postgraduate programs) under the guidance of lecturers as a way in developing attitudes, knowledge, skills, authentic experiences, and increasing people's welfare and national competitiveness
- d) Student Exchange, Internship, Entrepreneurship

- e) Community service (for undergraduate programs and professional programs) under the guidance of lecturers by utilizing science and technology to promote community welfare and educate people of the nation. This form of learning is realized in the form of Real-Experience Lecture(KKN).

1) Online Learning System (SPADA)

SPADA is the implementation of Distance Education in Higher Education which aims to increase equity of access to quality learning. Untirta is one of the tertiary institutions that organizes SPADA as an online learning tool or blended learning via flipped classroom. SPADA Untirta is an Online Learning System at Universitas Sultan Ageng Tirtayasa, that is developed to answer some of the challenges in higher education, especially conventional learning into Lifelong Learning that can be done via the url <https://spada.untirta.ac.id/>. Management of learning activities through the SPADA includes giving assignments to students, online student attendance, making video conferences or online presentations (BigBlueBottonBN), creating discussion rooms (Forums), creating objective-based quizzes/UTS/UAS (Quiz).

2) Blended Learning

Blended learning is a learning approach that combines harmoniously, structurally and systematically the advantages of face-to-face and online learning. Blended learning is in line with the rapid development of ICT, namely the combination of internet networks and computational capabilities (IoT) so as to enable more efficient and effective learning in developing learning outcomes for students. Blended learning allows students to engage in active learning, and thus student-centered learning (SCL). In the implementation of the MBKM program, Blended learning is an effective learning strategy to facilitate students when participating in the learning process outside their study program.

In Blended learning, students not only get learning experiences when accompanied by a lecturer in classroom or outside the classroom, but also get a broader learning experience independently. When studying in classroom with lecturers, students receive learning materials and learning experiences (orientation, exercises and feedback), good practices, examples, and direct motivation from lecturers. When studying online, students will be able to control their own study, able to study anywhere, anytime and are not bound by the lecturer's instructional methods. Students

can study independently or interactively with both lecturers and fellow students and have access to various online learning resources that can be easily obtained using devices and applications they have access to. A richer variety of learning resources, can be in the form of electronic books or electronic articles, simulations, animations, augmented reality (AR), virtual reality (VR), learning videos or other multimedia that can be accessed online.

Blended learning can involve as much as 30-79% of the proportion of online learning. However, substantially the delivery of material and learning processes, including assessments, is predominantly carried out online. The mode of implementing face-to-face and online learning is carried out in an integrated and systematic manner oriented towards learning outcomes. Study programs can apply various blended learning models, such as *rotation models*, *flex models*, *self-blend models*, *enriched virtual models* or *flipped learning*, according to their learning environment.

4.3.3.5 Prerequisites for Implementating Learning Process

Learning facilities and infrastructure are adjusted to the type, quality, and quantity required by each Faculty/Study Program. Each classroom must be equipped with infrastructure and facilities in the form of:

- 1) Seats according to the number of students and the area of classroom.
- 2) The small room has a maximum of 40 seats and the large room has a maximum of 60 seats.
- 3) White board fitted with the size of the room, equipped with markers and erasers.
- 4) Learning facilities/ tools such as: LCD Projector, projector screen, and others.
- 5) Lecturer chairs and tables.

Each laboratory is equipped with:

- a) Types of equipment and usable materials that are fitted with the need of practical experiment.
- b) The number of usable equipment and materials must match the number of involved participants.

Prerequisites related to students and lecturers include:

- 1) The maximum number of students per class for each study program in the field of

science consists of a maximum of 40 students per class, while in the field of social sciences consists of a maximum of 50 students per class which is also adjusted with the capacity of the classroom.

- 2) The maximum workload for lecturers to fulfil the main task of the tridharma of Higher Education is equivalent to at least 12 credit points and a maximum of 16 credit points in each semester according to academic qualifications. The provisions for this are that the task of carrying out education and research should be at least equivalent to 9 credit points and the responsibility related to conducting community service and supporting tasks are at least equivalent to 3 credit points.
- 3) The maximum ratio of students per lecturer, for theoretical learning, is that the ratio of students to lecturers per class is 1: 30. For practical learning, the ratio of students to lecturers per class is 1: 15.
- 4) The maximum ratio of textbooks per student and the availability of books in the library of the University, Faculties, Study Programs include:
 - a) The number of references is at least 10 percent of the number of students by also taking into account the composition of the subject of the literature (ratio 1: 10).
 - b) Have at least 1 reference title for each basic-based skills course.
 - c) Have at least 2 reference titles for each subject of expertise.
 - d) Have Subscribed with at least 1 Scientific Journal for each study program.

4.3.3.6 Learning Activities

The activities of learning is the implementation of RPS which includes:

a. Preliminary activities

- 1) Lecturers carry out administrative activities prior to teaching agenda including: Greeting, recording student attendance, preparing learning materials (textbooks, teaching materials, scientific journals and various other references)
- 2) At the first meeting, the lecturer is required to introduce himself, convey the guidelines material according to RPS, conveying moral principles and ethics of the classroom.
- 3) Delivering RPS and course contracts before leading to the core activities of learning process.

b. Core activities

- 1) Delivery of teaching material in accordance with the RPS in the course contract and in

one semester lectures are required to have 12-14 meetings as stipulated in the RPS that has been prepared, make some records and monitoring processes regarding the progress of student learning competence, for example through responses provided by students, after their involvement in various learning process/ activities and maintain a conducive academic atmosphere during the lecture process following below:

- a) Elaboration or explanation (U), is an explanation of the course materials or concepts, principles, and procedures that students will learn.
 - b) Example (C), is an object or activity being experienced by student their life as representation of the course contents that is being discussed.
 - c) Exercise (L), is a student activity in order to apply the concepts, principles, and procedures that are being studied into practices that are relevant to work or daily life. Exercise is part of the active learning process.
- 2) at one semester the lecturer is required to carry out UTS, UAS and structured assignments as the components of assessment on student learning outcomes
- a) Assessment is carried out by lecturers to measure the level of achievement on students' learning outcomes, and is used as material for preparing learning achievement reports, and improving the learning process.
 - b) Assessment is carried out consistently, systematically, and programmed both using tests and non-tests in written or oral form, performance observation, attitude measurement, assessment of works / project assignments, projects and or products, portfolios, and self-assessment.

c. Closing Activities

Lecturers and students make summaries or conclusions of learning, reflect on activities, provide feedback, plan follow-up activities and inform lesson plans for the next meeting, in the form of:

- 1) Formative evaluation (test or non-test), which is a set of questions that must be answered or tasks that must be carried out to measure student learning progress after completing the learning process.
- 2) Follow-up, are activities carried out by students after carrying out tests or assignments. Lecturers provide instructions to follow up what students should do in order to help and facilitate for further learning activities.

4.3.4 Studying outside Study Program (MBKM Implementation)

The form of learning outside the study program is the implementation of the Merdeka Belajar Kampus Merdeka/ Learning Mobility Across Universities (MBKM) learning process which consists of:

- 1) Learning at other study programs at Universitas Sultan Ageng Tirtayasa
- 2) Learning at the same Study Program at different tertiary institutions (Through MoUs between tertiary institutions);
- 3) Learning at other Study Programs at different tertiary institutions (Through MoUs between tertiary institutions and only for undergraduate programs and outside the health sector);
- 4) Learning in non-university institutions (Through MoUs between universities and only for undergraduate programs outside the health sector)

The Merdeka Belajar Kampus Merdeka (MBKM) program provides an opportunity for students to determine which courses to take. Students have the opportunity for one (1) semester or the equivalence of twenty (20) credits to study outside the study program at the same PT; and at most two (2) semesters or the equivalence of forty (40) credits studying at the same study program at different universities, studying at different study programs at different universities; and/or learning outside universities.

The Recognition for Semester Credit Points/ Unit (SKS) for the MBKM program is given in the form of the following MBKM activities.

1) Student Exchange Program

Recognition of Semester Credit Units (SKS) is a matter or condition for considering the student exchange activities through recognition of credit transfers of the courses in accordance with the courses undertaken whether between study programs at Untirta, or at the same study program at other tertiary institutions, or within other study programs at different universities. The following is an example of the equivalence of semester credit units (SKS), as follows.

- a. Learning activities at other study programs at the same university
- b. Learning activities at the same study program at different universities
- c. Learning activities at different study programs at different universities

The recognition of semester credit units can be granted by Untirta, as long as students take part in the student exchange program, as follows:

- a. For the full credit transfer system, the assessment is fully taken from the institutions where students take the courses lectures outside their own campus (outbound).
- b. The student's home university (Untirta) can make adjustments in accordance with the cooperation agreement contract with the intended university and does not harm student rights

2) Internship Program

An internship for 6 months is equivalent to 20 credits which are declared in the form of equivalency with the courses offered as long as the competencies are in line with the internship activities.

3) Teaching Assistance Program at Education Institution

Recognition of Semester Credit Units is a matter or condition that Teaching Assistance Program activities in Education Units can be recognized and converted into credit points for certain courses, as the implementation of the Merdeka Belajar- Kampus Merdeka policy at Universitas sultan ageng tirtayasa, as follows:

- a. One semester credit unit (SKS) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of program in carrying out the Teaching Assistance Program at the Education institution
- b. Assessments can be carried out by accompanying/ supervising lecturers based on the results of assessments carried out by head teachers (Pamong) at schools where students teach, as well as from the increase of students' knowledge, attitudes and behavior in accordance with the proposed programs designed by students.
- c. Recognition of course equivalence by the head of the study program/department is carried out during the academic assistance period. After the recognition is carried out, then the head of the department/head of study program makes the formal report of the recognition for the semester credit unit and the list of recognized courses and provide them to the academic supervisor in order to be inputted into the student KRS in the current semester.

4) Research/Research Activities

Recognition of the Semester Credit Unit (SKS) policy for Merdeka Belajar- Kampus Merdeka at Universitas Sultan Ageng Tirtayasa, as follows:

- a. One semester credit unit (SKS) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of student activity in carrying out the Student Research Project of Merdeka Belajar- Kampus Merdeka (or around 8 hours) per week.

