



REGULATION OF THE RECTOR OF  
UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAKARTA  
NUMBER OF 15 2022  
ON  
ACADEMIC RULES  
UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAKARTA

THE RECTOR OF

UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAKARTA;

- Considering :
- a. that Universitas Pembangunan Nasional “Veteran” Jakarta is an institution of higher education and center of science, technology, arts and activities culture that carries out the mission of organizing education, research, and service to public;
  - b. that the Regulation of the Chancellor of the Development University Jakarta Veterans National Number 15 Year 2017 concerning Universitas Pembangunan Nasional “Veteran” Jakarta is no longer appropriate with the development of study programs at the Faculty in Universitas Pembangunan Nasional “Veteran” Jakarta;
  - c. that the Development University Academic Senate Universitas Pembangunan Nasional “Veteran” Jakarta through a meeting on the 17th December 2019 has provided input and agree to changes in Academic Regulations;
  - d. that based on the considerations as referred to in letter a, letter b, and letter c are necessary establish a University Chancellor's Regulation Universitas Pembangunan Nasional “Veteran” Jakarta concerning Academic Regulations;
- In view of :
- 1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (Gazette Republic of Indonesia of 2003 Number

- 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
2. Law of the Republic of Indonesia Number 12 years 2012 about Higher Education (National Gazette Republic of Indonesia of 2012 Number 158, Supplement State Gazette of the Republic of Indonesia Number 5336);
  3. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education and Management Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette Republic of Indonesia Number 5500);
  4. Regulation of the President of the Republic of Indonesia Number 120 of 2014 concerning the Establishment of the University Jakarta "Veteran" National Development (Gazette Republic of Indonesia Years 2014 Number 249);
  5. Regulation of the Minister of Research, Technology and Education Higher Number 41 of 2015 concerning Organization and Twork of the National Development University "Veteran" Jakarta (State Gazette of the Republic of Indonesia Years 2015 Number 1798);
  6. Regulation of the Minister of Research, Technology and Education Higher Education Number 62 of 2016 concerning System Higher Education Quality Assurance (State Gazette Republic of Indonesia of 2016 Number 1462);
  7. Regulation of the Minister of Research, Technology and Education Higher Education Number 87 of 2017 concerning Statutes Universitas Pembangunan Nasional "Veteran" Jakarta (State Gazette of the Republic of Indonesia Years 2017 Number 1924);
  8. Regulation of the Minister of Education and Culture Number 8 of 2020 concerning National Education Standards High (State Gazette of the Republic of Indonesia 2020 Number 47);

HAS DECIDED:

To enact : REGULATION OF THE RECTOR OF UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAKARTA ON ACADEMIC REGULATIONS OF UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAKARTA.

CHAPTER I  
GENERAL REQUIREMENTS

article 1

In this Chancellor's Regulation what is meant by:

1. Universitas Pembangunan Nasional “Veteran” Jakarta here in after referred to as UPN Veteran Jakarta is a university country that organizes academic education, education diploma in various clusters of science and technology, professional education in accordance with the provisions of the law invitation.
2. The University Senate is an organ that performs functions determining and considering the implementation of academic policies.
3. The Chancellor is the Chancellor of UPN Veteran Jakarta.
4. The Vice Rector for Academic Affairs has the task of assisting Chancellor in leading the implementation of education, research, and dedication to the community.
5. The Deputy Chancellor for General Affairs & Finance has a duty assist the Chancellor in leading the implementation of activities in general administration, planning, finance, and staffing.
6. Deputy Chancellor for Student Affairs & Cooperation has the task of assisting the Rector in leading organizing activities in the field of student development, cooperation, community relations, and alumni.
7. Institute for Learning Development and Quality Assurance.
8. Bureau of Academic, Student Affairs, Planning, and Cooperation same that is further referred to as the AKPK Bureau is a work unit that handles Academic, Student Affairs, Planning, and Cooperation.
9. The Faculty Senate has the task of administering awards consideration and supervision of the Dean in the implementation academics within the Faculty.

10. Faculty leadership is the Dean, Deputy Dean, Chair Jaffairs and the Head of the Study Program.
11. The Faculty Quality Assurance Implementation Team consists of the Dean, Deputy Dean, Head of Department and Head of Study Program.
12. Head of Laboratory, Head of Studio, Head of Technical Unit is the technical controller of practicum activities in the laboratory, studio and moot court.
13. Curriculum is a set of plans and arrangements about the purpose, content, and teaching materials as well as the method used as a guideline for organizing learning activities for achieving educational goals, which is developed refers to National Higher Education Standards.
14. UPN Veteran Jakarta students, here in after referred to students are members of society who are registered as students in Academic Education, Diploma Education, and/or Professional Education at UPN Veteran Jakarta.
15. Active students are students who follow the period lectures in accordance with applicable regulations and students andwho have done administrative registration and have registered status in the Higher Education Database.
16. Non-active students are students who are not carry out re-registration at a predetermined time in one semester.
17. New students are students who are accepted through admission selection held by the University, based on applicable guidelines and regulations.
18. Foreign students are students who are not citizens Indonesian country.
19. Part-time foreign students are students who not an Indonesian citizen who is registered as a participant exchange students on the University database followed Less than one semester of study.
20. Full-time Foreign Students are students who not an Indonesian citizen who is registered as a student on the University database and Education Database Tenroll in full-fledged lectures.
21. Students with special needs (MBK) are student and who face physical barriers that can affect their ability to participate in a fully academic environment.
22. Academic Advisors are appointed Lecturers by the Head of Study Program, appointed by Decree The Chancellor, with the approval

and proposal of the Dean, refers to the Standards National Higher Education.

23. Curricular activities are concerned with curriculum.
24. Co-Curricular is an activity that is very close at all and support and assist in normal intra-curricular activities carried out outside the intra-curricular schedule.
25. Registration is registration that includes registration administrative and academic and payment of Single Tuition Fee (UKT).
26. Student Identification Number, hereinafter abbreviated as NIM.
27. Formal education is a structured educational path and tiered which consists of basic education, education secondary, and higher education.
28. The Final Project is a student research scientific work in the form of Internship Reports, Thesis, Thesis, Dissertation or forms others as a prerequisite for obtaining an academic degree and contains a scientific description of the results of the research or assessment of development implications or implications of science and technology.
29. Compulsory courses are courses that must be taken by all UPN Veteran Jakarta students, both at the level Universities, Faculties, and Study Programs.
30. Specialization courses are compulsory courses taken by students in accordance with the field of specialization selected.
31. Optional subjects are non-compulsory subjects can be taken by students, according to their interests and their needs for competency development and completion Education.
32. Education personnel are members of the community who devoted himself and was appointed to support the administration Higher education.

CHAPTER II  
EDUCATION PROGRAMS  
Part One  
Education type  
Section 2

- (1) The education program at UPN Veteran Jakarta consists of academic, diploma, and professional education programs.
- (2) Types of Academic Education consist of 3 (three) levels or strata, namely:

- a. Undergraduate awarding a Bachelor degree; and
  - b. Master who confers the title of Master.
  - c. A doctor who gives the title of Doctor.
- (3) Type of Diploma Education gives the title of Associate Expert, is a Higher Education Diploma Program that prepares students for jobs with specific applied skills.
- (4) Types of Professional Education provide degrees according to their profession, is higher education after undergraduate program for prepare students for jobs that require them special skill requirements.