- b. Assessments can be carried out by accompanying/ advisory lecturers by paying attention to the achievements of the MBKM Student Research activities carried out by students.
- c. The competencies to be achieved in research project of the students at Merdeka Belajar-Kampus Merdeka program are adjusted with the CPL. The process of adjusting the CPL can be equivalent to courses in each study program. Courses that have been recognized supplemented with MBKM Student Research Reports and its examination are equivalent to 20 credits (if carried out in 1 semester).
- d. After the recognition is carried out, then the Head of Study Program makes the formal report on the recognition of semester credit units along with the list of recognized courses (the equivalence of research activities) and provide the to the academic supervisor to be inputted into the student KRS in the current semester.

5) Humanitarian Project Activities

Recognition of Semester Credit Unit is a matter or condition that is considered for a humanitarian project program to be implemented, as follows:

- a. One Semester Credit Unit (SKS) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of student activity in humanitarian activities; and
- b. The assessment is carried out by accompanying/ advisory lecturers by considering the assessment provided by mentors from student organizations or institution organizing humanitarian activities based on the student's role in humanitarian projects, the results obtained, as well as the level of difficulty and complexity of the humanitarian issues being carried out.

6) Entrepreneurship Activities

Recognition of Semester Credit Unit is a matter or condition that is considered for entrepreneurial ctivities in order to be converted into credits for certain courses, namely:

- a. One semester credit unit (SKS) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of student activity in carrying out their entrepreneurial projects.
- b. Assessments can be carried out by accompanying/ advisory lecturers by considering the the achievements of entrepreneurial activities carried out by students (amount of profit, social benefits, size of employees, amount of capital, market reach, and others).

7) Independent Studies/Projects

Recognition of Semester Credit Units is a matter or condition that is considered as independent study activities/projects as follow:

- a. One Semester Credit Unit (SKS) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of student activity on independent studies/projects; And
- b. One or two semesters is equivalent to 20 credits or 40 credits, 6 months to 1 year.
- c. Assessment of independent study activities/projects is carried out by the Supervisor based on the Reports of independent project activities that have been carried out by students

8) Empowerment of Villages / Real Practice Study

Semester Credit Unit Recognition, as follows:

- a. One Semester Credit Unit (SKS) is equivalent to 2,720 (two thousand seven hundred and twenty) minutes of student activity in Building Village activities/Thematic Real Practiec Study;
- b. Assessment for Building Village activities/Thematic Real Practiec Study is carried out from two sources, namely the assessment of the supervising Lecturer and the assessment given by the in-field Supervisor where students carry out Building Village activities/Thematic Real Practiec Study programs;
- c. Building Village activities/Thematic Real Practiec Study are equivalent to 20 credits (maximum) studying off-campus for 1 (one) semester;
- d. If during the competency implementation process students do not fulfill the equivalent of 20 credits, students can take online courses or the like according to the provisions that apply at Universitas Sultan Ageng Tirtayasa.

4.3.5 Principle Definition of Semester

Semester is the smallest unit of time used to define the length of the learning process of a program at an educational level. Implementation of a full duration of education program from the start to the end will be divided into semester activities, so that at the beginning of each semester students must plan and decide what learning activities to take in each semester. In general, for Diploma Programs, Undergraduate Programs, and Masters Programs, one semester is equivalent to approximately 16 work weeks of learning activities, including evaluations in the middle and end of the semester. Learning activities either in blocks system, modules, or other forms are defined in the provisions stipulated in the Faculty Academic Guidelines that use the system according to the needs in fulfilling

learning outcomes.

One academic year consists of 2 (two) Regular Semesters, namely Odd Semester and Even Semester, and 1 (one) Intermediate Semester which is held after the Even Semester. Based on PP No.17 of 2010 concerning the Management and Implementation of Higher Education, this intermediate semester aims to:

- 1) Provide opportunities for students who meet the requirements to do remedial, enrichment, and acceleration of their study period;
- 2) Optimize the use of time and academic facilities and infrastructure.

The implementation of the intermediate semester refers to the Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards and further regulated through a Decree of the Rector of Universitas Sultan Ageng Tirtayasa. Intermediate semesters are held:

- 1) For at least 8 (eight) weeks;
- 2) Maximum study-load for each student is 9 (nine) Semester Credit Unit points;
- 3) Matched with the study workload to meet the specified learning outcomes
- 4) If the intermediate semester is held in the form of lectures, face to face at least 16 (sixteen) meetings including the midterm exam and the final semester exam.

4.3.5.1 Semester Credit Unit (SKS)

Universitas sultan ageng tirtayasa (UNTIRTA) in organizing higher education uses the Semester Credit Point System (SKS). This Semester Credit Unit (SKS) provides opportunities to:

- a. Smart and dilligent students can complete their studies in a shorter time
- b. Students can take elective courses according to their paln which are offered in the curriculum of each Study Program
- c. Proper implementation of student evaluation system, and
- d. Credit transfer between universities, faculties, departments, study programs.

SKS is the unit used to state:

- 1) The amount of student study workload;
- 2) Amount of recognition for student success on their learning efforts;
- 3) The amount of effort required by students to complete a program, both semester programs and full programs;
- 4) The amount of the effort to organize education for teaching staff.

4.3.5.2 Semester Credit Unit Load (SKS)

1) Lecture

One semester credit unit (1 credit unit/point) for lecture activities is considered to be equivalent to (total 170 minutes) of the study load each week for one semester consisting of the following three activities:

- a. 50 minutes of face-to-face learning activities
- b. 60 minutes of structured assignments, which are planned by the teaching staff of the course, for example completing homework, writing scientific work on a certain topic, translating an article, and so on;
- c. 60 minutes of independent study, for example reading reference books, deepening material, preparing assignments, and so on.

2) Seminar

One semester credit unit (1 credit) for seminar activities is determined to be equivalent to (total 170 minutes) of the study load each week for one semester consisting of the following three activities:

- a. 100 minutes of face-to-face learning activities.
- b. 70 minutes of independent activity.

3) Practical Activities

Practical activities include laboratory practicum, studio practice, field-work practice, work practice, research and community service, design or development and military training. One credit of practical activity is determined to be equivalent to a minimum study workload of 170 minutes per week per semester.

MBKM activities outside the study program include student exchanges, internships/work practices, entrepreneurial activities, teaching assistance in educational units, research at research institutions, independent studies/projects, villages empowerment/thematic KKN or humanitarian projects. One semester credit unit (1 credit) for practical activities is determined to be equivalent to a minimum study workload of 170 minutes per week per semester.

4) Writing Final Project, Thesis, Thesis, and the Like

Semester credit units (SKS) for writing final assignments, bachelor theses, theses, and the like, which are equivalent to a minimum study load of 200 minutes being scheduled every week for one semester.

5) Block System Study Load

The calculation of study load in a block system, modules, or other forms is determined by the provisions stipulated in the Faculty Academic Guidelines that implement the system according to the needs in fulfilling learning outcomes. In the Medical Study Program, the calculation of credits is carried out by:

- a. Calculating the total hours of lectures and plenary with the presence of speakers then dividing the total hours by 16 (1 credit is equivalent to 16 hours of lectures).
- b. Calculating the total hours of group discussions, practicum, papers, and dividing the total hours by the denominator of 32 (1 credit is equivalent to 32 hours of group discussions, practicum)
- c. Calculating the total hours of field-work activities, structured independent activities and dividing the total hours by 64 (1 SKS is equivalent to 64 hours of independent field activities)
- d. Exams are not counted in credit calculations
- e. All calculation results are added up
- f. One SKS represents approximately 35-40 hours of learning activities (about 1 week), which can consist of around 25 hours of structured activities (lectures, group discussions, practicum, tutorials on clinical skills, etc.) and around 15 hours of independent activities.

In the Medical Study Program, modules enrolled semester 1 and 2 are prerequisite to enroll the modules in semester 3 and so on. If there are modules that are not passed in semesters 1 and 2, it is mandatory to repeat the module and must pass all the repeated modules to be able to continue to semester 3 and so on.

4.3.6 Reporting and Monitoring Learning Process

Learning monitoring is an activity carried out by study programs/departments/faculties/universities to maintain the quality of learning implementation. Learning monitoring is carried out periodically and in stages by the head of the study program, deputy deans of the academic affairs, deans, vice rector for academic affairs. Evaluation of the learning process is carried out to determine the overall quality of learning, including the stages: planning, implementing the learning process, and evaluating learning outcomes. Evaluation of the learning process is carried out by:

- 1) Learning monitoring involves total meetings being held, the match between the material in the lesson plan and the material presented in the classroom

- 2) Identify lecturer performance in the learning process according to their competence.
- 3) The evaluation focuses on the overall performance of the lecturer in the learning process.

The completion report of learning activities is carried out by lecturers in charge by filling in student attendance and the provided learning material log. At the end of the semester, a questionnaire is provided to measure lecturer performance in learning and student satisfaction in academic services. Follow-up reinforcement and awards are given to lecturers who have met the standards. Educational reprimands are given to lecturers who do not meet the standards. Lecturers are given the opportunity to attend further training. Faculties/Departments/Study Programs report the results of learning programs periodically as a source of data and information in making decisions to improve and develop the quality of learning through higher education databases. Monitoring results are analyzed and reported by LP3M as quality assurance based on academic evaluation.

4.4 Assessment of Learning Outcomes

4.4.1 Definition

Assessment of learning outcomes is one part of the overall process of educational evaluation. Evaluation of education is the activity of controlling, guaranteeing, and determining the quality of education for various education components of each discipline, level, and type of programs as a form of accountability for the implementation of education. Evaluation of student learning outcomes is carried out by lecturers to monitor the process, progress, and continuous improvement of student learning outcomes. Evaluation of learning outcomes is carried out through a process of measurement and assessment.

Measurement of student learning outcomes is an attempt to determine the level of achievement of student competency in a particular subject or field after completing learning activities and/or practices using specific ways and within a certain period of time. Measurement of student learning outcomes is carried out using tools, namely tests and/or non-tests. Assessment is a systematic attempt to collect, process, and compile reliable and valid data and information regarding student competencies obtained through measurement. Assessment of student learning outcomes is a decision-making process to determine the success of student learning and/or practice. Assessment of student learning outcomes in a semester is carried out at least twice, namely the Mid Semester Examination (UTS) and the Final Semester Examination (UAS). Faculties and Departments/Study Programs can prepare other forms of assessment and evaluation that are deemed necessary.

4.4.2 Objectives of Assessment of Learning Outcomes

Assessment of student learning outcomes can be carried out through various forms of assessment and/or exams. The general purpose of assessing student learning outcomes is as a basis for decision making in determining the quality of graduates at the end of the study period. The specific objectives of assessing student learning outcomes are as follows:

- 1) Assessment of learning outcomes aims to measure comprehensibility of the material and competency achievement of a course after students carry out learning activities in a certain way and within a certain time.
- 2) Assessment (examination) aims to measure students' ability to carry out learning activities.
- 3) Assessment of Independent In-Job Training (KKM) aims to measure students' abilities and skills in implementing knowledge according to the needs of the community to improve their lives.
- 4) The comprehensive examination aims to measure comprehensive mastery of material and science students through a logical and in-depth reasoning at any study program of Diploma, Bachelor and Masters Program
- 5) The qualification examination aims to measure comprehensive mastery of material and science through a logical and in-depth reasoning at doctoral program
- 6) Examination of thesis proposals, theses, and dissertation proposals aims to assess the feasibility of proposals prepared by students and provide feedback for proposal improvement, especially those concerning problems, literature review, theoretical framework, framework, and research methods.
- 7) Thesis examination aims to measure the ability to use scientific research concepts and methods based on logical and objective thinking.
- 8) Thesis examination aims to assess students' ability to solve problems through the application of theoretical concepts and research methods, especially those concerning problems, problem formulation, literature review, theoretical framework, framework of thinking, research methods, discussion of research results, conclusions and suggestions.
- 9) Closed examination aims to assess or measure students' ability to solve problems through the discovery of theories or scientific ideas by applying theoretical concepts and research methods as well as students' ability to explain research results according to problems, problem formulation, literature review, theoretical framework,

framework, research methods, discussion of research results, as well as conclusions and suggestions.

- 10) Open examination aims to promote students' abilities to use rational, comprehensive and objective reasoning in solving problems in accordance with the advantages of research results compiled in the dissertations and students' ability to find theories and develop new ideas in certain scientific fields.
- 11) Assessment of student learning outcomes is carried out in the framework of controlling the quality of education and learning as well as student learning progress as a form of accountability for the implementation of education to interested parties/stakeholders.

4.4.3 Principles of assessment

The principles of assessment in learning process and outcomes that are carried out in an integrated manner consist of:

- 1) Educative principles, means assessments that motivate students to be able to improve planning and learning methods and achieve learning outcomes.
- 2) Authentic principles, means assessments that are oriented towards a continuous learning process and learning outcomes that reflect students' abilities during the learning process.
- 3) Objective principles, means assessments based on agreed standards between lecturers and students and free from subjectivity of the assessor and those being assessed.
- 4) The principle of accountability, means the assessment carried out in accordance with clear procedures and criteria, agreed upon at the beginning of the lecture, and understood by students.
- 5) The principle of transparency, means an assessment whose procedures and assessment results can be accessed by all stakeholders.

4.4.4 Assessment Techniques and Instruments

- 1) Assessment techniques consist of observation, participation, performance, written tests, oral tests, and questionnaires.
- 2) Assessment instruments consist of process assessments in the form of rubrics and/or outcome assessments in the form of portfolios or design works.
- 3) Determination of the assessment instrument must be in accordance with the learning

objectives,

- 4) The selection of the assessment instrument must be related to what and who is the target of the assessment,
- 5) The selection of assessment instruments must be able to capture student learning experiences
- 6) Determination of assessment instruments that accommodate the scope of learning materials,
- 7) Determination of the assessment instrument must consider the availability of existing learning media.
- 8) The format of the Assessment Instrument (the proportion of the element contribution being evaluated for the final grade) is adjusted to what is applicable in each faculty.
- 9) Assessment of attitudes can use observational assessment techniques.
- 10) Assessment of mastery of knowledge, general skills, and specific skills is carried out by selecting one or various assessment techniques and instruments
- 11) The final result of the assessment is an integration between the various assessment techniques and instruments used.

4.4.5 Assessment Mechanisms and Procedures

- 1) Designing, informing, agreeing on stages, techniques, instruments, criteria, indicators, and assessment weights between assessors and the assessee according to the lesson plan
- 2) Implementing the assessment process in accordance with the stages, techniques, instruments, criteria, indicators, and assessment weights containing the principles of assessment
- 3) The selected assessment method and mechanism must be in line with the learning objectives set
- 4) Using more than one assessment method to measure learning objectives
- 5) The selected assessment method and mechanism is able to provide feedback for students to find out the extent of student abilities
- 6) Documenting the assessment of student learning processes and outcomes in an accountable and transparent manner.

Assessment procedures include:

- 1) The planning phase can be carried out gradually and/or cyclically.
- 2) Alignment between assessment objectives and learning objectives,

- 3) Selection of an assessment method must be appropriate and answer the purpose of the assessment,
- 4) Re-check the measured competency domains (cognitive, psychomotor, and affective),
- 5) Preparation of the exam grid
- 6) Preparation of an assessment grid that refers to the purpose and scope of the assessment: preparation of questions, implementation of exams, marking answer sheets, assignment activities, performance observation, returning observations, and final grades
- 7) Input the grade on SIAKAD ONLINE

4.4.6 Implementation of Assessment

The assessment is carried out in accordance with the learning plan by:

- 1) Lecturers in charge or a team teaching
- 2) Lecturers in charge or a team teaching by involving students;

Evaluation of student learning outcomes in a semester is carried out at least twice, namely the Mid Semester Examination (UTS) and the Final Semester Examination (UAS). Faculties and Departments/Study Programs can add other forms of evaluation that are deemed important. Evaluation of student learning outcomes in a course is at least a combination of 3 (three) types of assessment: 1) Mid Semester Examination (UTS); 2) Final Semester Examination (UAS); 3) Other relevant assessment: structured assignments, quizzes, practicum results reports, field work, laboratory practicum, or practicum/practical exams.

Assessment of student learning outcomes can be done using the Benchmark Reference Guide (PAP). The components for assessing student learning outcomes after attending lectures consist of structured assignment scores, quiz scores, mid semester exam scores, final semester exam scores, and practicum scores.

- 1) Components used for assessing the academic performance of a course are carried out through structured assignments, quizzes, mid semester exam, final semester exam, assessment of practicum activities, and others.
- 2) Mid semester and final semester exams are held according to the schedule specified in the academic calendar.
- 3) Assessment through structured assignments, quizzes, mid semester exams, final

semester exams, practicum exams, etc. is intended to determine the final grade (NA) based on the weight of each assessment component. The minimum final score is determined by 3 assessment components.

- 4) Scoring for each component can be done with a Quality scoring Letter (E-A) which is then converted to a Quality points/Score (0-4).
- 5) The weight of a course assessment activity is determined by considering tasks with course material with the overall course material in one semester.
- 6) Calculation of the Final Grade is done by calculating the weight of each assessment activity in the semester using the formula:

$$NA = \frac{\sum_{i=1}^n B_{ti}.N_{ti} + B_{qi}.N_{qi} + B_m.N_m + B_a.N_a + B_p.N_p}{\sum_{i=1}^n B_{ti} + B_{qi} + B_m + B_a + B_p}$$

Where:

B_{ti} : is the weight of the i structured task score

B_{qi} : is the weight of the i quiz score

B_m : is the weight of the mid semester exam scores

B_a : is the weight of the final semester exam scores

B_p : is the weight of the practicum scores

$N_{ti}, N_{qi}, N_m, N_a, N_p$: is the value of each component of course assessment

The final score of a course obtained by students is expressed in two ways, namely quality grading letters and quality grading points, which are arranged into the following rank.

Table 4.4 Range of Values (Letter and Quality Score)

No	Relative value / grading letters	Weight value /grading points	Final Grade (NA) Absolute
1.	A	4,00	$85,00 < NA \leq 100,00$
2.	A -	3,75	$80,00 < NA \leq 85,00$
3.	B +	3,50	$75,00 < NA \leq 80,00$

4.	B	3,00	$70,00 < NA \leq 75,00$
5.	B -	2,75	$65,00 < NA \leq 70,00$
6.	C +	2,50	$60,00 < NA \leq 65,00$
7.	C	2,00	$55,00 < NA \leq 60,00$
8.	D	1,00	$50,00 < NA \leq 55,00$
9.	E	0	$< 50,00$
10.	T		
11.	K		

Information :

Before determining the final grade, the lecturer can give a T or K grade. The decision to use the assessment method and mechanism is left to the lecturer in charge of the course by considering different abilities of affective, cognitive, and psychomotor domains conveyed during the lecture sessions.

4.4.7.1 Grade T (Incomplete)

The criteria for students who are declared to have obtained the grade (T) are:

- 1) Given to students who have not fulfilled all components of final semester evaluation set by the lecturer (for example, have not submitted assignments, papers, and the like);
- 2) The time required for fulfilling point 1) above is 2 weeks extension from the end of the semester exam for the course concerned, and if the student has fulfilled it, the quality letter (T) will be changed into (A), (A-), (B+), (B), (B-) (C+), (C), or (D), subject to the quality of assessment.
- 3) Under the condition that point 1) above cannot be fulfilled within the 2 week extension, then the quality letter can be calculated based on the scores obtained on the other components

4.4.7.2 Grade K (Blank)

A student is declared to have obtained a grade (K) under the following conditions:

- a. Students withdraw from lecture activities after the end of KRS amendment period (2 weeks after academic activities commencement) with justifiable reasons.
- b. Subject to the relevant semester course in the event that a student is unable to take the

final semester exam with justifiable reasons such as:

- 1) Sickness or accident that requires long treatment as stated by a doctor's certificate.
- 2) The disaster experienced by the family that requires students to leave their study activities for a long time period, supported by a certificate
- 3) Participate in certain activities with a permit from the Dean, Postgraduate Director, or Rector.