The second part  
Education programs  
Article 3

- (1) The Diploma Program is a diploma education intended for graduates of secondary education or equivalent to develop skills and deep reasoning application of science and/or technology.
- (2) The Master's program is an academic education that intended for graduates of upper secondary education or equal, so as to be able to practice science and technology through scientific reasoning.
- (3) Professional Education is higher education after undergraduate education that prepares learners for have a job with special skill requirements. (4) The Masters Program is an academic program intended for graduates of undergraduate or equivalent programs so as to be able to practice and develop knowledge knowledge and/or technology through reasoning and research scientific.
- (4) The Doctoral Program is an educational program that is intended for master graduates so they are able to find/develop new scientific ideas theory as well contribute to the development and practice of knowledge knowledge.

Third Part  
Curriculum  
Paragraph 1  
General Description of the Curriculum  
Article 4

- (1) Education Program Curriculum at UPN Veteran Jakarta compiled based on the Vision and Mission of UPN Veterans Jakarta produce graduates who are competent as needed society and the development of Science and Technology.
- (2) The structure of the curriculum at all levels consists of compulsory subject groups and can be added by eye specialization courses and elective courses.
- (3) Compulsory courses consist of General Compulsory Courses (MKWU) and other courses determined by Faculty/Study Program.
- (4) Specialization courses are determined by the appropriate Study Program with a graduate profile.
- (5) Elective courses consist of a list of courses that are determined by the Study Program that can be chosen by students based on the need to support competency.
- (6) Study Program curriculum includes learning outcomes graduates, study materials, processes, evaluation and assessment of learning and which is used as a guideline for the implementation of the Study Program must be externally based (Outcome based education) and Merdeka Learning - Independent Campus (MBKM).
- (7) Research materials formulated into subjects for each study program includes intelligence development intellectual, noble character, and skill.
- (8) Implementation of State Defense values in other courses MKWU is regulated through a Chancellor's Decree.
- (9) The curriculum is implemented through curricular activities, ko curricular, and supported by extra curricular activities.
- (10) The curriculum of a study program includes a unit arrangement of courses arranged in an integrated manner for enable students to obtain Learning Outcomes Graduate (CPL) or Student Outcomes which is set for The study program is in accordance with national standards happen
- (11) Curriculum provides specific characteristics of a study program and provide a complete description of the material, requirements, and general guidance in implementing the educational process.

#### Paragraph 2

University Compulsory Courses (*Mata Kuliah Wajib Universitas/MKWU*)

#### Article 5

- (1) MKWU is available on diploma and master level programs.
- (2) MKWU as referred to in paragraph (1) is managed by University in terms of preparing supporting lecturers and plans semester learning, while related to technical implementation Lectures can be submitted to the Faculty.

#### Paragraph 3

#### Independent Learning-Independent Campus Program (MBKM)

#### Article 6

- (1) The University facilitates and grants rights to students to voluntarily take part in the MBKM program in shape:
  - a. One (1) semester or the equivalent of 20 (twenty) units semester credit is Learning outside the Study Program at the same College; And
  - b. taking credits outside of college for a maximum of 2 (two) semester or the equivalent of 40 (forty) credit units semester.
    1. Learning in the same Study Program in Universities different height;
    2. Learning in different Study Programs in Universities Tdifferent height; and/or Learning outside of College Thigh.
- (2) MBKM activities carried out by students can be recognized as an academic activity that earns credit recognition and value if implemented according to the instructions for the implementation of the activity regulated by UPN.
- (3) Student participation in MBKM activities can be arranged as an academic activity does not eliminate achievements Graduate Learning (CPL) that must be fulfilled by students when graduating from the study program, according to the curriculum design study program.
- (4) MBKM activities must go through the stages of preparation, implementation, monitoring, evaluation and assessment carried out by the program Education.

Rules about conversion + accommodation of ITB rules



Paragraph 7  
Diploma Level Curriculum Three  
Article 7

- (1) The curriculum structure for Diploma Three contains 40% theoretical material content and 60% practical material.
- (2) Diploma Level Curriculum contains MKWU which consists of courses:
  - a. Religious Education 2 (two) credits;
  - b. Pancasila and Citizenship 3 (three) credits;
  - c. Indonesian 2 (two) credits;
  - d. State Defense Education 2 (two) credits;
- (3) The depth level of the curriculum requires capable graduates mastering theoretical concepts in the field of knowledge and skills certain in general.

Paragraph 4  
Undergraduate Curriculum  
Article 8

- (1) MKWU for undergraduate level consists of courses:
  - a. Religious Education 2 (two) credits;
  - b. Pancasila and Citizenship 3 (three) credits;
  - c. Indonesian 2 (two) credits;
  - d. State Defense Education 2 (two) credits;
  - e. Leadership 2 (two) credits; And
  - f. Philosophy of Science and Logic 2 (two) credits.
- (2) Elective courses can be chosen by students randomly across Study Programs and/or across Faculties, both within and outside the College.
- (3) Elective courses selected across programs as referred to in paragraph (1) is carried out below study program directions.
- (4) Elective courses can be used as courses conversion for students taking the MBKM Program.
- (5) Taking elective courses or the MBKM program can carried out in non-Higher Education institutions which are regulated by The Chancellor's separate regulations and lecture results are recognized through Semester Credit Unit transfer mechanism or equivalent subject.

Paragraph 5  
Professional Program Curriculum  
Article 9

- (1) The structure of the professional program curriculum is adapted to professional development needs.
- (2) SKS Load for Professional Education Program at least have a load of 36 (thirty six) SKS suitable curriculum provisions that apply to professional programs.
- (3) Professional program learning activities can be carried out in means of education/practice land outside the campus.
- (4) Further provisions related to structure and cargo Professional program curricula are regulated through a Chancellor's Decree.

Paragraph 6  
Masters Level Curriculum  
Article 10

- (1) The master program curriculum structure consists of 2 (two) subject groups as follows:
  - a. Scientific foundation courses; and
  - b. Expertise courses.
- (2) The SKS load for the Master's Program is at least 36 (Thirty Six) Credits
- (3) Master program learning activities can be carried out in in class/laboratory/other educational facilities. (4) Further provisions related to structure and cargo Master program curriculum is regulated through a Chancellor's Decree.

Paragraph 8  
Doctoral Level Curriculum  
Article 11

- (1) The Doctoral program curriculum structure consists of 4 (four) groups as follows:
  - a. Study program courses;
  - b. Supporting elective courses;
  - c. Dissertation Research Proposal Seminar; And
  - d. Publishing of Scientific articles
- (2) The doctoral program curriculum structure is adjusted equally average credit load 42-45 credits

- (3) Further provisions related to structure and cargo Doctoral program curricula are regulated through a Chancellor's Decree.