4.4.7.3 MBKM Course Grades

The grades for the courses taken by students through MBKM activities are obtained by converting each MBK activity into several courses. The type, name, and number of courses resulting from the conversion become the authority of each study program. The range of quality numbers/ points and letters/ grades is the same as that written in the previous Table 4.4.

4.4.7.4 Letter of Legal Final Quality

- 1) The final grade (quality grading letter) of a course or the results of the final evaluation of a course is only considered valid if:
 - a. Students are registered administratively and academically in the current semester
 - b. The course is recorded in the KRS of the student concerned in the current semester.
- 2) All final grades (quality grading letter) or final evaluation results of courses that do not meet the requirements in point 1) above are declared invalid (failed).

4.4.7.5 Improvement of Quality Letters

Quality improvement can be carried out in regular semesters (odd or even semesters) or in short semesters. Quality letters E, D, C, C+, B-, and B can be repaired again by taking the relevant courses by including them in the KRS both the Regular Semester and Short Semester and participating in all lecture activities. The quality letter used for the GPA calculation is the best quality letter. Meanwhile, the IPS calculation is based on the acquisition of quality letters in the current semester.

4.4.7.6 Sum of certain grading considered for graduation

The number of grading level is determined as follows:

- 1) The maximum number of grade **D** from the total cumulative study-load is at 3 courses for Diploma, Undergraduate and Professional Programs
- 2) For the Masters Program, students are not permitted to obtain grade lower than **C**
- 3) The final score given by the lecturer must be in formed of quality grading letters, namely (**A**), (**B+**), (**B**), (**C+**), (**C**), (**D**), or (**E**)
- 4) The final grade (Grading quality) is written in DNUAS
- 5) Students proven to have cheated or committed other fraud in the exam will be penalized by E grade for the assessment components of the course
- 6) Lecturers in charge of the course are responsible for the accuracy of the final grades (quality grades) that have been recorded in DNUAS;

For the Medical Study Program, passing grade criteria: a minimum grade of C with an average score of at least 55 for all assessment components. If there is an assessment component < 55, then students will be given the opportunity to take a remedial under the condition that attendance is > 80% for module activities.

4.5 Assessment Report

Assessment report is provided in the form of qualifications for student being successful completing the course. The results of the assessment are announced to students after completing the learning stage as stipulated in the lesson plan. The results of the assessment of student learning outcomes in each semester are expressed by the semester achievement index (IPS). The results of the assessment of student learning outcomes at the end of the study program are expressed by the cumulative grade point index (GPA). The semester grade point index (IPS) is a number that shows the student learning achievement or progress after one semester and is obtained by multiplying between the letter grades of each taken course and the sum of credit points of the course, then divided by the number of credits of the courses taken in one semester. The calculation formula is as follows:

IPS Notation: $AM_i = \text{Quality Scoring of Course } i$

$SKS_i = \text{Sum of Credit Points for Course } i$

Table 4.5 Example of IPS Calculation

Course	Course code	SKSi	Grade	Points	AMi
Course A	MK A	2	A	4	8
Course B	MK B	3	B	3	9
	Total	5			17
				IPS	3.4

IPS (temporary GPA) is used as the basis in determining the total credit points (SKS) in the following semester. The cumulative grade point index (GPA) is a number that represent achievement or student learning progress cumulatively starting from the first semester to the last semester that has been completed and calculated by multiplying the letter grades of each completed courses and the credit points of the relevant course, then divided by the number of credits of the courses.

The GPA calculation formula is as follows (rounded down if less than 0.05 and rounded up if equal/more than 0.05);

GPA Notation: AMi = Quality scoring of course i

SKSi = Sum of Credits Points for Course i

Table 4.6 Calculation of GPA in KHS

Courses	Course Code	SKSi	Grades	Points	AMi
Course A	MK A	2	A	4	8
Course B	MK B	3	B	3	9
Course C	MK C	4	C	2	8
Course D	MK D	2	A	4	8
Course E	MK E	1	B	3	3
Course F	MK F	2	D	1	2
Course G	MK G	2	E	0	0
Course H	MK H	4	C	2	8
	Total	20			46
				GPA	2.3

The GPA is used as the basis for study evaluation and the basis for consultation by Academic Advisors.

CHAPTER V

EVALUATION OF LEARNING OUTCOMES AT UNTIRTA

5.1 Final Evaluation of Learning Outcomes

Students are declared to have completed and graduated from an educational program taken at Universitas sultan ageng tirtayasa (Untirta) if they have fulfilled the following conditions.

5.1.1 Diploma Program

- 1) Pass all courses of the required cumulative study load and be completed in a maximum of 10 semesters
- 2) Have at least a GPA of 2.00
- 3) Recieve grade D for a maximum of 3 courses and not including final assignment prerequisite course.
- 4) Have compiled and written the Final Assignment Report, and/or the equivalence as required and obtained a grade C at least after being examined.

Diploma III Program in Nursing

- 1) Pass all Courses of the required cumulative study load which completed in a maximum of 10 Semesters;
- 2) Have at least a GPA of 2.76;
- 3) Receive no grade D for all courses;
- 4) Have compiled and written the Final Assignment Report, and/or the equivalence as required and obtained a grade C at least after being examined.

5.1.2 Undergraduate Program

- 1) Pass all courses of the required cumulative study load
- 2) Have at least a GPA of 2.00
- 3) Recieve grade D for a maximum of 3 courses and not including final assignment prerequisite course.
- 4) Have completed the preparation and writing of thesis or the equivalence as required and obtained a grade C at least after being examined.

Undergraduate Program at Medical Faculty (FK):

- 1) Pass all courses of the required cumulative study load;

- 2) Have at least a GPA of 2.00 for the Nutrition and Sports Science Study Program, for the Medical Study Program at least a GPA of 2.75, while for the Nursing Study Program at least a GPA of 2.76
- 3) Receive no grade E for all courses at the Nutrition and Sports Science study program.
- 4) Receive grade D for a maximum of 3 courses and not including thesis prerequisite courses
- 5) For the Nutrition and Sports Science Study Program no grade D in all courses for the Medical and Nursing Study Program;
- 5) Have completed the preparation and writing of thesis or the equivalence as required and obtained a grade C at least after being examined.
- 6) In the medical study program, the remedial system for courses that do not pass can only be done once, if after the remedial the courses do not pass either, then it is mandatory to reenroll the courses in the following year.

Professional Program at Medical Faculty (FK):

- 1) Pass all courses of the required cumulative study load;
- 2) Have at least a GPA of 2.75 for the Medical Professional Education Program, while for the Nursing professional Education Program at least a GPA of 2.76;
- 3) Receive no grade D for all courses
- 4) Have attended the required seminars, examinations, thesis defend examination, or the like
- 7) In the medical professional education program, the remedial system for courses that do not pass can only be done once, if after the remedial the courses do not pass either, then it is mandatory to reenroll the courses in the following year.

5.1.3 Diploma, Undergraduate and Professional Programs at the Faculty of Medicine

1) Diploma Programs

- a. Pass all Courses of the required cumulative study load which completed in a maximum of 10 Semesters;
- b. Have a GPA of at least 2.76 for the Nursing Study Program;
- c. Receive no grade D for all courses
- d. Have completed the preparation and writing of thesis or the equivalence as required and obtained a grade C at least after being examined.

2) Undergraduate Program and Professional Program

- a. Pass all courses of the required cumulative study load;
- b. Have a GPA of at least 2.00 for the Nutrition and Sports Science Study Program, while for the Medical Study Program at least a GPA of 2.75, and for the Nursing Study Program at least a GPA of 2.76.
- c. Receive no grade E for the Nutrition and Sports Science study program, and no grade D for the Medicine and Nursing study program.
- d. Receive grade D for a maximum of 3 courses and not including the prerequisite courses for the final assignment/thesis for the Nutrition and Sports Science Study Program;
- e. Have completed the preparation and writing of thesis or the equivalence as required and obtained a grade C at least after being examined.
- f. In medical study programs, the remedial system for courses that do not pass can only be done once, if after the remedial the courses do not pass either, then it is mandatory to reenroll the courses in the following year

5.1.4 Master Program

- 1) Pass all courses of the required cumulative study load
- 2) Have at least a GPA of 3.00
- 3) Receive no grade C and below
- 4) Have attended the required seminars, examinations, defend thesis examination, or the like
- 5) Have completed thesis writing and passed in defend examination and at least obtained a grade B

5.1.5 Doctoral Program

- 1) Pass all courses of the required cumulative study load
- 2) Have a GPA of at least 3.25
- 3) Receive no grade C
- 4) Have attended seminars, defend thesis examination, or the like as required
- 5) Have completed dissertation writing and passed defending it in a closed thesis examination with at least obtaining a grade B

5.2 Study Period Limits

5.2.1 Study Period Limits for Diploma Three (D-3) Program

- 1) At Diploma Three (D-3) program, students can complete the program in a maximum study period of 10 (ten) semesters since enrolled in Semester I
- 2) The entitlement to study leave is not counted for an accumulation in the study period.

5.2.2 Study Period Limits for Undergraduate Programs (S-1)

- 1) The maximum study period for undergraduate program is 14 (fourteen) semesters starting from time of admission as a student at semester I
- 2) The study period for transferring student is calculated including when studying at the previous tertiary institution University of origin)
- 3) The entitlement to study leave is not counted for an accumulation in the study period.

Undergraduate Program of Medicine & Nursing Study Program, the maximum study period for Bachelor program is 12 (twelve) semesters starting from time of admission as a student at semester I. The Professional Program at the Faculty of Medicine, the study period for the Bachelor program is a maximum of 6 (six) semesters.