Paragraph 9  
Curriculum Review  
Article 12

The curriculum is reviewed periodically at least 2 (two) once a year taking into account the development of science knowledge and technology, changing needs users/stakeholders, and environmental changes social.

Fourth Part  
Education Maintenance Cooperation  
Article 13

- (1) In order to improve the quality of educational programs Undergraduate, Masters and Doctoral, Undergraduate program curriculum, Masters and Doctors in each study program can held in cooperation with universities other, good in form Student Exchange (Student Exchange), Lecture Exchange (Lecturer Exchange teaching), recognition system credit (credit earning system), twin program (twinning program) or double degree (double degree).
- (2) Implementation of education through cooperation between universities as well as with government agencies and both domestic and foreign industries should be protected with notes understanding (Memorandum of Understanding) and established in the form of a cooperation agreement (Memorandum of Agreement) and Implementation of activities (Agreement Implementation).
- (3) In detail, the regulations for implementing the recognition system credits, twin programs or double degrees are arranged in Rector's Regulations.
- (4) Cooperation in the implementation of education can also be carried out within the UPN Veteran Jakarta environment by opening opportunity to take courses across faculties or departments as well as across domestic and foreign universities.

Fifth Part  
Semester Regular  
Article 14

- (1) The semester is a unit of time for the learning process effective for at least 16 (sixteen) weeks, including exams midterm and end of semester exams.
- (2) One academic year consists of 2 (two) semesters, namely 1 (one) odd semester and 1 (one) even semester.
- (3) The odd semester period takes place in August until January.
- (4) The even semester period takes place in February until July.
- (5) Examinations consist of Mid Semester Examinations and Final Examinations Semester and Competency Exams through learning achievement tests and regulated by each study program.
- (6) Students with special needs can take the exam in accordance with the policies of each faculty.
- (7) Learning evaluation measurement at the end of the process learning (Outcome based Assessment) can be Project Based or Case Based

Sixth Part  
Intermediate Semester  
Article 15

- (1) UPN Veteran Jakarta can hold Semesters Between (Short Semester) between two regular semesters. (2)
- (2) Intermediate Semester (Short Semester) is held between Even Semester with Odd Semester, namely at the turn of Academic
- (3) Intermediate Semester (Short Semester) is held with the aim is to improve the Student Achievement Index and help complete the study on time.
- (4) Courses that can be taken in the Intermediate Semester (Short Semester) is a repeat course.
- (5) Courses that can be repeated in the Intermediate Semester (Short Semester) are Courses with Grades E, Grades D and C grade
- (6) Intermediate Semester (Short Semester) is held at most at least eight (8) weeks, with a total of 16 face-to-face meetings including

Intermediate midterm exams and final semester exams between.

- (7) Student study load in the Intermediate semester (Semester short) a maximum of 9 credits.
- (8) Intermediate Semester (Short Semester) is held based on a needs assessment conducted by the Faculty and implementation based on the approval of the Dean.

Seventh Part  
Semester Credit Unit (SKS)  
Article 16

- (1) One (1) credit in the learning process in the form of lectures responses, or tutorials, consisting of:
  - a. face-to-face activities 50 (fifty) minutes per week per semester;
  - b. structured assignment activities 60 (sixty) minutes per week per semester covering task completion, solving questions, writing papers, browsing the literature; And
  - c. independent activity 60 (sixty) minutes per week per semester, is an activity carried out by students on an ongoing basis independently and or in groups to explore and prepare academic tasks.
- (2) One (1) Credit in the learning process in the form of a seminar or Other similar forms consist of:
  - a. face-to-face activities 100 (one hundred) minutes per week per semester; And
  - b. independent study activities 70 (seventy) minutes per week per holiday.
- (3) Calculation of learning load in a system of blocks, modules, or other forms are determined according to the needs in fulfilling learning achievement.
- (4) One (1) Credit in the learning process in the form of practicum, studio practice, workshop practice, field practice, research, community service, and/or other learning processes andang kind, 170 (one hundred and seventy) minutes per week per semester.
- (5) Number of credits for practicum courses or courses contains a practicum element determined by the Faculty.

Eighth Part  
Taking Courses  
Article 17

- (1) In each semester students are required to take the eye courses according to their order in the curriculum.
- (2) Diploma and undergraduate program students with outstanding achievements high academic, after 2 (two) semesters in the first year can take a maximum of 24 (twenty four) credits in the semester The next one is regulated by the Faculty.
- (3) Students with high academic achievement as referred to in paragraph (2) are students who have Semester Grade Point Average (IPS) is greater than 3.00 (three point zero zero) and meet academic ethics.
- (4) SKS Taking Arrangements:
  - a.  $\geq 3.00$  can take 24 credits;
  - b. 2.50 to 2.99 can take 21 credits;
  - c. 2.00 to 2.49 can take 18 credits;
  - d. 1.50 to 1.99 can take 15 credits; And
  - e.  $\leq 1.50$  can take 12 credits.

CHAPTER III  
ADMISSION OF NEW STUDENTS

Part One  
Admission of New Undergraduate Students  
Article 18

- (1) Indonesian citizens can be accepted as students UPN Veteran Jakarta through national selection, independent selection and/or other forms in accordance with the provisions of the regulations legislation including students with special needs. (2) Foreign citizens can be accepted as UPN students Jakarta veterans through the appropriate selection or collaboration pathway applicable provisions.
- (2) Acceptance of new students is carried out at the beginning of the semester odd academic year.

## The second part

Admission of New Students for Diploma Programs, Professional Programs, Masters Program, Specialist Program and Doctoral Program

### Article 19

- (1) Admission of new students for the Diploma 3, Masters Program and Doctorate is done at the beginning of the odd semester of the academic year and can accommodate students with special needs.
- (2) Acceptance of new students for Professional Programs and Programs Specialist can be done at the beginning of the odd semester of the year academic.
- (3) When needed, acceptance of new students to the Program Profession, Masters Program, Specialist Program and Doctoral Program can be done twice at the beginning of each assigned semester by the rector's decision.
- (4) New student admissions system paragraphs (1), (2), and (3) regulated in the UPN Veteran Jakarta Academic Guidelines. (5) The inauguration of new student admissions is carried out in university open court.

## Third Part

Foreign student

### Article 20

- (1) Foreign students in the UPN Veteran Jakarta environment consist of from:
  - a. part-time foreign students; And
  - b. Full-time foreign student.
- (2) Provisions relating to Foreign Students will regulated separately in a separate Rector Regulation.

## Fourth Part

Student Cancellation

### Article 21

Cancellation of UPN Veteran Jakarta new student admissions will be carried out if the person concerned:

- a. Cheating during the exam incoming screening;
- b. Proven use of fake requirements or documents; and

- c. Proven to abuse Narcotics, Psychotropics, and Substances Addictive (drugs) and other serious violations of law.

#### Fifth Part

#### Legitimacy as a student

#### Article 22

- (1) Students must meet all requirements applicable administration.
- (2) Students who do not complete the administrative requirements, status as a student becomes invalid.
- (3) Students who provide false information or Incorrect information may be subject to appropriate sanctions applicable law.
- (4) Students must submit all the appropriate requirements set time.
- (5) Failure to comply with the requirements will result in the status concerned as a student becomes invalid.