5.2.3 Study Period Limits for Professional Programs

- 1) The maximum study period for an undergraduate program is 4 (four) semesters starting from time of admission as a student at semester I
- 2) The study period for transferring student is calculated including when studying at the previous tertiary institution University of origin)
- 3) The entitlement to study leave is not counted for an accumulation in the study period.

5.2.4 Study Period Limits for Masters Programs

- 1) The maximum study period for an undergraduate program is 8 (eight) semesters starting from time of admission as a student at semester I
- 2) The study period for transferring student is calculated including when studying at the previous tertiary institution University of origin)
- 3) The entitlement to study leave is not counted for an accumulation in the study period.

5.2.5 Doctoral Program Study Period Limits

- 1) The maximum study period for the Doctoral program is 14 (fourteen) semesters from

the time of admission as a student at semester I

- 2) The study period for transferring student is calculated including when studying at the previous tertiary institution (University of origin)
- 3) The entitlement to study leave is not counted for an accumulation in the study period.

5.3 Lecture Leave

Study leave is the right for students to temporarily postpone their studies with written permission from the Rector. Some provisions regarding study leave are, namely:

- 1) The study leave permitted should be made by student's request
- 2) Students are considered on study leave when students do not complete Administrative and Academic Registration and do not apply for study Leave as stipulated in point number 1
- 3) The right for study leave and/or being considered on study leave lasts for a maximum of 2 (two) semesters, either consecutively or separately.
- 4) The application process for study leave requested by students must be made through the e-administration application (<http://eadministrasi.untirta.ac.id>) in accordance to applicable regulations
- 5) A status of being considered on study leave is granted by BAKP for the current semester
- 6) Students on study Leave or considered on study leave will not be able to complete the KRS Contracts online and cannot pay tuition fees SPP/UKT and are not entitled to receive academic services until their student status is reactivated
- 7) The application process for a study leave can only be carried out during the leave application period and active learning as specified in the academic calendar
- 8) Study leave for students at Diploma Three (III) Program is not permitted for those at Semester I and II or Semester IX and X students
- 9) Study leave for undergraduate students is not permitted for those at Semester I and II students or Semester XIII and XIV
- 10) Study leave for Postgraduate students is not permitted for those at Semester I and II students or Semester VII and VIII.

5.4 Study Reactivation

Reactivation for study is an academic administrative process that is carried out if a student wants to reactivate their status from on study Leave or considered on study leave.

The general provisions for reactivating study are as follows:

- a. Students on study Leave or considered on study leave need to make a reactivation application, in order to:
 - 1) Change its status into Active
 - 2) do administrative registration (payment of SPP/UKT)
 - 3) After carrying out the Administrative Registration, students can carry out Academic Registration (Enrolling courses in KRS).
- b. Applications for study reactivation are carried out through the e-Administration application (<http://eadministrasi.untirta.ac.id>) which is regulated in a separate procedure.

5.5 Transfer of Study Programs to Faculty at Internal Untirta

Fundamentally, the transfer of study programs within the faculties of the university is possible, but is subject to the following requirements:

- 1) Active Students, who have never applied for study Leave or considered on study leave, as evidenced by completed KHS in every semester
- 2) Students come from study programs with higher accreditation status or at least the same as the intended study programs
- 3) Application for study program transfer can only be made before the commencement of semester III or semester V
- 4) Requirements at points 1 to 4 are the minimum requirements, the decision whether being accepted or not is made through faculty approval, which is based on assessment and procedures that are regulated separately through the policies of each faculty
- 5) The process of applying for a study program transfer within one faculty must be completed through the online e-Administration application (<http://eadministrasi.untirta.ac.id>)

5.5.1 Transfer of Study Programs Accross Faculties at Internal Untirta

Basically, the transfer of study programs between faculties within Untirta is possible, but it is regulated with the following requirements:

- 1) Active Students, who have never applied for study Leave or considered on study leave, as evidenced by completed KHS in every semester
- 2) Students come from study programs with higher accreditation status or at least the same as the intended study programs
- 3) Application for study program transfer can only be made before the commencement

of semester III or semester V

- 4) Requirements at points 1 to 3 are the minimum requirements, the decision whether being accepted or not is made through faculty approval, which is based on assessment and procedures that are regulated separately through the policies of each faculty
- 5) The process of applying for a study program transfer within one faculty must be completed through the online e-Administration application (<http://eadministrasi.untirta.ac.id>)

5.5.2 Transfer of Study Programs Across State Universities (PTN)(Untirta with other stae universities (PTN)

Transferring study programs from other tertiary institutions is only possible if students come from other state universities and from the same study programs. Further requirements regarding transferring study programs between Untirta and other PTNs are determined as follows:

- 1) Active students at the original PTN
- 2) Students come from study programs with higher accreditation status or at least the same as the intended study programs
- 3) Have a letter of recommendation (permit) to transfer from the original PTN
- 4) Have completed Semesters I, II, III and IV without any study leave status in those semester, as evidenced by completion of KHS for each of these semesters
- 5) Minimum GPA of 3.00, as evidenced by an official transcript issued by the original PTN
- 6) The grades of MPK courses must be at least grade B
- 7) Receive no grade E
- 8) Requirements at points 1 to 7 are the minimum requirements, the decision whether being accepted or not is made through faculty approval, which is based on assessment and procedures that are regulated separately through the policies of each faculty

5.5.3 Provisions for Study Transfer (Withdrawal) from Untirta

Untrita students who wish to transfer from a study programs to other tertiary institutions are permitted under the following conditions:

- 1) Students who wish to withdraw (resign) from Untirta must be registered as active students

- 2) Students should process the library free statement from the (faculty, postgraduate, and university), and free of arrears of tuition fees
- 3) Students meet the Head of Department/Head of Study Program while carrying a letter of resignation on a stamp duty and known by their parents/guardians addressed to the Rector, along with the requirements in point 2 above
- 4) Students make a letter of resignation on a stamp duty and known by their parents/guardians, addressed to the Chancellor via the e-Administration Application (<http://eadministrasi.untirta.ac.id>)
- 5) Fill out the e-Administration Application (<http://eadministrasi.untirta.ac.id>); including uploading all the requirements in points 2 and 3
- 6) If the head of department/head of study program approves the student's application for resignation, the department will instruct the study program/department operator to validate the student's application for resignation and prepare academic transcripts to be uploaded on the e-Administration Application
- 7) The university operator (BAKP) prints out student Academic Transcripts and prepares a Study Transfer Certificate signed by the Deputy Rector for Academic Affairs Untirta
- 8) The process of applying for resignation to transfer to other universities is completed if the student has received an Academic Transcript and a Study Transfer Statement signed by the Deputy Rector for Academic Affairs Untirta

5.6 Exam Requirements

Students are allowed to take part in the Mid Semester Examination (UTS) or Final Semester Examination (UAS) if they have met the following requirements:

- 1) Registered as an active student in the current semester
- 2) At least 80% actively participate in lectures
- 3) Participate in all activities (100%) laboratory practicum, field work, seminars, and the like
- 4) Students are required to show their Exam Card during the exam to the Examination Supervisor
- 5) Those who are sick must attach a doctor's certificate
- 6) The process of conducting course exams in the current semester must be supervised by the Lecturer

5.7 Writing Final Report, Bachelor Thesis, Thesis, and Dissertation

5.7.1 Writing Final Project Report (TA) for Diploma Program

At the end of Diploma Program study, students are required to write and complete a Final Project, in accordance with the guidebook for writing Final Project Reports in each Diploma Program. The general requirements for diploma students are as follows:

- 1) Students may compile a Final Project Report if they have completed at least 85% of the required cumulative study load.
- 2) Have completed all prerequisite courses for the preparation and writing TA
- 3) Complete administrative and academic requirements
- 4) Supervisors are academic staff who hold at least assistant professor (Expert Assistant)
- 5) Advisor appointment is stipulated on a Dean's decree on the basis of the proposal from the Head of the Department/Study Program
- 6) Once the final project report requires an assistant Advisor (extraordinary expert), the assistant advisor can come from outside the Study Program
- 7) If the final assignment cannot be completed in the semester concerned, then
 - a. Students are allowed to complete it in the following semester by re-enrolling the final assignment course in the KRS (Project Title and Supervisor remain unchanged)
 - b. In the specified semester concerned, the Final Project Report is marked with grade "K", so it is not used in calculating IPS and GPA
- 8) The maximum time for completing the Final Project is 2 (two) Semesters. If the Final Project cannot be completed in 2 (two) consecutive semesters, student is required to re-start compiling and writing the Final Project with a different (new) Topic and Supervisor (new)
- 9) The grade/ mark for Final Project Report is at least "C".

5.7.2 Undergraduate Thesis Writing

At the end of Undergraduate Study Program, students are required to prepare and write a bachelor thesis, with the provisions as stipulated in the Thesis Preparation and Writing Guidebook in each Department/Study Program. The general requirements for the preparation and writing thesis are as follows:

- 1) Students may enroll thesis courses (compile a thesis) if they have completed all courses or at least 80% of the required cumulative study load
- 2) Have completed all thesis prerequisite courses

- 3) Complete administrative and academic requirements
- 4) Have a Student Identity Card (KTM)
- 5) Enroll the Thesis in KRS
- 6) Complete thesis registration through the SISTA Application (Thesis and Final Project Information System), at <http://ta.untirta.ac.id>) following the procedures mentioned in the website.

5.7.3 Thesis Advisor

- 1) Thesis supervisor is appointed by the Dean upon the proposal from the Head of Department/Study Program
- 2) Primary Advisor is a permanent lecturer who holds the lowest academic position as assistant professor (Lector) for those with a Masters degree or Assistant Expert for those with a Doctoral degree
- 3) Assistant Advisors are Permanent Lecturers with the lowest academic position as Assistant Expert for those with a Masters degree or can be appointed (assistant supervisors) from other universities/ institutions that are fitted with the Research Topic.

5.7.4 Other Provisions

- 1) If the thesis cannot be completed in one semester, then:
 - a. Students are still allowed to complete it in the following semester by reenrolling the course in KRS (thesis/dissertation/Supervisor topics remain the same)
 - b. If at the end of the semester the students cannot complete the thesis, they will be mark a grade "K", so so not calculated for. IPS and GPA calculations
- 2) The thesis completion time is a maximum of 2 (two) Semesters. For students who have not shown significant progress in writing the Thesis/Dissertation for 2 (two) semesters as justified by the supervisor or the Head of the Study Program, then, students restart compiling and writing the Thesis/Dissertation Report with a different (new) topic and supervisor (the new one);
- 3) The thesis examination is held at the end of the study in the form of a Thesis Defend Examination, which is an examination of thesis material and/or a comprehensive exam.

5.7.5 Thesis Writing

- 1) Students can start writing a thesis if they have completed at least all required courses in semesters I and II or have taken at least 25 credit points
- 2) Have completed administrative and academic requirements
- 3) Have completed registration that include the thesis course in KRS
- 4) Not on study Leave

5.7.6 Thesis Advisor

- 1) Thesis Advisor can be more than 1 person who is determined by the Director of Postgraduate after receiving recommendations the Head of Study Program
- 2) If the Thesis Advisor is more than 1 person, the Main Advisor is a permanent lecturer with Doctoral education who hold at least associate professor (Head Lector)
- 3) Assistant Advisors are permanent lecturers with doctoral education who hold at least the assistant professor (Lector)
- 4) If under certain conditions an accompanying supervisor needed is not available at the UNTIRTA Postgraduate Program, then it can appoint the accompanying supervisor from outside universities as Assistant Advisor II

5.7.7 Dissertation Writing

- 1) Students can write a Dissertation if they have completed at least all required courses in semesters I and II or have taken at least 30 credits
- 2) Have completed administrative and academic requirements
- 3) Have completed registration that include the thesis course in KRS
- 4) Not on study Leave.

5.7.8 Dissertation Advisor

- 1) Dissertation Advisor can be more than 1 person who is determined by the Director of Postgraduate after receiving recommendations from the Head of the Study Program
- 2) If the Dissertation Advisor is more than 1 person, the Main Advisor is a permanent lecturer with Doctoral education who hold at least associate professor (Head Lector)
- 3) Assistant Advisors are permanent lecturers with doctoral education who hold at least the assistant professor (Lector)
- 4) If under certain conditions an accompanying supervisor needed is not available at the UNTIRTA Postgraduate Program, then it can appoint the accompanying supervisor from outside universities as Assistant Advisor II

5.7.9 Other Provisions

- 1) If the thesis and dissertation cannot be completed in one semester, then:
 - a. Students are still allowed to complete it in the following semester by reenrolling the course in KRS (thesis/dissertation/Supervisor topics remain the same)
 - b. At the end of the relevant semester the thesis/dissertation is marked by grade "K", so not calculated for. IPS and GPA
- 2) The completion time of a Thesis/Dissertation Report is a maximum of 2 (two) Semesters. For students who have not shown significant progress in writing the Thesis/Dissertation for 2 (two) semesters as justified by the supervisor or the Head of the Study Program, then, students restart compiling and writing the Thesis/Dissertation Report with a different (new) topic and supervisor (the new one);
- 3) The thesis/dissertation mark is at least grade B.

5.7.10 Final Assignment/ Bachelor Thesis/Thesis/Dissertation Examination

In order to take the final exam (final assignment exam, bachelor thesis exam, thesis exam, closed exam) students must meet the following requirements:

- 1) Have enrolled the Final Assignment/Bachelor Thesis/Thesis/Dissertation course, on current semester KRS
- 2) Pass all required courses and meet the minimum cumulative study load required by each Study Program
- 3) Have compiled and written the final report/bachelor thesis/thesis/dissertation report
- 4) Final Project/Thesis Report has been approved and declared its eligibility for examination by the Supervisor
- 5) For Thesis/Dissertation, it has been declared its eligibility for examination and approved by the Advisor, Head of Study Program, and Director of Postgraduate
- 6) Have a minimum TOEFL score of: 400 for the Diploma Program, 425 for Undergraduate Program, 450 for Masters Program, and 475 the Doctoral Program issued by the Untirta Language Training Center (PPB).

5.8 Graduation and Yudisum

Graduation status is given to students who have fulfilled the academic and administrative requirements according to the provisions stipulated by the study program. The students are entitled to obtain a degree certificate and transcript. Study

programs can also provide the evidence of competence certificate for graduates after being declared competent through a competency certification exam. Students who have been determined to meet the graduation requirements will be inaugurated by the university during the Graduation Ceremony.

5.8.1 Terms and Conditions to Attend Graduation

- 1) Have completed all courses and fulfilled the required academic programs by each study program
- 2) Students at Undergraduate program are required to publish a paper/ article in scientific journals as one of the outputs related to the thesis they have completed
- 3) Students at Masters program are required to publish a paper/ article in Sinta-accredited national scientific journals as one of the outputs related to the thesis they have completed
- 4) Students at Doctoral program are required to publish a paper/ article and be accepted to be published in reputable international journals as one of the outputs of the dissertation they have completed
- 5) Students at Diploma and Bachelor program are declared to have passed if they achieve at least a Cumulative GPA of 2.00
- 6) Students at Masters program are declared to have passed if they achieve at least a Cumulative GPA of 3.00 and without any grade C
- 7) Students at Doctoral program are declared to have passed if they achieve at least a cumulative GPA of 3.25 without any grade C

If students at the Diploma, Bachelor, Masters and Doctoral Programs have reached the specified maximum study limit but have not completed all or part of the specified academic and/or administrative requirements, then the student concerned is declared Drop-Out (DO). Students who are declared as DO will be given a Certificate stating they have Studied at Untirta from the Deputy Dean for Academic Affairs and also given KHS during their studies.

5.8.2 Final Assignment/ Thesis/Dissertation Examination Passing Criteria

The end of the procession of the student's Final Assignment/ Bachelor Thesis/ Thesis/Dissertation Examination is divided into 3 (three) graduation criteria, namely:

- 1) For Graduates with Pass/Eligible status, they are required to complete administrative requirement in a maximum of 1 month
- 2) For Graduates with Pass/Eligible with corrections/ revisions, they are required to make

required revisions of their final Report and complete administrative requirement in a maximum of 3 months

- 3) For Graduates with Fail/ Not Eligible status, they must resubmit the final report and attend the Final Assignment/Bachelor Thesis/Thesis/Dissertation Examination

Opportunities related to three criteria above are only given to students if they are still in a study period and should not exceed the specified maximum study period.

5.8.3 Level of Grading Award

The completion award is given to every student who has taken and completed his /her studies at Universitas sultan ageng tirtayasa. The award criteria are determined based on the achievement results of the final cumulative grade point average (GPA) which is written in the academic transcript with the description categories as follows.

- 1) With Compliment (Cum Laude)
- 2) High Satisfaction/ Very Satisfactory
- 3) Satisfaction/ Satisfactory

The completion award and the eligibility criteria are explained in more detail in the following table.

Table 5.1 Graduating Award and Requirement Criteria

Study Program	Graduating Award	Requirements
Diploma	With compliment	1) GPA (3,51 – 4,00) 2) Study period maximum 3 years 3) No grade D
	High Satisfaction	IPK (3,01 – 3,50)
	Satisfaction	IPK (2,76 – 3,00)
Bachelor/ Undergraduate	With compliment	1) IPK (3,51 – 4,00) 2) Study period maximum 4 years 3) No grade D
	High Satisfaction	GPA (3,01 – 3,50)
	Satisfaction	GPA (2,76 – 3,00)
Teacher profession	With compliment	1) GPA (3,76 – 4,00) 2) Study period maximum 1 years 3) No grade C
	High Satisfaction	GPA (3,51 – 3,75)
	Satisfaction	GPA (3,00 – 3,50)
Medical Profesion	With compliment	1) GPA (3,51 – 4,00) 2) Study period maximum 2 years 3) No grade D
	High Satisfaction	GPA (3,01 – 3,50)
	Satisfaction	GPA (2,76 – 3,00)

Nursing Profesion	With compliment	1) GPA (3,51 – 4,00) 2) Study period maximum 2 years 3) No grade D
	High Satisfaction	GPA (3,01 – 3,50)
	Satisfaction	GPA (2,76 – 3,00)
Master	With compliment	1) GPA (3,76 – 4,00) 2) Study period maximum 2 years 3) No grade C
	High Satisfaction	GPA (3,51 – 3,75)
	Satisfaction	GPA (3,00 – 3,50)
Doctorate	With compliment	1) GPA (3,76 – 4,00) 2) Study period maximum 4 years 3) No grade C
	High Satisfaction	GPA (3,51 – 3,75)
	Satisfaction	GPA (3,00 – 3,50)

Graduates who achieve a GPA in the award category (With Compliment) in each Study Program but are completed exceeding the maximum criteria required, the completion award that will be provided is Very Satisfactory.

5.8.4 Yudisium and Innaguration

Yudisium is the decision and determination of the graduation levels of a student assessed from his/her fulfillment of all processes and minimum academic and administrative requirements in each study program. The Yudisium is carried out when a student is declared to have passed the final course which he must take through a procession of examination/final assignment/ bachelor thesis/thesis/dissertation examination. Thus, the graduation date of a student is the date when the student is declared to have passed the examination of the final project/ bachelor thesis/thesis/dissertation.

The farewell ceremony process by each faculty is held to ensure that every graduate student has fully completed the academic and administrative requirements before attending the graduation ceremony. The farewell ceremony must be attended by each prospective male/female graduate by first completing the following process:

- 1) Register the final project/ bachelor thesis/thesis/dissertation starting from the seminar proposal to the Yudisium through the SISTA application (<http://ta.untirta.ac.id>) by fulfilling all requested requirements.
- 2) Complete the revision assignment as evidenced by showing the final hard-cover version of the final assignment report/ bachelor thesis/thesis/dissertation and afterwards be able to finalize by providing required information for academic Transcript and award certificate.