#### Sixth Part

#### Granting of Student Identification Number

#### Article 23

- (1) Each student is given a NIM consisting of 10 (ten) digits with the following meaning:
  - a. The first two digits indicate the year entered, e.g. year enter 2019 written 19;
  - b. The third digit indicates the semester, for example the odd semester written 1 and even semester written 2
  - c. The fourth and fifth digits indicate the faculty as following:
    - 1) Faculty of Economics and Business code
    - 2) Faculty of Medicine code 02
    - 3) Faculty of Engineering code 03
    - 4) Faculty of Social and Political Sciences code 04
    - 5) Faculty of Computer Science code 05
    - 6) Faculty of Law code 06
    - 7) Faculty of Health Sciences code 07
  - d. The sixth digit indicates the level of education, for example Diploma length is written as 0, undergraduate level is written as 1, professional level and master level written 2 will be determined by the Chancellor.



- e. The seventh digit indicates the order of study programs in faculty.
- f. The eighth, ninth and tenth digits indicate sequence of students in each study program.

## CHAPTER IV REGISTRATION

### Part One Administrative Registration Article 24

- (1) Administrative registration is carried out to fulfill stipulated administrative requirements.
- (2) For new students, registration requirements apply as follows:
  - a. pass the stipulated exam/selection;
  - b. bring an examination/selection card;
  - c. show the required original degree and submit certified copy;
  - d. fill out and return the registration form application;
  - e. pay for education for the semester in question; and f. for students who meet the above requirements will get a Student Identity Card.
- (3) For old students, the following registration requirements apply:
  - a. pay education fees for the applicable semester according to the payment schedule; And
  - b. Show the last/valid student card to be given active status in the current semester.
- (4) For students who do not carry out registration Administratively, it is not permitted to carry out academic registration (fill in the KRS) and are not entitled to activity services academics in faculties and study programs.
- (5) Student status mentioned in paragraph (4) is granted explanation of non-active students (academic leave) how her registration and tuition fees

### The second part Academic Registration Article 25

- (1) Academic registration, namely the activity of registering for students for academic services.

- (2) Registration of academic services is carried out onlineonline through an accessible Academic Information System (SIKAD) on the website<http://akademik.upnvj.ac.id>.
- (3) Requirements for carrying out academic registration are: make UKT payments, academic registration, and with active student status.
- (4) Student registration is filled out by following the steps presented in the instructions for using the KRS Application Online (SIKAD) UPN Veteran Jakarta.

Third Part  
Active Student Status  
Article 26

Active students are students who have registered at Certain semesters of the current academic year have a status registered in the AKPK Bureau and Higher Education Database.

Fourth Part  
Change of Study Plan  
Article 27

- (1) Students are given the opportunity to add or cancel the courses listed on the study card and regulated by the Faculty.
- (2) Implementation of changes to the study plan cannot represented.
- (3) Filling in the cancellation of the study plan card by students referred to in paragraph (1) in accordance with the established academic provisions, and get approval from the Academic Advisor and Chair Study program.
- (4) Completion of KRS and Change of Study Plan through online which is carried out online on website <http://akademik.upnvj.ac.id>
- (5) Provisions in Paragraph (1), Paragraph (2), Paragraph (3), and Paragraph (4) do not applies to study programs that carry out package systems.

Fifth Part  
Requirements for Following Academic Activities  
Article 28

- (1) Academic activities are all mandatory activities carried out by students to fulfill graduation requirements from an educational program.
- (2) Students have the right to participate in academic activities after being registered and obtaining a Student Identity Card and A valid Study Plan Card for the relevant semester.

CHAPTER V  
CREDIT TRANSFER, DOUBLE DEGREE, AND CONTINUATION PROGRAMS  
EDUCATION

Part One  
Transfer Credit  
Article 29

- (1) Transfer of credit can be done by undergraduate, masters, dan S3.
- (2) Students can take over credit in one semester or more at other universities you have a partnership with To install UPN Veteran Jakarta.
- (3) The time taken for credit transfer is calculated as the study period.
- (4) Credit transfer is done for the same course or equivalent to the courses contained in the UPN curriculum Jakarta Veterans.
- (5) Students who will transfer credit must be registered active as a student at UPN Veterans Jakarta.
- (6) Study programs and/or domestic universities credit transfer places must be accredited at least B and from universities TState Highness.
- (7) Universities abroad that will be used as venues credit transfer must be recognized by the Ministry of Education and Culture.
- (8) The maximum number of credits that can be transferred 25% (twenty five percent) of the total credits that must be taken by students.
- (9) Procedures for credit transfer are regulated by the Chancellor's Regulation concerning UPN Veteran Jakarta Credit Transfer Guide.

The second part  
Titles and Double Degrees  
Article 30

Degree is a designation given to graduates of education academic, professional education, and specialist education

Article 31

- (1) Dual Degree Programs are organized by study program allied with study programs at other universities within and/or overseas.
- (2) Study Programs can organize Double Degree Programs through collaboration with similar study programs in tertiary institutions another.
- (3) Cooperation in implementing the Double Degree Program with Similar Study Programs at other tertiary institutions are outlined in form of cooperation agreement.
- (4) Implementation of the Double Degree Program is regulated in the Regulations Rector himself.

Third Part  
Program Joint Degree  
Article 32

- (1) Program Joint Degree organized by study program allied with study programs at other universities within and/or overseas.
- (2) Execution Joint Degree regulated in the Chancellor's Regulation alone.

CHAPTER VI  
IMPLEMENTATION OF LECTURE

Part One  
Lecture Period  
Article 33

- (3) Lecture time according to the academic calendar appointed by the Chancellor.
- (4) All course schedules within the specified time set in the academic calendar prepared by the Head of the Program Study and approved by the Dean.

- (5) Courses attended by more than 40-60 students broken down into parallel classes with respect to the classroom and available;
- (6) The number of students in parallel classes in the Undergraduate Program for natural science groups 20-35 students; For social science groups of 30-40 students.
- (7) In principle, a course offered can taught if attended by a minimum of 10 participants, except in matters of a special nature determined by the Chairman Study Program or by the Dean.

The second part  
Learning system  
Article 34

- (1) UPN Veteran Jakarta conducts face-to-face lectures, non face to face, mixed (blended) and work-in-process mix learning.
- (2) Face-to-face lectures are carried out by way of the lecturer and Students must attend class according to the schedule set.
- (3) Non-face-to-face lectures are carried out in various ways method (in network/e-learning, field lectures, etc.). media, and time that can allow implementation learning process between lecturers and students.
- (4) Lectures can be conducted using mixed methods (blended), that is, some of the meetings were conducted non-face to face and some of the other meetings were held face-to-face. (5) Mixed lectures are held where some students present in class and some others are present in virtual face-to-face same time.

Third Part  
Forms of Learning  
Article 35

- (1) Forms of learning in the form of lectures, responses and tutorials, seminars, practicum, clinical practice, student exchanges, internships, entrepreneurship, research and community service.
- (2) Provisions regarding the form of learning as referred to in paragraph (1) is further regulated in the Guidelines Academic.

Part Four  
Lecture Attendance  
Article 36

- (1) Lecturers and students are required to attend lectures held face-to-face and or non-face to face (in the network) according to the time set by Study Program within the time specified in the calendar academic.
- (2) Lecturers and students must follow the proper procedures determined in the lecture process with a schedule within the period time specified in the academic calendar.
- (3) Face-to-face and non-face-to-face lecture procedures (in the network) is regulated in the Academic Guidelines.
- (4) Lecture attendance is not counted as assessment component.

BAB VII  
ACADEMIC SERVICES

Part One  
Academic Calendar  
Article 37

- (1) All academic activities are guided by a calendar academic degree determined by the Chancellor.
- (2) The academic community must understand and comply with the schedule in the specified academic calendar.
- (3) Student negligence in paying attention to the calendar academics cannot be used as a reason to change jschedule of academic activities.
- (4) Implementation of all academic activities by the civitas academics, both curricular, co-curricular and extracurricular activities, must refer to the calendar UPN Veteran Jakarta academic.

The second part  
Academic Guidance  
Article 38

- (1) (1) Academic guidance is a Lecturer guidance process Academic Advisor with students to provide consideration, guidance, advice, and consent in the process study completion.

- (2) Academic Advisor (PA) is a permanent lecturer who appointed by the Dean based on a proposal from the Head of the Study Program and stipulated by the Chancellor's Decree are obliged to:
  - a. provide guidance to students throughout the term education;
  - b. foster creativity and learning habits that are effective;
  - c. assist students in preparing a study plan for support the success of his studies;
  - d. ensure that student academic achievement meets the target andang has been set; and
  - e. help solve the problem students that affect academic achievement.
- (3) Academic guidance considers, among others:
  - a. distribution of courses each semester in the curriculum study program and prerequisites for each course;
  - b. the relationship between one course and another course others, even though it is not a prerequisite; And
  - c. students' academic abilities and achievements.
- (4) Academic guidance is carried out at least 3 times per semester both face to face and media.
- (5) At the beginning of each semester academic guidance activities must be done face to face.
- (6) Schedule of academic guidance at the beginning of the semester carried out according to the time stated in the calendar academic.

Third Part  
Education Standards  
Article 39

- (1) Education Standards refer to National Standards Higher education;
- (2) Implementation of Higher Education National Standards is carried out in stages and regulated in Education Standards, Research and Community Service UPN Veteran Jakarta.

Fourth Part  
Lectures  
Article 40

- (1) All students who meet administrative requirements and academic and status as a registered student (active), entitled to

receive academic services in accordance with the provisions happen

- (2) Students are bound to carry out academic activities by following the applicable rules.

Fifth Part  
Test Implementation  
Article 41

- (1) The exam period in each semester is listed on the calendar UPN Veteran Jakarta academic.
- (2) Examinations are held in the middle of the semester and at the end semester.
- (3) Students who do not pass the exam session that has been may be given the opportunity to take the exam remedial.
- (4) Students who are not present at the exam session that has been may be given one opportunity to take the exam at the remedial test session.
- (5) Remedial exams are held which are regulated by the Faculty.
- (6) Implementation of the test on the study program that uses it the block system is organized in its own Rules set by Headmaster.

Sixth Part  
Test Participants  
Article 42

- (1) Students are allowed to take the test when meet the attendance requirement of at least 80%.
- (2) Students are declared valid and allowed to take part certain subject tests when:
  - a. bring student identification card and examination participant card and valid as self-evidence;
  - b. not being subject to academic sanctions;
  - c. meet all requirements to take the exam; and
  - d. the provisions of Article 32 paragraph (1) letters a, b and c must be complied with.
- (3) During the exam, examinees are required to:
  - a. obey all the rules and regulations of the test;
  - b. ask the supervisor's approval first before leave the exam room/place of examination; And
  - c. submit the test sheet to the invigilator on duty before leaving the exam room.
- (4) During the exam, examinees are not allowed for :



- a. behavior that disrupts the rules of conduct test;
  - b. communicate in any form with fellow participants other exams or with other people outside the exam room;
  - c. cooperate, seek to cooperate or support cooperation with other test takers in completing the test;
  - d. copy or attempt to copy another examinee's answer or give other participants the opportunity to copy the exam answers; And
  - d. using notes, books and or other sources of information during the exam except for courses with other provisions.
- (5) Test results made by someone who is not a participant valid test, stated not to apply.
- (6) Students who violate the provisions of paragraph (3) and paragraph (4) may be subject to academic sanctions.

Seventh Part  
Test Supervisor  
Article 43

- (1) Examination supervisors are lecturers or educational staff who appointed by the dean and determined through a decision of the Chancellor
- (2) The test supervisor has the authority to:
- a. check the validity of examinees;
  - b. ensure that examinees sit according to the exam number;
  - c. determine the things that can be brought by the participants seat test; And
  - d. refuse the presence of someone who is not on duty as supervisor in the test room.
- b. Test supervisors have an obligation to uphold the rules that apply and report fraudulent acts of participants test in the test implementation news.

Eighth Part  
Evaluation of Student Study Progress  
and Permanent Study Termination  
Article 44

- (1) As long as students attend lectures will be carried out evaluation at the end of each academic year.
- (2) Evaluation is carried out for the Undergraduate Program must collect a Grade Point Average  $\geq 2.00$  with the following conditions:

- a. first two semesters, able to complete the most least 20 credits;
  - b. four semesters of the second year, able to complete the most bit 40 credits;
  - c. six semesters of third year, able to complete the most at least 60 credits;
  - d. eight semesters of fourth year, able to complete at least 80 credits;
  - e. ten semesters of the fifth year, able to complete at least 100 credits;
  - f. twelve semesters of sixth year, able to complete at least 120 credits; And
  - g. fourteen semesters of seventh year, have completed studies by completing at least 144 credits, incl Final Assignment Credit.
- (3) Evaluation is carried out for the Masters Program in units certain semester with a Grade Point Average  $\geq 3.00$  with provision:
- a. first two semesters, able to complete the most at least 16 credits;
  - b. four semesters of the second year, able to complete the most at least 29 credits;
  - c. six semesters of third year, able to complete the most at least 38 credits; And
  - d. eight semesters of fourth year, able to complete at least 42 credits, including the final project (Thesis).
- (4) Evaluation is carried out for the Diploma Three Program in units certain semester with a Grade Point Average  $\geq 2.00$  with provision:
- a. first two semesters, able to complete the most least 20 credits;
  - b. four semesters of the second year, able to complete the most bit 40 credits;
  - c. six semesters of third year, able to complete the most bit 60 credits;
  - d. eight semesters of fourth year, able to complete at least 80 credits; And
  - e. ten semesters of the fifth year, able to complete at least 108 credits, including the final project report.
- (5) Evaluation is carried out for the Professional Program in units certain semester with a Grade Point Average  $\geq 2.00$  with provision:

- a. at the end of the first year able to complete the most least 10 credits;
- b. at the end of the second year able to finish at least 20 sks;
- c. at the end of the third year able to finish at least 25 credits;
- And
- d. for the Faculty of Medicine is regulated by provisions alone.