5.9 Provision for Students Participating in Joint Degree/ Student Exchange Program

- 1) Untirta students can take part in the Joint Degree or Student Exchange program to other universities that already have signed an MoU with Untirta
- 2) Untirta students participating in the Joint Degree or Student Exchange program at other universities must still continue to carry out administrative registration at Untirta
- 3) Implementation of Academic Activities refers to the provisions at the intended University.
- 4) Study attainment at the intended university can be converted into existing courses at the origin of Study Program Curriculum according to the conversion guidelines in the study program
- 5) Further Rules and Conditions are regulated in separate regulations.

5.10 Fast Track Program (FTP)

Acceleration Program for Undergraduate to Masters Level or Fast Track Program is an educational program organized by Untirta to facilitate students who excel in academics, English, and having high motivation, and being able to complete their study period in bachelor and master programs for a maximum of 10 (ten) semesters. The Fast-Track Program aims to:

- 1) Facilitate undergraduate students who excel in academics, English skill and high motivation to continue at master's level
- 2) Increase the number of outstanding students in master program and scientific publications. The Fast-Track Program is held under the following conditions:
 - 1) In accordance with the Untirta academic calendar determined by the Rector within a maximum period of 10 (ten) semesters
 - 2) The lowest accreditation for bachelor and master study programs is B
 - 3) Fast-track program students receive NIM in the Masters Program after graduating from the Undergraduate Program. Funding for the implementation of the program is based on the Rector's Regulations regarding Education Fund at Untirta.

FAST TRACK PROGRAM				
Mahasiswa Berprestasi				
Beasiswa/Non Beasiswa				
Jenjang				
S1	7	8		
S2	1	2	3	4
S3			1	2

Figure 5.1 *Fast Track* across Study Programs

5.11. Certificate of Competence (Serkom)

Competency certificate is a document that contains a statement regarding the competence of graduates according to expertise in their branch of knowledge and/or having achievements outside their study program. This statement has been regulated in the Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 59 of 2018 concerning concerning Degree certificate, Competency Certificates, Professional Certificates, Award, and Procedures for Degree Writing at Higher Education. Competency Certificates are given to students who are declared competent in the field examined through the competency certification testing process. Competency certification testing for students is carried out by the accredited professional organizations, training institutions or certification bodies in accordance with laws and regulations.

Universitas sultan ageng tirtayasa has a First Party Professional Certification Institution (LSP-P1) Untirta which has obtained a license from the National Professional Certification Agency (BNSP). Starting from 2022, LSP-P1 Untirta can hold competency certification testing for students from each study program. Students are entitled to take a competency certification testing on any schemes that have been licensed. LSP-P1 Untirta in collaboration with BNSP or other certification bodies will issue competency certificates and give them to students who are declared competent in all competency fields in the scheme being tested for certification.

Students who are only competent in several competency units in one or more of the schemes tested will be given a certificate of having taken the competency certification test by LSP-P1 Untirta. Student achievements in several competency units in a scheme can be written into a skill passport book or recapitulated in a supplementary statement accompanying degree certificate (SKPI). The skills passport or SKPI contains a list of competency units that students have achieved.

Types of schemes, procedures and technical implementation of competency certification testing, how to obtain certificates, certificate formats and skills passports will be further regulated and explained by LSP-P1 Untirta.

5. 12 Supplementary Statement Accompaniying Degree Certificate (SKPI)

Supplementary Statement to Degree Certificate, hereinafter abbreviated as SKPI, is a document that contains information about fulfilling graduate competence at a

Higher Education Program. The issuance and awarding of SKPI is regulated in Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 59 of 2018 concerning Degree certificate, Competency Certificates, Professional Certificates, Award, and Procedures for Degree Writing at Higher Education. Therefore, SKPI or diploma supplement is an official document issued by Untirta.

The SKPI document contains information about the academic achievements or qualifications of higher education graduates. Qualifications of graduates are provided in the form of descriptive narratives stating the learning outcomes of graduates at the relevant INQF (KKNI) level, in a standard format that is easily understood by the general public. In addition, SKPI also contains additional information about the achievements of graduates during their study as students. The structure, systematics, and substance of the SKPI contents is in accordance to Permenristekdikti No. 59 of 2018 and other technical guidelines regarding SKPI.

5.13 Graduation and Requirements

Graduation is an Open Senate Session which is a procession of degree awarding and inauguration of Untirta graduates. Every Untirta student who has completed their studies has the right but is not required to attend graduation. The provisions for attending the Untirta Graduation are as follows:

- 1) Students have the right to register for graduation if they have completed the Examination/Thesis examination/Final Assignment and have registered for the Yudisium
- 2) To register for graduation, students must register online through the online graduation application (<http://wisuda.untirta.ac.id>) and verify directly at the Academic Sub-Unit of BAKP
- 3) The schedule of the Untirta Graduation is carried out in accordance with the seats and quota available accommodated for graduation
- 4) Provisions for attending Graduation in each batch are regulated in separate regulations depending on the current conditions
- 5) Graduation registration can be done at any time after all graduation requirements have been completed. The placement of prospective graduates in the graduation batch

depends on the quota/ seats that will be stated in drafted future regulation.

Graduates can take part in the graduation ceremony once students can meet the following requirements.

- 1) Complete graduation registration form online using the Graduation Registration menu
- 2) Students have to submit a copy of the form to the University
 - a. Submit Proof of Transcript Validation (SBVT)
 - b. Submit a photocopy of the diploma of the previous level of education
 - c. Submit 4 passport-size photos, size 3 cm x 4 cm
 - d. Submit statement letter stating not having any borrowed library materials and/or other equipments from the faculty or university
 - e. Submit proof of graduation registration payment
 - f. validate graduation registration at the university.

CHAPTER VI

SANCTIONS OF VIOLATIONS

According to the Kamus Besar Bahasa Indonesia (KBBI) (Great Dictionary of the Indonesian Language/ the official dictionary of the Indonesian language), sanction refers to responsibilities, actions, punishments imposed on a person or group of people to force them to comply with agreements or comply with provisions, regulations and other laws. Universitas Sultan Ageng Tirtayasa can give or impose academic and/or administrative sanctions to academics who deviate and/or violate regulations. The imposition of sanctions aims to maintain the quality of educational outcomes and encourage all academics to achieve optimal performance.

Giving or imposing the sanctions is caused by the emergence of the following violations.

1) Violation of Academic Rules

- a) Disrupt the orderly implementation of academic activities
- b) Cheating in academic activities
- c) Obstructing the implementation of academic and non-academic programs

2) Violation of Administration Rules

- a) Falsify certificates, test scores or signatures
- b) Changing/destroying the contents of the official announcement letter
- c) Interfering with administrative affairs in the fields of education, research and community service without legal authority

3) Violation of Ethics/Morals

Ethics/morals/ politeness, among others, concerns on how to dress, how to socialize (building relationships between fellow students, between lecturers and students, and so on), and how to attend lectures

4) Violation of Legal Norms

- a) Insulting and defaming the name of a person or institution, either publicly or secretly
- b) Comitting the things that disturb order, security, and safety of the Untirta academic community or other community members
- c) Unlawfully taking or damaging Untirta's property or state property at Untirta's environment

Students who violate the provisions above may be subject to or be subject to legal action as follows:

- 1) Issuing an academic warning
- 2) Issuing academic sanctions
- 3) Issuing Violation Sanctions
- 4) Drof-out (Termination of study right)

6.1 Academic Alert

An academic warning is given to students in the form of a warning letter from the head of the department/ study program informing students on their poor academic achievement or violations of student academic provisions or violations of other academic provisions. This warning letter is forwarded to the parents/guardians and/or the sponsorship agency/institution (for students with study assignment). The aim of this warning is to warn students not to get terminated/ dropped from the study right.

6.1.2 Academic Warning at Diploma Programs

Academic warning is issued for students who at the end of each semester meet one of the following conditions:

- a) IPS below 2.00 and/or
- b) GPA below 2.00

In the Nursing III Diploma program, an academic warning is imposed for students who meet one of the following conditions at the end of each semester:

- a) IPS below 2.76 and/or;
- b) GPA under 2.76

6.1.3 Academic Warning at Undergraduate Programs

- a) IPS below 2.00 and/or;
- b) GPA below 2.00

For the Undergraduate Program at Faculty of Medicine (FK):

- a) IPS below 2.00 for the Nutrition and Sports Science Study Program, for the Medical Study Program IPS below 2.75, while the IPS Nursing Study Program is below 2.76 and/or
- b) GPA is below 2.00 for the Nutrition and Sports Science Study Program, for the IPS Medical Study Program below 2.75, while the IPS Nursing Study Program is

below 2.76 and/or

For the Professional Program at the Faculty of Medicine, Social Sciences is below 2.75 for the Professional Medical Education Program, while for the Social Sciences Professional Education Program it is below 2.76.

This type of academic warning is given for students who meet the following academic criteria:

1. At the End of Semester II
 - a) GPA below 2.0 and/or
 - b) Credit Savings (number of credits passed) under 24 credits
2. At the end of semester XIII
 - a) GPA below 2.0 and/or
 - b) Students who have not graduated and/or
 - c) The number of cumulative credits is under 140 credits

For Undergraduate Program in FK:

- a) IPS below 2.00 for the Nutrition and Sports Science Study Program, for the Medical Study Program IPS below 2.75, while the IPS Nursing Study Program is below 2.76 and/or
- b) GPA is below 2.00 for the Nutrition and Sports Science Study Program, for the IPS Medical Study Program below 2.75, while the IPS Nursing Study Program is below 2.76 and/or

Meanwhile, for the Professional Program at the Faculty of Medicine, Social Sciences is below 2.75 for Professional Medical Education Program, while for the Social Sciences Professional Education Program it is below 2.76.

6.1.4 Academic Warning in Masters Programs

An academic warning is given for students who meet the following academic criteria:

- a) Students who at the end of Semester I cannot achieve the IPS 3.00
- b) Students who at the end of Semester II cannot achieve the 3.0 GPA;
- c) Students who at the end of Semester III cannot achieve the 3.0 GPA
- d) Students at the end of Semester IV have not conducted a research proposal seminar

- e) Students who at the end of Semester VIII have not taken an open oral final exam to defend their thesis.