Ninth Part  
Tend task  
Article 45

- (1) The final task at the educational level can be in the form of:
  - a. Thesis and other forms of final assignments at the level Masters;
  - b. Thesis at Masters level;
  - c. Dissertation at the Doctoral level; And
  - d. Final project report and other designations at the level diploma;
- (2) The final task has the same position as other subjects, but different in the learning process as well the evaluation procedure.
- (3) The Final Assignment referred to in paragraph (1) is not allowed to contain elements of plagiarism.

Article 46

- (1) The final project at the diploma education level can shaped:
  - a. Final report;
  - b. Products and analysis reports; And
  - c. Articles in reputable National Journals.
- (2) Active students who take assignment report courses end and other designations in the diploma program must have complete a minimum of 80 credits with a minimum GPA of 2.00.
- (3) The semester credit unit weight (sks) of the Final Project and designation others in the diploma program are 4 - 6 credits according to the regulations Study program.
- (4) Technical guidelines for writing the final project report and designations others in the diploma program are determined by the Faculty with refers to the applicable Rector's Regulations.

Article 47

- (1) The final project at the undergraduate education level can shaped:

- a. Thesis;
  - b. Legal Memorandums;
  - c. Articles in reputable National Journals;
  - d. Articles in reputable international journals;
  - e. Article on *Proceedings* reputable international seminars; And
  - f. Products/works along with reports on production processes and results the analysis.
- (2) Technical guidelines for writing the final project at the undergraduate level determined by the Faculty with reference to the Chancellor's Regulations that happened.
  - (3) The semester credit unit weight (sks) of thesis is 4 – 6 credits in accordance with the provisions of the Study Program.
  - (4) Active students who take thesis courses must have completed a minimum of 120 credits with a minimum GPA of 2.00.

#### Article 48

- (1) The final assignment at the master's level of education can shaped:
  - a. Thesis; And
  - b. Articles in reputable international journals.
- (2) Active students taking thesis courses on master program must have completed a minimum of 24 credits with a minimum GPA of 2.75.
- (3) The semester credit unit weight (sks) of the thesis is 4 – 6 credits in accordance with the provisions of the Study Program.
- (4) The technical guidelines for writing master program theses are determined by the Faculty with reference to the Chancellor's Regulations happen

#### Part Ten

#### Lecture Control and Reporting

#### Article 49

- (1) Faculty Quality Assurance Implementation Team (Timlak). provide recommendations for replacement of subject lecturers to study program and Faculty if the lecturer of the course has twice in a row been absent from lectures without permission granted by the Deputy Dean of Academic Affairs.
- (2) Lecturers who are absent twice in a row on time and that has been determined without permission from the Deputy Dean of the Field Academics, given a warning letter by the Dean.

- (3) If the lecturer has been given a written warning in paragraph still not present at the next meeting, then The deputy dean for Academic Affairs can replace the lecturer.
- (4) Faculty Quality Assurance Implementation Team (Timlak) is mandatory monitoring the presence of lecturers in lectures have been scheduled every day recap every weekend and reported to the Vice Chancellor for Academic Affairs.

CHAPTER VIII  
STUDENT ACADEMIC ACHIEVEMENT AND  
FINAL STAGE SOLUTION

Part One  
Learning Evaluation  
Article 50

- (1) Evaluation of student learning is a part student academic achievement.
- (2) Evaluation of student learning outcomes must be carried out at least twice in one semester.
- (3) The type and method of evaluation are adjusted to the nature of the field of knowledge and the characteristics of each course.
- (4) If more than one type of evaluation is used, then the weight for each jThis type of evaluation must be realized as a whole in the form evaluation weighting data that reflects the characteristics of the course.
- (5) The overall weighting of the evaluation results is recapitulated be the final grade for a student who follows the eye certain college.
- (6) Students are entitled to an evaluation of their learning outcomes, including access to work files.

The second part  
Assessment of Student Achievement  
Article 51

- (1) Learning assessment standards are the minimum criteria about the assessment of student learning processes and outcomes in the framework fulfillment of graduate learning outcomes.

- (2) Assessment of the process and student learning outcomes as referred to in paragraph (1) prepared by the study program includes:
  - a. valuation principle;
  - b. assessment techniques and instruments;
  - c. assessment mechanisms and procedures;
  - d. assessment implementation;
  - e. appraisal reporting; And
  - f. student graduation.

#### Article 52

- (1) Assessment of the learning process must meet the principles education to motivate students to be able to: a. improve planning and ways of learning; And b. achieve graduate learning outcomes.
- (2) Assessment is oriented to the learning process continuous and student learning outcomes reflect student ability;
- (3) The assessment is based on the standard of objectivity free from the influence of the subjectivity of the appraiser and the one being assessed;
- (4) Evaluation is carried out in accordance with procedures and criteria and clear, agreed at the beginning of the lecture, and understood by student;
- (5) The procedures and results of the assessment are accessible to all stakeholders (parents and students)
- (6) Learning process assessment techniques can be carried out by way of observation, participation, performance, written tests, tests oral, and questionnaire
- (7) The evaluation procedure includes planning stages, activities giving assignments or questions, observing performance, returning results observation, and giving the final score.
- (8) Assessment procedures at the planning stage can be carried out through gradual assessment and/or reassessment. Implementation of assessment can be done by:
  - a. supporting lecturer or supporting lecturer team;
  - b. supporting lecturers or a team of supporting lecturers with involve students.
- (9) Assessment of student academic achievement is done through evaluation by adhering to the principles of fairness, relevance and accountability.

(10) On the basis of the qualifications of student success in take one course as mentioned in paragraph (7) this article, the determination of student graduation in courses, as follows :

Letter	Score	Number Stop	Designation of Quality
A	85 – 100	4.00	With compliments
A-	80 – 84.99	3.75	Very very good
B+	75 – 79.99	3.50	Very well
B	70 – 74.99	3.00	Good
B-	65 – 69.99	2.75	Pretty good
C+	60 – 64.99	2.50	More than enough
C	55 – 59.99	2.00	Enough
D	40 – 54.99	1.00	Less
AND	Less than 40	0.00	Fail

Third Part  
Problem Value  
Article 53

- (1) Students must check the status and course grades and is taken
- (2) A student who has not been able to finish all task requirements imposed by the lecturer, then temporarily can be given a value of T (Delay).
- (3) Students who get a T value as referred to in paragraph (2) above, must complete all course requirements and concerned within the time limit of (7) seven days at the latest since the T value was announced.
- (4) Changes in the T value must be immediately entered by the lecturer concerned through the lecturer's academic portal on set time.

- (5) The value of the T automatically becomes E (fail) if the student and concerned can not complete and complete tasks within 7 (seven) days.
- (6) In determining the GPA, the value of T is not calculated.
- (7) If it reaches the deadline determined by the lecturer tutor has not entered the value, then the student has the right get a B
- (8) Changes can be made with the approval of the chairman study program known to the vice dean of academic affairs.

#### Fourth Part

#### Semester Grade Point Average and Cumulative Grade Point Average

##### Article 54

- (1) UPN Veteran Jakarta determines academic achievement students through the Semester Achievement Index (IPS), and the Index Cumulative Achievement (GPA).
- (2) Semester Achievement Index (IPS) is a number that shows the achievement or progress of learning in one semester.
- (3) Grade Point Average (GPA) is a number that shows student achievement or progress in learning cumulative starting from the first semester to the second semester most recently passed.

#### Fifth Part

#### Degrees of Success

##### Article 55

- (4) Student graduation is determined by the GPA Holidays (IPS).
- (5) The degree of student academic success for determine the order of performance and approval predicates are determined by the Grade Point Average (GPA).
- (6) Determination of the maximum credit load that can be taken by a student in a semester is determined by the index Semester Achievement (IPS).
- (7) Calculation of IPS and GPA of each student is carried out using the specified formula.

#### Sixth Part

#### Completion of Diploma Programs, Undergraduate Programs, Professional Programs, Masters Program and Doctoral Program

##### Article 56



To complete the Bachelor Program education, Program Masters, Diploma Programs, Professional Programs and Doctoral Programs Each student can be declared passed if:

- a. have taken all the courses required by Undergraduate and Diploma programs, have a GPA  $\geq 2.00$  and have collect the results of the final project improvement;
- b. have taken all the courses required by Professional Programs, Specialist Programs, Masters Programs and Programs The doctor is declared to have passed with a GPA  $\geq 3.00$  and has collect the results of the final project improvement;
- c. have a certificate *English Language Proficiency Test* (EFTA) based on TOEFL LIKE with a minimum score of 450 or a certificate TOEFL from a reputable institution with a score of 450 or a certificate IELTS from a reputable institution with a score of 5.0.
- d. special program in the field of medicine and health is declared passed when it has met the proportion of GPA assessment by 60% and competency test by 40%.
- e. final assignment course, thesis, thesis, and dissertation must pass where the minimum passing grade is B; And
- f. reported to the AKPK Bureau and for publication of the Decision by the Chancellor.

Seventh Part  
Approval Predicate  
Article 57

- (1) Every graduate of the UPN Veterans Jakarta education program given the title of graduation in accordance with the GPA obtained as well as other criteria determined by the Chancellor.
- (2) Graduating students from diploma programs and programs Undergraduates can be given the predicate of satisfactory, very satisfying, or praise with criteria:

<b>GPA</b>	<b>Information</b>
2,00 - 2,75	Good
2,76 - 3,00	Satisfying
3,01 - 3,50	Very satisfactory

3,51 - 4,00	With compliments
-------------	------------------

- (3) Graduate students from professional programs, specialist programs and the doctoral program can be given a satisfactory title, very satisfactory, or praise with the criteria:

<b>GPA</b>	<b>Information</b>
3,00 - 3,50	Satisfying
3,51 - 3,75	Very satisfactory
3,76 - 4,00	With compliments

Eighth Part  
Judiciary  
Article 58

- (1) Yudisium is the process of determining graduation with based on academic and non-academic evaluations by the faculty.
- (2) Academic evaluation refers to Article 34 paragraph (2) letter a, letter b, letter c, and letter d.
- (3) Non-academic evaluation must meet the requirements as following:
  - a. has paid off all financial obligations; b. has submitted the final project document to the library; c. library free;
  - e. do not have the problem of administrative responsibility finance related to student activities.
- (4) Judiciary meetings are held by the Faculty Leaders.
- (5) The Yudisium schedule is carried out according to the academic calendar and happened.
- (6) The results of the judiciary meeting that have been determined by the dean to be submitted for issuance of a Decree by the Chancellor.
- (7) List of students published in the Chancellor's Decree is the list that will be used as the basis for printing Degree.

- (8) Faculties are required to make Standard Operational Procedures (POB) Judiciary.
- (9) The graduation date is determined by a decree Headmaster.

Ninth Part  
Graduation  
Article 59

- (1) UPN Veteran Jakarta holds graduation at least twice a year.
- (2) Graduates who attend the graduation are graduates whose names are listed in the Chancellor's Decree regarding Judiciary.

Article 60

Academic degree refers to the applicable Ministerial Regulation when a student is declared passed except for the knowledge cluster not listed in the Ministerial Regulation.

Part Ten

Diplomas, Academic Transcripts, Professional Certificates,  
Certificate of Accompanying Diploma

Article 61

- (1) Diplomas and academic transcripts for bachelors, masters, and diplomas are awarded to students who have fulfilled all requirements provisions of academic requirements and academic administration completion of bachelor's, master's, and diploma programs.
- (2) Academic transcripts at each level of education are appropriate to the number of credits required in this regulation
- (3) Certificate of Accompanying Degree must be given to graduates in supporting graduate competencies
- (4) Profession certificates, certificates accompanying diplomas are regulated further with the Chancellor's decision.

Article 62

- (1) Degree Substitute Certificate can be given to graduates whose diplomas are lost or damaged.
- (2) Provisions regarding Certificate of Substitution of Degree regulated in the Academic Guidelines.

Chapter IX  
STUDY PERIOD AND LEARNING LOAD

Part One

Study Period and Study Load for Diploma Programs, Undergraduate Programs,  
Professional Programs, Masters Programs, Specialist Programs, and Program  
Doctor

Article 63

- (1) The study period for the third diploma is at most 5 (five) academic years, with a student study load of at least 108 (one hundred and eight) sks.
- (2) The maximum study period for the Undergraduate Program is 7 (seven) years academic, with a student study load of at least 144 (one hundred and forty four) credits
- (3) The maximum study period for the Masters program is 4 (four) years academic, with a student study load of at least 36 (three twenty six) credits.
- (4) The study period for the Professional Program ranges from 1 (one) year up to 3 (three) academic years after completing the program bachelor degree, with a student study load of at least 36 (three twenty six) credits.
- (5) Doctoral Program study period is at most 7 (seven) years academic, with a student study load of at least 42 (four twenty two) credits.

The second part

Temporary Study Suspension

Article 64

Temporary Study Termination can occur due to:

- a. Students apply for academic leave;
- b. Students do not do her registration so non-active status (NA);

Third Part

Academic Leave

Article 65

- (1) Temporary suspension of studies due to academic leave for students do not affect the study time limit that has been set.
- (2) Students with strong reasons indicated by written evidence can apply for termination of the study temporary, a maximum of 2

(two) semesters during the study period. (3) Provisions regarding Temporary Study Termination are regulated in Academic Guidelines.

#### Fourth Part

##### Non-Enrolled Students (Non-Active)

##### Article 66

- (1) Students who do not register for 1 (one) semester status is non-active.
- (2) Students with non-active status are required to apply written application to the Dean for registration repeat.
- (3) Faculties are required to contact non-active students before the next semester.
- (4) Students who have not registered for 2 (two) consecutive semesters are declared resigned or quit as a student.
- (5) Student resignation or stop as student referred to in paragraph (4) is determined by Chancellor's Decree.
- (6) Change of status of non-active students in Database Higher education is conducted according to the applicable rules.