6.1.5 Academic Reminder at the Faculty of Medicine

At the Faculty of Medicine, academic warning is imposed for students who meet one of the following conditions at the end of each semester:

1) Diploma Programs

- a) IPS is below 2.76 and/or;
- b) GPA is below 2.76

2) Undergraduate Program and Professional Program

- a) IPS is below 2.00 for the Nutrition and Sports Science Study Program, while for the Medical Study Program IPS is below 2.75 and/or;
- b) GPA is below 2.00 for the Nutrition and Sports Science Study Program, while for the Social Sciences Medical Study Program it is below 2.75 and/or;

6.1.6 Academic Warning for Administrative Negligence

Academic warning caused by administrative negligence is imposed for students at Diploma Program, Undergraduate Program, and Masters Program who neglect administrative obligations, including paying tuition fees/UKT, failing to register and re-register as well as other administrative obligations either stipulated by the faculties, departments, as well as study programs.

6.2 Academic Sanctions

Academic sanction is imposed for students who have administratively been registered in semester I and/or semester II, including having completed the KRS, but are not participating in learning activities without justifiable reasons, they are considered to have resigned and may even be subject to sanction of study termination.

6.2.1 Not participating in Semester I and/or Semester II Learning Activities

Students who have administratively registered in semester I and/or semester II, but do not take part in teaching and learning activities without justifiable reasons, are considered to have resigned and are subject to sanctions for study termination.

6.2.2 Not Completing KRS

Students who have carried out Administrative Registration but do not complete the KRS (do not complete Academic Registration) without justifiable reasons, are subject to the following sanctions:

- 1) Given the first warning by the Academic Advisor with the sanction of not validating

the KRS enrollment in the current semester.

- 2) If the same thing is repeated, a written warning will be given by the head of the department/study program.
- 3) The missed semester is counted in the maximum time for completion of studies;

6.2.3 Course Withdrawal after KRS Amendment period

Students who withdraw one or several courses after exceeding the KRS amendment deadline without justified reasons (for example: illness or accident), are subject to the following academic sanctions:

- 1) Withdrawn course is declared not passed (a grade "E" is given);
- 2) Grade "E" is used for GPA calculation;
- 3) Given a heavy warning in writing by the head of the department/study program in order not to repeat the similar violation;
- 4) The missed Semester is calculated for the maximum time limit in completing the study;
- 5) If the same violation is repeated, either in the following semester or in another semester, the student will be subject to a study termination sanction.
- 6) For students who withdraw the course with justifiable reasons, a K score is given for the enrolled courses in the current semester but is not included the GPA calculation.

6.3 Violation Sanctions

If student commits a violation, after being consulted by the Faculty Senate or Postgraduate Official Meeting, special sanctions will be imposed. Meanwhile, the handling of criminal matters will be handed over to the authorities. The types of violations are as follows:

6.3.1 Violation of Laws

Students who violate the law, whether in the form of criminal action or illegal drug abuses (narcotics and the like), and have been found guilty and have permanent legal force, will be subject to sanctions from suspension until termination of study by the Rector.

6.3.2 Violation of Moral Ethics

Students who commit moral ethical violations, such as committing immoral violations, falsifying signatures, falsifying grades, carrying provocation, committing anarchy, destroying state assets, committing drug abuse, smoking, getting tattoos, involving in LGBT association and so on will be subject to sanctions from moderate to severe punishments in the form of suspension by the Dean/Rector.

6.3.3 Violation of Academic Ethics

Students who violate academic ethics, in the form of cheating, plagiarizing (papers/reports/final assignments/thesis/thesis etc.), leaking exam questions, changing grades and so on will be subject to sanctions from suspension to termination of study. The decision of the sanctions for the above violations is made by relevant officials following the considerations from each Faculty Academic Senate. In certain cases, the faculty can issue separate decisions that do not contradict with higher legal provisions.

6.4 Termination of Study

By issuing a Study Termination Letter, it means that the student is expelled from the faculty/department/study program due to poor achievement, administrative negligence, academic negligence, and by his own request.

6.4.1 Termination of Study in the Diploma Three Program

Termination of study by the Diploma Program is caused by students meeting one of the following conditions:

- 1) At the end of semester IV have:
 - a) GPA below 2.00 and/or;
 - b) Credit Savings (number of courses having awarded grade D and above) does not reach 36 credit points.
- 2) Exceeding the specified cumulative study period. c. by own request. In Nursing Diploma III Program, academic warning is imposed for students who experience one of the following conditions at the end of each semester:
 - a) IPS below 2.76 and/or;
 - b) GPA below 2.76

6.4.2 Termination of Study in Undergraduate Programs

Termination of study at the Undergraduate Program is caused by students experiencing one of the following conditions:

- 1) At the end of semester IV have:
 - a) GPA below 2.00 and/or;
 - b) Credit Savings (number of courses having awarded grade D and above) does not reach 48 credit point
- 2) At the end of semester VI have:
 - a) GPA below 2.00 and/or;
 - b) Credit Point Savings (number of courses having awarded grade D and above) does

not reach 72 credit points

- 3) At the end of semester VI have:
 - a) GPA below 2.00 and/or;
 - b) Credit Point Savings (number of courses having awarded grade D and above) does not reach 72 credit points
- 4) Exceeding the specified cumulative study period
- 5) By own request.

At the Undergraduate Program of FK:

- 1) IPS under 2.00 for the Nutrition and Sports Science Study Program, for the Medical Study Program IPS under 2.75, while the IPS Nursing Study Program is under 2.76 and/or;
- 2) GPA below 2.00 for the Nutrition and Sports Science Study Program, for the IPS Medical Study Program below 2.75, while the IPS Nursing Study Program is below 2.76 and/or;

Meanwhile, at the Professional Program at the Faculty of Medicine: IPS is below 2.75 for the Professional Medical Education Program, while for the Professional Nursing Education Program IPS is below 2.76;

6.4.3 Termination of Study at Masters Program

Termination of Study at the Masters Program is caused by students experiencing one of the following conditions:

- 1) At the end of semester II students cannot achieve a GPA of 3.00;
- 2) At the end of semester IV students cannot achieve a GPA of 3.00;
- 3) At the end of semester V the research proposal seminar has not yet been held;
- 4) Students who at the end of semester VIII have not taken the thesis exam.
- 5) By own request.

6.4.4 Termination of Study at Faculty of Medicine

1) Diploma Programs

Termination of study in the Diploma Program is caused by students experiencing one of the following conditions:

At the end of semester IV have:

- a) GPA below 2.76 and/or;
- b) Credit point Savings (number of courses having awarded grade C and above) does

not reach 36 credit points.

- c) Exceeding the specified cumulative study period.
- d) By own request.

2) Undergraduate Program

Termination of study at the Undergraduate Program is caused by students experiencing one of the following conditions:

At the end of semester IV have:

- a) GPA is below 2.00 for the Nutrition and Sports Science Study Program, while the GPA is below 2.75 for the Medical Study Program and/or;
- b) Credit Point Savings (number of courses having awarded grade D and above) does not reach 48 credit points for the Nutrition and Sports Science Study Program

At the end of semester VI have:

- a) GPA is below 2.00 for the Nutrition and Sports Science Study Program, while the GPA is below 2.75 for the Medical Study Program and/or;
- b) Credit point Savings (number of courses having awarded grade D and above) does not reach 72 credit points for the Nutrition and Sports Science Study Programs.
- c) Exceeding the specified cumulative study period.
- d) By own request.

6.4.5 Termination of Study/ Drop-out for Administrative Negligence

Termination of study is imposed on students from Diploma Program, Undergraduate Program, and Masters Program who are absent for 2 (two) consecutive semesters or at different times without the permission of the Rector (Considered on study leave for 2 consecutive semesters). (See leave provisions from study).

6.4.6 Termination of Study/ Drop-out for Academic Negligence

Termination of study is imposed on students from Diploma Program, Undergraduate Program, and Masters Program who have administratively registered or re-registered, but:

- 1) Not taking part in teaching and learning activities in semester I and/or semester II without justifiable reasons, regardless of completing the KRS;
- 2) Not completing the KRS and/or not participating in 2 (two) consecutive semesters of teaching and learning activities or separately without justifiable reasons, regardless of completing the KRS;
- 3) Withdrawing from one or several courses after the deadline for the KRS amendment period for two semesters in a row or separately without justifiable reasons, regardless

of completing the KRS.

6.5 Procedure for Imposing Sanctions

Before imposing sanctions on students, Untirta Officials can take the following procedures:

- 1) Receiving reports of violations, both verbal and written
- 2) Examining the validity of the report by forming a clarification team
- 3) Making an official report regarding the results of the clarification
- 4) Imposing sanctions on the person concerned if the report regarding the violation can be proven

Sanctions for these violations can be decided by the Head of the Department/Prodi, Dean/Director, Rector, or the official assigned to resolve the issue. The rehabilitation process for students who are subject to sanctions is carried out through a probationary period with a period of time determined by the relevant officials.

CHAPTER VII

CLOSING

In essence, the Academic Handbooks 2021 is the regulation that applies at Universitas sultan ageng tirtayasa (Untirta) which must be obeyed and further implemented by all academics. This handbook is compiled in reference to regulations related to higher education including regulations regarding the implementation of *merdeka belajar kampus merdeka* (independent learning of an independent campus) (MBKM). Study programs, departments, faculties, postgraduates, and other related units are expected to be able to implement all aspects that have been stipulated in this academic handbook.

Technical matters/ issues related to academic and non-academic implementation that have not been discussed in this handbook can be further regulated separately in the form of guidelines, regulations, and/or technical operational procedures according to the needs and characteristics of study programs, faculties and postgraduates. This academic handbook is effectively used since the date it is issued as stipulated on the Rector's Regulation of Untirta (attached). Further changes required in responding to more current educational needs and developments will become the basis for reviewing and/or revising the academic handbook in the future.

Hopefully the academic handbook 2021 will be useful in providing directions for implementing integrated education towards a Smart and Green (IT'S Green) Untirta. Amen!

Alhamdulillahirobbil'alamin