#### Fifth Part

##### Permanent Study Termination, Study Time Reminder, and Resignation

##### Article 67

- (1) Students who at the end of the second semester cannot meet the Grade Point Average and the number of credits as appropriate stipulated in article 38 is given a written warning by the leader study program.
- (2) If after being warned the student still cannot collect the Grade Point Average and the number of credits as determined, the student will be subject to permanent study termination.
- (3) Termination of the study is still carried out in three stages:
  - a. the level of study termination remains at the beginning given to students who at the end of the fourth semester cannot meet the Grade Point Average and the number of credits that are set;
  - b. the level of study stoppage remains in the middle given to students who at the end of the eighth semester cannot meet the Grade Point Average and the number of credits that are set

- c. study termination stage fixed at the end given to students who at the end of the fourteenth semester could not meet the Grade Point Average and the number of credits that are set

Sixth Part  
Study Deadline Reminder  
Article 68

- (1) Warning of study time limit is used to conduct escort so that students are not subject to sanctions for termination of study still (drop out).
- (2) Study deadline warning is given given by faculty to students at the start of the sixth and seventh years study period
- (3) Provisions regarding study time limit warnings are regulated in in Academic Guidelines.

Seventh Part  
Resignation  
Article 69

- (1) Students can resign as UPN students Jakarta Veterans by submitting a letter of application to Chancellor through the Dean.
- (2) Provisions regarding resignation are regulated in Academic Guidelines.

CHAPTER X  
REAL WORK LECTURES, INTERNSHIP AND CLINICAL PRACTICE

The Real Work Lecture is an activity carried out by students during their studies whose implementation is regulated in a separate Chancellor's Regulation.

Article 70

- (1) Each study program may organize a program apprenticeship (internship) according to the needs of the study program.
- (2) The number of credits for the internship program (internship) determined by the faculty according to the needs of the study program.

- (3) Provisions regarding the implementation of apprenticeship as follows referred to in paragraph (1) is regulated in a separate rector's regulation.

#### Article 71

- (1) Clinical practice is an activity based learning experience carried out in a hospital setting as well as community.

### CHAPTER XI RECOGNITION OF PAST AND LEARNING STUDENT WORKS

#### Part One

#### Recognition of Past Learning

#### Article 72

- (1) Recognition of Past Learning, hereinafter abbreviated RPL is an acknowledgment of a person's Learning Achievement obtained from formal or non-formal or informal education, and/or work experience into formal education.
- (2) Further arrangements regarding RPL are stipulated via Rector's Regulations.

#### The second part

#### Student Work

#### Article 73

- (1) Student work during the study period includes results reasoning, community service, technological products, art, and championships.
- (2) UPN Veteran Jakarta recognizes and/or appreciates works excellence and innovative work of students in the form of RPL or other awards determined through the Chancellor's Decree.
- (3) Good student work produced in groups as well as individually is a collective work that belongs to UPN Veteran Jakarta, and therefore may not be sold buy from companies, institutions or other parties without permission Leader of University.
- (4) UPN Veteran Jakarta registers student work to obtain Intellectual Property Rights on behalf of To install UPN Veteran Jakarta.

CHAPTER XII  
NEW STUDY PROGRAM OPENING

Article 74

Stages of the Opening of a New Study Program

- (1) Opening of a new Study Program in a Department/Faculty must go through the following stages:
  - a. The opening of a new Study Program must refer to the applicable regulations from the Ministry of Education and Culture.
  - b. New Study Program Proposal and its completeness can be proposed by the department/faculty.
  - c. The new Study Program Proposal and its details are discussed in the Plenary Meeting of the Department, then continued in the Meeting Faculty Plenary.
  - d. Faculty Leaders present the results of the Faculty Plenary Meeting regarding the opening of a new Study Program to the Faculty Senate;
  - e. The Faculty Senate holds an opening Plenary Meeting new Study Program;
  - f. The Faculty Senate submits a recommendation letter Faculty Senate Plenary Meeting regarding the opening of a new Study Program to the Faculty Leaders;
  - g. The Faculty Leadership forwards the opening proposal New Study Program to University Leaders when results The Faculty Senate Plenary Meeting approved the Opening proposal New Study Program.
  - h. The University leadership assigns the Development Institute Learning and Quality Assurance (LP3M) to do academic review of the proposed opening of a new Study Program;
  - i. University leaders use the results of academic studies LP3M to ask the Faculty to present the proposed Study Program new;
  - j. University leaders have the authority to accept or reject the new Study Program proposed by the Faculty. k) University leadership forwards the opening proposal New Study Program to the University Senate to get agreement.
  - k. The University Senate discusses the proposal to open the Program New studies at the University Senate Plenary Meeting level. m) The Chairman of the University Senate submits a letter of recommendation approval of the Plenary Meeting to the Chancellor.
  - l. The Chancellor sends a proposal for opening a new Study Program to the Director General of Higher Education through the SIAGA application.



- m. When permission has been received, the Rector issues a Letter Decision to open a new Study Program to be offered to society.

#### Article 75

##### New Study Program Opening Requirements

- (1) The opening of a new Study Program must follow the provisions and that applies to the Ministry of Education and Culture and Research and Technology.
- (2) The opening of the Study Program is determined by the Minister.

#### BAB XIII

#### ACADEMIC SANCTIONS

##### Part One

##### Type of Violation

#### Article 76

- (1) (1) Academic sanctions may be imposed on students who violate the provisions contained therein this rule.
- (2) (2) Types of violations committed by students can be in the form of:
  - a. late registration;
  - b. do not meet the requirements for the number of lecture attendance;
  - c. c. commit fraud and/or falsification in the process academic activities;
  - d. plagiarism;

##### The second part

##### Kinds of Academic Sanctions

#### Article 77

Academic sanctions can be imposed on students who committing a violation as referred to in Article 68 sentence (2) letters c and d, in the form of:

- a. verbal reprimand;
- b. written warning;
- c. not allowed to take the end of semester exams;
- d. canceled the final grade that has been obtained from the course and concerned;
- e. not allowed to attend lectures during a certain time;
- f. do not get academic services within a certain period of time certain;
- g. declared to have resigned as a student;

h. stripped of the degree he had received.

Third Part  
Application of Academic Sanctions  
Article 78

The authorities impose academic sanctions on student is the Chancellor proposed by the Dean.

CHAPTER XIV  
CLOSING

Article 79

- (1) At the time this Chancellor's Regulation comes into effect, Rule Chancellor Number 15 of 2017 concerning Academic Regulations is revoked and declared not to be the case.
- (2) This regulation comes into force on the date it is stipulated.

Decided in Jakarta  
On 8<sup>th</sup> June 2022  
The Rector,



ERNA HERNAWATI

Copied from the original:  
Head of Learning Quality Assurance Department  
Universitas Pembangunan Nasional "Veteran" Jakarta

Signed

SATRIA YUDHIA WIJAYA